

ROCKLAND ST MARY AND SURLINGHAM PRIMARY SCHOOLS FEDERATION

Curriculum and Activities Safety Code of Practice

Date Approved by Governors	8 th February 2018
This Policy will be reviewed	Spring 2019
Head Teacher Responsible for Implementation & Monitoring	Mrs J. Humphrey

The Rockland St Mary and Surlingham Primary Schools Federation

Key stages 1 and 2 in science, design and technology, art and design and physical education and other School practical or physical activities.

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1 Introduction

This Code of Practice (COP) outlines the safe working practices necessary to ensure suitable control of the risks associated with school curricular activities in the following subject areas across key stages 1 and 2: science, design and technology, art and design and physical education. It also addresses hazards which may arise through a practical or physical activity undertaken by pupils. It is bespoke to Rockland St Mary and Surlingham Primary Schools. Some of the hazards covered within the COP do not currently feature within School life. They have been included to ensure an awareness in case new activities are planned. The risk assessment at annex A does reflect current activities.

2. Responsibilities

The **Trust** is responsible for-

- Ensuring the School health and safety policies and procedures and Codes of Practice are adopted and monitored.

The **Headteacher** is responsible for -

- Ensuring this Code of Practice is brought to the attention of all relevant staff.
- Monitoring the implementation of the Code.

All staff at the School are responsible for-

- Following the safety measures as set out within this Code of Practice and associated health and safety policies and procedures.
- Ensuring that no activity is undertaken as part of the curriculum subjects which presents a hazard to any person without a suitable and sufficient risk assessment being undertaken, recorded and resultant safety measures being implemented.

The **Health and Safety Manager for the SET** is responsible for-

- Annual review of the COP and associated risk assessment in conjunction with the Head Teacher.
- Providing safety advice and support to any member of staff.

3. Risk Assessment

3.1 The Curriculum Risk Assessment (annex A) sets out the most significant general hazards and identifies the "standard" control measures.

3.2 The Risk Assessment will be reviewed annually, following a serious accident or near miss or significant change to arrangements which may have an impact on the safe delivery of the subjects.

4. Primary Curriculum Subjects (Key Stages 1 and 2)

This part of the Code covers the basic work carried out in science, design and technology, art and design, ICT and PE in key stages 1 and 2.

Teachers should also seek guidance on suitable risk assessment and controls from the Health and Safety Manager should they propose to undertake anything other than basic work at key stage 2 in science, design and technology, art, drama or PE.

4.1 Science

In addition to the control measures described in the Curriculum Risk Assessment teachers should refer to the Primary resources available on the CLEAPSS website.

The teacher must ensure that any activity involving hazardous substance, heating, freezing, electricity or sharps has a risk assessment in place. A model risk assessment provided by CLEAPSS would be suitable.

4.1.1 Chemicals

No chemicals or other hazardous substances are used during any lessons or stored at the School.

In general there are few risks to using or investigating chemicals in primary science activities. Controls for specific chemicals/curriculum activities are contained in 'Using Chemicals Safely' (CLEAPSS document G5p).

It is unusual for a primary science activity to require eye protection. However, this must be established through risk assessment. If eye protection is needed, teachers must consider whether the activity is appropriate for the primary environment. A suitable control measure may be for demonstration rather than pupil participation in the activity.

4.1.2 Animals

The School does not have any resident animals other than the fish in a tank. Their welfare and the tank cleaning are undertaken by staff. Should the use of an animal be planned for any curriculum activity this must be approved by the Head Teacher and a risk assessment undertaken and recorded.

4.1.3 Plants

Some pupils may be particularly vulnerable to certain plants, e.g. those with allergies or asthma. The plants listed below are classed as poisonous. However, instances of serious harm are extremely rare. Any outside activity or introduction of vegetation into the classroom must be attentive to this list.

Plants listed in the tables below are simply because they are classed as poisonous.

Garden and hedgerow plants

Black bryony	Ivy berries
Black nightshade – especially unripe berries	Larkspur leaves and seeds
Bluebell	Lily of the Valley
Bracken	Lupin
Buttercup	Mistletoe leaves and berries
Christmas rose	Monkshood or aconite
Cuckoo-pint	Potato – except the tubers
Daffodil – all, especially bulbs	Ragwort
Deadly nightshade	Rhubarb – except leaf stalks
Foxglove	Snowdrop – all, especially bulbs

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Giant hogweed

Tomato – except fruits

Hemlock

Tulip bulbs

Henbane

White bryony

Iris and 'flags', all but especially rhizomes

Woody nightshade – all, especially berries

House plants

Castor oil plant seeds

Hyacinth bulbs

Dumb cane

Poinsettia leaves and flowers

Trees and shrubs

Broom seeds

Privet – all, especially berries

Cherry laurel leaves and fruits

Rhododendron leaves and flowers