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| Health & Safety Policy |
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| **Policy Title** | |
| **Health & Safety Policy** | |
| Version Number | 1.2 |
| Policy Implementation Date | 01 AUG 2021 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 AUG 2021 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 JUL 2024 |

**PART 1 – Our Health & Safety Policy Statement and Organisation**

We recognise and accept our legal and moral duties to provide for the health, safety, and wellbeing of our employees, students and any other person who may be affected by our activities both at school and during off-site visits.

As the employer, Peregrinate Limited retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within school at a strategic level.

Our health and safety performance contributes to the school’s overall performance by helping to reduce injury, ill health, losses, and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities and systems of work. We will provide suitable information to

contractors and any partner organisations we work with. To help ensure the active involvement of all parties, effective communication, and consultation arrangements will be established through regular staff meetings.

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher.

instruction, training, and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our activities to ensure that our health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved.

People are our key resource, not only our employees,

but also, the parents/carers, students, volunteers, of the school’s organisation and arrangements. This statement and the school’s documented arrangements will be made freely available to all staff and other interested parties on request.

This policy statement and relevant arrangements will be reviewed at least biennially to ensure they remain effective and up to date.

The School is represented by a trained Health and Safety Coordinator nominated by the Headteacher and empowered to act on their behalf.

Staff throughout the school have responsibility not only for their own health and safety, but also for that of any students or others under their control. All employees and associates are expected to cooperate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of the school, failure to adopt adequate procedures will be taken very seriously. Where required

appropriate disciplinary procedures will be implemented.

In order to ensure we are achieving adequate health and safety standards, arrangements will be put into place to monitor and review our own performance. These will include regular inspection of our equipment and premises, and the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

Wherever possible we will benchmark our performance against available data. Health and safety performance will be provided in an Annual Health and Safety Report, prepared by the Headteacher or nominated person.

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974 and represents a summary

**PART 2 - Organisation / Responsibilities**

**2.1** **The Management**

The Management must visibly demonstrate a commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and students. They are responsible for ensuring a Health and Safety Management System is in place which ensures:

1. a clear written policy statement is in place that states the organisation and arrangements for implementing the school Policy;
2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them;
3. that a review of the school’s Health and Safety Policy takes place at least annually (or more often if the need arises) and a review of performance takes place annually with action taken on the findings if necessary;
4. that the Headteacher is aware of and implements this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation;
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence;
6. that all staff and associates are given the opportunity to receive training on health and safety matters and have sufficient experience, knowledge and training to perform the tasks required of them;
7. that all premises, plant and equipment are safe and properly maintained;
8. the involvement of everyone in making the Policy work;
9. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
10. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk;
11. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks;
12. that health and safety performance is measured by the use of inspections, checks and the recording of accidents;
13. that proper documented health and safety objectives are established at each relevant function and level

within the establishment and that such objectives are quantified wherever practicable;

1. that they consult their appointed competent Health and Safety Adviser in resolving any health, safety or welfare problems;
2. that they receive and act appropriately upon reports from the Headteacher, Children’s Services and any other internal or external agencies.



**2.2** **Headteacher**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the

Headteacher, who will:

* assist with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy;
* ensure that all members of staff and associates have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy and legislation;
* ensure that newly appointed staff, temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of legislation;
* be the focal point for reference on health, safety, and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable
* make clear any duties in respect of health and safety that are delegated to members of staff and/or associates;
* stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety;
* put in place procedures to monitor the health and safety performance of the school;
* arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure they are kept informed of accidents and hazardous situations;
* put into place and actively monitor risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress;
* to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction;
* ensure that all accidents are reported, investigated and any remedial actions required are taken or requested;
* ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger;
* review from time to time the emergency procedures, the provision of first aid and risk assessments;

review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises;

* ensure that all equipment used in the school is adequately maintained and inspected in accordance with the law
* consult as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff;
* ensure that contractors on the site are made aware of this Policy and the school’s internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings;
* ensure, as far as is reasonably practicable, that the health, safety and welfare of students, visitors and members of the public are safeguarded.

**2.3** **Health and Safety Coordinator**

The School Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence and has the following duties:

1. to co-ordinate and manage the risk assessment process for the school and to ensure that where control measures are required, requests for funding are fed into the Management System;
2. 2. to identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence;
   1. to ensure general workplace monitoring inspections are carried out;
   2. to make provision for the inspection and maintenance of work equipment throughout the school and ensure adequate records are kept;
   3. to advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors;
   4. to maintain continuing observations throughout the school and make relevant comment to the Headteacher, if any unsatisfactory situation is observed;
   5. to ensure that staff and/or associates are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally;
   6. to ensure that adequate records are kept of specific health, safety and induction training;
   7. to ensure that health and safety advice and information received by the school are disseminated in such a way that all appropriate staff have access to such information;
   8. undertaking any other functions devolved to them by the Headteacher.



**2.4** **Special Obligations of Class Teachers**

The health and safety of students in classrooms, laboratories, workshops, and physical education areas is the responsibility of class teachers. Class teachers are expected to:

* exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
* follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines
* give clear oral and written instructions and warnings to students as often as necessary;
* follow safe working procedures personally;
* require the use of protective clothing and guards where necessary;

make recommendations to their Headteacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;

* + integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety;
  + avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
  + report all accidents, defects and dangerous occurrences to their Headteacher or line manager;
  + report any situations which are causing or are likely to cause work related ill-health and work with Senior Managers to bring about a successful resolution to issues raised.



**2.7** **Obligations of All Employees and/or Associates**

Notwithstanding any specific duties that may have been delegated to them, all employees and/or associates must:

* make themselves familiar with the contents of this Policy;
* keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required;
* comply with any control measures put in place as a result of Risk Assessments carried out;
* act in the course of their employment with due care for the health, safety and welfare of themselves and others;
* observe all instructions on health and safety issued by School or any other person delegated to be responsible for a relevant aspect of health and safety;
* take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device;
* use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued;
* report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation;
* co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties;
* inform their Line Manager of any shortcomings they consider to be in the school’s health and safety arrangements;
* exercise good standards of housekeeping and cleanliness;
* know and apply the procedures in respect of fire, first aid and other emergencies;
* co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Governors on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

**2.8** **Students**

Students, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

**2.9** **Contractors, Visitors and Other Users of the Premises**

Contractors, visitors and other users of the premises are required to observe the health, safety and welfare rules of the school.



**PART 3 – Arrangements / Procedures**

**3.1** **Consultation, Communication and Competence**

***Consultation***

The School recognises the contribution which employees and students are able to make towards health and safety in their workplace and will co-operate and consult with employees and students as necessary. If a decision involving work equipment, processes, or organisation could affect the health and safety of our staff, we will allow time to give them, or their representatives, the chance to express their views, and take account of these views before reaching a decision. Consultation with staff will be carried out on all matters relating to health and safety at work either collectively or direct with individuals.

***Communication***

The School will provide all employees and/or associates with comprehensible and relevant information on the risks to their health and safety identified by risk assessments and the preventive and protective measures required to prevent accident, injury or loss.

Information supplied will be pitched appropriately, given the level of training, knowledge and experience of the employee. It will also be provided in a form, which takes account of any language difficulties or disabilities. For

1. employees with little or no understanding of English, or who cannot read English, we may need to make special arrangements. These could include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.

Information and/or advice on matters relating to the health, safety and welfare of employees will generally be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees. Health and safety will be a standing item on the agenda of staff meetings.

Additions and alterations to the Policy, which is a working document, will be circulated to staff promptly.

***Safety Signs & Notices***

Where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs will be provided. Appropriate signs will be displayed and will be easy to follow; a Health and Safety information notice board will be provided/maintained and a Health and Safety Law poster displayed.

***Co-Ordination***

Where the School shares premises with another organisation or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on school premises, such as contractors, cleaning/catering staff, maintenance personnel and private hirers.



***Health and Safety Training***

All personnel shall be competent to perform tasks that may impact on health and safety in the school. Competence shall be defined in terms of appropriate education, training and/or experience. Training procedures shall take into account differing levels of responsibility, ability and literacy; and risk.

All employees will be provided with:

* induction training in the requirements of this policy;
* update training in response to any significant change;
* training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, use of certain machinery etc.)
* refresher training where required.

A formal health and safety training record will be set up and maintained that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required (where applicable).

Each member of staff or associate is also responsible for drawing their line manager’s attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

***Induction Training***

All new members of staff (including volunteers, students and students on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Health & Safety Coordinator to ensure that the relevant procedures and documentation has been seen and understood.

***References and Useful Links***

*Safety Representatives and Safety Committee Regulations 1977 Health and Safety (Consultation with Employees) Regulations 1996 Safety Signs and Signals Regulations 1996*

*Management of Health and Safety at Work Regulations 1999*

*KAHSC General Safety Series G12* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/7862*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/7862)

*KAHSC General Safety Series G29* [*https://www.kymallanhsc.co.uk/document/downloaddocument/8240*](https://www.kymallanhsc.co.uk/document/downloaddocument/8240)

*KAHSC General Safety Series G43* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/8067*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/8067)

**Monitoring, Review and Audit**

The Management with the support of the Headteacher will, at intervals that it determines appropriate, monitor and review the school’s health and safety management system to ensure its continuing suitability. Relevant staff or associates and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate. The review process aims to identify where changes to policy, objectives, and other elements of the health and safety management system are required.

Typical information used in such a review may include the following items:

* accident statistics/trends;
* results of internal and external health and safety management audits, updated legislative requirements and corrective actions implemented since the previous review;
* the findings from premises inspections or other monitoring exercises;
* reports of emergencies (actual or exercises);

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* reports from individuals on the effectiveness of the system locally;
* reports of hazard identification, risk assessment and risk control processes.

Typical actions following such a review may include the following items:

* minuted discussions and detail of the review;
* revisions to the Health and Safety Policy and objectives;
* specific corrective or improvement actions with assigned responsibilities and target dates for completion and review;
* areas of emphasis to be reflected in the planning of future internal occupational health and safety management system.

Those undertaking such reviews will report as required following its completion.

***Health and Safety Objectives / Management Plan***

The Management will establish and maintain documented health and safety objectives that will be SMART *(specific, measurable, achievable, realistic, and time bound)* and be consistent with the Health and SafetyPolicy including commitment to continual improvement. There will be a suitable 'programme' in place i.e. set objectives will be documented within an Action/Management Plan. Objectives will be quantified wherever practicable with timescales and costs. Senior management (or other suitable persons) will be allocated responsibilities regarding health and safety objectives which will be communicated to relevant personnel. The Management Plan/Objectives will be set and/or reviewed following the Management Review (as above) or at other times when necessary.

***References and Useful Links***

*OHSAS 18001 Occupational Health and Safety Management Systems HSG 65 Successful Health and Safety Management*

*Compliance Monitoring in Council Buildings* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994)

*KAHSC Model H&S Management Plan* [*https://www.kymallanhsc.co.uk/document/downloaddocument/8722*](https://www.kymallanhsc.co.uk/document/downloaddocument/8722)

*KAHSC Termly Governor Monitoring Packs:*

*Autumn -* [*https://www.kymallanhsc.co.uk/document/downloaddocument/7307*](https://www.kymallanhsc.co.uk/document/downloaddocument/7307)

*Spring -* [*https://www.kymallanhsc.co.uk/document/downloaddocument/7308*](https://www.kymallanhsc.co.uk/document/downloaddocument/7308)

*Summer -* [*https://www.kymallanhsc.co.uk/document/downloaddocument/8570*](https://www.kymallanhsc.co.uk/document/downloaddocument/8570)

**Health and Safety Inspections of Premises and Activities**

The Headteacher and/or Health and Safety Coordinator will undertake a health and safety inspection of the school premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan

***Safety Inspection Regimes***

More frequent safety inspections will be carried out by nominated staff to ensure:

* Cleanliness of all workplaces, good housekeeping, the removal of waste, suitable storage of materials, books and files, etc.;
* Welfare and sanitary provisions (male/female, children’s and disabled toilet facilities) are in good order;
* Good condition of premises and equipment, including highlighting defects;
* Recording of specific inspections is taking place, e.g. asbestos monitoring, pre-use visual checks of electrical and work equipment, visual inspection of play/gym equipment, vehicle checks;
* Supervision of relevant activities is taking place on the school site;
* Suitability of on-site vehicle movements (traffic management plans).

The frequency of inspections will depend on the activity being undertaken and hazards present. Hazardous workplaces such as kitchens, salon, workshop etc. may need to be inspected at a greater frequency than low risk environments such as offices and records will generally be kept of inspections of higher risk environs.

***Defect Identification and Reporting***

We recognise that defective equipment or dangerous conditions can lead to personal injury or harm. No defective electrical appliance or lead, and no defective mechanical device or tool that might give rise to danger may be used.

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to a nominated person. Steps should be taken to isolate the equipment or work area in question, and to warn others

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of the hazard by posting warning notices. That person will ensure that the necessary action is taken to rectify each defect without delay. Where funds are not immediately available, the defective the equipment or work area in question will be taken out of service and this will be added to the Annual Health and Safety Management for action when funds become available. This will also become an agenda item at the next relevant Governors Sub Committee Meeting.

All staff are required to report accidents, incidents, near misses, defects and hazards. If, following their report, they are not satisfied with the actions taken to address their concerns, they may raise the issue through their usual line management route. If the problem remains unresolved, then the issue may be referred to the Headteacher.

**Risk Management and Risk Assessments**

The purpose of undertaking a risk assessment is to identify significant risks, to document what hazards exist and the measures necessary to control them. Risk assessment allows us to meet the principle requirement of the Management of Health and Safety at Work Regulations and to establish safe ways to work and to protect staff, students and workers and any others who may be affected by school activities.

In specialist areas it is expected that the Head of Department will make arrangements for regular and recorded Risk Assessments and ensure that good practice notes and guidance issued by professional and specialist bodies, will be followed closely.

For Educational Visits and Outdoor Learning we tailor model risk assessments.

Where model/generic risk assessments are used, we ensure that these are tailored to reflect the actual activities in relation to the school.

Although the Headteacher remains responsible for ensuring development, all staff and associates within school could be involved in the risk assessment process. When relevant, risk assessments will be developed and/or reviewed with the input of affected staff and/or associates. Development will usually be led by an individual who has received specific training in the theory of risk assessment and another who has the hands-on experience of tasks being assessed. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards.

Risk assessments will be working documents, their effectiveness monitored and reviewed following any significant changes or when they are no longer valid e.g. following accidents or near misses, the introduction of new equipment or systems of working, legislative changes etc. Risk assessments do NOT need to be re-written each year, but DO need to be monitored and checked to ensure they remain valid, and revised if there have been any changes. Staff should ensure they are aware of any risk assessments relevant to their roles, and completed risk assessments will be available at all times for staff to view and will be held as working documents.

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on the individual’s personal file and will be undertaken by the relevant line manager.

***New and Expectant Mothers - Risk Assessment***

It is the responsibility of staff and/or associates to inform the Headteacher of any medical condition or pregnancy which may impact upon their work. When a member of staff notifies the headteacher of their pregnancy, relevant risk assessments will be considered and an additional individual assessment carried out to ensure that throughout pregnancy, while at work and on return to work, risks to their health and safety are adequately controlled.

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**3.6** **Accidents, Incidents, Ill Health and Dangerous Occurrences**

***Recording and Reporting***

*Accidents Involving Students:* All incidents involving students will be recorded in the Student Accident Book/logsheets.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the HSE.

Parents will be informed about all injuries/accidents to children and of any first aid given. ‘Bump Head letters’ are sent home with students following any accident involving head injuries.

*Accidents Involving Employees:* The Accident Book will be completed for allincidents/accidents involving employees and/or associates. The entry in the accident book can be made either by the injured person or by a nominated person. After each entry is made, the page will be torn out, a copy given to the injured person and the original filed in a secure and confidential location in line with the Data Protection Act.

Under RIDDOR, any accidents to staff which result in the following are reportable to the HSE:

* Fatality
* Specified Injuries
* Over seven-day absence
* Reportable occupational diseases

Although Over 3 Day Injuries/Absence are no longer reportable to the HSE, we must still keep a record of all over three day injuries.

*Accidents Involving Contractors and the Self-Employed:* The Accident Book must becompleted just as it would be for school employees.

Accidents/incidents involving contractors working on school premises are normally reportable by their employers. It is important, however, that school staff are made aware of any accident, incident or ill-health in the event that the resulting injury/ill-health or incident was as a result of something which the school is responsible for e.g. electric shock as a result of faulty mains wiring; exposure to asbestos where the school staff failed to inform the contractors of its presence etc. Information provided to contractors regardless of whether they work in the school on a permanent or temporary basis will include the need to report accidents or incidents to the school representative.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the information should be entered in the Accident Book for onward reporting to the HSE.

*Accidents Involving Members of the Public (Other Than Students) Including Volunteers:* The Accident Book must be completed.

Injuries to members of the public or volunteers where they are taken from the scene of an accident to hospital for treatment and the accident arose in connection with ‘work activities’ are reportable to the HSE under RIDDOR.

*Violent Incidents:* Employees are reminded that all incidents of aggression, threat or actual violence that takesplace either at work or as a direct result of their work, must be reported to the Headteacher. The Management takes these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Violent incidents between students will be dealt with in accordance with the Behaviour Policy

Violent incidents towards staff by other staff, students or members of the public will be dealt with in accordance with the Behaviour Policy.

*Near Misses:* Staff and students are encouraged to report near misses as such incidents could, in the future,result in a major injury if appropriate control measures are not introduced to prevent a more serious incident occurring.

*Dangerous Occurrences:* An incident with the potential to cause injury to a person and/or damage toequipment, property and premises which must be reported to the HSE. This includes situations such as the accidental release of substances which may damage the health of any person (e.g. Asbestos) and electrical short circuits or overload causing fire or explosion.

***Accident Investigation***

 Investigations of all accidents will be undertaken so that control measures can be introduced to prevent recurrence.

 More detailed investigations may be needed for more serious incidents and these will be conducted by a member of senior management.

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|  |  Where appropriate, risk assessments will be formally reviewed following accidents/near misses. | | | | | | | | | | | | | | | | | | |  |
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|  | |  | ***Retention of Documents*** | | | | | | | | | | | | | | | | | | |  |
|  | |  | *Staff, Volunteers, Visitors, Members of the Public, Contractors, Self-Employed:* The official accident book | | | | | | | | | | | | | | | | | | |  |
|  | |  | pages will be kept for 7 years from the date of the incident. | | | | | | | | |  | | | | | | | | | |  |
|  | |  | *Students:* We will retain accident records (in any format) from the date of birth of the child plus 25 years. | | | | | | | | | | | | | | | | | | |  |
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|  | |  | *All:* All records will be clearly marked and stored in such a way to prevent accidental use or loss. After the | | | | | | | | | | | | | | | | | | |  |
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|  | |  | minimum record retention period has passed, we will destroy / delete the records concerned in line with the | | | | | | | | | | | | | | | | | | |  |
|  | |  | IRMS [Records Management Toolkit for Schools.](http://www.irms.org.uk/images/resources/infoguides/records_management_toolkit_for_schools_version_4_may_2012.pdf) | | | | | | | | | | | | | | | | | | |  |
|  | |  | ***References & Useful Links*** | | | | |  | | | | | | | | | | | | | |  |
|  | |  | [*http://www.hse.gov.uk/riddor/*](http://www.hse.gov.uk/riddor/) | | | |  | | | | | | | | | | | | | | |  |
|  | |  | *DfE Statutory Framework for EYFS* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/8511*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/8511) | | | | | | | | | | | | | | | | | | |  |
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|  | |  | *The Childcare Register (General Childcare Register) Regulations 2008* | | | | | | | | | | | | | | | | | | |  |
|  | |  | *IRMS Records Management Toolkit for Schools* <https://www.kymallanhsc.co.uk/Document/DownloadDocument/8230> | | | | | | | | | | | | | | | | | | |  |
|  | |  |  | | | | | |  |  |  | |  |  | |  | | |  | | |  |
|  | |  | *KAHSC General Safety Series G01* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/7621*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/7621) | | | | | | | | | | | | | | | | | | |  |
|  | |  |  | | | | | |  |  | | |  |  | |  | | | | | |  |
|  | |  | *KAHSC General Safety Series G03* [*https://www.kymallanhsc.co.uk/document/downloaddocument/7861*](https://www.kymallanhsc.co.uk/document/downloaddocument/7861) | | | | | | | | | | | | | | | | | | |  |
|  | |  |  | | | | | |  |  | | |  |  | | | | | | | |  |
|  | |  | *KAHSC Near Miss Report Form* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/8564*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/8564) | | | | | | | | | | | | | | | | | | |  |
|  | |  |  | | | | | |  | | | |  | | | | | | | | |  |
|  | |  | *KAHSC On-line Accident Recording/Reporting System* | | | | | | | | | | | | | | | | | | |  |
| **3.7** | | | **Liability Claims** | | | | | | | | | | | | | | | | | | |  |
|  | |  | Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, | | | | | | | | | | | | | | | | | | |  |
|  | |  | we will: | | | | | | | | | | | | | | | | | | |  |

**3.8**

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* immediately forward the letter of claim or CNF to our Insurers, in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
* promptly provide information requested by the Insurers, who are required to investigate employee injury claims within 30 business days;
* promptly provide information requested by the Insurers, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

The school is insured through the Risk Protection Arrangement operated by the DfE and will notify them on the day a letter of claim or CNF is received.

**First Aid**

***First Aid Requirements***

Our first aid requirements are based on risk assessment, and include:

* designated workplace first aiders;
* adequate numbers of suitably qualified staff providing first aid provision for students;
* identified locations of first aid boxes with complete and “in date” contents;
* accommodation in order to cater for the medical needs of students, including accommodation for the medical examination and treatment of students; and the short term care of sick and injured students, which includes a washing facility and is near to a toilet facility.
* first aid considerations for off-site visits including travelling first aid kits.

If there are any concerns about a student’s health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the student. If parents/carers cannot be contacted, a staff member will take the student to the nearest Accident and Emergency department.

Training for ALL First Aid personnel is arranged by a the Headteacher who is responsible for ensuring that recertification training is arranged where necessary before existing certificates expire and ensuring that new persons are trained should first aiders leave.

First Aiders and Emergency First Aiders in the Workplace complete a three hour annual basic skills update in line with HSE Recommendations.

***First Aid Supplies***

These are located in appropriate locations throughout school and where required, are available for off-site visits If at any time these articles are missing or stocks are running low, inform the designated person who is responsible for stocking first aid containers and ensuring all stock past its expiry date is discarded and replaced.

***First Aid Records***

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

* the date, time and place of the incident;
* the name (and class) of the injured or ill person;
* details of the injury/illness and what first-aid was given;
* what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
* name and signature of the first-aider or person dealing with the incident.

***Supporting Students at School with Medical Conditions***

All medication will be administered to students in accordance with the DfE document ‘Supporting Students at School with Medical Conditions’

Individual Health care plans are in place for those students with complex or chronic/ongoing medical conditions. These plans are reviewed at least annually (or more frequently as necessary) and written precautions / procedures made available to staff.

Staff undergo general awareness training in relation to the school’s policy and procedures for Supporting Students at School with Medical Conditions and specific training related to health conditions of students and administration of medicines (by a health professional as appropriate).

Details of students with food allergies are adequately communicated to school meal providers (whether this be in-house catering teams, contracted catering teams or external providers.),

Aspirin should **not** be administered. Any prescribed medication e.g. tablets/medicine which a child may be required to have, must be administered by authorised staff only on the written instruction of the parent/guardian.

***Head Injuries***

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance be called.

* unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
* confusion
* strange or unusual behaviour – such as sudden aggression
* any problems with memory;
* persistent Headache;
* disorientation, double vision, slurred speech or other malfunction of the senses;
* nausea and vomiting;
* unequal pupil size;
* pale yellow fluid or watery blood coming from ears or nose;
* bleeding from scalp that cannot quickly be stopped;
* loss of balance;
* loss of feeling in any part of body;
* general weakness;
* seizure or fit.

Where young people receive a head injury their parents/carers should be informed. In the case of students, this should be done immediately by telephone if symptoms described above occur. For more minor bumps etc. the parent should be informed when they collect the child or by sending a standard ‘Bump Head’ letter home

with the child as appropriate.

NHS direct recommends that the person who is injured should sit quietly for the first 2 hours after the injury and be monitored for the next 48 hrs.

***Dental Emergencies***

Dental emergencies are likely to fall into two categories:

* + The child who attends school with dental pain or sepsis, or develops either of these during the time s/he is at school;
  + Injuries to the teeth and mouth which occur during school hours.

Where a child attends school with dental pain or sepsis, the Headteacher (or nominated person) should firstly endeavour to contact the parent/carer to establish whether they have taken, or will be taking, appropriate action. The Community Dental Service will always try to help a child who is a dental emergency, but it should be noted that treatment is not normally possible unless parental consent has been obtained.

In cases of dental accident at school, such as teeth being fractured or knocked out, the Headteacher (or nominated person) should again endeavour to contact the parent/carer to ascertain whether there is a family dentist a child can attend. If it is not possible to contact parents, or if we need to obtain advice on how best to proceed, we should ring the Local Community Dentist.

In any cases where teeth are fractured, every effort should be made to find missing teeth or parts of teeth. On no account should anyone attempt to put back in a child’s mouth a tooth or part of a tooth. These should be stored immediately in fresh milk or water and taken quickly to the dentist for professional advice.

***Transporting Injured Students***

*Emergencies:* If it is deemed to be an “emergency” or an otherwiseserious injury, paramedics or anambulance will be summoned to the school/location of the accident/incident. If there is any doubt about the seriousness of an injury, the Headteacher or person in charge will not hesitate to call an ambulance. The use of a school employees’ or other persons’ private vehicle to take the student to hospital should not be used in these circumstances.

The emergency contacts procedure for the injured student will also be activated with the parent(s)/carer(s)

being advised to either come to the school or go direct to a specified hospital. Where the parent(s)/carer(s)

is/are able to accompany the student in the ambulance, school employees will not usually need to be further involved. If however the parent(s)/carer(s) will be meeting the student at hospital, a school employee will need to accompany the student in the ambulance and arrangements made for the employee to be able to return to school once the student is in the care of the parent(s)/carer(s). Students should not be left unaccompanied at the hospital and therefore the school employee may have a protracted wait for the arrival of the parent(s) / carer(s).

Care will be taken to identify those students whose religion may conflict with emergency medical treatment.

*Site Access for Emergency Services:* Access to the school site for ambulances etc. should be available withoutdelay. Where access is restricted for security reasons, the procedures for summoning an ambulance will include a designated person to open the gates etc.

In some circumstances it may be decided by the ambulance service that the **“air ambulance”** is required to transport a casualty to hospital and, where feasible, that landing within the school grounds is desirable. It will be the responsibility of the helicopter pilot to determine the safety aspects of any given landing site (atmospheric conditions, adjacent buildings, overhead cables, trees, people on the ground etc.) and the ambulance crew on the ground would direct other aspects of the situation.

*Non-Emergencies:* In less serious situations where paramedics or an ambulance is not required but it isconsidered that a visit to hospital or other medical facility is still needed, we will contact the students’ parent(s)/carer(s) to inform them of the situation and request that they arrange to collect their child from school and transport them accordingly. This is the recommended method.

*Use of Staff Vehicles:* However, if the parent(s)/carer(s) do not have access to private transport and a taxi isnot appropriate or available, the Headteacher has the discretion to arrange for a school employee to take the injured student (and their parent/carer) to the nearest hospital or other medical facility in the employees’ vehicle but a number of factors will be considered before agreeing to this method:

* the personal safety of the employee;
* the condition of the injured student and whether it is likely to deteriorate during the journey;
* weather/road conditions at the time;
* whether adequate staffing cover for the employee is available within the school or at the incident location;

 whether the employees’ car is insured for business use;

1.  condition/road-worthiness of the employees’ vehicle.



No school employee should transport a student to hospital without another appropriate adult in the vehicle to care for the child. A mileage allowance will be payable from the school budget.

*Use of a Taxi:* If a taxi is used, a member of staff must accompany a student. The cost may be claimed fromthe school account (petty cash). Use of a taxi would require only one member of staff. The taxi could be used in circumstances to take a student home where the parent/carer does not have transport or for dental emergencies.

*Handing over the Responsibility for an Injured Student to the Parent:* Initially it is the Headteacher orManager’s responsibility to endeavour to contact the parent/carer of an injured student to make arrangements for the necessary treatment.

If the parent/carer cannot be reached, it is the responsibility of the Headteacher or Manager to make appropriate arrangements and to contact the parent/carer at the earliest possible time. Until that has been done, the Headteacher or Manager is responsible for the student. It should not be left to the hospital, doctor or police to notify the parents, although they may wish to do so.

The responsibility for deciding whether medical treatment, such as an operation is required must be a decision for the medical staff involved. However, if it has not been possible to contact the parent/carer, the medical staff may seek the consent of the teacher acting ‘in loco parentis’. Although there can be no hard and fast rules about the line that the teacher should take in this situation, it is extremely unlikely that a parent/carer would succeed in any legal action against a teacher who has consented to a student being treated.

It occasionally happens that a student can be delivered to his/her parent/carer, but that the parent/carer is not in a position to seek immediate treatment. For example, a mother may have a young baby whom she cannot leave and could be distressed if suddenly asked to cope on her own. Headteachers and Managers are, therefore asked to satisfy themselves that the parent/carer can take over the responsibility for the student before returning to the school.

***References and Useful Links***

*The Health and Safety (First-Aid) Regulations 1981* [*http://www.hse.gov.uk/pubns/books/l74.htm*](http://www.hse.gov.uk/pubns/books/l74.htm)

**3.9**

**Disease/Infection Control**

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by a reasonable time the school will contact the parents (parents will be aware of the school’s protocols for absence reporting).

If doubt is expressed regarding a child’s health during school hours, parents are contacted and requested to take the child home or to seek medical advice and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, the child will be removed to hospital by school staff.

When students are suffering from a disease or infection, parents will be advised to seek professional medical advice regarding the date the child can return to school without fear of infecting other students. If necessary, parents may be notified by letter of any serious threats to the health of students.

Further advice about the Control of infectious Diseases can be obtained from the [Public Health England -](http://www.kymallanhsc.co.uk/Document/Download/2483) All staff should take precautions to avoid infection and must follow [Standard Infection Control Precautions.](http://www.nhsprofessionals.nhs.uk/download/comms/cg1_nhsp_standard_infection_control_precautions_v3.pdf) Staff must wear single-use disposable gloves and make use of

hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. When administering first aid or dealing with blood or body fluids staff will wear single-use disposable gloves and make use of hand washing facilities. Midday supervisors will carry a small supply of the disposable gloves with them when supervising play. Dressings, cleaning cloths or equipment will be disposed of appropriately. Individuals treating colleagues/students must ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

***Blood Borne Viruses (BBVs)***

The following guidelines apply irrespective of whether a virus is known to be present or not as they represent sound first aid procedures.

Within the workplace, BBVs are mainly transmitted by direct exposure to blood or other body fluids contaminated with infected blood. Direct exposure can happen through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema or through splashes to the eyes, nose or mouth.

*Managing the risk:* For first aiders in the workplace, the risk of being infected with a BBV while carrying outtheir duties is small. There has been no recorded case of HIV or hepatitis B virus being passed on during mouth-to-mouth resuscitation and therefore the procedure should not be withheld in a lifesaving emergency.

All First aiders are advised to follow the following precautions to reduce the risk of infection:

* cover any cuts and abrasions on their skin with a waterproof dressing;
* wear suitable disposable gloves when dealing with blood or any other body fluids;
* use suitable eye protection and a disposable plastic apron where splashing is possible;
* use devices such as face shields when giving mouth-to-mouth resuscitation (but only if trained to use them);
* hands should be washed before and after administering first aid;

It is not normally necessary for first aiders in the workplace to be immunised against hepatitis B virus unless the risk assessment indicates that it is appropriate; immunisation is not available for other BBVs.

*Action after possible infection with a BBV:* If contamination with blood or other body fluids does occur, thefollowing action should be taken without delay:

* wash splashes off your skin with soap and running water;
* if your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water;
* wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water;
* record the source of contamination;
* report the incident to your line manager as appropriate;
* prompt medical advice is important. Treatment might be appropriate but to be effective, it may need to be started quickly and therefore contact should be made with the nearest Accident and Emergency department without delay.

***Decontamination / Disposal of waste***

It is possible for HIV and hepatitis B virus to remain infectious in dried and liquid blood for a considerable time and if materials become contaminated with blood or body fluids, they will require decontamination in a way that is designed to inactivate BBVs, mainly by using heat or chemical disinfection, or safe disposal. We have a procedure for dealing with spillages and other forms of contamination and staff have been made familiar with it:

* disposable plastic gloves must be worn and paper towels used when mopping up blood or body fluids. These should be sealed in plastic bags and safely disposed of in line with local waste disposal arrangements;
* clothing may be cleaned in a washing machine using the hot cycle (min 60º C);
* surfaces and re-usable personal protective equipment (e.g. eye protection) should be wiped down/cleaned with a solution of a suitable disinfectant.

***References and Useful Links***

*Public Health England Guide on Infection Control -*

[*https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/353953/Guidance\_on\_infection\_control\_in\_s*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf)[*chools\_11\_Sept.pdf*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf)

*NHS Choices Website -* [*http://www.nhs.uk/Pages/homepage.aspx*](http://www.nhs.uk/Pages/homepage.aspx) *HSE* [*- Blood Borne Viruses in the Workplace document*](http://www.hse.gov.uk/pubns/indg342.pdf)

[*Standard Infection Control Precautions*](http://www.nhsprofessionals.nhs.uk/download/comms/cg1_nhsp_standard_infection_control_precautions_v3.pdf)

[*http://www.nhsprofessionals.nhs.uk/download/comms/cg1\_nhsp\_standard\_infection\_control\_precautions\_v3.pdf*](http://www.nhsprofessionals.nhs.uk/download/comms/cg1_nhsp_standard_infection_control_precautions_v3.pdf)

* 1. **Document Management / Retention of Documents**

All documents which form part of the health and safety management system will include suitable document control so it is clear which version of each document is the most current and to avoid using obsolete documents. This will simply appear in the header or footer of each document to include the Issue No. and the last review date.

Any previous versions of documents will either be suitably marked to show they have been superseded and should not be used, then properly archived or destroyed if no longer required. Archived documents (or document boxes) will be clearly marked as ‘Archive’ with the date(s) they cover and the date that they can be destroyed. Archiving/retention of documents and records will be done in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools.

Electronic archiving is acceptable as we have a sound electronic back-up off site.

**3.11** **Control of Hazardous & Dangerous Substances (COSHH & DSEAR)**

***Hazardous Substances***

Hazardous substances are those that are capable of causing adverse health effects e.g. toxic, irritant, corrosive, oxidising etc. and can include cleaning chemicals, adhesives, paints, pesticides, dusts, substances used for science or design technology teaching, and biological agents.

We use CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) specialist advice and support in science and technology. CLEAPSS provide COSHH information for the curriculum-based chemicals.

To help us in complying with COSHH we:

* identify all hazardous substances and work involving potential exposure to hazardous substances;
* prevent work with hazardous substances, and/or substitute hazardous substances for less hazardous ones where possible;
* where not possible we obtain the Manufacturer’s Safety Data Sheet for the product and complete a COSHH assessment for all work involving exposure to hazardous substances;
* store hazardous substances securely using appropriate signage;
* store chemicals in suitable containers with contents and hazards clearly labelled and never decant products from their trade containers into unlabelled or hand labelled bottles;
* segregate incompatible chemicals (e.g. oxidising agents and solvents);
* store hazardous liquids in significant quantities in suitable secondary containment to safely contain any leakage;
* provide suitable Personal Protective Equipment (PPE).

***Dangerous Substances***

Dangerous substances are those that are flammable, highly flammable, extremely flammable and explosive under the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) 2002.

To help us comply with DSEAR we:

* find out what dangerous substances are in the workplace and what the risks are;
* put control measures in place to either remove those risks or, where this is not possible, control them;
* put controls in place to reduce the effects of any incidents involving dangerous substances;
* prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
* make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
* identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

Separate DSEAR Risk Assessments are **NOT** required for dangerous substances where the **risk is low or** **trivial** and risks have been adequately assessed as part of other general or Fire risk assessments.

**3.12** **Asbestos Management**

A variety of Management and Demolition/Refurbishment Asbestos Surveys have been undertaken in school, copies of which are available at all times. The governors and Headteacher are responsible for the safety of contractors and for the safety of those employed and/or are working within the school. Contractors, maintenance teams and all staff will be briefed on the location and condition of any ACM’s in the areas where they are to be working, provided with a copy of the Asbestos Register (and any associated building plans) and briefed on the control measures to be implemented.

We have an Asbestos Management Plan which includes details on how we aim to manage asbestos including procedures for dealing with planned and emergency work involving asbestos containing materials. This Management Plan is implemented at all times. We will, as part of our Asbestos Management Plan, implement a system locally for regularly checking the condition of any remaining presumed or identified ACM’s on site, to monitor its condition and look for any signs of deterioration, taking action where necessary. This will be done formally on at least a termly basis by a designated person although staff are encouraged to report any obvious signs of damage as soon as they are identified so that remedial action can be taken as a matter of urgency. We will ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place.

All relevant staff will receive appropriate Asbestos Awareness training.

Current guidance requires removal of all ACM’s likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Refurbishment/Demolition survey will be arranged at the planning stage of the job so any ACM’s can either be removed prior to work starting OR the work designed so as to avoid disturbing ACM’s.

Where ACM’s are removed or repaired, competent contractors will be used to remove/treat the asbestos. The contractor will be required to provide evidence that they have notified the HSE providing the correct information on form FOD ASB5 for notifiable work. A four stage clearance certificate should be provided following the completion of asbestos removal work which required an enclosure and following asbestos removal work Waste Consignment notes should be provided to school to show that removed Asbestos was treated as hazardous waste and disposed of accordingly.

***Control of Legionella***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | The Headteacher (or nominated deputy) acts as the Responsible Person under the Approved Code of Practice |  |
|  |  | on legionella control. |  |
|  |  | The school’s Responsible Person reviews recommendations made in risk assessments and monitoring visit |  |
|  | reports to identify and authorise required works. |  |
|  |  |  |
|  |  | Any infrequently used outlets, e.g. showers, spray taps etc., will be flushed through (hottest temperature |  |
|  |  | possible) every week in which they have not been in use. Shower/spray tap heads will be removed and de- |  |
|  |  | scaled at the beginning of each term. Written records of these checks will be held. |  |
|  |  | Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to |  |
|  |  | them. |  |
|  |  | Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a monthly basis. Records of |  |
|  |  | these checks are kept. |  |
|  |  | Records will be retained throughout the period they are current and for at least two years afterwards. This |  |
|  |  | includes records of any monitoring inspection, test or check carried out, and the dates, for at least five years. |  |
|  |  | ***Preventing Scalds and Burns*** |  |
|  |  | We will ensure measures are in place to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. |  |
|  |  | This includes solutions such as thermostatic mixing valves to hot water outlets |  |
|  |  | used by them (which will be adequately maintained), using low surface temperature radiators, locating sources |  |
|  |  | of heat out of reach, e.g. at high-level or guarding the heated areas, e.g. providing radiator covers, covering exposed pipework. |  |
|  |  |  |  |

**3.15** **Equipment and Maintenance**

* All employees are required to inspect visually their work equipment, to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.;
* All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager;
* Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary;
* No private equipment is to be used unless it has been deemed safe by a competent person.
* All systems, plant and equipment will be maintained in line with manufacturer’s instructions and industry guidance. All servicing and maintenance will be carried out by competent persons (in-house or). Records of servicing and maintenance will be held within our Buildings Register.

**3.16 Workstations / Display Screen Equipment**



The school ensures that all staff classed as ‘users’ of DSE equipment:

* Have access to a safe workstation that meets the minimum requirements of the Health and Safety (Display Screen) Regulations;
* Undertake an annual DSE self–assessment which is be reviewed where there are significant changes including change of workstation, reports of physiological problems, following the introduction of control measures etc.;
* Can request a paid eyesight test and payment for the cost of single vision spectacles if these are required for DSE work.

Due to their compact nature, laptops are not designed to be used for extended periods of time. When they are used for longer periods, they will be used with a laptop raiser and a separate keyboard. Where laptops are supplied to staff or students to use at home, we ensure that users are provided with information on the safe and proper use of laptop computers.

Interactive white boards will be fixed and used in accordance with the manufacturer’s instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.

***References and Useful Links***

*Display Screen Equipment Regulations 1992 as amended 2002*

*HSE Website -* [*http://www.hse.gov.uk/msd/dse/*](http://www.hse.gov.uk/msd/dse/)

**3.17** **Information Technology (IT) and E-Safety**

* The layout of equipment will be appropriate with sufficient room for each student.
* Seating will be suitable i.e. ideally height and comfort adjustable for individual users.
* Lighting, heating and ventilation levels will be adequate for the types of activities undertaken.
* Combustible items in the IT workroom will be stored appropriately.
* Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
* The server unit is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
* The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
* It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. We will ensure a comprehensive curriculum response to enable all students to learn about and manage the associated risks effectively and will support parents and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online.
* We have a suitable E-Safety Policy which includes acceptable use agreements for staff and students, reinforces the need for parents to act responsibly when using Facebook or other social networking sites and includes references to extremism, radicalisation and child sexual exploitation.
* There are robust security measures in place to protect potentially sensitive documents being accessed at home or being taken off site using pen drives, which must be encrypted. Our arrangements for security are fully discussed in the school E-Safety Policy held separately.

**3.18** **Policy on the Use of Mobile Phones**

***Students***

We discourage, and advise all parents to discourage, students from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. Where a student does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used, for any purpose on school premises, grounds or during off-site school activities. The only exception to this would be in an emergency or with the express approval of a member of school staff. The Headteacher may, at their discretion, allow any member of staff to approve such requests or may nominate a specific person to consider such requests.

Where a school student is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone can be confiscated from the student in line with the Whole School Behaviour Policy.

Up-to-date guidance on the use of mobile devices can be found in the school’s Acceptable Use Policy: Internet, Mobile Devices, ICT for Students.

***Employees***

Our E-Safety policy and Staff Code of Conduct clearly state that mobile phone or electronic communications with a student at our school is not acceptable. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, the school’s E-Safety Policy.

Images of children should normally only be taken on school equipment i.e. digital camera or mobile phone; if personal equipment of staff is used, the individual should inform another member of staff, show them the images and ensure that the downloading and subsequent deletion of the images from the personal device is witnessed (if possible by the same member of staff who witnessed the original image taking.

**3.20** **Use of Students Images**

The school recognises its duties under the Data Protection Act 1998. Due care will be taken with records management and in the use of any media which clearly identify students. Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the students in the photographs.

If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of students) the school would not be releasing personal data subject to the Act at all. Alternatively, if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

During the course of the year there may be opportunities to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media.

Photography or filming will only occur with the permission of the Headteacher and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, children will only be named when there is good reason i.e. prize winning. Home addresses will never be disclosed.

***References and Useful Links***

*Data Protection Act:* [*http://www.legislation.gov.uk/ukpga/1998/29/contents*](http://www.legislation.gov.uk/ukpga/1998/29/contents)

**3.21** **Manual Handling**

Manual handling is the transporting or supporting of loads (inanimate- objects; animate – people) by hand or bodily force, which includes, carrying, lifting, pushing and pulling. Manual handling may result in adverse health that is caused by a single accident (e.g. strained/torn muscles, dropped loads, cuts/abrasions etc.) or sustained over a longer period (bad back, worn joints etc.).

The Manual Handling Operations Regulations 1992 require the following measures to be considered in hierarchical order:

* avoid hazardous manual handling operations so far as is reasonably practicable;
* assess any hazardous manual handling operations that cannot be avoided;
* reduce the risk of injury so far as is reasonably practicable.

***Risk Assessment***

The school will undertake manual handling risk assessments for all unavoidable hazardous manual handling activities. This includes the handling of people as well as objects. To ensure control measures remain effective, all assessments will be reviewed regularly or when there have been significant changes:

* to the work practice or workplace/environment;
* to safety equipment provided;
* to the nature of the load;
* a substantial increase in the amount of time performing manual handling operations;
* a substantial change in other task requirements, e.g. more speed or accuracy.

***Training***

*Induction:* All employees are inducted into good manual handling techniques and provided with information andinstruction before being exposed to manual handling risks. This should form part of all new starter Induction training.

*Manual Handling Practical:* Where moving and handling objects or people forms a significant part of anemployee’s role, they should undertake specific training before engaging in the activity.

*Assessors: S*hould receive training to enable them to: identify hazards (including less obvious ones) andassess risks from the type of manual handling being done; use additional sources of information on risks as appropriate; draw valid and reliable conclusions from assessments and identify steps to reduce risks; make a clear record of the assessment and communicate findings to handlers and others who need to take action and to recognise their own limitations so that further expertise can be called on if necessary.

*Students:* Students are supervised when moving and handling equipment such as PE mats or furniture forexample and are shown how to do so safely before an activity takes place.

***Health***

New employees should complete a pre-employment health enquiry form before appointment. The Headteacher/Manager should ensure the employee is aware of the moving and handling requirements of the job. If the employee is referred to an Occupational Health adviser for assessment, they will advise whether the employee is fit to undertake the role, or whether adjustments are recommended. It is the Headteacher/Manager’s responsibility to decide whether any adjustments recommended can reasonably be put in place.

Where an existing employee’s health condition is being affected by the manual handling activity, or where the manual handling activity causes a health condition, the Headteacher/Manager can refer them to an occupational health adviser. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

Where an employee has advised their Headteacher/Manager they are pregnant, the Headteacher/Manager should complete a New and Expectant Mother Risk Assessment.

***Reporting injury and ill health***

Any manual handling incident, including ill health that is suspected of being caused or aggravated by manual handling activities, should be reported and investigated in line with Accident Reporting Procedures. It may also

be appropriate to refer the employee to an Occupational Health Adviser, where the injury affects their work or work continues to affect their injury.

***References and Useful Links***

*Manual Handling Operations Regulations 1992* [*http://www.hse.gov.uk/msd/manualhandling.htm*](http://www.hse.gov.uk/msd/manualhandling.htm)

**3.22** **Working at Heights**

***Ladders & Step Ladders***

* If it is necessary to gain access to heights which cannot be reached from the ground, proper access equipment, e.g. kick stools, step ladders, ladders and tower scaffolds, must be used. It is NOT acceptable to use chairs as a means of access. Wherever possible, work at height will be avoided. Where it cannot be avoided, suitable equipment and procedures will be put in place to minimise risk.
* Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access.
* Staff using ladders and stepladders will receive training and instruction in their safe use. *Ladders and* *stepladders will not be used by students.*
* The only ladders and stepladders approved for use will be those constructed and marked to EN131, or to BS 1129:1990 Class 1 or BS 2037:1994 Class1.
* Each time a ladder is used, the user should check for visual signs of instability or deterioration.
* Ladders and stepladders will be subject to formal routine in-house checks to ensure they remain in a safe condition. Defective ladders will be taken out of service immediately and labelled appropriately until repaired or disposed of.
* Ladders & stepladder will be stored where they are protected from continual exposure to bad weather in well-ventilated areas. Timber ladders and stepladders will not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
* out its length to prevent weakening of the joints. They will not be hung so that the weight is carried by the rungs, but will be stored on edge clear of the ground in racks or wall brackets (horizontally). Stepladders may be stored vertically.
* Ladders and steps will be secured to avoid use by inappropriate persons i.e. trespassers for example.

***Mobile Tower Scaffolds***

* Access towers or platforms will only be used in accordance with manufacturer’s instructions.
* Guard rails must be in position around the platform when the platform is occupied
* Access to a platform must be by ladder secured to the narrowest side of the tower at the top and bottom, unless a built in internal ladder is provided and not by climbing up the outside of the tower frame.
* If any of the components or any joints of the tower unit are missing or damaged the unit should be taken out of use and labelled ‘Warning – this scaffold is unsafe and must not be used’.
* Mobile scaffolding must never be mounted without first locking the wheels
* Never attempt to use a ladder on an access tower to increase reach.
* Mobile scaffolding must never be moved with a person on it, neither should any equipment be left on the platform whilst it is in motion
* Whenever tower scaffolds are in use provision must be made to prevent unauthorised access by providing barriers or tapes around the base.
* Persons who erect, alter, dismantle or inspect any type of tower scaffold must be competent to do so, or be supervised by a competent person. Competent persons should have attended a formal training course, e.g. Prefabricated Access Suppliers and Manufacturers Association (PASMA) certificate or equivalent.
* In order to maintain mobile access towers or platforms in a satisfactory and safe condition it is necessary to carry out regular inspection and maintenance.
* Formal annual inspections of mobile access towers will be carried out and recorded.
* Repairs should only be carried out by personnel approved by the manufacturer or supplier.

***Trestles***

* Lightweight staging or mobile access scaffold should be used in preference to trestles wherever possible.
* Toe boards and guardrails must be incorporated into platforms above 2m and a means of fall prevention is required.

1.  Trestles should not be used for access above 4.5m and should only be used for light work or relatively short duration.
   * Lightweight staging should be used in preference to boards.
   * All equipment must be checked to ensure it is in good condition before use to ensure there are no loose or damaged cross bearers, the hinges are in good order and that there are no defective stiles.
   * The moving and erection of trestles must only be undertaken by persons that are competent to do so and those using trestles must not over-reach.

**3.23** **Fire and Emergency Arrangements**

Comprehensive arrangements are in place for fire safety and emergencies. We also have separate fire and emergency evacuation procedures, a Fire Safety Management Policy, a Critical Incident and Recovery Plan, a Fire Risk Assessment and a Premises Fire Log Book.

***Fire Risk Assessment***

A documented fire risk assessment is in place, kept up to date and made available to all staff. A copy of this is also held off-site. The risk assessment will be reviewed annually or at such earlier time as there is reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates.

***Responsible Person***

The Headteacher is the Responsible Person for Fire Safety and will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. They are responsible for implementing the Fire Safety Management Policy.

***Fire Safety Manager(s)***

The Fire Safety Manager is the person who will take overall control during the evacuation process. Their duties include:

* ensuring the fire and rescue service is called where required;
* coordination of people at assembly points and ensuring the evacuation is conducted effectively;
* delegating certain tasks to other suitable personnel;
* liaison with the emergency services on arrival and provision of key information requested by the Fire and Rescue Service, e.g. results of roll call; location of fire (if known); type, locations and quantities of dangerous substances; the nearest water supply fire hydrant; provision of information on locations of asbestos; the gas and electricity main shut-off valve locations; the Fire Risk Assessment;
* initiating disaster recovery procedures;
* ensuring that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the

‘all clear’.

The Headteacher or nominated person(s) will act as the Fire Safety Manager and, with the support of all staff, ensure all fire safety checks are carried out e.g. weekly manual call point testing, monthly emergency lighting testing, monthly inspections of firefighting equipment etc.

**Fire Wardens**

Suitable numbers of trained fire wardens will be in place. Their duties include:

* helping children and others (i.e. visitors) to leave the premises;
* checking their area to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.;
* using appropriate firefighting equipment if trained and safe to do so;
* reporting to the Fire Safety Manager;
* shutting down dangerous equipment and operating emergency shut
* taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Headteacher and/or liaising with the Fire and Rescue Service.

***Fire Drills***

Fire evacuation exercises are held at the beginning of each new term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and students can participate in fire practices including for example, part time staff and students and out of hour’s premises users.

***Training***

**All staff** will receive basic fire safety induction training and attend refresher sessions at pre-determinedintervals.

**Students/children/young people** will be supplied with some form of fire safety training so that they are awareof the actions to be taken in the event of a fire.

The **Responsible Person, Fire Safety Manager(s) and Fire Wardens** will require more comprehensive training.

**Evacuation Assistants** (those who assist others with additional needs) will receive Instruction on the use ofany relevant evacuation devices such as Evac Chairs for example; awareness of the content of any PEEPs or GEEPs in place for areas they would be expected to cover with the evac chair; manual handling training; and training and instruction in the means of Assistance available for the building.

***In the Event of Fire***

**Raising the alarm** - any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarmmanual call points located around school (where present) and shouting “Fire”. If fire is detected by automatic detectors, this will trigger the fire alarm.

**Fire Action Notices** detailing the action to take in the event of fire are displayed next to each fire alarm manualcall point and final exit door. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms. These are intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

**Staff, Students & Visitors** - nominated persons are responsible for taking the visitors book, staff signing in/outbook/board and class registers to the assembly point to ensure that all persons are accounted for by way of a roll call.

Assisting **vulnerable people/people with disabilities** - where students or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

General Emergency Evacuation Plans (GEEP’s) will be developed for members of the public and other non-regular visitors with additional needs. A sign will be displayed at reception highlighting that we operate a scheme of assisted evacuation where required.

**Catering staff** - must ensure that if the alarm is raised they activate any safety cut-off valves where these areavailable, and also any electrical or gas equipment that they might be using (if safe to do so), and evacuate the building by the nearest available exit.

**Contractors/visitors** - all contractors or visitorsentering the school will be familiarised with the school’s firesafety arrangements on signing in. Any outside group hiring the school’s facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

**Assembly points** - children, visitors and staff will gather at their agreed assembly point(s) outlined on FireAction Notices displayed in school. Class teachers and/or other nominated staff will act as Fire Wardens and ensure that roll call information is provided to the Fire Safety Manager.

**Lunchtimes** - where an evacuation occurs at lunchtimes, Midday Supervisors are responsible for co-ordinatingan evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

***Variations to the Plan***

Variation to the usual plan may occur in specific instances including:

* **Performances/Events** - Evacuation Plans are completed before each performance/event involving asignificant increase of people.
* **Failure of fire warning/detection systems** - If any safety systems were to fail, alternative arrangementsare in place to raise the alarm throughout the premises to enable occupiers to evacuate quickly.
* **Lone Working** - people who might be lone working will be made aware of the emergency actions they musttake in the event of a fire.

***Escape Routes, Final Exits and Fire Doors***

All escape routes will be kept clear of obstruction and are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. All staff must be aware of the location of final exits and alternative escape routes.

All exits will be readily openable from the inside without the use of a key (e.g. panic release devices or thumb turn locks) at all times including outside normal school hours, e.g. during evening performances or after school meetings.

The school operates a formal system for checking fire doors and fire exit doors to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc. The Fire Safety Manager or nominated representative is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

***Fire-fighting Equipment***

This equipment is provided throughout the premises in suitable locations with the most appropriate appliance available for the risks in that area. Equipment must only be used by

trained staff to tackle small fires if it is safe to do so and to assist escape from fire. Means of escape must not be compromised when tackling a fire.

***Arson Prevention***

Refer to the School Fire Safety Management Policy held separately which includes our Arson Vulnerability Assessment and Arson Prevention Strategies.

***Other Emergencies***

In the event of a full school evacuation, a Reception Centre is available. Full details are in the Disaster recovery Plan.

We hold an analogue landline telephone as back-up in the event of an emergency where the digital or mobile signal is lost.

***Bomb Threats or Suspicious Packages:*** Although very rare occurrences, the school recognises theimportance of ensuring that emergency plans and procedures need to be in place for dealing with potential or actual threats. These will include measures if suspicions are raised by a verbal threat or unidentifiable

package/article on the school site. We follow the information set out in the Home Office document, *Protecting* *Against Terrorism* [https://www.gov.uk/government/publications/protecting-against-terrorism.](https://www.gov.uk/government/publications/protecting-against-terrorism)

***School Closures - Emergency and Planned***

The Headteacher will be responsible for taking the decision to close the school in an emergency. All parents will be contacted by the quickest available means. Should there be no contact available; any affected children will remain in school.

**3.24** **Use and Control of Contractors and Consultants**

***Contractor Competence and Compliance***

The Headteacher will ensure all contractors and sub-contractors are properly selected and vetted with regard to their health and safety competence. The selection of contractors will take into account contractor competence, i.e. membership of and accreditation by recognised bodies, liability insurance and other related factors, to ensure health and safety compliance is met.

***Control of Contractors on School Sites***

The Headteacher has a responsibility to ensure that effective liaison takes place between the school and contractors and that both parties are clear about their responsibilities. Contractors on school site can pose additional risks which may affect security, access and egress, fire evacuation etc. which should be addressed by the Headteacher and contractor through the risk assessment process. Suitable method statements or equivalent will be made available for contracted work and suitably scrutinised.

All Contractors will be provided with documented safety information relating to the school and site which includes expected behaviour (code of conduct/contractor safety information sheet), local rules and procedures including emergency procedures, information about safeguarding etc. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any intrusive works commence.

Where relevant, joint health and safety inspections or other monitoring arrangements of contracted activities will take place. Work will be inspected before the contractor leaves site and there is a designated person to monitor contractors on school premises. Contractors are informed of the designated person & advised to contact them prior to commencing work.

In the event of extensive work being undertaken on the premises, contractors will meet with the Headteacher, members of the governing body and designers. Health and safety issues will be discussed at regular meetings between the contractor and the client with matters arising actioned within appropriate timescales or escalated.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. There is a designated person(s) who monitors the contractors throughout their time on the premises.

***Permit to Work Systems***

A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous. It is also ensures a more formal means of communication between site supervisors and operators and those who carry out the hazardous work.

Essential features of permit-to-work systems are:

* the identification of the person who can authorise certain jobs, and any limitations to their authority;
* the person responsible for specifying the necessary safety precautions;
* training and instruction in the issue, use and closure of permits;
* monitoring and auditing to ensure the system works as intended;
* identification of the hazards involved in the work;
* clear identification of tasks, risk assessments, permitted task duration, and supplemental or simultaneous activity and control measures.

Permits to Work will be considered for high risk activities on the school site including:

* hot work - for work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding) or which might generate sparks or other sources of ignition;
* work in confined spaces;
* work on electrical systems;
* roof access and other work at height with significant risk;
* excavations;
* any other work specifically requiring a permit under a written safe working procedure or where potential risks warrant use of a permit.

*HSE Using Contractors – A Brief Guide* [*http://www.hse.gov.uk/pubns/indg368.pdf*](http://www.hse.gov.uk/pubns/indg368.pdf)

*HSE Managing Health and Safety in Construction – Guidance on the CDM Regulations* [*http://www.hse.gov.uk/pubns/priced/l153.pdf*](http://www.hse.gov.uk/pubns/priced/l153.pdf)

*School’s Asbestos Register*

* 1. **Construction Work (CDM)**

Construction work be can defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc. **ALL** construction work is covered by the Construction (Design and Management) Regulations 2015 regardless of the scale of the project or duration of the work. As a **Client**, we need to do the following:

***Appoint the right people at the right time***

* + If more than one contractor will be involved in the project, we will need to appoint (in writing) a principal designer and a principal contractor.
  + Designers and contractors need to have the skills, knowledge and experience to identify, reduce and manage health and safety risks. This is also the case if they are a company (known as having

‘organisational capability’ for the job). The designers and the contractors should be able to give references from previous clients for similar work and explain how they will achieve this.

* + If we do not appoint a principal designer or principal contractor we will be responsible for the things that they should have done.

***Ensure There Are Arrangements in Place for Managing and Organising the Project***

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. Sometimes the work is complex and uses many different trades. The principal designer should understand these types of risks and try to avoid them when designing our project. The principal contractor or builder should manage the risks on site.

***Allow Adequate Time***

Work that is rushed is likely to be unsafe and of poor quality. We will allow enough time for the design, planning, and construction work to be undertaken properly.

***Provide information to Designers and Contractors***

Our designer and builder will need information about what we want built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage will help them to plan, budget, and work around problems. Our principal designer can help us gather this information. Putting together a ‘client brief’ at the earliest stages which includes as much information as we have about the project, along with the timescales and budget for the build and how we expect the project to be managed can help us to set the standards for managing health and safety.

***Communicate with Designers and Building Contractors***

Projects will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other. During the design and planning stage, we will discuss with our designer and contractor issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made. Meeting with our designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety which will help to ensure that the work progresses as planned.

***Ensure Adequate Welfare Facilities on Site***

We will ensure that our contractor has made arrangements for adequate welfare facilities for their workers before the work starts.

***Ensure a Construction Phase Plan is in place***

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and we will not allow work to start on site until there is a plan.

***Protecting Members of the Public, including our Employees***

As an employer, who has members of the public visiting our premises, we need to be sure that they are protected from the risks of construction work. We will discuss with our designer and contractor how the construction work may affect how we run the school, e.g. we may have to re-route pedestrian access; make sure signs to our entrance are clear; or change the way our deliveries operate.

***Notifying Construction Projects***

Where construction work will last longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work, we will notify the HSE of the project as soon as possible before construction work starts. In practice, we may request someone else to do this on our behalf.

***Keep the Health and Safety File***

At the end of the build the principal designer should give us a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (or contractor if there is only one contractor) should do this. It is a record of useful information which will help us manage health and safety risks during any future maintenance, repair, construction work or demolition. We will keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

***References and Useful Links***

*HSE Using Contractors – A Brief Guide* [*http://www.hse.gov.uk/pubns/indg368.pdf*](http://www.hse.gov.uk/pubns/indg368.pdf)

*HSE Managing Health and Safety in Construction – Guidance on the CDM Regulations* [*http://www.hse.gov.uk/pubns/priced/l153.pdf*](http://www.hse.gov.uk/pubns/priced/l153.pdf)

**3.26** **Site / Building Security and Personal Safety / Lone Working**

We have, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff. An assessment of the number and type of security incidents (e.g. walkers straying on to school premises and getting into the buildings; vandalism and break-ins, unhygienic detritus such as used syringes and condoms) will highlight how much of a risk a right of way / other security issues may present. We have created a record system of these incidents to show that we are taking the hazard seriously with constant monitoring of the situation. The security risk assessment will be routinely reviewed annually by the Headteacher (or sooner should circumstances change significantly); the findings will also be used in the review of these Security Procedures. The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff. The school has close links with local police and the Community Police Officer.

***Main Entrance***

The building has access control. Unauthorised visitors will be challenged by staff.

* Reception is a secure area and visitors cannot gain access to other parts of the school without being challenged or at least seen by a member of staff.

***Doors/Gates***

* Doors are secured from the inside but the locking mechanisms to doors that may be used in the escape from fire are fitted with locks capable of being opened without a key by those escaping from the fire.
* Any door to which a lock or securing device, e.g. a push pad panic latch, night latch, etc. is fitted, is capable of being opened by any occupant of the building.
* Doors with latches or digital locks also have automatic door closers fitted. These are capable of engaging a latch effectively but the last few inches of travel has been damped to ensure that fingers are not caught in a rapidly closing door.
* The building is checked by the last person leaving, ensuring all windows and outside doors are secure.
* We ensure that supervision rotas take account of monitoring the premises' access and egress points and student safety in non-lesson time and that visitor admittance procedures are maintained and staffed throughout break and lunchtimes.

***Security Lighting***

* + Extensive floodlighting covers frequently used footpaths, entrances and exit doors adjacent to car parks.
  + Security lighting has been installed externally – the aim of this is to act as a deterrent by assisting casual surveillance of the premises.
  + External lighting is regularly checked and any faults reported in line with our Defect Reporting Procedures.

***Anti-Climbing Measures***

* Wheelie bins are not located close to low level roofs;

***Visitors/Contractors Book/Badges***

* All visitors and contractors must be signed in and out of the school buildings and issued with visitor’s badges. Care is taken to ensure that badges are recovered from visitors when they leave to prevent the system losing credibility. We impress on visitors the need to wear the badge at all times.
* Visitors on site will be accompanied by a member of staff to their destination and will be returned to main Entrance by a member off staff in order to “sign out” of school.
* Teachers will not allow any adult to enter their classroom if the school visitor’s badge does not identify them.
* Students are encouraged to let staff know about people on the premises who are not wearing a badge. Where appropriate and safe, staff will challenge those individuals who do not appear to have followed the signing in and badge wearing procedures.
* As contractors and maintenance personnel do not generally have access to children that is frequent or intensive, they are not required to have DBS disclosures. However, they will not have unsupervised access to children. They will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

***Student and Staff Signing in Out Procedures***

* The School operates a signing in /signing out system for all staff /students who are late / leaving early.
* Students who wish to leave the site during the school day must have written permission, sighted by appropriate staff.

***Fire and Arson Prevention***

Further details can be found in the school Fire Safety Management Policy held separately.

***Cultivating a Positive Safety and Security Attitude***

* All staff are made aware of the school’s security procedures, especially staff that have been given a specific role to play. This forms part of all new staff Induction Training and is reinforced with other staff at regular intervals. Every occupant of the school is encouraged to foster and maintain an inquisitive attitude towards strangers. Details of known local people who have no reason to be present have been noted.
* If suspicions are heightened, descriptions, both personal and of vehicles will be recorded, (the singular most important item of information in relation to a vehicle being its registration mark) in case they subsequently need to be passed to the police.
* Regular briefings of students and staff are carried out which encourage them to report anyone suspicious wandering around the site.
* Anyone not wearing a visitors badge or people who are found in the school or its environs with no reason to be there will be challenged by staff or reported to a member of staff by students. In certain circumstances, staff will be required to gauge whether or not it is appropriate to challenge individuals depending on the situation.

 Children are actively encouraged to tell staff about the presence of strangers or anyone acting suspiciously but under no circumstances should they approach them.

* As contractors and maintenance personnel do not generally have access to children that is frequent or intensive, they are not required to have DBS disclosures. However, they will not have unsupervised access to children. They will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

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***Cultivating a Positive Safety and Security Attitude***

* All staff are made aware of the school’s security procedures, especially staff that have been given a specific role to play. This forms part of all new staff Induction Training and is reinforced with other staff at regular intervals. Every occupant of the school is encouraged to foster and maintain an inquisitive attitude towards strangers. Details of known local people who have no reason to be present have been noted.
* If suspicions are heightened, descriptions, both personal and of vehicles will be recorded, (the singular most important item of information in relation to a vehicle being its registration mark) in case they subsequently need to be passed to the police.
* Regular briefings of students and staff are carried out which encourage them to report anyone suspicious wandering around the site.
* Anyone not wearing a visitors badge or people who are found in the school or its environs with no reason to be there will be challenged by staff or reported to a member of staff by students. In certain circumstances, staff will be required to gauge whether or not it is appropriate to challenge individuals depending on the situation.

 Children are actively encouraged to tell staff about the presence of strangers or anyone acting suspiciously but under no circumstances should they approach them.

***Cooperation with third parties, extended services and community groups***

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools’ security arrangements as a condition of sharing use of the building. Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Although not extensive use, community groups may use facilities at the end of the school day. When inside the building access to the rest of that block is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff.

***Supervision***

The following areas are accessible by the public but the risk is controlled with our school’s supervision arrangements and how the school deals with visitors. The access arrangements for the grounds are:

* *Playground* –This area is only used under staff supervision at break and lunch and staff wouldprofessionally challenge any person not wearing a photo ID or school visitor badge.
* *Lesson changes* –. At these times staff will be on the corridors.
* *End of the school day* - duty teams are deployed in designated areas.

***Personal Safety / Lone Working***

* Lone Working Risk Assessments are undertaken for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training/instruction.
* Procedures have been established for staff and employees who may be working on the premises alone or isolated in separate parts of the building(s). These procedures also take into account cleaning staff and staff on duty during further education sessions.
* The building must be checked by the last person leaving, ensuring all windows and outside doors are secure.
* Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.
* Home visits are usually carried out at the start of each school year. Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.
* The teacher carries out Home visits with another member of staff. Other staff are informed of their whereabouts and regular contact is maintained with school.
* Lone working is not permitted when working at height, carrying out hot works, e.g. cutting and welding, working in confined spaces, or for the use of potentially dangerous substances or machinery, e.g. lathes, bench saws, chainsaws.

***Medicines***

Refer to the school Supporting Students at Schools with Medical Conditions Policy and procedures held separately.

***Security of Laptops and other Valuables***

Parents and students are regularly advised not to bring or allow children to bring valuable belongings into school. Secure areas are available for staff possessions.

The following procedures are followed to help reduce the risk of opportune thieves taking laptops and other high value equipment from school:

* We ensure that all staff and others in the school understand exactly what they need to do to keep ICT and other valuable equipment safe. Teachers and support staff then pass on the relevant information to their classes. Training reviews are given at least annually, and the ICT security guide regularly reviewed to take account of any new equipment that has been purchased.
* Laptops are kept in rooms where there are blinds which can be closed when the room is not in use; evenings, weekends and during the school holidays.
* During long periods of closure, laptops and other high value equipment are locked in secure cupboards or storerooms.
* All rooms that contain equipment such as ICT facilities, computers and scientific items are kept locked when not in use. Locks are either push button combinations or swipe cards/fobs. In either case, only staff know the combinations or possess swipe cards/fobs.
* We never advertise ICT assets on our school website, social networking sites or newsletters. We do not inform the local press when we purchase a lot of new equipment.
* When new equipment is bought, we flatten its packaging, turn it inside out and crush it before putting it outside with the rubbish, to avoid notifying potential thieves to a delivery.
* All high value equipment has been marked with the postcode and the name of the school. The markings

39 are visible and difficult to remove or disguise.

* We ensure external ICT technicians present ID before they are taken to service computers, and ensure that these people sign in and out.
* We ensure that visitors are accompanied when they walk around the building, and insist that all guests sign in and out.
* When out and about, staff are instructed to carry their laptops in an anonymous bag or case in order not to alert thieves to its contents.
* If any of our mobile IT is stolen, we will alert the police as soon as possible.
* Where we have any concerns about the security of our school and the equipment within it we will contact our local Crime Prevention Officer by dialling 101 and asking for the Crime Prevention Service.



***References and Useful Links***

*School’s CCTV Procedures, Child Protection & Data Protection Policy*

**3.27** **Workplace Environments**

A safe and healthy workplace environment will be maintained at the school in line with School Premises (England) Regulations 2012, the Education (Independent School Standards) (England) Regulations 2010 (as amended 2013) and the Workplace (Health, Safety & Workplace) Regulations 1992.

***Heating***

A comfortable working temperature will be maintained of at least 16°C unless much of the work involves severe physical effort in which case the temperature will be 13 ºC (or where it is impractical to maintain these temperatures i.e. where food has to be kept cold). In the event of the need for portable heating or cooling, any equipment provided to achieve this will suitable for use, free from defects, and safely sited so as not to create additional hazards.

*Radiant heaters will NEVER be used.*

***Welfare & Changing Facilities***

Suitable welfare and changing facilities will be maintained in a safe and clean condition for all staff and students in line with the School Premises (England) Regulations 2012, the Education (Independent School Standards) (England) Regulations 2010 (as amended 2013) and the Workplace (Health, Safety & Workplace) Regulations 1992. Toilets and washing facilities for staff may also be used by visitors are separate from those provided for students (except where they are designed for use by those who are disabled).

***Medical Accommodation***

Suitable accommodation is provided in order to cater for the medical and therapy needs of students, including accommodation for the medical examination and treatment of students and the short term care of sick and injured students, which includes a washing facility and is near to a toilet facility. The accommodation provided may be used for other purposes (apart from teaching) however it is always readily available to be used for the purposes above.

Additional medical accommodation will also be made available where required which caters for students with complex needs.

***Ventilation***

An adequate supply of fresh air will be maintained. Where possible this will be from natural ventilation from windows.

***Access and Egress***

We will implement inspection procedures, defect reporting and extra attention during inclement weather. We will bring our winter gritting plan to the attention of staff, students and parents/guardians to ensure safe routes are followed during periods of snow and ice.

***Acoustics***

1. The acoustic conditions and sound insulation of each room is suitable, having regard to the nature of the activities which normally take place within each area. Checks will be made of any new builds by Building Control to ensure compliance.

***Lighting***

* + The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.
  + The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein.
  + External lighting has been provided in order to ensure that people can safely enter and leave the school premises.
  + Blinds / curtains are in place to block sunlight, to avoid glare, excessive internal illuminance and summertime overheating;
  + Emergency lighting has been installed in areas accessible after dark or where not already in place, the need to provide emergency lighting in areas accessible after dark has been added to our Annual Management Plan as a future, longer-term objective.



Lighting for students with special educational needs:

Students with special educational needs, including visual impairment and other disabilities, may have additional lighting requirements and specialist advice may be needed. Key points include:

* colour and contrast, which can help people locate doors and their handles, stairs and steps, switches and socket outlets, etc.;
* glare should be avoided (including from high gloss finishes that can appear as glare sources when they reflect bright lights);
* use of light sources such as high frequency fluorescent luminaires to avoid subliminal flicker that can induce epileptic fits in susceptible students;
* large areas of glazing should be clearly marked to avoid accidents;
* additional local task lighting may be needed.

***Water Supplies***

* Suitable drinking water facilities are provided which are readily accessible at all times when the premises are in use and are in a separate area from the toilet facilities.
* Toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.
* Cold water supplies that are suitable for drinking have been clearly marked as such.
* The temperature of hot water at the point of use by students does not pose a scalding risk to users i.e. hot water is heated to temperatures of 60ºC, but the temperature at outlets used students is controlled by thermostatic mixer valves to achieve temperatures at taps not exceeding 43 ºC (refer to Section on Legionella Control).

***Outdoor Space***

Suitable outdoor space is provided in order to enable physical education to be provided to students in accordance with the school curriculum and students to play outside.

There are two types of outdoor space used for physical education (PE); sports pitches and hard surfaced games courts. Sports pitches, grass and/or all-weather, are used for team games such as football, hockey and cricket, and for athletics. Games courts are for sports such as netball and tennis. Outdoor space is also available for informal play and socialising.

***Outdoor Working***

Refer to the Sun Protection arrangements within this Policy for further details.

***Window Blind Cords and Chains***

We have identified via Risk Assessment the presence of any looped cord or chained window or door blinds and have implemented the following measures to prevent strangulation:

* Staff ensure that cords or chains are stowed out of reach so that children are not at risk of strangulation.
* Wherever possible, we have used safety devices such as cord cleats, cord/chain tidies and chain break connectors. Where loops cannot be stowed away safely they have been cut to ensure that the loop is removed.

1.  Staff are instructed to always reposition nearby furniture (e.g. chairs) to ensure they cannot be used to access looped cords, or where people can become accidently entangled.
   * We have introduced a regular checking regime for all blinds which have looped cords or chains to ensure that they remain in a safe condition. Staff inspect these in their own classrooms/areas and report any faults in line with our Defect Reporting Procedures so that remedial action can be taken.
   * Where new furniture is introduced, or decoration and room layouts have changed we ensure that the risk assessment is reviewed and updated as appropriate.
   * When new blinds are ordered, we will select blinds which do not contain cords or have concealed cords.



***Preventing Finger Trapping Incidents***

* A risk assessment has been undertaken to determine the risk of finger trapping incidents;
* We try to reduce or remove the need for students to gather near the doors;
* We ensure that essential equipment is not positioned adjacent to or immediately behind doors e.g. A paper towel dispenser;
* We increase awareness of staff and students to potential risks;
* We prevent uncontrolled access to vulnerable doors.
* Where such measures are not practicable, finger guarding devices have been installed;
* Wherever possible during replacement or refurbishment of doors then the risk of finger trapping should be designed out. Where this is not possible and there is a significant risk then finger guarding devices will be fitted where required;
* For both new and existing devices in schools class teachers are responsible for regularly undertaking a brief, informal visual inspection to check the condition of any protective devices fitted. any obvious defects should be reported in the usual manner so that repairs or replacement can be undertaken.

***Glazing***

* Every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage and be appropriately marked;
* Glazing in critical locations is considered reasonably safe if its nature is such that, if breakage did occur, any particles would be relatively harmless (i.e. by installing toughened glass);

* The requirement may also be met if the glazing is sufficiently robust to ensure that the risk of breakage is low (i.e. laminated glass or covered with safety film), or if steps are taken to limit the risk of contact with the glazing (i.e. by the use of barriers);
* Steps are taken to ensure that glazing will break safely must such a child come into contact with it;
* Wired glass inherent in fire doors has been replaced with Georgian wired safety glass;
* Where there are large uninterrupted areas of transparent glazing, steps have been taken to identify its presence e.g. by marking or etching the glass to make it apparent;
* Windows and doors are adequately maintained to ensure that they open easily and without effort;
* Those individuals opening windows are not put at risk of falling either through the glass or the subsequent opening;
* Window restrictors have been fitted where the risk of falling from a window opening is apparent. Windows do not open directly onto traffic routes in such a manner that individuals are liable to collide with them;
* Artwork or other material never obscures viewing panels in doors;
* Records are kept on the premises giving details of the areas of safety glazing - this ensures that when a piece of glass needs to be replaced in the future, it is replaced with that of a similar nature;
* The Risk Assessment is reviewed at least annually (or sooner if circumstances change significantly) to ensure that it remains valid. The risk assessment may be reviewed if areas of school begin to be used for other purposes where the activity is more likely to pose an impact risk; changes in student behaviour i.e. the area is used by students with unpredictable behaviour, etc.;
* Where glazing is replaced, for whatever reason, a full risk assessment will be prepared which will determine the type of glass to be used and the method by which it will be replaced. This is particularly relevant with respect to fire doors, escape routes, kitchens, etc. Similarly, when embarking on any building or alteration works (particularly change of use), risk assessments will be prepared.

***Dog Fouling***

* A police officer or any person authorised by the School Governors can remove trespassers, provided there is reasonable cause to suspect that the person in question is committing or has committed an offence under the Section 547 of the Education Act 1996. Wherever possible, the authorised person should take details of the offender’s name and address;
* To report a stray dog, contact the Dog Warden at the local District Council. Enforcement officers enforce

the law relating to stray dogs and operate a service for the seizure of stray dogs;

* Where instances of dog fouling, the Site Management Staff will be asked to remove the offending material. They are advised to avoid direct skin contact with the faeces and they must wear gloves. They will remove the faeces with a shovel and dispose of them by double-wrapping/bagging them and placing them in the general refuse.

***Building Work***

All building work undertaken including new builds, alterations of and improvements to existing buildings will conform to the Building Regulations 2010.

***References and Useful Links***

*The Workplace (Health, Safety and Welfare) Regulations 1992 ACOP -* [*http://www.hse.gov.uk/pubns/priced/l24.pdf*](http://www.hse.gov.uk/pubns/priced/l24.pdf) *The Education Act 1996*

*School Premises (England) Regulations 2012*

*Education (Independent School Standards) (England) Regulations 2010 (as amended 2013)*

*DfE Statutory Framework for EYFS* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/8511*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/8511) *National Minimum Standards for Boarding Schools* [*Click here to access*](http://www.boarding.org.uk/file_uploads/297-National%20Minimum%20Boarding%20Standards%20-%20Sept%202011.pdf)

*NHS Sun Safety Advice -* [*http://www.nhs.uk/Livewell/travelhealth/Pages/SunsafetyQA.aspx*](http://www.nhs.uk/Livewell/travelhealth/Pages/SunsafetyQA.aspx)

*Cancer Research Sunsmart Website -* [*http://www.sunsmart.org.uk/*](http://www.sunsmart.org.uk/)

*Health risks from working in the sun HSE Guidance* [*http://www.hse.gov.uk/pubns/indg147.pdf*](http://www.hse.gov.uk/pubns/indg147.pdf) *- Glass & Glazing Federation* [*http://www.ggf.org.uk/commercial*](http://www.ggf.org.uk/commercial)

*The Local Government (Miscellaneous Provisions) Act 1982*

*Compliance Monitoring in Council Buildings* [*https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994*](https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994)

**3.29** **Educational Visits and Activities**

Refer to the school’s Educational Visits Procedures held separately.

**3.30** **Food Safety Arrangements**

***General Food Safety Standards***

* Our school aims to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.
* We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.
* We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point) and follow rules laid out in the Food Information Regulations 2014 with regard to allergens.
* Any employee involved with the handling and preparation of food will hold suitable food hygiene qualifications which are renewed at intervals not exceeding 3 years:

**Level 1** Food Safety Award (or equivalent) is designed for staff handling very low risk foods such as wrapped foods, fresh fruit etc. and for ‘waiting on’ staff. This MAY include nursery staff if only preparing sliced fruit for students or breakfast club staff only preparing toast and cereal for example.

* + **Level 2** Food Safety Award (or equivalent) is designed for everything else including commercial catering.
* ALL staff activities (commercial kitchens, food technology, cookery clubs) will be aware of food allergens and the consequences of them being eaten by anyone with a food allergy. Basic allergen training will be given to all staff on their first day of employment and before food handling duties commence with records of training kept. All staff will be trained in avoiding cross-contamination of foods by the major food allergens.
* All relevant staff involved in food preparation will need to be aware of the contents of Individual Healthcare Plans for students with allergies.
* Allergen information of the foods served in school (kitchens, food technology) will be recorded and kept up

to date e.g. if foods purchased are changed or products substituted.

**3.31** **Electrical Safety**

All staff, and where appropriate, students, will be shown how to use equipment, and to switch it off when not in use and at the end of each school day.

***Acquiring Electrical Equipment***

* All new items purchased will comply with the appropriate British Standard or European equivalent.
* Second-hand acquisitions or electrical equipment lent to, or borrowed by, the school will be checked for electrical safety before use. Any mains operated equipment belonging to staff will also be checked in this way. However, if there is any doubt whether the equipment is safe then it should be labelled ‘out of use’ and withdrawn until it has been tested and declared fit for use by a competent person.
* Second-hand, borrowed and staff equipment will be recorded as being used and will be included for testing during the regular testing programme (see below).

***User Visual Checks***

Any item with a plug will be given an informal visual check every time it is used – all staff have been instructed to do this. If a fault is detected, staff will remove the plug to decommission the appliance, if possible. If not, defective appliances will be labelled with a warning instructing others not to use. Staff must then report the fault in line with our Defect Reporting procedures.

***Formal Visual Inspections***

Formal Visual Inspections of electrical appliances will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance and General Safety Series G17.

***Combined Inspection and Testing***

Combined Inspection and Testing (PAT) will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance. A competent person undertakes Combined Inspection and Testing and formal records are held.

***Record of Equipment***

A record will be kept of all portable items of electrical equipment. When any piece of portable electrical equipment is acquired or removed from the site the record will be updated accordingly.

***Residual Current Devices (Circuit Breakers)***

These provide an additional level of protection and will always be used:

* when a Premises Licence has been obtained for a public performance;
* when non-school equipment is used;
* whenever any piece of electrical equipment is used outdoors;
* where fish tanks use mains voltage equipment (e.g. pumps heaters and lighting).

***Extension Leads***

* When being used, we ensure they do not present a tripping hazard, they are not overloaded, the lead is not twisted and there is no strain on the cable. Leads will always be fully unwound from any cable drum;

* Extension cables will never run under carpets or through doorways;
* Extension cables will be checked as part of the regular testing programme;
* Extension cables will be regarded as temporary. Regular use may indicate the need for additional sockets;
* Block style adaptors will NOT be used in school under any circumstances.

***Fixed Convector/Fan Heaters***

These are serviced and vacuumed out on at least an annual basis by a competent person with records kept.

***Fixed Electrical Installation***

The main electrical installation will receive a Periodic Electrical Installation Inspection by an NICEIC or NAPIT Registered contractor at periods not exceeding five years. Records will be held. Any remedial work required as a result of the Inspection Report will be undertaken on a risk priority basis.

The electrical installation in licensed areas, swimming pools and lightning protection will receive a Periodic Electrical Installation Inspection every year.

**3.33** **Smoke free Workplace**

Our school operates a complete smoke-free policy which applies at all times. Smoking (including E-Cigarettes) is not permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to **any** vehicle being used for school business.

The school’s disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

Students breaching smoke-free rules will be dealt with according to the Whole School Behaviour Policy.

These rules apply to students, employees, parents, visitors, members of the public, contractors and others working in or using the school’s premises or vehicles. The school will support employees or students wishing to give up smoking by advertising and promoting external smoking cessation services and through regular health promotion activities. Resources will also be available to educate students and free specialist advice regarding health promotion activity will be provided.

**3.34** **Transport**

**Private cars**

* Private cars are to be used to transport students ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities i.e. business use.
* Where possible, children should sit in the rear of the car and seat belts are to be worn at all times.
* Any child under 12 years and 4ft 5 in will need to use a booster cushion, and those under 25kg in weight must use a booster seat. Procedures are in place to ensure that this occurs i.e. school keeps a supply of booster cushions or ensures parents supply these when required.
* Booster seats/cushions are not be required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver.
* Children will alight from the car on the kerbside, not the roadside.
* Within a normal 4/5-seater vehicle, no more than 3 children will be carried.

**Occasional Business Use Insurance**

Any staff member who uses their own vehicle/car on school business (for example Administrative Staff who drive to the bank to deposit school money or staff attending work related training courses) should have occasional business use cover on their car insurance schedule. We have as a school obtained blanket “Occasional Business Use Insurance” which covers employees.

**Minibus**

The school owns a minibus which is adequately maintained.

No standing passengers may be carried and all children will wear a seat-belt.

**Coach Hire**

All coaches hired for school use must be fitted with seat belts. Local firms are contracted.

For the purpose of school excursions, the buses arrive and depart before and after school hours to prevent traffic hold ups outside the main gates. Cars are discouraged from parking near the school on excursion days.

**3.35** **On-Site Vehicle/Pedestrian Separation**

The School has undertaken a risk assessment of traffic hazards on our site and the following control measures have been implemented to minimise the risk of injury from on-site traffic:

***Supervision***

Staff are proactive in the supervision before and after school and are aware of the need for the following:

* Challenging unauthorised or inappropriate parking which creates a hazard;
* Steering students away from traffic hazard areas;

.

***Speed control***

* + A speed limit has been set for the site. The speed limit has been displayed on a sign at the entrance to the site.
  + Speed humps have been installed to physically force drivers to reduce their speed.
  + As our site is very small, the constricted nature of the space itself is enough to limit speed.

***Vehicle access and parking***

* We minimise vehicles allowed onto site, particularly during the start and end of school day to segregate vehicles and pedestrians;
* Delivery times are restricted e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes/break times;
* Overflow parking on games areas is avoided because of the risk of damage to the surface itself, including the spillage of oil;
* There is a staff (and visitor) car park which is segregated from the pedestrian access to the school site by fencing;
* There is a one-way system for vehicles;
* Physical protection is in place around vulnerable areas of buildings e.g. bollards or barriers;
* There is restricted access for vehicles e.g. by closing the gates at the beginning and end of the school day;
* Hedges and shrubs are maintained around vehicular areas and car parks to ensure maximum visibility.

**Personal Protective Equipment**

PPE will be provided for staff and students where risks cannot be fully controlled in other ways. Staff can request PPE through the Health and Safety Coordinator.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  PPE will always be suitable for the task and the user. | | | | | |  |
|  | |  |  Re-usable PPE will be subject to periodic inspection to confirm its continued suitability, and where appropriate, subject to routine maintenance. | | | | | |  |
|  |  | | | | | |  |
|  | |  |  |
|  | |  |  Staff and students must use PPE as instructed, and report any defects or other problem promptly to the | | | | | |  |
|  | |  | Health and Safety Coordinator. | | | | | |  |
|  | |  | ***References and Useful Links*** | |  | | | |  |
|  | |  | *HSE -* [*http://www.hse.gov.uk/toolbox/ppe.htm*](http://www.hse.gov.uk/toolbox/ppe.htm) | | | | | |  |
|  | |  |  |  | |  |  |  |  |
|  | |  | *Personal Protective Equipment Regulations 1992* | | | | | |  |
|  | |  |  | | | | | |  |
|  | | **3.37 Physical Education** | | | |  | |  |  |
|  | |  | The law expects that all physical education teachers will work within a ‘modus operandi’, which identifies all the | | | | | |  |
|  | |  | foreseeable safety problems associated with the activities undertaken. The school must declare its own policies | | | | | |  |
|  | |  | and practices, which will eliminate foreseeable risks. The Headteacher must ensure that such a system is | | | | | |  |
|  | |  | operable, even by recently appointed staff. At least one teacher has been identified whose responsibility it is to | | | | | |  |
|  | |  | see that safe practice is realistic and working day to day. The law will expect that an individual school's code of | | | | | |  |
|  | |  | safe practice in physical education will reflect its own particular needs according to its programmes and | | | | | |  |
|  | |  | premises in addition to factors which it may have in common with other similar establishments. | | | | | |  |
|  |  | | Risk Assessments are undertaken of all PE activities so that control measures to eliminate or reduce the | | | | | |  |
|  |  | | likelihood of an accident occurring can be implemented. Risk assessments will be monitored and reviewed | | | | | |  |
|  |  | | regularly and be disseminated to relevant personnel. Clear written guidance, rules and procedures for use of | | | | | |  |
|  |  | | equipment will be provided. | | | | | |  |

There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.

We ensure there is adequate storage for equipment.

**3.38** **Supervision of Students**

* Children are not be left unsupervised at break

There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.

We ensure there is adequate storage for equipment.

**3.38** **Supervision of Students**

Children are not be left unsupervised at break times. All staff, volunteers and students will be aware of any

special site hazards and out of bounds areas. Within reason off sites break times should not be less than those for on-site break-times.

***Supervision of Students Before and After School***

Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends, and any such supervision time is included in teachers’ directed time. The relevant section of the teachers’ conditions of Employment requires teachers to supervise students “whether… before, during or after school sessions”.

As far as the supervision issue is concerned, there is no statutory legislation which covers the supervision of students before and after school.

In the case of students arriving/leaving on school transport, it is important that staff are available to supervise students as they arrive at school. Depending on the age and/or ability of the students, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that students are collected from the vehicle by a member of staff in person.

**Sun Protection**

We will ensure that students are made aware of the measures to take to be safe in the sun.

**SUPPORTING STRATEGIES**

We are fully aware of the dangers that over exposure to sunlight can have on skin and acknowledge the importance of sun protection and want staff and students to enjoy the sun safely. We will work with staff, students and parents to achieve this through:

**Education**

These measures are in place:

* + It is important to raise awareness of why we need sun protection to encourage students to change the way they behave in the sun.
  + Sun protection is incorporated into curriculum for all ages. All year 7-11 students will receive at least one PSHE sun protection lesson. We will discuss the importance of sun protection in assemblies at the start of the summer term and before summer break.
  + We encourage and ensure through advance notice that parents, staff and students use a preventive approach on special, all-day activities such as PE days, educational visits and sports days.



**Protection**

We consider sun protection when planning all outdoor activities from April to September (the sun is most dangerous at this time of year). This is more of an ongoing process.

**Shade**

* Shade structures provide long/short-term shade – buildings, awnings etc.
* Seats and equipment are moved to shady areas - under trees, parasols for picnic benches etc.
* Organised activities make use of the shade available.

**Clothing**

* Students are encouraged to wear wide-brimmed hats that cover the ears, face and neck when outside.
* Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). We have changed our sports uniform from vests to t-shirts
* Students are allowed to wear UV protective sunglasses when outside during sunny weather.
* Teachers and assistants have agreed to lead by example and be seen to adhere to sun safe practices e.g. wear hats when on grounds duty and teaching outdoors on sunny days.

**Sunscreen**

* Students are allowed to bring in their own personal supply of sunscreen to school and on off-site visits.
* Students are encouraged to apply at least factor SPF 15 sunscreen in school and will be reminded to do so by teachers before lunch break.
* Sunscreen use will be encouraged on school trips and staff will be provided with extra sunscreen in case students forget their own.
* Only factor 15+ sunscreen is used in school (although 30+ is considered best practice). There is a school stock of sunscreen for students who forget/cannot afford their own.

**3.46** **Behaviour**

The school considers the safety aspects which could arise in relation to behaviour. Reference should be made to the Whole School Behaviour Policy, Staff Code of Conduct and Positive Handling, Support and Intervention Procedures held separately.

**Employee Declaration**

**Peregrinate Limited**

**HEALTH AND SAFETY POLICY**

I acknowledge acceptance of and the fact that I have been made aware of the contents and location of the School’s Health and Safety Policy dated **01 June 2018** and its associated guidance and have been made aware of my general health and safety responsibilities along with any specific roles and responsibilities for health and safety and safeguarding that have been assigned to me.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job Title** | **Signature** |  | **Date** |
|  |  |  |  |  |