



Hunsley Primary

Safer Working Procedures

A Summary of Safer Working Procedures – V1

Ongoing Risk Assessment and Management

As part of our ongoing risk assessment and management processes, the school team members take safer working procedures very seriously to safeguard the children and all members of the school community. Annual Health and Safety Audits carried out by independent agencies also support the school in these processes. This summary statement should be read in conjunction with the Trust Health and Safety Policy and the school's suite of safeguarding policies, including those relating to first aid and medicines, and those relating to SEND, which can be found on the school and Education Alliance websites. Parents and carers can find out more about how we assess and manage risks each day by speaking directly to the school:

Hunsley Primary:

<https://www.hunsleyprimary.org.uk/safeguarding/>

<https://www.hunsleyprimary.org.uk/parent-info/school-policies/>

The Education Alliance:

<https://theeducationalalliance.org.uk/trust-policies/>

Our Risk Assessment Processes

The school draws up risk assessment plans for teaching & learning activities, lessons, and practical and management activities. Where a risk assessment might relate to a child's medical or behavioural needs, this is drawn up with the support of a parent or carer. Risk assessments are checked and updated on a regular basis or more frequently where changes in need or circumstance require it. All staff are trained in areas pertaining to their roles and responsibilities, with annual H&S refreshers taking place.

Safer Working Procedures

As well as the specific risk assessments which pertain to activities, subjects or individuals, members of the school staff team are asked to consider generic safer working procedures for all activities and these are informed by the following principles and approaches.

Teachers' own lesson planning documentation &/or schemes of learning &/or activity/task specific risk assessments reflect the hazards and controls in place in respect of specific curriculum-based activities.

Appropriate and correct clothing, protective wear, and risk mitigation procedures for specific subjects should be adhered to by all, and form part of subject specific risk assessments, e.g. PE and DT.

All adults should follow a strict set of health and safety rules which are put into practice in all lessons. All pupils are aware of this (age-appropriate level) and reminded through-out the academic year.

First Aid Protocols

- All accidents are referred to an appropriate first aider
- All near misses are reported as per school procedure
- First aid kits and relevant Individual Healthcare Plan medicines are available to first aiders in each teaching space, with contents being regularly checked.
- Nearest first aiders' names clearly displayed.
- Emergency inhalers / adrenaline pens / defibrillator available as appropriate for trained staff
- Radio communication available to all for contacting first aiders or for requesting support

Find out more

To find out more or to discuss a specific child's needs, we always encourage parents and carers to speak directly with the school.