



# Notting Hill Preparatory School

## 1.6 Policy for Health and Safety (EYFS and KS1-3)

Reviewer responsible: **Bursar**  
Reviewed by: **CA**

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Authorised by Proprietor/Co Chair: **JM 24.01.2017**

Signed:

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## GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As governors of Notting Hill Prep ("the School") we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of the School by appointing, John Mackay, Co-Chair of Governors and of the Business Management Committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmistress. However, as governors, we have specified that the School should adopt the following framework for managing health and safety:

- The governor overseeing health and safety is a member of the health and safety committee that meets termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled once a term at the Business Management Committee meeting.
- Any issues on health and safety that the committee chairman wishes to bring to the Board's attention are tabled at each meeting of the full Governing Board.
- The external fabric of the School, its plant, equipment and systems of work are maintained by competent professionals. These reports are considered by the Business Management Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- The School has fire risk assessments, which were carried out by a competent person and which are reviewed and updated every year for progress on completion of items in the action plan.
- The School has a competent person undertake a risk assessment for legionella, every three years and an annual water sampling and testing regime in place.
- The School has a comprehensive Policy on Health and Safety ("Policy") in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training. First aid training is provided to any member of the teaching staff who is involved with trips and visits.

All employees are briefed on where copies of this statement can be obtained on the School's internet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation are to be found in the Health and Safety Policy.

Signed (.....) Co-Chair of Governors, for and on behalf of the Board

Date (.....)

## ORGANISATION

This part of the Policy deals with the organisation of Health & Safety.

### 1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### 2. Headmistress

The Headmistress will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmistress will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### 3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- ensuring maintenance requirements are dealt with
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmistress
- compliance with the Construction (Design and Management ) Regulations
- chairing the School Health and Safety Committee

### 4. School Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings where possible. The other members of the Committee will be:

- Headmistress
- Deputy Head (Administration)
- School Administrator
- JCB School Secretary
- Head of Science
- Director of Sports

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;

- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### **5. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Bursar or any member of the Health and Safety Committee of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

## AIM

The aim of the Policy is to create an awareness of precautions and measures regarding safety that must be observed in and out of the School by all users of the School: children, School staff, parents, visitors and the local community. We have had regard to 'Health & Safety: Advice on legal duties and powers' (Dept for Education June 2013) when putting together this policy.

## OBJECTIVES

- To promote the safety and welfare of all members of the School community.
- To promote good safety procedures, alertness and control and instil concern and consideration for the safety of others. Each individual must know how to protect him or herself and must know what to do in emergencies, including basic first aid and other procedures.
- To teach sensible safety habits within the whole curriculum: sometimes through topics, for example, 'safety rules in the laboratory' covered in Science; or through a PSHE topic, for instance on smoking or drugs. Outside agencies, such as the Police, Fire Brigade and Road Safety Officer, are invited to address the children in assembly from time to time.
- To encourage children to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with healthy options selected by the School wherever possible. Healthy break-time snacks are encouraged and milk or water is available.

The School believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits

## GENERAL HEALTH AND SAFETY CONSIDERATIONS

For any physical activity, children change into their sports kit. They must wear trainers or other suitable footwear for outside activities for safety reasons. Children are not permitted to wear any form of jewellery except for a pair of small stud earrings (pupils with pierced ears) and a discreet chain and religious symbol. All jewelry should be removed for PE where possible.

The School has a few rules that are made specifically for safety reasons, such as walking (not running) in the School buildings, crossing the road safely, playing within sight of an adult, care of property etc.

In accordance with LEA safety regulations, educational visits are planned in advance and risk assessments carried out, with staff making a prior inspection of the venue, if possible (see separate policy on **Risk Assessments**). Details of the visit are sent to parents. Children must wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the class teacher always takes a first-aid kit, mobile phone and list of emergency telephone numbers (see separate policy on **Educational Visits**).

The School has standard procedures in case of an emergency in School, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out in each building at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system (see separate **Critical Incident Policy** and separate **Fire Policy Procedures**).

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff (see separate **First Aid Policy**).

The Caretaker, under the direction of the Bursar, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advised. The Caretaker and cleaners maintain clean and tidy

buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

## THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

In accordance with Government guidelines the following procedure is followed for the administration of medication at the School.

- Prescribed medication can only be administered by the Senior First Aid Officers (The School Secretaries in OB and JCB and the Head of Administration); and the Deputy Senior First Aid Officers (Headmistress's PA and Administration Assistant) – if the parent has filled out and signed a Medication form (see **Appendix 1**).
- Non-prescribed medication must not be administered by staff. For casual ailments (coughs, colds etc.) it is usually possible for doses of medication to be given outside school hours. Should a child require a dose of medicine at lunchtime, the parent must come into the School to administer the medicine. However, a request can be made for the SFAO (OB & JCB) to administer a lunchtime dose. The request must be put in writing and precise instructions and dosage given. The medicine must be clearly labelled with the name of the child and handed to the SFAO at the beginning of the day. Similarly, when pupils are away on residential trips, it may be appropriate for the Headmistress to seek written permission from parents to administer a mild analgesic, such as paracetamol, to relieve pain should this be necessary.
- A 'medical list' of children's allergies and illnesses is clearly visible on a notice board in each classroom (folded over so that the information cannot be seen casually – for confidentiality reasons) and its location is drawn to the attention of all staff. This is updated as required.
- No creams or lotions are to be administered, e.g. Arnica cream, Witchhazel. All cuts and bruises must be cleaned with water or antiseptic wipes. Individually wrapped sterile adhesive dressings are safe to use **provided** that they are **not** used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, First Aiders must check the 'medical list' to ascertain whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing, i.e. a non-allergic plaster or dressing, must be used.
- For those children who require medical equipment such as epi-pens for allergies, or inhalers and/or ventilators for asthma, this equipment should be provided by parents, along with written instruction about how and when they should be administered. The child should carry them in a named orange bag which is kept with them in the classroom and is taken to sports lessons, music lessons (off site), lunch and school trips. The School Secretaries in the JCB and the OB will keep a spare of the epi-pen or inhaler and/or ventilator in a secure medical cupboard in the reception area of their respective buildings. For children in Reception-Year 3, the spare will be kept in the OB. For children from Years 4-8 the spare will be kept in the JCB.
- For a child who requires emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, epilepsy), the parent must request permission in writing of the Headmistress for appropriate members of staff (ie, the SFAO, the Form Teacher, the Teaching Assistant, the Sports teacher) to administer the medicine if necessary. Detailed written instructions must be supplied to the SFAO and the nature of the likely emergency and how to cope. Emergency daytime contact numbers must be provided where the parent/guardian can be contacted.
- For a child who has to take medicine in School for the treatment of a long term illness, eg diabetes, the parent must write to the School authorising the SFAO to administer the medicine and give precise instructions regarding dosage and frequency. The medication must be brought into School in a suitable labelled container that states the child's name, the name of the medicine, the dosage and time and frequency of administration. Wherever possible the medicine should be self-administered under supervision of an adult. No medicine should be kept in School bags – it must be handed in to the SFAO in either building.

- All medicines are kept in a safe place in the School office and are administered by the SFAOs. Every effort is made to administer the medicine at the correct time, but this cannot be guaranteed.
- It must be noted that members of staff are not required to dispense medicine as part of their contract and any agreement to do so is voluntary.

### **Staff Medication**

It is the responsibility of each member of staff to ensure that any personal medication brought into the School is securely stored away from children, either in a locked drawer or given to the School Secretaries in the JCB or OB for safe keeping.

### **HEALTH AND SAFETY ISSUES RELATING IN PARTICULAR TO EYFS**

- Children go to the loo on their own (having asked permission). The loo is situated on the same floor as the Reception classroom.
- The Classroom Assistant keeps an eye on proceedings to ensure the child returns. We feel it is important for the children to go on their own to develop their independence skills.
- In the event of an accident when a child is away from the classroom (eg playtime) he/she would tell the adult on duty or their Form Teacher or School Secretary (whoever is closest).
- Children are reassured and clean clothes provided.

### **SAFE MOVEMENT IN THE SCHOOL AND BETWEEN THE TWO SITES**

Procedures are in place to ensure safety in School and when moving between the two sites (OB and JCB) and the Isaac Newton Playground. In both buildings and when moving from one site to another the children are instructed to walk, not run.

In OB children and staff walk on the **right** side of the stairs.  
In JCB it is **blue** stairs **up** and **pink** stairs **down**

Procedures for crossing the road and boarding the coach for outings are laid out in the **Safety Procedures for Road Crossing and Travel by Coach** policy.

Procedures for playground supervision are laid out in the **Guidance for Playground Supervision** document.

### **MANUAL HANDLING**

The need for manual handling must be minimised so far as is reasonably practicable. Where manual handling is undertaken, it must be conducted so that the risk of injury is reduced as far as is reasonably practicable.

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment



Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by use of trolley or other mechanism
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **HOT WORKS**

The Bursar is the responsible person for ensuring that no hot work is undertaken without prior agreement.

Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress

When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks / hot particles are generated.

Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

A risk assessment will be completed for all hot works (please see separate policy on **Risk Assessments**).

## **WORKING AT HEIGHTS**

Work at height should be avoided where possible.

Where work at height cannot be avoided, the Bursar will ensure that work equipment or other measures are used to prevent falls. Where the risk of a fall cannot be eliminated, the Bursar will ensure work equipment or other measures are used to minimise the distance and consequences of a fall should one occur.

The School requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it must be the most suitable equipment for the task. In selecting the most suitable equipment, members of staff must take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

If a ladder is the most suitable equipment for the task, then the member of staff must be accompanied by a competent adult and use the ladder in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.

Pupils must never stand on chairs or desks. If a pupil needs to reach something at height, for curriculum purposes, then they must use the kick step safety stool that is kept at the JCB workroom and be supervised at all times by a member of staff.

Any contractors used by the School will be expected to follow the principles of this guidance.

## **ASBESTOS**

The School will be the dutyholder as specified in the Control of Asbestos at Work Regulations 2012.

It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

### **Where asbestos exists or is suspected within the School's premises**

- An asbestos risk assessment has been conducted by specialist surveyors to identify asbestos containing materials in OB. This is kept in the Bursar's office.
- An asbestos register will be maintained for each property where the School is the Dutyholder showing the location, type and condition of the asbestos. The Bursar will be responsible for the up keep of the register.
- Details of the asbestos register will be made available to all visiting contractors (as required).
- Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works.
- Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

## **WATER QUALITY**

Water quality systems are managed and controlled in accordance with the COSHH Regulations and the L8-2000 Approved Code of Practice and HS(G) 274 guidance.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Bursar. The Bursar maintains appropriate records of testing and certification.

In Premises where the School is deemed to be responsible, it will:

- undertake a water quality risk assessment on all relevant water systems (please see separate policy on **Risk Assessments**)
- employ a contractor to conduct water sampling annually
- keep the results of water sampling for the period for which they remain current and at least 5 years following that period.
- Maintain a Water Quality Log Book which must be available for inspection and will contain:-
  - the risk assessment findings
  - the written scheme detailing control measures
  - the results of monitoring, inspections, tests or checks completed and the dates
- In the event of a positive water sample, the Water Contractor will notify the Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headmistress will be informed at once, even if no one is ill, and remedial action will be taken at once. The Co-Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

## **SMOKING POLICY**

It is the policy of the Headmistress that the School is a no-smoking school. Smoking is not permitted in any area of the School by staff, children, parents or visitors to the School.

## **DRUGS AND ALCOHOL - see separate policy**

## **NEW AND EXPECTANT MOTHERS**

The school aims to ensure that suitable arrangements are in place to protect the health, safety and welfare of employees who give written notification to the Bursar that they are pregnant, have given birth within the last six months or are breastfeeding.

The Bursar will undertake / arrange for a specific Risk Assessment for the employee (see separate policy on **Risk Assessments**). It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.

Once the Risk Assessment has been completed a copy must be retained by the Bursar and treated as confidential.

The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed with the Bursar and Head of Department as appropriate.

The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Head of Department.

The individual assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Bursar informed of any concerns or difficulties they may have

## **STRESS**

HSE management standards must be considered and work must be appropriately designed, organised and managed. There must be appropriate support mechanisms in place to assist individuals where stress related issues have been identified.

The Bursar, Headmistress and Heads of Department will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the School
- Change, and the way in which communication is undertaken

In practical terms, the Headmistress and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have been trained to enable them to do their job
- Monitor workloads and working hours

Where issues of stress are identified, the School will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Bursar and treated as confidential.

Employees should report any issues of concern to the Headmistress in the first instance and should co-operate with any remedial issues that are put into place.

## **SUN PROTECTION**

Parents are requested to apply sunscreen to their children and ensure that they have NHP sunhats in the summer months. If parents wish a member of staff to apply sunscreen they must send a written request.

## **TRAFFIC POLICY**

Our traffic policy is designed to minimise traffic disruption at delivery and collection times. We are aware that it is important to consider the needs and routines of all those who live and work in the vicinity of the School. This is in line with the recommendations of RBK&C planning department.

- Families are encouraged to walk, cycle or scooter if at all possible.
- For those who are obliged to drive to School, we operate a 'kiss and drop'\* system
- Parents using the 'kiss and drop' facility must drive west only down Lancaster Road so that they are on the OB School side of the street for the drop off. This will necessitate cars coming up Portobello Road and turning left into Lancaster Road.
- Parents using the 'kiss and drop' system with children in both School buildings can drop both children off outside the Lower School building (OB) and the Senior children will be crossed over at the traffic lights by a member of staff wearing a yellow jacket.
- Where possible parents are encouraged to join 'car runs' to minimise the number of car drop offs.
- Drivers wishing to come into School with their children are requested to park on another street so that they will not add to congestion in Lancaster Road.
- For collection in the afternoon, parents are requested to be considerate and park away from the School if possible.

\*'Kiss and drop' system - a rota of parents and staff has been set up to be on duty outside the School every morning between 8.10 and 8.30 to escort children from cars into School.

### **Car Parking**

Car parking is a concern at School, as it can be a hazard for those who use the School and for those who live or work within the vicinity of the School. Drivers parking cars in the roads outside or near the School, while dropping off or collecting children, should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the School must be observed at all times.

## **Cycling**

Children may be given written permission by their parents to cycle to and from School on their own but responsibility for the children off School premises remains with the parent. The School, however, does require them to wear adequate safety equipment.

## **ANIMALS IN SCHOOL**

Dogs or other pets are not allowed on the School premises, except a trained guide dog or with permission from the Headmistress, when a small animal/pet might be brought to School as part of a demonstration or curriculum resource etc. Reception and Year 1 may have goldfish, snails or chickens which are carefully looked after by the class teachers. The Head of the Acorn may bring her dog on to the premise, provided it is supervised at all times, as a risk assessment for the dog (a Pomapoo) has been carried out by the Acorn. The Science teacher may keep animals in appropriate cages in the Science Laboratory, which is kept locked. Children are taught how to care for them. The school also allows beehives on the roof and chickens in the woodland, where these are properly looked after and maintained.

Parents with dogs must keep them outside the School premises, **clear of the exit gate**, so that children are not frightened.

Should a dog chance to enter the premises and foul an area of the School grounds, the area must be cleared up immediately as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

## **CHILDREN MOVING EQUIPMENT**

In the normal day-to-day running of the School, there are times when children might need to move equipment or items or furniture - perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children must *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

### **PE and Sports Equipment**

When using large apparatus, children must be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

### **Furniture**

Chairs must be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the Caretaker will supervise. Tables need one child at each end. No child should attempt to lift a table single handed.

Gym mats will need at least two children per mat. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet.

Small items of equipment (tape players, CD players, PE trolleys) can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult must nominate a child to open and close doors.

Items children must not move:

- computers - wires can get caught and monitors can easily fall off trolleys
- televisions and overhead projectors
- piano - although on castors, it can tip and trap feet or fingers
- cooker - too heavy and awkward

- paper cutters - dangerously sharp blade
- children must not stand on chairs or tables to remove displays, nor must they remove staples, pins etc., from display/notice boards.

## EQUIPMENT AND USE OF HAZARDOUS SUBSTANCES IN SCHOOL

All potentially hazardous substances are kept in a locked store; those used for cleaning, in the basement of OB or in JCB cleaning cupboards, in the science room or in the kitchen cupboards. Quantities of substances stored must be kept to a minimum. Staff must order only chemicals covered by the COSHH (Control of Substances Hazardous to Health) Register, which is kept in the Bursar's Office for cleaning materials; science laboratory for science chemicals and with the catering manager for catering materials.

Any member of staff using chemicals must check the substance against the appropriate COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff must review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use (see separate policy on **Risk Assessments**). Any difficulties must be brought to the attention of the Headmistress/Bursar /Deputy Head (Admin) or Head of Science.

### Science

All equipment is kept in the closed cupboards between lessons. Dangerous equipment and all chemicals are kept in locked cupboards. Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers must make children aware of this and insist that care is always taken. Children must not carry heavy loads, nor run about when carrying equipment that might shatter.

Glass must always be handled carefully and, whenever possible, plastic must be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor must be cleaned up immediately to avoid accidents. Hot water must not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care must be taken when holding objects close to the eye.

No tasting or food consumption is allowed. Drinks in sealed bottles only may be consumed.

There are many ways in which germs can be transferred and these must be minimised by keeping hands and equipment clean. Hands must be washed before touching anything to be put into the mouth. Some things might need to be disinfected. Children must not use liquids that give off harmful vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects must not be pushed into the ears or nose.

Children must use protective equipment, and be supervised, at all times when using hazardous substances. A list of chemicals used and their potential hazards and treatments can be found in the Science Room. A table of the chemicals used and how dangerous contact with them can be treated is kept by the Senior First Aid Officers in both buildings.

Children must understand that some plants are poisonous and they must be aware of what these are. Moulds that have been grown must be destroyed carefully. The children must *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Children must be shown the correct techniques for their use before handling them. Eye protection must be worn when chisels are in use.

Throwing projectiles or dropping objects in investigations must be done at carefully chosen and monitored places.

It must be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessments must be carried out (see separate policy on **Risk Assessments**).

With naked flames (e.g. Bunsen burners), children must be warned to keep long hair and parts of clothing away from the flame. Candles must be fixed firmly in suitable holders. Safety goggles must be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care must be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children must never look at a very bright light (e.g. a projector beam). Pupils must never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers must be used. There must be no mercury-filled thermometers in the School. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care must be taken when carrying out electrical work. Mains electricity must not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it must be connected and switched on under adult supervision. Leads must not 'trail' across the room or tables. Any electrical equipment 'loaned' to the School must be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Any practical work must be carried out standing up with stools pushed under work benches. Sleeves must be rolled up. Any bags must be moved to a safe place, preferably under work benches.

### **Smart boards**

Children must be warned not to look directly into the projector beam. The School follows the Becta recommendations for installation and safe use of all equipment (see **Appendix 2**).

### **Technology**

All equipment must be stored safely and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away.

Hardboard must be used to protect surfaces when using tools. An adult must always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in School, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood must not be accepted unless the source has been investigated.

### **Glue Guns**

- ◆ When using glue guns, the children must be well supervised. Younger children must not use the guns on their own.
- ◆ Designate an area for using the glue gun. Only one child must be in the area using the gun at any one time. Keep all the other children well away.
- ◆ The item being glued must be left for a few minutes to cool.
- ◆ If a child should burn him/herself, the wound must be run under the cold tap. If there is doubt about the severity of the burn, the Senior First Aid Officer and the School Administrator must be consulted.

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, must be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical

instruments, stereo systems, recording or electrical equipment must be returned to the correct storage place after use.

### **Protective Clothing**

- ◆ Aprons must be worn for all painting activities and any potentially messy craft activities. Children in the Upper School must wear laboratory coats for science and for technology.
- ◆ Teachers must have goggles to hand, in readiness for science activities requiring their use. These need to be cleaned after each use to reduce the transmission of eye infections.
- ◆ In the case of accidents involving blood, all staff must wear plastic gloves and aprons.

### **ELECTRICAL SAFETY**

The Bursar is responsible for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Users of electrical equipment should visually check for defects before use. If a defect is noticed, the Bursar must be notified. The Bursar is responsible for making sure action is taken.

There are systems in place for the inspection and repair of electrical installations and equipment and inspection and test certificates are held as required.

The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).

All portable electrical appliances issued for use by the School will be PAT tested on 2 yearly basis, as advised in IND (G) 236. The portable electrical appliances in the kitchen will be PAT tested annually. PAT testing will be undertaken by an individual who has obtained the relevant City and Guilds or equivalent qualification.

### **SECURITY OF THE PREMISES**

The Headmistress, the Bursar, the Deputy Heads, the Head of Lower School and the Caretaker are responsible for the security of the building. The School's designated keyholders are: CMS.

#### **Class Teacher**

It is the responsibility of the class teacher to make sure his/her classroom is secure, the windows closed and equipment and lights switched off before they leave the premises.

#### **School Secretaries**

It is the responsibility of the School Secretaries to ensure that the CCTV system is recording correctly. The CCTV camera in both buildings are on permanent record. It is also their responsibility to test the fire alarm each week to ensure it has no faults and ensure the Acorn maintenance man carries out monthly checks on the emergency lighting.

#### **Bursar/Caretaker**

It is the responsibility of the Caretaker to check weekly that all locks and catches are in working order and the responsibility of the Bursar to check that the fire alarm has no faults, and that the CCTV and security system are working properly. The Acorn maintenance man checks monthly that the emergency lighting is working.

The Caretaker checks at the end of each day, that all windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked. If anyone remains in the building after 7.30pm he will ensure they are aware that they must set the alarm on leaving, all other checks having been carried out by the Caretaker.



**Headmistress/Deputy Head**

The Headmistress/Deputy Head (Admin) or other member of staff on duty performs the above functions in the absence of the Bursar/Caretaker/Administrator/Secretary.

The Headmistress is responsible for the security of the premises during the day. The main entrance gates to both buildings must be closed at all times.

Any parent or visitor is welcome in School but is asked to report to the School office first where they will be asked to sign the Visitors' Book and wear a Visitor's badge.

Children enter and leave School by the main doors.

Although these precautions must be observed, they should in no way detract from the welcoming ambience of the School.

**Codes**

The gate code for OB must be changed at regular intervals.

**Visitors on Site**

All visitors to the School (OB or JCB) must report to the School Secretaries at Reception in OB or JCB. They will be asked to sign the visitors' book and be given a visitor's badge to wear during their visit if they go beyond the Reception area. At the end of their visit they must again report to the School Secretaries at Reception, return the badge and sign the visitors' book with the time of departure.

Any member of staff who observes an individual in the School who appears suspicious or out-of-place should approach the individual (if safe to do so), politely ask for their name and purpose in the School and make them aware of the School visitors' policy. They should be escorted to the School Reception desk and be checked in as a visitor. The incident should be referred to the Bursar to review security to determine how the intruder gained entry.

In the event of an individual gaining access to the site who may pose a safety hazard, procedures are in place and are set out in the **Critical Incident Policy**.

**Contractors on Site**

- ◆ Contractors must telephone the School Secretaries and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors must report to the School Secretaries at Reception and the Bursar will be notified of their arrival if necessary. They will be requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to Reception, return the badge and sign the visitors' book with the time of departure.
- ◆ Contractors work under the close supervision of the School Secretaries or the caretaker or the Bursar, so that there is no danger to the health and safety of children or adults in School. Any concerns must be reported to the Headmistress and, when necessary, any other Advisory Body.
- ◆ When not in use, any equipment that contractors bring into School must be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work must be in progress in the playgrounds during break times and lunchtime.
- ◆ No hot works must be carried out by a contractor without the agreement of the Bursar and compliance with general hot works best practice.

NB: The guidance below is communicated to contractors.

**Guidance for Contractors on Site**

The School complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- ◆ Smoking in the building or in the grounds, as the School is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).

- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

If you have any problems, please see the Bursar or the Headmistress.

## **BABYSITTING POLICY**

NHP does not recommend that its staff should carry out babysitting or childcare work for NHP families. However, we do understand that parents sometimes ask staff to babysit. The school will not be held responsible for any health and safety, child protection or other issues that may arise from the private arrangements or agreements that are made.

## **PHYSICAL EDUCATION SAFETY POLICY**

**The School always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware.**

General points to be considered when teaching PE:

- ◆ The teacher must be dressed appropriately. The correct footwear is essential to ensure quick and safe movement when necessary.
- ◆ The children must change into school sports kit for any physical activity for safety and hygiene reasons. Baggy clothing is not permissible.
- ◆ The children must remove jewelry and long hair must be tied up and pulled back, out of eyes.
- ◆ Mouth guards and shin pads are essential items for hockey and rugby. Children in years 4-8 cannot participate in a match without these protective items.
- ◆ The teacher must be aware of what the children are doing throughout the session and must not leave them on their own.
- ◆ Children who have forgotten their PE kit must not take part physically but should still be encouraged in the lesson by umpiring, coaching or analyzing performance etc.
- ◆ If a child constantly forgets his/her PE kit, a letter must be sent to the parents, reminding them that PE is part of the school curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

### **Gymnastic Safety**

- ◆ Large pieces of gymnastic apparatus must be moved only when there is a member of staff present. All equipment must be checked by a member of staff and returned to its proper place at the end of the lesson.
- ◆ The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- ◆ Children must perform gym in bare feet. Shoes, socks and tights must be removed.
- ◆ The children must be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher must be able to see the whole class (important during apparatus work).
- ◆ Is the apparatus suitable for the age of the children? The teacher must know how many children are safe on each piece of apparatus and must group the children accordingly.
- ◆ If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- ◆ Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- ◆ Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment must be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children must follow the school code of behaviour for representing the school. A reminder is given in the coach before arrival at the venue.

At the match, teachers must ensure that all the children can be seen.

### **Travel Safety**

All teachers know that the safety of children when travelling off site is of paramount importance and follow the procedures laid out in the **Safety Procedures for Road Crossing and Travel by Coach** policy. The senior teacher takes the register at the outset of the trip and does a head count for the return journey.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers must be aware of certain hazards.

- Children must dance in bare feet or wear ballet shoes or plimsolls.
- The teacher must make sure there is nothing in the Hall on which children could harm themselves.

### **Swimming Safety**

All swimming lessons at the School take place at Kensington Leisure Centre (the Pool). Risk assessments are completed for travelling to the Pool and for the Pool itself (see separate policy on **Risk Assessments**). Staff have a duty of care and responsibility for the safety of their pupils. Male and female staff must accompany the children when travelling to and from the Pool. A portable First Aid kit and mobile phone must be taken. Rules for travel by coach must be followed (see **Safety Procedures for Road Crossing and Travel by Coach**). The children must be counted on leaving school, on entering and leaving the swimming pool and when leaving the Pool.

The children must know the layout of the Pool, including where the changing rooms and toilets are located. Children in Reception to Year 3 are always accompanied to the toilet. A teacher is always present in the changing room for all year groups. From Year 3 up boys and girls change in separate rooms and a member of staff (male for boys, female for girls) is in each room or waits just outside, within hearing, being mindful of not embarrassing the older children.

Teachers are responsible for making sure that the children follow the pool safety rules and conventions for swimming in, and being near, a pool. The swimming teacher at the Pool must make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. A Pool lifeguard is on duty for every session.

Adult to pupil ratio must be at least 1:10 on the poolside. Children with long hair must tie it all back or wear swimming caps.

For all venues used, the Director of Sport obtain written confirmation that the correct child safeguarding procedures have been carried out for staff on the premises in relation to suitability to work with children, including DBS checks.

Associated policies referred to in this document are:

- **Educational Visits**
- **Critical Incident**
- **Fire Policy & Procedures**
- **First Aid**
- **Safety Procedures for Road Crossing and Travel by Coach**
- **Guidance for Playground Supervision**
- **Drugs and Alcohol**
- **Safeguarding and Child Protection**
- **Risk Assessments**

**APPENDIX 1****Medicine request form**

I authorise \_\_\_\_\_ to administer medicine as detailed below.

Date
Pupil
Parent
Name of medicine
Time medicine must be given
Quantity
Reason
Signed

## APPENDIX 2

### ***BECTA Guidelines***

#### **How to work safely with ICT**

ICT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care. This material looks at the health and safety issues involved in using computers in general, in the classroom and in the ICT suite.

Computers and peripherals such as printers are electrical equipment, so there are some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and must be checked annually by qualified electricians.
- Ensure that no cabling is trailing on the floor.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it.
- Follow health and safety guidance regarding the height, position and distance of monitors and keyboards from pupils when working.
- If you are using a data projector, make sure that all leads are safely located, and that pupils don't walk around the back of working areas which have cables.
- If you are using an interactive whiteboard, ensure that all children can reach it without standing on anything.
- Children must be supervised at all times during the operation of data projectors or interactive whiteboards. Ensure that pupils never look directly into the beam of the projector, and if presenting to the class and entering the beam, pupils must not look towards the audience for more than a few seconds. Ideally they must keep their backs to the beam at all times.
- If you are working with programmable toys such as floor turtles, create a clearly defined working area; use markers or seating to define the work space to ensure that pupils do not accidentally fall over equipment.

#### **Working safely in the ICT suite**

Pupils must be aware of rules for using the ICT suite. Ideally, they will be involved in devising these rules and may make posters explaining why the rules are necessary.

- Fire exits must be kept clear at all times; do not allow them to be blocked by equipment or pupils' bags.
- If pupils are going to be seated for extended periods, ensure that good-quality seating is provided which supports the back.
- Seating must be height-adjustable so that monitors and keyboards are correctly positioned and pupils do not have to look up or down at the monitor for prolonged periods.
- Check to see if there is too much reflected light on monitor screens, making it difficult for pupils to see.
- Ensure that pupils can see displays adequately.
- Ensure that the room temperature does not get too warm because computers are kept switched on for prolonged periods.
- Ensure that there is enough fresh air circulating; installing a fan simply moves the warm, stale air about without renewing it.

#### **Working safely in the classroom**

There are some issues that are more relevant to working on computers in the classroom:

- Locate the computers in areas where pupils can sit and work without distracting or disrupting others in the class.

- Ensure that procedures for connecting peripherals (scanners, digital cameras, webcams, control technology equipment and monitoring equipment), adhere to school and local authority health and safety guidelines.
- Ensure that additional equipment is situated where it will not cause a hazard such as trailing cables.
- If you are using laptops, ensure that they are located on firm desks or tables.
- Ensure that all electrical equipment is located away from water supplies, and that pupils have a sound knowledge of electrical safety.
- Ensure that pupils don't take drinks to tables if they are working with electrical equipment such as cameras, videos, laptops, computers or datalogging equipment.

If you have a number of portable computers in the classroom, you may want to set up a procedure to be followed when they are to be moved. For example, you could stipulate that only a small group of pupils must move at a time, or designate specific pupils to be responsible for laptops.

### **Projector health and safety issues**

Use of data projectors as part of interactive whiteboard solutions has been subject to best practice guidance issued by the Health and Safety Executive (HSE) that established effective guidelines for use and constraints on brightness for safety reasons.

The emergence of ultra short throw projectors presents a positive step forward in the development of technologies that support interactive learning and teaching and at the same time provide a safer classroom environment. The widespread use of interactive technologies to enrich the learning and teaching experience already makes a valuable contribution to the educational process. When used in accordance with the established HSE guidance these technologies can be an effective aid to learning and institutions must actively develop the application of existing interactive whiteboard technologies embedding their use within teaching and learning. For these installations the following guidance is still relevant:

Employers must establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, must try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers must also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, employers must use room blinds to reduce ambient light levels.

The new ultra short throw technologies provide schools with an alternative to existing traditional data projector installations and present improvements in safety for end users when utilising this type of projection technology within an interactive whiteboard solution. Also as this technology presents a potential elimination of the risk to injury through exposure to the beam then existing brightness (lumen) constraints that are suggested for traditional data projector installations can be relaxed, providing a brighter and more defined image. This therefore reduces the impact of ambient lighting and provides more flexibility in respect of where to site the equipment within the classroom. There is also an inherent security and safety benefit that can be derived from the installation itself which does not need to be ceiling or boom mounted.

In light of these developments schools in the process of procuring new interactive whiteboard solutions or refreshing their current interactive whiteboard solutions must actively consider ultra short throw projectors as an option.

However it is important to point out that any installation of interactive whiteboard solutions must only be undertaken following an appropriate risk assessment as required under Section 6 of the Health and Safety at Work Act 1974 (see separate policy on **Risk Assessments**).

### **Electrical installations**

All electrical installations undertaken, including whiteboards, must follow all local authority guidelines. In most cases these must follow the BS7671 and NICEIC standards. It is important to note that projector power installations that are classed as temporary are subject to PAT testing (Portable Appliance Testing) under the Electricity at Work Regulations 1989.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils.

### **Board heights**

Concerns also exist with respect to the location of interactive whiteboards both from a teacher and a pupil perspective. If the board is too low the teacher may object to the positioning on the grounds of health and safety, conversely if the board is too high then pupils may not be able to reach the top portion of the board. If the latter is true then schools may choose to use a step or some staged area in front of the board which poses a significant trip/fall hazard.

There are currently no specific standards for the install height of an interactive whiteboard however there are several criteria that determine the most effective positioning of board:

1. To ensure compliance with health and safety requirements the projector must be mounted no lower than 2.2 metres from the floor.
2. The potential for image distortion (keystoning) when viewed from certain angles also determines at which point the interactive whiteboard can be positioned based on point 1.

Schools must therefore undertake an appropriate risk assessment to ensure that the board is positioned at the most appropriate height for intended users (see separate policy on **Risk Assessments**).