



# Oxenhope C E Primary School

## **Health and Safety Policy**



**If you are concerned about the safety of a child, act!**

Our Named Persons for Child Protection are Alice Jones, Gillian Dyson, Caroline Auty, Jo Brown, Oliver Thurlby & Laura Smales

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

West Yorkshire Police – 101 or 999

Created By:	Last reviewed:	Next Review Date:
A Jones	February 2024	February 2025

## School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.  
*May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.*

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

## Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

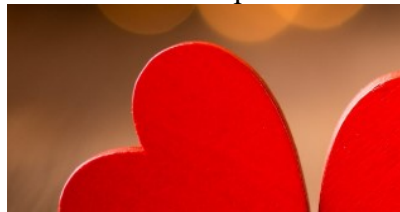
'Live in harmony with one another.' Romans 12 v 16



## Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



## Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



## **Statement of Intent**

At Oxenhope CE Primary School, through the way we work and behave, all our stakeholders, including staff, parents, children, Governors and visitors, will be protected from risks of occupational injury or ill health.

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. We will ensure the health and safety at work of everyone in our school and any visitors who may be affected by our work activities. We will comply with the requirements of health and safety legislation. This policy reflects our commitment to ensuring that health and safety at work is paramount to the school, and that effective health and safety actively contributes to our success.

We recognise our health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Headteacher and Chair of Governors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

So far as is reasonably practicable we propose to pay particular attention to:

- a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.
- b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
- c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment.
- d) Making regular assessments of risks to employees.
- e) Taking appropriate preventative/protective measures as identified by risk assessments.

In order that we can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the school or anyone else concerned to ensure that their obligations are performed or complied with.

All employees of the school agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to co-operate with the school so as to enable it to carry out its duties towards them.

This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our stakeholders and visitors respect this policy, a copy of which can be obtained on demand.

## **BDAT Policy**

As an academy and member of the Bradford Diocesan Academy Trust we comply fully with the BDAT Health and Safety Policy issued August 2021. This policy **must be read** in conjunction with our school policy and includes:-

- A. Compliance with the Law
- B. Health and Safety Responsibilities
- C. Policies, systems and procedures. Where any systems or procedures differ from the BDAT policy they are outlined in the school specific policy below.

### **School Specific Health and Safety Policy**

#### **Responsibilities**

The responsibilities of the following are identified and described in detail in the BDAT Health & Safety Policy:

- The Governing Body
- School leaders
- Managers and teachers
- Generic responsibilities of all employees
- Contractors and Subcontractors
- Competent Persons

#### **Academy Competent Persons**

BDAT have appointed a Head of Estates to advise and assist with all related health, safety and welfare issues related specifically to our business undertakings.

The Business Leader has an IOSH certificate for managing safely and is competent to carry out all the items listed on page 26 of the BDAT H&S Policy. The Senior Administrator has also completed the IOSH Managing Safely certification.

BDAT have appointed an Estates and Health and Safety Manager to advise and assist all related health, safety and welfare issues related specifically to our business undertakings.

The Head of Estates will carry out regular Health and Safety audits of the school. We will also liaise with the Head of Estates on all issues related to Health and Safety, for example:

- Advice on any related safety matters, including the application and maintenance of our school Health and Safety Policy arrangements
- Advice on up-to-date knowledge in matters of legislation and regulations as they apply and affect the school and its Health and Safety Policy
- Monitoring the school's health and safety status by visits to site and ensuring our compliance with current legislation and our school policy and standards
- Joint liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking
- Advice on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation
- Advice on interpretation of legal requirements
- Assistance with strategy for implementation of the policy
- Joint investigation of serious accidents

#### **Health and Safety Contacts**

Health and safety contacts are the persons to be contacted in the event of a Health and Safety incident or where advice is required. Our Health and Safety contacts within BDAT are:

- Head of Estates – Marc Burrow

Our current school-specific Health and Safety contacts/key contractors are as follows:

- Responsibility for H&S within the school – Nikki Hardaker (Business Leader), Alice Jones (Headteacher), Helen Hartley (Senior Administrator), Brian Armstrong (Caretaker)
- Fire Safety – Keybury Fire & Security
- Fire alarm & emergency lighting – Keybury Fire & Security
- Gas, heating and ventilation – AJGastech & Ryan Wilkie Plumbing & Heating Services
- Electrical – S.G.Ellis Limited & M J Electrical Contractors

### **Health and Safety Representatives**

Trade union reps and Environmental Health carry out annual checks and report back to the Headteacher and business manager.

### **Statutory notices**

As specified in the BDAT Policy, the following statutory notices must be displayed within the school premises at all times:

- A signed copy of the Health and Safety Policy Statement of Intent
- Employers liability insurance certificate
- Health and Safety Law poster
- First aid (notifying the names and locations of the first- aiders)
- Fire procedure (with the assembly point)

### **All Employees**

As stated in the BDAT Policy, it is the responsibility of each individual within school to take responsibility for health and safety as defined on page 21 of the BDAT Policy. Training must be provided for individual employees to carry out their duties safely and these specific responsibilities must be clearly pointed out during induction. If an employee is unsure or feels it would be dangerous to perform a specific task then it is the duty of the employee to report this to their line manager.

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the school reminds employees of their duties under Section 7 of the act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the school to enable it to discharge its own responsibilities successfully.

### **Furthermore, all employees are expected to:**

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice
- Not operate any machinery or equipment unless authorised to do so
- Obtain and use the correct tools/equipment for the work and not use and report any that are unsafe or damaged
- Store all tools, equipment and personal protective equipment in the approved place after use
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used
- Switch off and secure unattended machinery or equipment
- Avoid improvised arrangements and suggest safe ways of eliminating hazards

At the time of reviewing this policy, the Every Issues tool is being rolled out to employees and should be used as a tool to report any issues. Every member of staff has a login for this and it is a

useful way to report issues. If there is an issue that is causing any immediate risk, a senior leader must be verbally informed without delay.

### **The Caretaker's responsibilities**

In addition to the responsibilities of all employees, the caretaker, Brian Armstrong or his Deputy, Matthew Binns, are also responsible for:

- Encouraging the highest possible standards of health and safety across the school
- Ensuring that any work that has health and safety implications is prioritized
- Managing health and safety on a day to day basis across the school
- Ensuring that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities. This includes daily site walks, carrying out hazard spotting checks across the school and grounds.
- Managing and ensuring the security of the academy premises and their contents at all times, ensuring the premises are open for use as and when required and securing the premises at the end of each shift. This includes opening and locking of gates and doors at the appropriate times, ensuring that windows are locked and secure and that security systems are activated accordingly.
- Responsibility as first key holder for the site and undertake associated call out duties on a 24-hour basis if required. However, at the time of reviewing this policy, we have a contract to use the services of a keyholding/alarm call-out contractor.
- Adhering to all Risk Assessments, including the COSHH risk assessments.
- Notifying the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Liaising with Headteacher, Business Manager and Office Administrators to implement health and safety procedures, precautions and controls
- Liaising with contractors to ensure health and safety compliance
- Ensure that all work under their control is undertaken in a safe manner
- Overseeing the maintenance of electrical appliances, fire-fighting equipment, alarm systems lifting equipment and water outlets that may harbour legionella. Records are kept of all these checks.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately
- Ensure that all contracted cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out and record the details of a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

The Caretaker has responsibility for all snow/frost clearance. Pathways and a clear route into and around the school should be cleared, gritted and maintained but the Caretaker is not expected to clear/grit the whole of the playground, car park or outside the school grounds.

### **Pupils are expected to:**

Exercise personal responsibility for the safety of themselves and other pupils. Observe standards of dress consistent with safety and/or hygiene. Follow the safety rules of the school and in particular the instructions of teaching and support staff given in an emergency. Use and not wilfully misuse, neglect or interfere with things provided for their safety.

### **The school curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives.

Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example children will learn about 'People who help us' and the work of the police and fire services. Through this and similar topics we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in PSHCE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationships education (see the relevant policies).

We have appropriately timed safety assemblies such as firework safety, water safety and sun safety.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **Child protection**

The named person with responsibility for child protection in our school is the Headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LEA, the Trust and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the named person about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services.

We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child. We require all adults employed in school to be police checked, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry.

### **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign in using the Inventory system in the office area and to wear a visible visitor's badge. Teachers will not allow any adult to enter their classroom unless they are expected.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher or Senior Leadership Team (SLT) immediately. Headteacher or SLT will warn any intruder that they must leave the school site straight away. If the Headteacher or SLT has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

The school site will be checked at 9:00 to ensure that it is secure and the date and time will be noted in the school office.

### **Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities

related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Headteacher or the Senior Leadership Team before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent. If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office/in the first aid stations (bottom of the stairs and in the disabled toilets in KS1, in the reception classroom, staffroom) and take them outside during lunchtimes and playtimes. Several members of staff at the school have been trained in first aid.

Should any incident involving injury to a child take place staff will assist. If necessary, the school office staff will telephone for emergency assistance. We record in the school accident book all incidents involving injury, and in all cases of head injury and more serious injury, we inform parents. Should a child be quite seriously hurt, we contact the parents/carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

### **Supervision of Pupils**

Staff and other supervising adults should maintain good order and discipline, safeguarding their and the children's health and safety at all times. No pupil should be left unsupervised.

Staff should be in class when pupils come into class in the morning/afternoon. Staff should be punctual in collecting pupils from the playground. The same duty of care applies when staff supervise pupils in after school clubs.

If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover. Administration should inform supply teachers of their duties regarding supervision. All staff must wear high-vis vests during playtime duty and take out toilet bands onto the playground.

If a pupil is not collected from school, including after school clubs, staff should notify the Headteacher or Senior Leadership Team. Appropriate staff should be available to supervise cloakrooms and pupils entering/leaving toilets.

### **Reporting Health and Safety Problems**

Whenever anyone notices a problem which they are not able to put right, then they tell the appropriate person named below as soon as it is safe and practical for them to do so. In all instances it should be written (using the Concerns Form) as well as verbal and handed to

- a) the Headteacher/SLT
- b) the Caretaker
- c) the Administrator (who will share it to a or b as appropriate)

### **General arrangements**

#### **Risk assessments**

Risk assessments are carried in compliance the school Risk assessment policy and the BDAT H&S Policy. Please refer to these policies for further details.

We write risk assessments for all visits/off-site activities out of school and or comply with risk assessments produced by external providers. We have standard risk assessments for bus/coach travel and school/ local walks. Outside visits are co-ordinated by admin staff, in line with the **Educational Visits Policy** and follow a highly structured procedure.

#### **Fire Safety**

Please see the school's written **Fire Risk Assessment** which has been written in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO).

The control measures identified will be issued to relevant employees. Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to



take in the event of a fire or other emergency. Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals. Fire Wardens have been appointed and trained.

There are signs on exit doors and information in each classroom on evacuation procedures.

### **Fire and other emergency procedures**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. There are weekly fire alarm checks and fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. The school has an appropriate number of trained fire marshals who are aware of their duties as described in the BDAT H&S Policy.

### **Lockdown/invacuation procedure**

The school has a lockdown/invacuation procedure and this is reviewed regularly. It is practiced and the outcome recorded on the Every system.

### **First Aid**

There are a number of members of staff with qualifications in First Aid. Ms Michelle Smith (HLTA) is also qualified in First Aid at work. A number of teachers and support staff have paediatric first aid qualifications. The list of first aiders is displayed in all areas of the school building. Recertification is carried out at regular intervals and all first aiders are aware of their responsibilities, as defined in the BDAT H&S Policy.

### **Bus and car travel**

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. If children are being transported by car there will be two adults accompanying and they will wear a seatbelt and sit on booster seats if appropriate for their height/weight.

### **Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term - perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period.

In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

Records will be kept of all medication received and administered by the school.

### **Internet safety (see also Online Safety Policy)**

We regularly use the Internet in school because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **Person responsible for reporting Incidents**

The Headteacher  
First Aid at work trained staff  
Office Administrators  
Business Leader (RIDDOR)  
All first aiders

Accident forms are kept in the first aid station at the bottom of the stairs, in Explorers cupboard, and in reception classroom

## **Accident book**

This is kept in the first aid station at the bottom of the stairs, in Explorers cupboard, and in reception classroom

## **Fire Extinguishers**

Damage or leaks should be reported

## **Electrical devices including computer equipment and interactive whiteboards**

All electrical equipment should be switched off and unplugged when not in use with the exception of identified pieces of equipment i.e. computer servers etc.

Computers and interactive whiteboards should be shut down when not in use.

## **Contractors/visitors on site**

All contractors/visitors must report to the school office and the arrangements comply with those defined in the BDAT H&S Policy.

The Inventory electronic signing-in system is maintained.

All electrical contractors must fill in the Electrical log book (kept in the school office)

Any hot works will require a permit before these are carried out

If there is a safety issue the contractor must discuss this with Head or Assistant Head before work commences

## **Cleanliness**

The caretaker and cleaning staff have responsibility for keeping all areas clean. All staff should support the caretaker with cleanliness on a daily basis.

## **Waste disposal**

All classrooms must contain at least one bin which is emptied every day. Broken glass to be safely wrapped in layers of paper and the caretaker informed.

## **Safe stacking and storage**

Staff should be aware of anything which is stacked too high and could prove a hazard

Gangways, exits and Fire Exits must be kept clear Corridors and transit areas to be kept as free as possible

## **PE**

All staff are responsible for checking PE equipment before use.

Pupils should be dressed appropriately for all forms of PE

## **Special access to particular areas**

1. All storerooms and storage containers must be kept locked.
2. Children are not permitted in storage cupboards.
3. Teaching staff and children are not permitted in the school kitchen.
4. The school kitchen door must be kept closed at all times and be locked when not in use.

## **Electrical equipment**

All of this type of equipment is tested annually no electrical equipment i.e. phone chargers, to be used in school unless PAT tested.

Faulty plugs, loose connections and faults should be reported verbally and in writing to the office using the Concerns Form.

All teachers are responsible for class based electrical equipment.

All faults/problems to be reported to the Head.

Care should be taken over all trailing leads especially across open space in any area.

## **Plugs**

Any sockets which are not in use will be covered by safety covers.

## **Snow/frost clearance**

The caretaker has responsibility for all snow/frost clearance. Pathways and steps should be cleared, gritted and maintained.

## **Other Hazards**

### 1. Journeys

Follow LEA/trust advice. Ensure a good pupil/teacher ratio according to the Educational Visits Policy. Ensure there is a method of getting assistance if required.

### 2. Journeys by car/coach

School follows the BDAT H&S policy and the BDAT and school specific Educational Visits Policy.

## **Residentials**

School follows DFE and LEA/Trust guidelines Staff have a responsibility to consult documentation.

## **Asbestos**

Asbestos surveys have been carried out and there is no known asbestos on site. However there are certain, unexposed areas of the building (ceiling voids) that have were not accessible for checking. Whilst there is no reason to suspect that there is asbestos in these areas, relevant contractors are made aware of this and shown the relevant plans and asked to sign the appropriate register.

The following procedures are intended to ensure the safety of all staff and children within the school and any visiting contractors.

As of 2014, the school have been made aware that asbestos is present in certain areas of the school but there is no access. A map of the school is displayed in the office in the Asbestos file and in the Caretaker's room with the location and nature of any asbestos-containing materials. This must be referred to before any works / alterations are undertaken within the school. On an annual basis, the HT will remind all staff about the dangers of asbestos and the specific procedures that must be followed.

## **Visiting Contractors**

Before any works / alterations are undertaken by visiting contractors, the following procedure must be followed:

1. All visiting contractors must be referred to Headteacher in the first instance. If they are out of school or unavailable, the Caretaker or office staff must carry out the following procedure.
2. Headteacher/Caretaker/ office staff **must** check if there is asbestos-containing materials in the area where work is planned. The school map will show this but additional information will need to be accessed. Contractors must sign to say they are aware of the location of asbestos.
3. Only after the proposed area of work has been checked as free from asbestos-containing materials should the workmen be permitted to start work.
4. **Delay caused by having to check the system is unavoidable and staff should not hesitate to turn contractors away if there is any doubt about the asbestos status of the area.**

### Display Screen Equipment

Oxenhope Primary School is fully committed to protecting the health of our pupils and staff. Members of staff who regularly use display screen equipment (DSE) will take the necessary precautions to limit their exposure to risk. This policy outlines the areas of concern, along with solutions to, the risks around regular use of DSE. Although this policy is designed for staff, the safety procedures described will also apply to pupils who use DSE for prolonged periods of time.

The HSE has defined DSE as:

- Conventional cathode ray tube screens.
- Liquid, crystal or plasma displays used in flat-panel screens and touchscreens.
- Screens used to display line drawings, graphs, charts or computer generated graphics.
- Screens used in work with television or film pictures.
- Non-electronic microfiches.
- Closed-circuit television.

Members of staff who are covered by this policy are those who:

- Would normally use DSE for continuous periods of more than one hour at a time.
- Use DSE more-or-less daily, for periods of more than one hour.
- Need to quickly transfer information to or from DSE.
- Need to apply high levels of concentration.
- Are highly dependent on DSE or have little choice about using it.
- Need special training to use DSE.

Health issues - Regular users of DSE are at risk from a number of health issues; however, these can be mitigated through information sharing and well-designed safety procedures. Some of the risks include:

- Fatigue
- Eye strain
- Upper limb problems
- Repetitive strain injury
- Back pain

Headteacher responsibilities - The headteacher will ensure that all DSE related risk assessments are in place and up-to-date.

- All controls and procedures must be regularly monitored. Where weaknesses are identified, a process for improvement will be enacted.
- Training will be arranged for members of staff who require it.
- A system for information sharing will be established and regularly monitored.
- A system will be in place to report problems or issues with the current policy.

Teacher responsibilities

- All teachers have a duty to take care of their health, as well as the health of their pupils.
- Teachers, who supervise lessons which involve DSE, will ensure correct usage by pupils at all times.

#### Maintaining the workstation

- A comfortable typing position will be used. The space between the user and the keyboard will be practical and comfortable. Teachers will ensure pupils are not hunched or stretching unnecessarily.
- The mouse will be to the right of the keyboard, if the user is right-handed. For left-handed users, a left-handed mouse will be made available.
- Items will be placed at an accessible distance.
- Adjustable chairs will be used to ensure all users are seated in a comfortable position. Teachers will ensure that all pupils are aware of how to adjust their seating position.
- Foot rests will be made available for users who require them.
- Display screens will be fully adjustable. This includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.
- Any pupils or staff with special educational needs or disabilities (SEND) will be provided with any additional support they require. Any reasonable adjustment requests will be submitted to the SEND coordinator (SENDSCO).

#### Maintaining the learning space

- If a room is used primarily for ICT equipment, lighting levels will be slightly lower than otherwise required.
- Blinds will be installed in work spaces that are primarily used for ICT. This will be done to reduce occurrences of glare, which can lead to eye strain.
- The flooring in ICT rooms will be anti-static and non-slip.
- The school will adhere to the British Educational Communications and Technology Agency (BECTA)'s recommendations of a space of between 1 and 1.5 metres between workstations, and a space of 1.2 metres will be left in gangways to allow ease-of-access for wheelchair users.
- All electronic wires and cabling will be covered, using trunking and rubber cable covers, to prevent tripping.

HSE recommendations - The HSE has a number of suggestions and recommendations for avoiding DSE Health Risks. A full list of these suggestions can be found below.

In order to ensure comfort, the following adjustments should be made:

- Forearms should be kept horizontal.
- Eyes should be kept at the same height as DSE.
- Workspaces should be arranged to accommodate all the users' documents.
- The desk should be arranged to avoid glare, possibly by facing away from windows.
- Blinds or curtains should be adjusted to keep out excessive light.
- There should be plenty of space below the desk for the user to move their legs.
- To avoid pressure from seat edges, footrests should be used by shorter users.

To minimise issues that arise from regular keyboard use, the following advice is suggested:

- The space in front of keyboards should be used to rest wrists and hands.
- Users should keep wrists straight whilst typing.
- Soft touch pads should be used to provide extra support for users' wrists and hands.
- The mouse should be kept in reach to avoid stretching.
- If a keyboard is not being used, it should be moved out of the way.
- Users should avoid using excessive force on the keyboard or mouse.

When reading the screen, users should consider the following advice to reduce the risks from eye strain:

- Individual characters on the screen should be clear and sharp. If they are not, the settings of the DSE should be checked.
- The brightness and contrast of the DSE should be changed to suit the lighting conditions of the room.
- The surface of the screen should be kept clean at all times.
- Where possible, text size on the screen should be adjusted to the users' individual needs.

By taking regular breaks, the risks from eye strain and other DSE related risks can be reduced. Because of the varied nature of work carried out by users of DSE, the HSE does not give specific advice for teachers. However, in their general guidance they state:

- Regular, shorter breaks are better than longer breaks. For example, 10 minute breaks every hour are better than 20 minute breaks every two hours.
- Users should be given some discretion at which times they take breaks.

Breaks should take place away from the workstation.