



# Health and Safety Policy

**March 2022**

**Approved by the Governing Body Strategy Group 10/03/22**

**This Policy is due for renewal in Term 2  
2022–23**

# **HEALTH AND SAFETY POLICY**

## **OF**

### **GODINTON PRIMARY SCHOOL**

Health & Safety at Work etc. Act 1974

Since March 2020, the Covid pandemic has brought significant challenges with regard to health and safety measures for all schools. At Godinton Primary School, we have responded to all Government guidance relating to school closure, partial reopening, full reopening and have undertaken ongoing risk assessment to ensure the safety of our school community. A copy of our reopening risk assessment from September 2021 is available on the school website. This provides details of the measures undertaken by the school in response to the pandemic, including routines for hand washing and sanitising, cleaning requirements, visitor measures and a wide variety of further additional changes. This risk assessment should be read in conjunction with this policy during the pandemic period.

#### **SECTION ONE – AIMS AND OBJECTIVES**

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.
- Consult with the school community on matters of health and safety.

#### **SECTION TWO – ORGANISATION**

##### **2.1 Employer Responsibilities**

Godinton Academy Trust, as the employer, has a statutory duty in respect of health and safety at Godinton Primary School to ensure that premises and people are healthy and safe.

## 2.2 Headteacher Responsibilities

The responsibility is devolved to the Headteacher, who has day-to-day responsibility for staff, pupils and others as the responsible person in charge of the premises. They will oversee the implementation of this policy.

The Headteacher is responsible for ensuring the premises meet health and safety requirements and that staff, pupils and other visitors adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others. Certain tasks may be delegated to other individuals but overall responsibility rests with the Headteacher.

The Head Teacher is responsible, amongst other listed duties, for the following:

- Ensuring that this document is reviewed annually or earlier if there are any changes in circumstances.
- Including health and safety issues in the School Improvement Plan (SIP), if necessary;
- Ensuring that all staff and visiting contractors are aware of the contents of this Health & Safety Policy Statement. For staff, a copy of this document is posted on the notice board in the staff room and is available on the school network. It is shared electronically with staff annually as part of Health and Safety refresher training. New staff will be made aware of this policy and any relevant supporting documents as part of their induction. It is the responsibility of all staff to ensure they are aware of the content of the policy.
- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- Carrying out regular health and safety inspections (at least 3 times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance.
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- Liaising with known building maintenance consultants/contractors to resolve property maintenance issues which are the responsibility of Godinton Academy Trust;
- Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Health Officer, Fire Officer, Environment Agency Inspector) are properly addressed.
- Ensuring that emergency evacuation procedures are in place and tested;
- Ensuring that adequate first aid provision is available and kept up to date at all times;
- Reporting health and safety issues to the governing body on a regular basis
- To monitor and review all health and safety policies and procedures.
- Seek advice from the school's appointed Health and Safety advisor (competent person) The Bradley Group and other organisations or professionals, such as the

Health and Safety Executive as and when necessary.

Tasks can be delegated to other members of staff but ultimately the responsibility remains with the head teacher.

### **2.3 Governor Responsibilities**

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures, which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Head Teacher to submit periodic reports to them. Mr Steve King has been assigned as the school's Health and Safety Governor from a strategic point of view.

- The Governing Body will promote a strategic overview for health and safety.
- The Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The Governing Body will make adequate provision for maintenance of the school premises and equipment, within the school's delegated budget.
- The Governing Body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.

### **2.4 Responsibilities of all members of staff**

All members of staff have to:

- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Head Teacher or a member of the Senior Management Team.

### **2.5 Site Manager Responsibilities**

The Site Manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the Senior Management Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other

hazards such as broken glass etc. in the play areas.

- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm and ensure that other tests e.g. emergency lighting, are carried out in accordance with the school's testing schedule which can be found in the Estate Management Policy.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

## **2.6 Safety Representatives**

Safety representatives of a recognised Trade Union are available to consult about specific matters that will affect the health, safety and welfare of the employees. This can include:

- representing employees when Health and Safety Inspectors from HSE or Local Authorities consult them,
- investigating accidents, near misses, and other potential hazards and dangerous occurrences in the workplace,
- investigating complaints made by an employee they represent about their health, safety, or welfare in the workplace or present the findings of investigations to the Headteacher.
- Inspecting the workplace.

## **2.7 Consultation**

The school recognises its legal requirement to consult with all staff on health and safety matters. This is done at least annually when the policy is reviewed. If a health and safety matter arises, staff are consulted during staff meetings/support staff meetings. Health and safety matters are included in the weekly staff 'Round Up'. Staff are also asked to complete health and safety surveys regarding their work areas, three times a year.

## **2.8 Information, Instruction and Supervision**

Under health and safety law, it is a legal requirement to display the Health and Safety Law poster or to provide employees with a leaflet version of this.

- A copy of the Health and Safety Law Poster is displayed on the wall in the staff room:
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff

- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **2.9 Competency for Health and Safety tasks and training**

The Headteacher will ensure that all staff undertake induction training which covers key elements of health and safety (see Induction Policy).

- Training covering all aspects of health and safety will be identified arranged and monitored by the Headteacher, and or the School Business Manager and the governing body. The school's Health and Safety training matrix identifies, the training to be undertaken, by whom and how often.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher.
- Training records will be easily accessible for audit purposes and are kept up to date.

Specific health and safety required is outlined in each section. The school also has a Health and safety training matrix which identifies training to be undertaken, how frequently and by whom.

An overview of annual staff training and updates in relation to Health and safety is provided in Appendix G.

## **2.10 Monitoring**

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year – this will involve the Headteacher, Site Manager, School Business Manager and Governor with an interest in Health and Safety.
- Jill Talbot (Headteacher) and Claire Williams (School Business Manager) are responsible for investigating accidents although the accountability remains with the head teacher.
- Claire Williams (School Business Manager) is responsible for investigating work-related sickness and absences, including absences related to stress, although the accountability remains with the head teacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

## **SECTION THREE – HEALTH AND SAFETY ARRANGEMENTS**

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and

safety of employees, and all users of the site.

### **3.1 School Activities**

- The Headteacher will ensure that appropriate risk assessments are undertaken;
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected;
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person;
- The head teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

#### **3.1.2 Educational Visits and Learning Outside the Classroom**

Godinton Primary School adopts the National Guidance for the Management of Off-site visits and Learning Outside the Classroom activities. A specific Educational Visits Policy details local arrangements.

The school has a separate policy for Forest School Activities, which outlines the arrangements for these sessions.

### **3.2 Visitors**

All visitors shall be directed by clear signage to the reception area and must report to the school office, where they will be asked to sign in using the electronic EntrySign system. Identity badges will be provided. All visitors will be made aware of the school's fire arrangements/evacuation procedures in the event of a fire; these are also detailed on the back of the visitor badges. Visitors will be asked to provide ID.

Entry to the school building is via an entry key code or staff fob. The code is changed on a regular basis to enhance security.

### **3.3 Fire and Emergency Procedures**

The Headteacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that this is reviewed annually and kept up to date.

Fire safety audits are completed in line with the timescales recommended in each audit. The Headteacher is responsible for ensuring this happens.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Instructions to employees are posted at strategic points around the building.

Staff are issued with reminders about fire evacuation at least annually, at the start of the

academic year and are provided with updates if the procedures change. The most recent fire evacuation procedure is outlined as Appendix A.

Emergency evacuation will be practiced at least three times a year and records completed by the Headteacher and retained by the Site Manager. Drills vary in timing, and are sometimes conducted without prior warning.

All staff must acquaint themselves with the fire evacuation routes for each room they use.

Weekly testing of fire alarms occur on Friday mornings and will be carried out by the Site Manager. The testing of the fire alarm is outlined in the school's Estate Management Policy.

A record of these tests will be kept by the Site Manager.

The school is fitted with smoke detectors throughout the building. They activate the fire alarms, which in turn then activate automatic fire doors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented by the Headteacher, Assistant Headteacher, with input from the individual, their parents or other relevant professionals.

All staff complete fire awareness training every 2 years.

Fire safety is outlined to staff at induction.

The school has trained Fire Wardens, and Deputy Fire Wardens, who are allocated to zones in the event of a fire. The training for Fire Wardens is updated every 2 years. The responsibilities of the fire wardens are outlined in Appendix A.

Godinton Primary School is a non-smoking environment and there is to be no smoking on the premises at any time. Further information can be found in the school's Smoke Free policy.

### **3.3.1 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Staff should ensure the alarm is raised before attempting to tackle a fire. All chemicals are stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. A list of hazardous substances is retained by the Site Manager and will be provided to a fire officer in the event of a fire.

### **3.3.2 Maintenance of Fire Equipment**

The Headteacher will ensure regular maintenance and testing of:

- fire extinguishers



- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

The arrangements for this testing and maintenance will be made by the School Business Manager and Site Manager. The schedule for testing and maintenance is outlined in the school's Estate Management Policy.

### **3.3.3 Bomb/Suspect Package Alerts**

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements. Please see the school's Emergency Plan for further information as to the protocol and arrangements for this.

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually as part of the health and safety update at the start of an academic year.

## **3.4 First Aid, Medical Needs and Accident Reporting**

### **3.4.1 First Aid Arrangements**

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in school, including those who are trained in paediatric first aid. A list of all first aiders can be found in the medical room and the staff room and is shared with staff.
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and arranges re-training as necessary.
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. All classes have their own first aid kit. A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school has a medical needs coordinator who is responsible for the practical arrangements in booking training and ensuring that first aid supplies are replenished.
- Where first aid has been administered this is recorded in the 'first aid / minor injury accident book'.
- The school has a protocol for the first aid procedures relating to head injuries. This can be found as an appendix in the Medical Needs and First Aid Policy.
- A suitable area is available for provision of first aid; this is the school's medical room.
- Staff are regularly informed of first aid arrangements within school, through induction, staff meetings, the weekly staff 'Round Up' and the staff handbook which is issued annually.

### **3.4.3 Medical Needs**

- The management of medical needs is outlined in the school's Medical Needs and First Aid Policy
- Parents will be invited to complete a consent form for medical treatment to be administered in accordance with school policy and DFE guidance. Further information on this can be found in the school's Medical Needs and First Aid Policy.
- Parents also complete a medical needs form outlining any medical conditions their child might have that the school needs to be aware of.
- For pupils with long-term medical needs, a care plan is drawn up by the Assistant Head for Inclusion, any medical professionals involved with the child and the family of the pupil. Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.
- The Medical Needs and First Aid Policy also outlines the measures taken by the school for infection control and for the management of clearing up bodily fluids.
- The school also has a policy for the management of asthma and a policy for personal care.

### **3.4.2 Accident Recording, Reporting and Investigating**

- Where first aid has been administered or a minor injury has occurred, whether to a pupil member of staff or visitor, this is recorded in the first aid / minor injury treatment book. A carbon copy of the entry will be sent home to parents.
- If a more serious accident has occurred, which has been triggered by a factor as outlined on the flow chart in Appendix B, then a further form will be required. This is an internal, online accident form completed via Microsoft Forms.
- Completion of an internal online Accident Form will trigger an alert to the Headteacher who will conduct an investigation into the accident / incident as outlined on the flow chart in Appendix B. The Accident / Incident Investigation Form is also included in Appendix B. The Headteacher has completed training in accident recording and investigation. Only those who are suitably trained should complete investigations.
- All reportable incidents, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the Headteacher, School Business Manager or one of the Assistant Headteachers. If there is any doubt whether an incident is reportable, advice will be sought from the school's Health and Safety advisor, The Bradley Group.
- The internal online Accident Form is also used to record near misses. This is an internal, online accident form completed via Microsoft Forms. Near misses will be investigated by the Headteacher.

### **3.5 Information Communication Technology, including Display Screen Equipment**

#### **3.5.1 Information Technology Equipment**

The Headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology. Further details can be found in the school's Computing Policy, the Acceptable Usage Policy, the Online Safety policy, the Staff Code of Conduct Policy.

- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.
- The school follows the KCC guidance on interactive whiteboards.  
<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

#### **3.5.2 Display Screen Equipment**

Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

Any employee that uses a computer receives information on health and safety relating to display screen equipment use (see Appendix C, Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan). This forms part of staff induction.

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Assessments are completed by the Headteacher or School Business Manager. Anyone completing assessments must have completed appropriate training. The school ensures training records are maintained.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used) or to a member of staff's duties.

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

### **3.6 Safe Handling and Use of Substances**

- Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH) Regulations 2002. The Head Teacher will ensure the following arrangements are followed:
- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed by the Site Manager for all hazardous substances used and shared with relevant staff
- COSHH risk assessments are monitored regularly and will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the schools procurement systems can be used on site. The Headteacher and Site Manager will ensure they are satisfied that all new substances can be used safely before they are purchasing them.
- Substances are stored correctly and those that are no longer used disposed of properly
- Where necessary, the school's Health and Safety Adviser will assist the school in carrying out the necessary assessments.
- The school has a policy for personal care which gives further details regarding the disposal and handling of personal waste/ bodily fluids.

### **3.7 Inspection of Premises, Plant and Equipment**

- The Headteacher, with the assistance of the Site Manager and School Business Manager, is responsible for arranging formal inspections of the premises, plant and equipment to take place three times a year and will use the findings of these to inform the premises action plan which outlines an effective maintenance and improvement programme.
- All identified maintenance will be implemented within appropriate timescales. Equipment or aspects of the premises which require regular maintenance or testing

are outlined in the Estate Management Policy. This includes the routine for the testing of portable electrical equipment for example (also see section 3.8 below).

- Any problems found with plant/equipment must be reported to the Headteacher, School Business Manager or Site Manager.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/senior management team using checklists provided by the Site Manager. Staff complete a termly health and safety survey of their work areas.
- New plant and equipment will only be purchased through approved suppliers to ensure that it meets health and safety requirements.
- The Site Manager is responsible for ensuring that the school mini-bus is roadworthy. This includes checking tyre pressure and condition of tyres, oil and water levels, windscreen washer fluid levels, seat-belt condition etc.) The Site Manager is responsible for arranging the servicing and MOT of the school mini bus on an annual basis.

### **3.8 Management of Electrics and Electrical Items**

Godinton Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner. Further information is provided in the Estate Management Policy.

#### **3.8.1 Portable Appliance Testing (PAT Testing)**

Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.

- PAT testing is carried out annually.
- Equipment used in school should be purchased by the school and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.
- Any item failing a visual check or a PAT test must be removed from use immediately.
- The Estate Management Policy includes further information about the schedule for portable electrical equipment testing.

#### **3.8.2 Use of Personal Electrical Items in School**

- Use of personal devices is governed by the school's ICT Acceptable Use Policy.
- Godinton Academy Trust will not be responsible for personal devices which are lost or damaged whilst at school.

- Charging of personal devices must only be done via a school PAT tested charger or a USB lead connected to a school PAT tested laptop or PC. Personal electrical chargers should not be used.
- Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the Site Manager who will carry out a visual check.

### **3.9 Asbestos Management**

- Godinton Primary School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations.
- Godinton Academy Trust will arrange for a full asbestos survey to be carried out every three years.
- The Site Manager will then monitor the areas and carry out a full review for the subsequent two years, taking photographs and making notes of any changes, these will be reported to the Head Teacher, remedial works will be arranged for any significant findings.
- Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.
- Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.
- No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors.
- An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.
- The Headteacher, Site Manager and School Business Manager will complete Asbestos Awareness Training every three years.

### **3.10 Legionella Management**

- Godinton Academy Trust will arrange for a water hygiene risk assessment to be carried out every two years, with a water hygiene risk review carried out every other year. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's Asset Management Plan.
- Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken.
- The Site Manager takes temperature readings and records these in the log book each month, he also descales all spray outlets on a termly basis.
- The Headteacher, Site Manager and School Business Manager will complete Legionella Management Training every three years.

### **3.11 Stress Management**

Godinton Primary School acknowledges that there are many factors, both work related and personal, that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218) and the KCC policy on stress management. The school has a separate **Stress Management Policy**.

The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the Senior Management Team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union and through the counselling service purchased by the school
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified. A specific plan may be put in place to support the member of staff.
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **3.12 Prevention of Work Related Violence Including Lone Working**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.



- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Godinton Primary School will:

- Ensure the Head Teacher or member of the senior management team attends an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

### **3.13 Working at Height**

Godinton Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster or stepladders and ladders for short duration works.

The school will ensure that the legislation surrounding working at height, as detailed in the Working at Height Regulations are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders, etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Any defective equipment is not used.

### **3.14 Security**

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The security arrangements for Godinton Primary School are outlined in Appendix D.

The Head Teacher will ensure parents and pupils (in an age appropriate way) are informed of the security arrangements and should be encouraged to help.



The school undertakes an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from the school's Health and Safety advisor on security matters and any crimes are reported to the Police and insurers. The Head Teacher reports regularly to the Governing Body.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Senior Management Team assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm, including collection arrangements at the end of the day
- Guard against violence and assault
- Safeguard property
- Contact the police/emergency services

These are detailed in the relevant risk assessment documents.

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The school has a separate policy for key holders which outlines the arrangements for locking and securing the site.

As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, through:

- The school website including the school's 'In Safe Hands' leaflet
- Parents' handbook
- School newsletters
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local Police Community Support Officer on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.

### **3.15 Moving and Handling**

Godinton Primary School will ensure that the legislation surrounding the moving and

handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with. The Head Teacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

### **3.16 Legal requirements for Premises**

The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **3.17 Routine Health and Safety Checks, Maintenance and Servicing**

Appendix E, outlines all the routine checks, maintenance and servicing that are completed each year, how frequently and by whom e.g. boiler servicing, air conditioning servicing, hard wire electrical servicing, weekly Site Manager checks). This table also lists where the records of each check or service is located.

### **3.18 Additional Health and Safety Documentation**

Appendix E outlines the health and safety documentation required and where in the school

this can be located.

This includes:

- health and safety policy including risk assessments and arrangements
- asbestos register and management plan
- fire risk assessment and management plan
- statutory maintenance and testing certificates
- legionella risk assessment and management plan
- inspection logs and registers
- details and contact information for responsive maintenance and emergency services contractors
- Letting agreements

All buildings occupied by a public authority that are larger than 250m<sup>2</sup> and frequently visited by the public must have a Display Energy Certificate (DEC) and advisory report.

### **3.17 Lettings**

The school has a separate policy for hire of the premises which outlines the arrangements for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements, and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

## **SECTION FOUR – RISK ASSESSMENTS**

Godinton Primary School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented. The school has a separate policy for Risk Assessment, which should be read in conjunction with this policy.

All risk assessments will be reviewed at least annually, or earlier should the need arise

e.g. following an incident, change of method of work, etc.

The Risk Assessment Policy outlines how the school follows the 5 steps to risk assessment:

- a. Identify hazards i.e. anything that has the potential to cause harm
- b. Identify those at risk and how
- c. Evaluate the risk considering the current controls in place (likelihood x severity)
- d. Identify any additional control measures required to reduce the risk, prioritise, and assign responsibility.
- e. Document the findings, review the risk assessment periodically and share the details with those at risk.

Once a decision on the suitable risk controls is made, the risk assessment will be recorded and circulated to staff. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of all staff the necessary precautions detailed in the written risk assessment and the Senior Management Team will monitor systems of work and the working environment to ensure that staff act in accordance with the details outlined in the written assessment.

The school will put into practice the control measures identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

The school will ensure that all those staff members who carry out risk assessments will be competent to do so, having attended suitable training and having sought appropriate advice. The majority of risk assessments are completed by the Headteacher who has undertaken risk assessment training. Fire, legionella, and asbestos risk assessments are conducted by third-party specialists. Where appropriate, the school's Health and Safety Advisor from the Bradley group will provide guidance on risk assessments.

The template used for recording risk assessments can be found in appendix F. A copy is also included in the Risk Assessment Policy. This follows the template provided by the DfE Health and Safety Guidance Document.

The school has a separate policy for the Management of Contractors which should be read in conjunction with this policy.

The following statutory risk assessments are required to be completed:

- Workers under the age of 18
- Asbestos
- Substances hazardous to health
- Display screen equipment
- Fire
- First aid
- Manual handling
- Working at height
- Children being drawn into terrorism

- Swimming Pools (not applicable to our school)

In addition to this, the school also completes risk assessments for the following:

|   |                 |                                      |                                     |
|---|-----------------|--------------------------------------|-------------------------------------|
| Boiler Room   | Personal Care   | Classrooms and Corridors             | Cleaning                            |
| Collection and drop off   | Cycling         | Environmental areas (including pond) | EYFS                                |
| Flammable substances  | Legionella      | Lettings                             | Outdoor Play Equipment              |
| PE lessons and PE Equipment   | Personal Safety | Playground Gates and Access          | Portable Electrical Equipment       |
| Security  | Severe Weather  | Slips and Trips                      | Supervision Ratios                  |
| Transport   | Visitors        | Workstations                         | Bomb Alerts (incl. Suspicious mail) |
| Violence and Assaults (Staff from Pupils / Parents and Site Manager from Trespassers) | Lone Working    | Home Visits                          | Banking                             |

Risk assessments are also completed for educational visits and school events. The school has a designated Educational Visits Coordinator who completes risk assessments for educational visits. She has undertaken suitable training. The school has a Governor with a special interest in educational visits.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible
- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Head Teacher from relevant external sources as necessary e.g. the Health and Safety consultant.

## SECTION FIVE – POLICY REVIEW

This policy is reviewed annually.

## **SECTION NINE – EQUALITY STATEMENT (Refer also to specific policies for equal opportunities and racial equality)**

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.



## APPENDIX A – FIRE EVACUATION PLAN

### Fire Evacuation updated January 2022

The Headteacher takes overall responsibility for fire evacuations within the school. In her absence, responsibility will be undertaken by one of the Assistant Headteachers

#### ON DISCOVERING A FIRE

On discovering a fire, the alarm must be sounded. Call points can be found in appropriate places throughout the school and are clearly labelled. Staff must familiarise themselves with these.

A member of the office staff will call the Emergency Services (999) then move immediately to the Assembly Point taking paper copies of the class registers, the staff register and visitors' book and a First Aid Kit. Registers are printed using the EntrySign emergency system.

The Responsible Person (Headteacher) will check that the office staff have taken action in a) above and then move to the Assembly Point to monitor the evacuation, liaise with the emergency services and receive roll call confirmation.

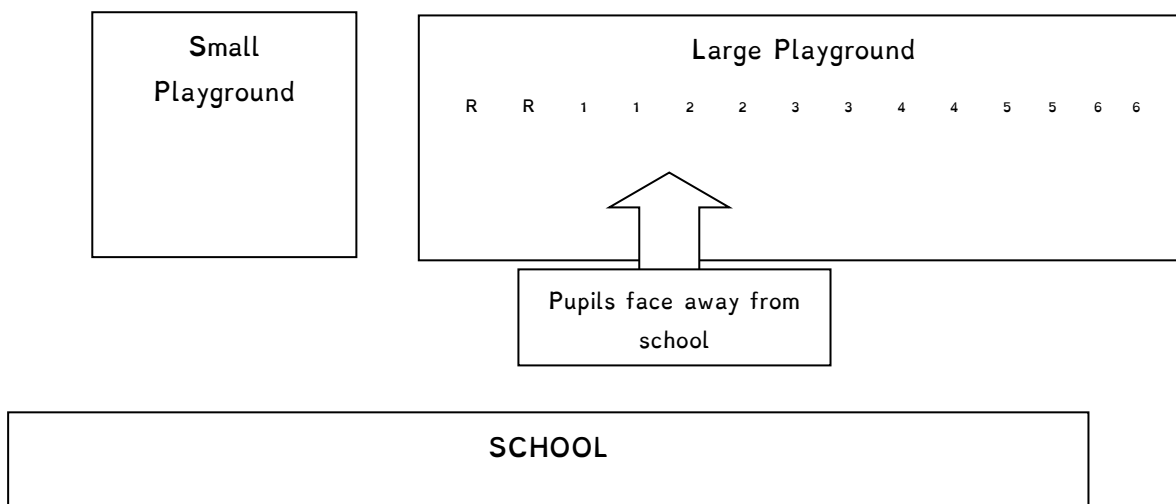
The Fire Wardens must move to their designated areas and complete an inspection to ensure their area is clear. First Aiders (not supervising classes) will report to the Responsible Person at the Assembly Point.

#### ON HEARING THE FIRE ALARM – MAKING YOUR WAY TO THE FIRE ASSEMBLY POINT

Should a continuous bell be heard in the main school building, staff must see their class out of the building via the nearest fire exit. Children must walk quietly, in single file, to the fire assembly point on the main playground. An adult should be the last person to leave the classroom. All adults are responsible for closing doors and windows on exit, where appropriate. Staff should take the red 'fire card' from the classroom with them as this shows the number of children in class at the time of registration.

Any children who are in the toilets or taking a register to the office for example should exit the school via the nearest exit.

*The Assembly Point for all occupants is the Large Playground at the front of the school. On arriving at the Assembly Point, pupils must line up in their classes in single file facing away from the school on the side of the playground furthest away from the school*



All windows and doors (including all corridor doors) should be closed by adults, as they leave the building unless it would be dangerous to do so. Adults responsible for specialist areas (i.e. the kitchen) must carry out any special action relevant to their area (see Section 4).

If members of staff consider it safe to do so, they may use fire fighting equipment to attempt to extinguish the fire. This must only be considered if it does not prevent the member of staff supervising the children in their care and must not delay the evacuation of the children.

Staff must ensure that people with disabilities and visitors to the premises are escorted during the evacuation. This may include individuals with a personalised evacuation plan.

Fire Wardens are responsible for checking their zones on hearing the alarm, providing it is safe to do so. If Fire Wardens are working with children when the alarm sounds, they should see the children out of the nearest fire exit and remind them to go straight to the fire assembly point. Fire Wardens should not exit the building until they have checked their zone. If appropriate a high visibility jacket should be worn.

Daily Fire Wardens are noted on the laminate by the Entrysign unit in the foyer. Fire Wardens must check this each day. Regular wardens have been allocated to each zone (see below)— in their absence, a different Fire Warden will be allocated to this zone. This will be noted by the zone letter being written next to the member of staff's name on the laminate.

## REACHING THE FIRE ASSEMBLY POINT – ACCOUNTING FOR ALL CHILDREN AND ADULTS

Adults will supervise the children at the assembly point and should await any further instructions. If there is greater danger, the children will be moved from the school site to



the complete site evacuation assembly point which is: the grass area to the right of the Chimneys' path.

On reaching the fire assembly point, teachers (or the member of staff responsible for the group) should complete an initial head count. They should take their red fire card out with them. They will then be given a copy of the day's register by a member of the office staff. The register should be taken. Staff should stand at the end of the line closet to the building so that they can report that all pupils have been accounted for to the Headteacher. **ANY PUPILS UNACCOUNTED FOR SHOULD BE REPORTED TO THE HEADTEACHER IMMEDIATELY.**

The Headteacher will confirm with each class that all registers have been taken and that pupils are accounted for.

Fire Wardens must report to the Headteacher that their zone is clear and report any issues.

The office staff will check that all staff, visitors and volunteers are accounted for (using an Entrysign print out) and will confirm this with the Headteacher.

## **IN THE EVENT OF A FIRE AT LUNCHTIME**

If children are in class, the procedures above will apply.

If the children are on the playground or field, they should make their way to the playground assembly point, guided by Midday Meals Supervisors (MMS).

If children are in the hall, MMS should guide the children out of the building via the fire exits and to the fire assembly point.

MMS are each assigned to a class and should assist with the supervision of that class if the teacher is present. If the teacher is offsite, the MMS will complete the initial head count of the class they have been assigned to, take the register and alert the Headteacher of any concerns. (See below).

As Lower School and Upper School lunches have a minimal overlap, some MMS have been assigned two classes to supervise in the event of a fire evacuation occurring at lunchtime. If an evacuation occurred between 11.30 and 12.40, they would assist with the supervision of the Lower School classes and 12.40 to 1.30 with the Upper School Classes. Between 12.30 and 12.40, if an Upper School teacher is offsite, the Headteacher will direct another member of staff to register and supervise the children. Any MMS who are not supervising a specific class should report to the Headteacher and await instructions as to how they can assist.

## ARRIVAL OF THE EMERGENCY SERVICES

When the Emergency Services arrive, the **Responsible Person** must meet them and provide any information available to assist in the location of the fire including details of any known hazards.

### Fire Marshal Zones

#### Zone A (Usual Fire Marshal – CW)

Temporary Office Unit

2008 Refurbishment : Store cupboards, music room, Assistant Headteachers' Office, Oak Room, FLO's Office.

Kitchen and associated store rooms

*The areas below are currently part of the building site and would be checked by contractors in the event of an alarm.*

*Headteacher's Office*

*Assistant Headteacher's Office*

*Site Manager's Room*

*PPA Office*

*School Business Manager's Office*

*Photocopier Room*

*Staff toilets and disabled toilet*

#### Zone B (Usual Fire Marshal – PC)

Foundation Stage classrooms, cloakroom, toilets and outside play area

Year 1 classrooms (including small teaching rooms), cloakroom and toilets

School Hall

Library

Year 2 classrooms and toilets

*The areas below are currently part of the building site and would be checked by contractors in the event of an alarm.*

*Willow Room (withdrawal room next to hall) – currently inaccessible as part of the building work*

#### Zone C (Usual Fire Marshal – SE)

1998 block corridor and rooms off:

Staff Room

ICT Suite

Year 3 classrooms and toilets

Year 6 (Falcons) classroom

Beech Room

Speech and Language Room

**Zone D (Usual Fire Marshal – NT)**

Year 6 (Eagles) classroom

2003 block toilets and corridor

Year 4 classrooms

Year 5 classrooms

**Zone E (Usual Fire Marshal – HK)**

School Office

Medical Room

Main Entrance Lobby

Disabled Toilet

**Allocation of MMS to classes in the event of a fire evacuation during lunchtime:**

|    | Fire occurring<br>between 11.30 and<br>12.00 | Fire occurring<br>between 12.00 and<br>12.30 | Fire occurring<br>between 13.00 and<br>13.30 |
|----|--|--|--|
| KG | Moles / Badgers                              | Moles / Badgers                              | Kingfishers (from<br>12.40 up to 13.15)      |
| KH | Rabbits / Hedgehogs                          | Rabbits / Hedgehogs                          |  |
| BH | Otters                                       | Otters                                       |  |
| KD | Foxes  | Foxes  |  |
| LK |  | Ladybirds                                    | Falcons                                      |
| PB |  | Butterflies                                  | Eagles                                       |
| KM |  | Dragonflies                                  | Cuckoos                                      |
| CS |  | Bumblebees                                   | Magpies                                      |
| SP |  |  | Nightingales                                 |

Between 12.30 and 13.00, if an Upper School teacher is offsite, the Headteacher will direct

another member of staff to register and supervise the children.

Between 13.15 and 13.30, if an Upper School teacher is offsite, the Headteacher will direct another member of staff to register and supervise the children.

Any MMS who are not supervising a specific class should report to the Headteacher and await instructions as to how they can assist.



## APPENDIX B – Accident Investigation and Reporting Procedure

### ARRANGEMENTS FOR THE INVESTIGATION AND REPORTING OF ACCIDENTS AND INCIDENTS

#### SECTION ONE – INTRODUCTION

The recording of accidents, incidents and ill health is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns. As a result of this information, measures can be put into place which will reduce the frequency and severity of accident rates at Godinton Primary School. Nationally the Health and Safety Executive (HSE) collects accident statistics. To facilitate this they are supported by the legal requirements of RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2012. Therefore we are duty bound to report accidents that fall within the remit of RIDDOR.

#### SECTION TWO – SCOPE OF THE ARRANGEMENTS

This policy outlines the procedures that are to be adopted when any employee, pupil or visitor experiences an accident, near-miss or dangerous incident.

#### SECTION THREE – DEFINITIONS

In order to avoid misunderstanding, Godinton Primary School deem an accident and near-miss to be defined thus:-

- **Accident** – any unplanned event that results in personal injury or damage to property, plant or equipment.
- **Near-miss** – an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Further definitions for the purpose of the policy are as follows:

- **First Aid Treatment** – A minor injury requiring treatment by a qualified first aider (minor cuts/bruises, foreign matter in the eye etc.) and resulting in no lost time beyond the school day or shift on which it occurs.
- **Minor Accident** – A work related injury resulting in absence from work of between 1 and 7 days beyond the school day or shift on which it occurs.
- **Lost Workday Case** – (Reportable Accident) A work related injury, which causes incapacity for more than seven days beyond the day on which it occurs.

## **SECTION FOUR – RESPONSIBILITIES**

Accidents to pupils, staff members and visitors will be recorded by school staff in the accident book. An internal, online accident form may also require completing (see flow chart below) if the accident is of a more serious nature or has been triggered by one of the factors as indicated on the flow chart. Completion of an internal, online form, will trigger an alert to the Headteacher who will open an investigation. This will be recorded using the report template below. If assistance is required with the investigation, the Headteacher will call on the Health and Safety Advisor from The Bradley Group. As outlined on the flow chart.

The Head Teacher has overall responsible for the appropriate level of reporting and recording; however this duty may be delegated to supporting members of staff. RIDDOR notification to the HSE will be completed by Headteacher, School Business Manager or one of the Assistant Headteachers. Advice will be sought, if any doubt whether an incident is reportable, from the school's Health and Safety advisor, The Bradley Group.

The Head Teacher has responsibility to retain correspondence from the HSE with regards RIDDOR reportable accidents and present such information as requested by auditing authorities.

All near-misses must be reported to the Headteacher, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. The school has an online reporting form on which near misses are recorded.

## **SECTION FIVE – ACCIDENT REPORTING**

### **5.1 Basic First Aid**

Where first aid has been administered or a minor injury has occurred (child falls over and grazes knee) which is not the result of a trigger factor as identified on the flow chart in appendix B), whether to a pupil member of staff or visitor, this is recorded in the first aid / minor injury treatment book. A carbon copy of the entry will be sent home to parents.

### **5.2 Accident Recording, Accident Reporting and Accident Investigation**

If a more serious accident has occurred, then a further form will be required in addition to a log in the accident book. This is an internal, online accident form completed via Microsoft Forms.

This is done in situations when: an accident occurs due to:

- School organisation (inadequate supervision on school premises or other activities arranged by the school e.g. off site visit)
- Damaged or faulty equipment (e.g. desks, chairs, IT equipment)

- Hazardous substances
- The condition of the premises (e.g. flooring, steps)

Or when

- accident or injury results in the person being taken directly to hospital from the site, being absent from school or referred to a GP

Further detail is outlined on the flowchart.

Completion of an internal online Accident Form will trigger an alert to the Headteacher.

The Head Teacher on receipt of any internal, online, accident reports will decide whether the accident requires further investigation e.g.

- i. If the accident is required by law to be reported to the Health and Safety Executive (HSE.)
- ii. If the accident could have resulted in serious consequences (what could have happened), and
- iii. If the accident may result in a civil claim.

This process is outlined on the flowchart below. The Headteacher will determine who will lead the investigation; this will usually be the Headteacher. They will investigate the accident and record the investigation on an investigation form (see below). Investigation forms are kept in the accident file. The accident file is kept readily available for inspection.

The Headteacher has completed training in accident recording and investigation. Only those who are suitably trained should complete investigations.

Support in investigating an accident may be obtained from the school's Health and Safety Advisor from the Bradley Group.

### **5.3 Near Misses**

All near misses are recorded on the internal, online accident report form. Completion of this form, alerts the Headteacher who will determine whether further investigation is required.

### **5.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2012 (RIDDOR)**

Some incidents that happen in school, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2012 (RIDDOR). These

Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. The school Health and Safety Advisor provides support for reporting to the HSE all Accidents/Incidents that fall under the requirements of RIDDOR. Any feedback from the HSE will be relayed to the Head Teacher. A flow chart for reporting is available below.

Staff must report under RIDDOR the following work related accidents, including those resulting from physical violence, if they injure either the school's Staff, or self-employed people working on the premises:

- accidents which result in death or major injury\* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than 7 days.

A major injury is classed as one of the following:

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to: -hypothermia, heat-induced illness or unconsciousness; - resuscitation or requiring admittance to hospital for more than 24 hours; - acute illness requiring medical treatment; or - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

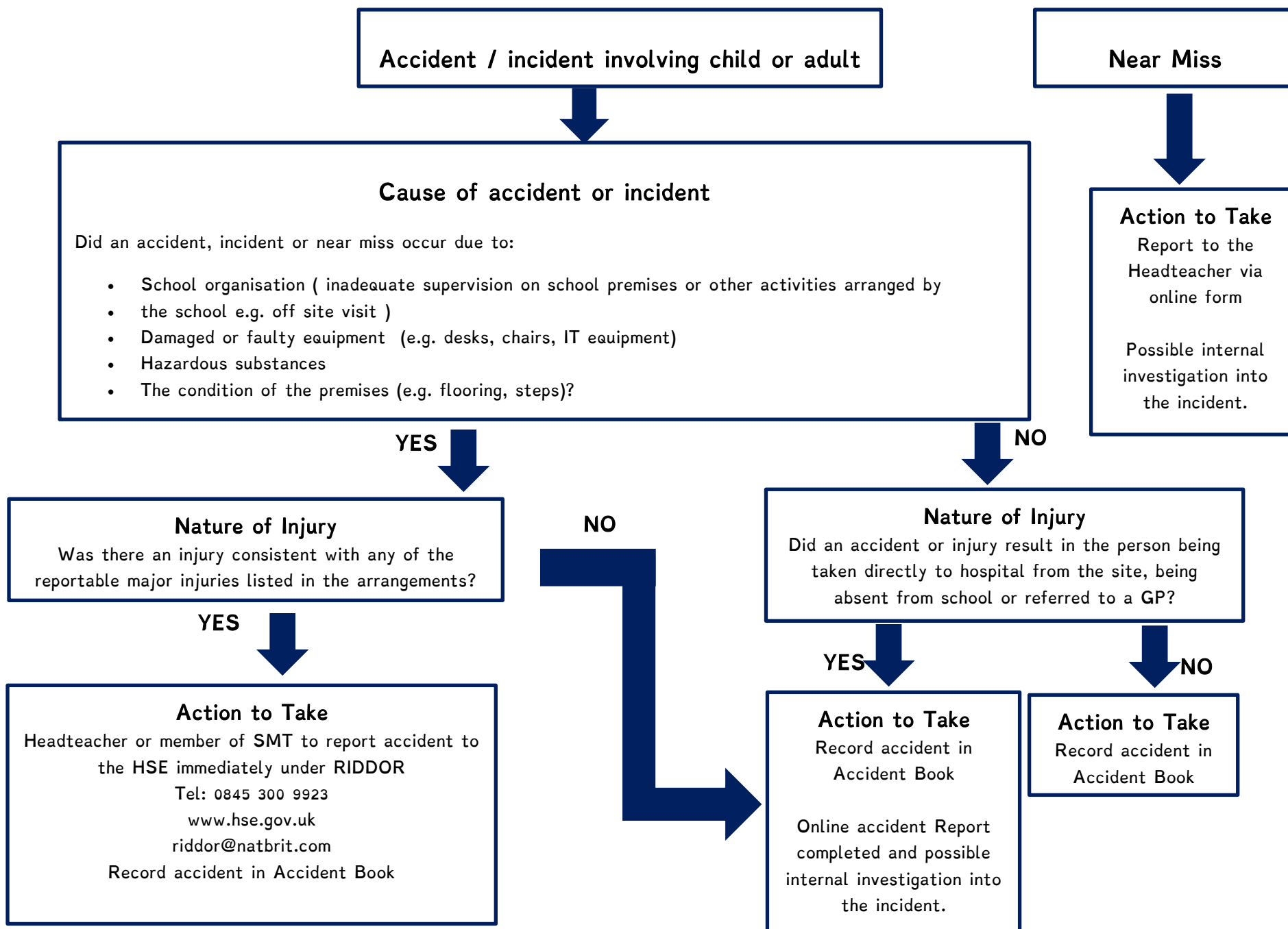
## **SECTION SIX – ACCIDENT MONITORING**

The accident/ incident records are reviewed by the Headteacher each term and information is included in the Headteacher's report to the Governing Body. Accident/ incident rates are not required by any form of legislation, however, they are to monitor trends and provide a comparison to previous safety performance.





## Response to Accident / Incident Flowchart





## Accident and Incident Investigation Form

The purpose of this form is to record all adverse events. The term accident is used where injury or ill health occurs. The term incident includes near misses and undesired circumstances, where there is the potential for injury.

Please use this form if any of the following applies:

- the accident/incident or near miss could happen again;
- the accident/incident or near miss recorded in on an accident report form requires further investigation;
- an online F2508 or F2508a has been submitted to the Health and Safety Executive (HSE).

Advice may be sought from the school's Health and Safety Advisor at the Bradley Group.

### PART ONE OVERVIEW

Accident / Incident Reported by: \_\_\_\_\_

Date of accident/incident: \_\_\_\_\_

| Incident | Ill Health | Minor Injury | Serious Injury | Major Injury |
|----------|------------|--------------|----------------|--------------|
|          |            |              |                |              |

a) **Summary of the accident/incident or near miss**

(the immediate events leading up to the accident/incident or near miss; What, where, when, who and emergency measures taken).

|  |
|--|
|  |
|--|

|                         |          |                         |
|-------------------------|----------|-------------------------|
| RIDDOR reportable?      | Yes / No | Date and Time Reported: |
| Entry in Accident Book? | Yes / No | Date entered/reference: |
| Safeguarding Actions?   | Yes / No | Further details:        |

## PART TWO Investigation information gathering

|    |   |  |
|----|---|--|
| 1  | Where and when did the accident or incident happen?   |  |
| 2  | Who was injured/suffered ill health or was otherwise involved in the accident / incident?                                   |  |
| 3  | How did the accident / incident happen?<br>(Note any equipment involved )   |  |
| 4  | What activities were being carried out at the time?   |  |
| 5  | Was there anything unusual or different about the working conditions?   |  |
| 7  | What injuries or ill health effects, if any, were caused?   |  |
| 8  | If there was an injury, how did it occur and what caused it?  |  |
| 17 | Has a similar occurrence happened before, and/or has anyone previously reported concerns?)                                  |  |
| 18 | Do you feel the responses were adequate?<br>(first aid provision, emergency response, and immediate remedial action taken.) |  |

19.

**Yes**

**No**

☐
☐

Has a risk assessment been carried out for this activity?

☐
☐

Had the hazard(s) been identified?

☐
☐

Had any action been taken to eliminate or minimise the risk(s)?  
(if yes please specify in the box below)

20.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Were there documented procedures in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were the procedures being followed?        |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the current procedures require review?  |

**21. Tick the relevant box(es) that best describe factors which could have contributed to the accident/incident or near miss**

- ☐ alcohol or medication
- ☐ failure to appreciate risks
- ☐ failure to plan
- ☐ faulty plant, equipment, tools or materials
- ☐ faulty premises
- ☐ horseplay or fighting
- ☐ incorrect or faulty protective equipment
- ☐ incorrect use of personal protective equipment or PPE not worn
- ☐ lack of care
- ☐ lack of client information
- ☐ lack of suitable supervision
- ☐ lack of training, knowledge, skill
- ☐ poor behavioural management
- ☐ poor environment: heating, ventilation, noise or lighting
- ☐ poor housekeeping e.g. storage
- ☐ poor layout of premises
- ☐ workload e.g. fatigue, pressure

Please provide further information in the box below:

**22. What further improvements might be considered by management to prevent a reoccurrence?**

(review risk assessments, new equipment, refresher training, guidance/information communicated to employees)

**23. What improvements could be made by the individual(s) concerned to prevent a reoccurrence?**

**Investigation carried out by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/headteacher name:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

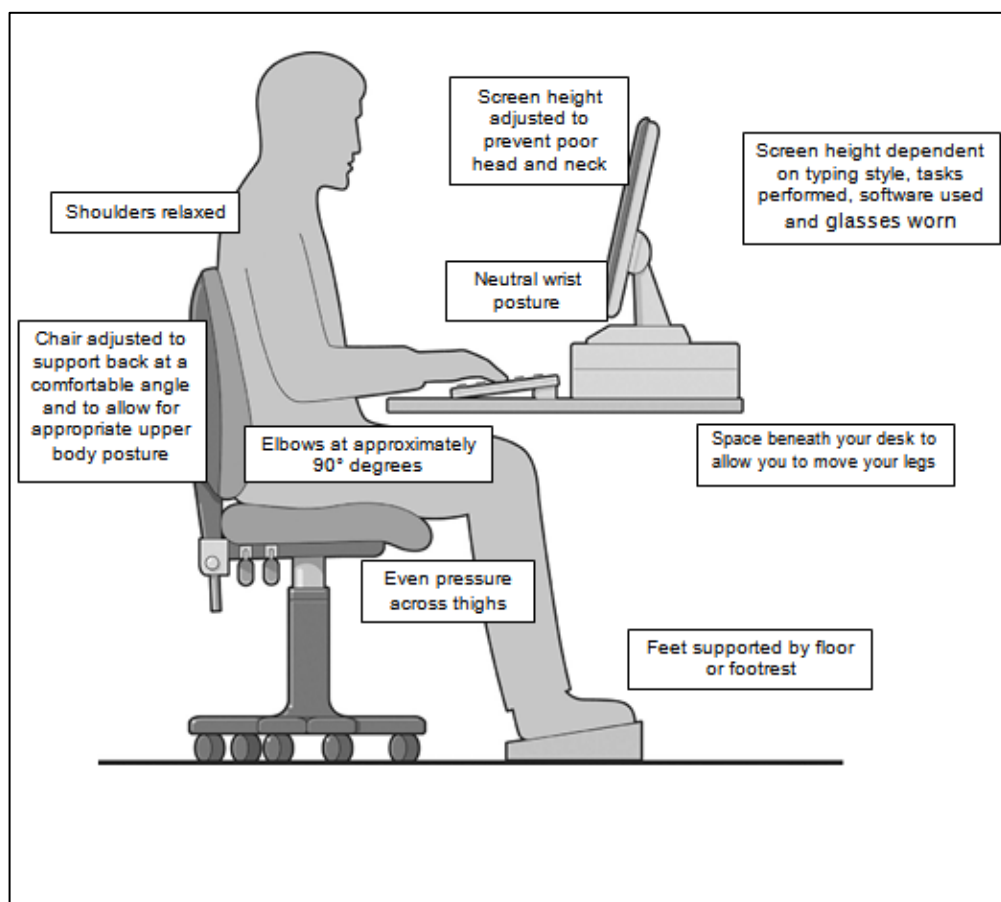
**Other documentation attached:** (e.g, witness statements, plan of accident/near miss location – specify in box below)



## APPENDIX C – Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan

|                             |  |
|-----------------------------|--|
| Backrest                    | <p>Adjust the chair back angle for comfort and support; this should be fairly upright when typing.</p> <p>Adjust the chair back height to give support to the small of your back.</p>  |
| Seat height                 | <p>Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, upper arms vertical, elbows bent at right angles).</p> <p>Your wrists should be in a relaxed, neutral position over the keyboard.</p> <p>Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed.</p> |
| Footrest                    | <p>Your thighs should be approximately horizontal.</p> <p>Ensure that there is no undue pressure on the underside of your thighs.</p> <p>If thighs are not horizontal or your feet are not flat on the floor, use a footrest.</p>  |
| Keyboard                    | <p>The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a level (neutral) wrist posture (8–10 cm from desk edge).</p>   |
| Mouse                       | <p>Position your mouse close to the side of the keyboard and within easy reach.</p> <p>Take your hand away from the mouse when not in use.</p> <p>Use keyboard shortcuts as an alternative to the mouse.</p>   |
| Screen, lighting and blinds | <p>The screen viewing distance should be at approximately arm's length.</p> <p>Screen height should prevent excessive movement of the head and neck. Top of casing at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed.</p> <p>Glare and reflections should be avoided by adjusting lights and closing blinds.</p>                       |

|                                       |  |
|---------------------------------------|--|
| Desk and drawers                      | <p>Your body position should be ‘squared-up’ to the desk.</p> <p>Avoid sitting twisted. Shoulders should be in line with your hips.</p> <p>Drawers, waste bins, etc. should not obstruct your legs.</p>  |
| Document position                     | <p>Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.</p>   |
| Equipment position and work area      | <p>Place frequently used items within easy reach.</p> <p>As far as possible do not locate printers on your desk or within reaching distance.</p> <p>Don’t cradle the phone between your shoulder and chin. Use your other hand to hold it or consider a headset if you use the phone and PC together a lot.</p> <p>Make sure the area around your desk is free from obstructions, trip hazards, etc.</p> |
| Work routine                          | <p>Organise your work so that you that you have reason to get up out of your chair and away from your workstation, e.g. collecting documents, filing, making drinks, at least once an hour.</p> <p>Adopt a variety of postures throughout the day.</p>   |
| Vision                                | <p>Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). If in doubt, ask your line manager for details of local arrangements.</p> <p>Have regular eye tests. Follow your optician’s guidance on repeat eye testing – usually every 2 years.</p>  |
| Reporting problems (and other issues) | <p>If you experience any problems whilst using your workstation or have any health and safety related concerns you should inform the Headteacher or School Business Manager in the first instance. Always seek medical advice about health concerns.</p>   |







## **APPENDIX D – Security Arrangements**

### **Control of Access**

Godinton Primary School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, procedures are in place to limit access to the school site.

### **School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates in Lockholt Close or the Chimney's Path. During the school day, all gates (vehicle and pedestrian) are locked, during which time visitors and late arrivals must press the call button located at the gates to contact the main office and request access to the site.

Parents are not routinely allowed to drive their cars into the school car park, with the exception of blue badge holders and parents dropping off at Breakfast Club or collecting from After School Club. Parents are asked to wait on the playground when collecting their children and should not enter the school building. Teaching staff are available on the playground for a quick catch up with parents at the end of the day however if parents want a longer meeting, formal appointments must be made. When attending appointments, parents/guardians should enter through the main entrance and sign-in at the EntrySign point.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave. The school's risk assessment for violence and aggression should be followed should a member of staff have concerns about the reaction of the stranger.

### **Access to the School Building**

To prevent unauthorised or unknown visitors entering school, security gates, secure the premises so that no one is able to access the playground or buildings without permission. The main entrance to the school, which has a secure reception area with an access control system installed.

All cloakroom/external doors should be closed when unoccupied.

All visitors to the school should report to the office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in, using EntrySign and give the reason for their visit. A member of the office team will then escort visitors to the member of staff requested – or ask them to take a seat while the member of staff is contacted. The member of staff will then come to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. Visitor ID badges outline the school's fire evacuation procedures. This is also explained to the visitor by the office team.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff.

If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

### **Trespass**

Godinton Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.
- The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

### **Entering and Leaving School**

All children enter and leave the school by their classroom doors. The front door is to be used only if a child arrives after 9.00am, when they should report to the office. All parents are asked to wait outside the school building unless invited in by a member of staff.

The school has a clear risk assessment in place outlining the arrangements for the collection of children at the end of the day.

At the end of the school day, the children leave by the classroom door – staff accompany them onto the playground. Children will not be released until there is sight of the adult

collecting them. Pupils in Year 5 and 6 may leave the school grounds without an adult if parents have completed a permission form. After ten minutes, if no one has arrived to collect a child, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. Parent/carer has to sign that they have collected their child in the office using the electronic EntrySign system. If an adult, other than a parent asks to remove a child from school, parents will be contacted immediately.

### **Supervision of School Grounds**

Teaching staff are requested to be in their classrooms in good time so that parents can leave their child in safety. The Site Manager makes sure that the gates are closed securely at an identified time, shortly after 09:00 hrs.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning break and by the Midday Meals Supervisors at lunchtime.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas.

### **Educational Visits and Learning Outside the Classroom**

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital. Further information on the arrangements for all aspects of an educational visit or offsite learning opportunity can be found in the Educational Visits Policy.

### **Security of Personal Property**

Children should not bring anything of value to school – if pupils in year 6 bring a mobile phone to school, this is put in a box in the school office. The school accepts no liability for the loss of personal items.

Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the

person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, projectors, are security marked. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

The school operates a cashless system in which all payments are made electronically. The school has a safe for the storage of any small amounts of money that may on occasion come into the school, this is banked as soon as possible. A banking risk assessment is in place. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

### **Security of Building**

An effective intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed where practicable.

Key holders ensure that all classrooms and offices are secure, the external doors and windows closed and locked, equipment switched off and alarms set, before leaving the premises. All perimeter gates are locked at the end of the day.

### **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. The school's risk assessment for attending an alarm outlines the arrangements that should be followed in these circumstances.

### **Site Manager Checks**

It is the responsibility of the Site Manager to check regularly that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV and intruder alarm will also be checked, regularly maintained and results documented.

### **Contractors in School**

The school has a policy in place for the management of contractors on site.

The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in.

Contractor work on site will be subject to a specific risk assessment detailing how

segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Godinton Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the hall is used for evening lettings, pupils should have access to this area only and the remainder of the school will be locked.

The school has a separate policy for the management of lettings which outlines the specific arrangements.

### **CCTV**

CCTV is in operation in the school grounds. Appropriate signage is in place.

### **Fire**

At Godinton Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

The school fire risk assessment provides further details, as does the emergency plan and appendix A above.

### **Bomb Threats**

Any warning at Godinton Primary School receives about such a threat is treated seriously,

with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

The Emergency Plan outlines the arrangements.



## APPENDIX E – HEALTH AND SAFETY DOCUMENTATION

### SECTION ONE Health and Safety Servicing, Testing and Monitoring Schedule

**1A: Annual / Bi-annual Servicing and Testing (carried out by qualified persons), listed by term. Includes all statutory requirements.**

| Term 1                  |  |  |  |   |
|-------------------------|--|--|--|---|
| Requirement             | Frequency  | Company  | Contact Details  | Further Information   |
| <b>Air Conditioning</b> | Bi-Annual certificated inspection to ensure no refrigerant leakage carried out to all individual units<br>Term 1/2 – October<br>Term 3/4 – April                   | ACR London<br>(qualified engineers – installed all units)    | 0208 331 5603<br><a href="http://www.acrlondon.co.uk">www.acrlondon.co.uk</a>                              | Servicing records kept in Site Manager's Office.  |
| <b>Asbestos</b>         | Full asbestos survey every three years due to the low amount within the school<br><br>Site Manager completes checks annually and takes photographs where necessary | PA Group<br>Membership and accreditations listed on website. | 0845 474 0172<br><a href="https://www.pagroupuk.com/memberships">https://www.pagroupuk.com/memberships</a> | Asbestos Register is located in the front office for all contractors to sign on arrival.<br><br>A copy of the register and other documents are located in the docubox in the Site Managers Room |

|   |   |   |   |  |
|---|---|---|---|--|
| <b>Automatic Doors</b>                            | Annual servicing  | Ashford Security  | 01233 647331<br><a href="https://www.ashfordsecurity.com/">https://www.ashfordsecurity.com/</a>             | Servicing records kept in Site Manager's Office. |
| <b>Hall PE Equipment</b>                          | Annual servicing  | Kent Gym & Sports   | 01634 308265  | Servicing records kept in Site Manager's Office. |
| <b>Pest Control</b>                               | Annual Contract – for 8 regular visits on average every 6 weeks and call outs where necessary | Bounty Pest Control   | 01233 640191  | Records kept in Site Manager's Office.           |
| <b>Thermostatic mixing valves (TMV) Servicing</b> | 6 monthly (second service is in Term 4)   | MFP Heating<br>Qualified plumbers / heating engineers   | 07725 719420  | Servicing records kept in Site Manager's Office. |
| <b>RAAC</b>                                       | 6 monthly survey completed in Terms 2 and 5<br><br>Ongoing weekly visual checks completed.    | Concrete and Corrosion Consultancy Company<br><br>Site Manager following training from Concrete and Corrosion Consultancy Company | 01227 452 200<br><a href="https://www.concorr.group/">https://www.concorr.group/</a>                        | Records kept in Site Manager's Office.           |
| <b>Grass Cutting, Hedge trimming etc</b>          | Annual contract in place for regular maintenance<br><br>On average one visit per fortnight    | Landscape Services  | 01622 236655<br><a href="https://www.landscape-services.org.uk/">https://www.landscape-services.org.uk/</a> | Annual contract in place for regular maintenance |



| Term 2  |  |   |  |   |
|---|--|---|--|---|
| <b>(Legionella) Water Hygiene Risk Assessment</b>         | Full Risk Assessment carried out every other year.   | <b>TSS</b><br>All engineers fully qualified.<br><b>Gas Safe Registered Engineers</b>          | 01273 719111<br><a href="https://tssfacilities.co.uk/services/schools/">https://tssfacilities.co.uk/services/schools/</a>  | Records kept in Site Manager's Office.<br>Specific guidance available from HSE.     |
| <b>(Legionella) Water Hygiene Risk Assessment- Review</b> | Risk Assessment Review carried out alternate years.  | <b>TSS</b><br>All engineers fully qualified.<br><b>Gas Safe Registered Engineers</b>          | 01273 719111<br><a href="https://tssfacilities.co.uk/services/schools/">https://tssfacilities.co.uk/services/schools/</a>  | Records kept in Site Manager's Office.<br><br>Specific guidance available from HSE. |
| <b>Fire Alarm</b>   | 6 monthly service (second service is in Term 5).<br><br>Fire Risk Assessment by competent person completed in line with recommendations of previous assessment.<br><br>Weekly alarm tests (all call points tested on rotation within a 6 week period). | <b>ATEM Ltd</b><br><br><br><b>AB Safety (NEBOSH qualified)</b><br><br><br><b>Site Manager</b> | 01233 612267<br><a href="http://www.atelectrical.co.uk/Default.aspx">http://www.atelectrical.co.uk/Default.aspx</a><br><br>Anne Bartlett<br>ABSafetykent@aol.com | All records kept in Site Manager's Office.  |

|                                      |  |  |   |  |
|--------------------------------------|--|--|---|--|
| <b>Emergency Lighting</b>            | 6 monthly condition test (including 3 hour battery test). Second condition test in Term 5.<br>Weekly testing by Site Manager (see section 2) | ATEM Ltd   | 01233 612267<br><a href="http://www.atelectrical.co.uk/Default.aspx">http://www.atelectrical.co.uk/Default.aspx</a> | Records kept in Site Manager's Office. |
| <b>Boiler Service</b>                | Annual servicing   | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420  | Records kept in Site Manager's Office. |
| <b>Gas Carcass/Soundness Testing</b> | Annual testing   | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420  | Records kept in Site Manager's Office. |
| <b>Fan Convactor Units</b>           | Annual servicing   | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420  | Records kept in Site Manager's Office. |
| <b>Water Heaters – Staff Room</b>    | 6 monthly clean and service (second clean is in Term 4)  | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420  | Records kept in Site Manager's Office. |
| <b>Radiators</b>                     | Annual servicing   | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420  | Records kept in Site Manager's Office. |
| <b>Dorgard (wireless fire door)</b>  | Annual servicing and testing carried out by Site Manager   | Fireco<br>Only for supply of parts                 | 01273 320650<br><a href="https://www.fireco.uk/">https://www.fireco.uk/</a>   | Records kept in Site Manager's Office. |

| <b>Term 3</b>                                     |  |   |                                      |  |
|---|--|---|--------------------------------------|--|
| <b>Kitchen Deep Clean</b>                         | Annual   | Fez Kitchen Cleaner                                       | 07968 064815                         | Records kept in Site Manager's Office.           |
| <b>Kitchen Extractor Fans</b>                     | Annual removal of and cleaning of grease filters and cleaning of ductwork.   | Fez Kitchen Cleaner                                       | 07969 064815                         | Records kept in Site Manager's Office.           |
| <b>Term 4</b>                                     |  |   |                                      |  |
| <b>Air Conditioning</b>                           | Bi-Annual certificated inspection to ensure no refrigerant leakage carried out to all individual units<br>Term 1/2 – October<br>Term 3/4 – April | ACR London<br>(qualified engineers – installed all units) | 0208 331 5603<br>www.acrlondon.co.uk | Servicing records kept in Site Manager's Office. |
| <b>Firefighting Equipment</b>                     | Annual Equipment – fire blankets extinguishers, hose reels inspected annually by competent person.   | KCC Commercial Services                                   | 01622 236907                         | Records kept in Site Manager's Office.           |
| <b>Thermostatic mixing valves (TMV) Servicing</b> | 6 monthly Service (first service of the year is in Term 1)   | MFP Heating Gas Safe Registered Engineers                 | 07725 719420                         | Records kept in Site Manager's Office.           |

|  |   |  |  |   |
|--|---|--|--|---|
| <b>Water Heaters<br/>– Staff Room</b>                | 6 monthly clean and service (first clean is in Term 2)  | MFP Heating<br>Gas Safe<br>Registered<br>Engineers                                   | 07725 719420   | Records kept<br>in Site<br>Manager's<br>Office. |
| <b>Term 5</b>  |   |  |  |   |
| <b>Drains</b>  | Annual servicing  | Gale Services  | 01233 277247   | Records kept<br>in Site<br>Manager's<br>Office. |
| <b>Fixed Electrical<br/>Installation<br/>Testing</b> | Testing carried out every 5 years.  | Quantec<br>National Electrical<br>Testing, Inspection<br>& Compliance<br>Specialists | 01634 865750<br><a href="https://www.quantectest.co.uk/">https://www.quantectest.co.uk/</a>  | Records kept<br>in Site<br>Manager's<br>Office. |
| <b>Fire Alarm</b>                                    | <p>6 monthly service (first service is in Term 2).</p> <p>Fire Risk Assessment by competent person completed in line with recommendations of previous assessment.</p> <p>Weekly alarm tests – all call points tested on rotation within a 6 week period. (See section 2).</p> | <p>ATEM Ltd</p> <p>AB Safety<br/>(NEBOSH qualified)</p> <p>Site Manager</p>          | <p>01233 612267<br/><a href="http://www.atemelectrical.co.uk/Default.aspx">http://www.atemelectrical.co.uk/Default.aspx</a></p> <p>Anne Bartlett<br/>ABSafetykent<br/>@aol.com</p> | All records kept in Site Manager's Office.      |

|  |   |   |   |  |
|--|---|---|---|--|
| <b>Emergency Lighting</b>  | 6 monthly condition test (including 3 hour battery test). First condition test in Term 2.<br>Weekly testing by Site Manager (see section 2)                   | ATEM Ltd  | 01233 612267<br><a href="http://www.atemelectrical.co.uk/Default.aspx">http://www.atemelectrical.co.uk/Default.aspx</a> | All records kept in Site Manager's Office. |
| <b>Kitchen Gas Appliances</b>  | Annual servicing / safety check as recommended by manufacturers, includes: Kitchen Gas safety Inspection and Service 4 appliances plus Combi oven and canopy. | Kent Boiler Maintenance Registered Gas Safety Engineers | 01634 361855<br><a href="http://kentboilermaintenance.com/">http://kentboilermaintenance.com/</a>                       | All records kept in Site Manager's Office. |
| <b>Kitchen Ventilation</b>   | Annual check and servicing  | Kent Boiler Maintenance Registered Gas Safety Engineers | 01634 361855<br><a href="http://kentboilermaintenance.com/">http://kentboilermaintenance.com/</a>                       | All records kept in Site Manager's Office. |
| <b>Outdoor fixed play equipment (pirate ship, trim trail and Reception play equipment)</b> | Annual servicing and maintenance  | Playspaces  | 01622 844238<br><a href="https://playspaces.co.uk/">https://playspaces.co.uk/</a>                                       | All records kept in Site Manager's Office. |
| <b>Trees</b>   | Annual tree inspection carried out and any action points identified, implemented in order to maintain safety.   | TreeCycle Qualified tree surgeons                       | 01622 721720<br><a href="http://treecyclecare.com/">http://treecyclecare.com/</a>                                       | All records kept in Site Manager's Office. |

|   |   |   |   |  |
|---|---|---|---|--|
| <b>RAAC</b>                                     | 6 monthly survey completed in Terms 2 and 5<br><br>Ongoing weekly visual checks completed.  | Concrete and Corrosion Consultancy Company<br><br>Site Manager following training from Concrete and Corrosion Consultancy Company | 01227 452 200<br><a href="https://www.concorr.group/">https://www.concorr.group/</a>                      | Records kept in Site Manager's Office. |
| <b>Term 6</b>                                   |   |   |   |  |
| <b>Automatic Gates</b>                          | Annual Servicing  | Four Seasons  | 01233 820240<br><a href="https://www.fourseasonsfercing.co.uk/">https://www.fourseasonsfercing.co.uk/</a> | Records kept in Site Manager's Office. |
| <b>PAT (portable appliance testing) Testing</b> | Annual Testing<br>We refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing / inspection.<br>Regular visual inspections carried out by the Site Manager. | Rhino<br>PAT testing qualified  | 07597 796349  | Records kept in Site Manager's Office. |
| <b>Intruder Alarm</b>                           | Annual servicing  | Red Alert Ltd   | 01233 501999<br><a href="https://www.redalertuk.com/">https://www.redalertuk.com/</a>                     | Records kept in Site Manager's Office. |
| <b>CCTV</b>                                     | Annual  | Cranberg  | 07584 433187<br>01322 314790<br><a href="https://cranberg.co.uk/">https://cranberg.co.uk/</a>             | Records kept in Site Manager's Office. |

|                                 |   |  |  |   |
|---------------------------------|---|--|--|---|
| <b>Energy Certificate</b>       | <p>Annual</p> <p>SBM confirms</p> <ul style="list-style-type: none"> <li>- There have been no changes to the building that would have caused an increase to our TUFA</li> <li>- There has not been a change to occupancy hours</li> <li>- There have been no renewable technologies installed</li> </ul> <p>Visit only required if substantial build to increase size of school</p> | Laser Energy                                       | <p>07860 822386</p> <p>Robert.snelling@csltd.org.uk</p>  | Certificate displayed in school entrance foyer. |
| <b>Water Tank Clean Descale</b> | Annual  | MFP Heating<br>Gas Safe<br>Registered<br>Engineers | 07725 719420   | Records kept in Site Manager's Office.          |
| <b>Automatic Gates</b>          | Annual  | Four Seasons                                       | <p>01233 820240</p> <p><a href="https://www.ourseasonsfencing.co.uk/">https://www.ourseasonsfencing.co.uk/</a></p> |   |

**1B: Regular Weekly / Termly Monitoring and Testing carried out by Site Manager or other school staff**

| <b>Requirement</b>   | <b>Frequency</b>   | <b>Carried out by</b>   | <b>Further Information</b>                             |
|--|--|---|--|
| <b>Fire Alarm call points</b>  | Weekly (all call points tested on rotation within a 6 week period) | Site Manager<br>Fire Safety training undertaken                                 | Testing records kept in Site Manager's Office.         |
| <b>Fire Doors, fire extinguishers and fire exits</b>                                       | Weekly   | Site Manager<br>Fire Safety training undertaken                                 | Records kept in Site Manager's Office.                 |
| <b>Fire Evacuation</b>   | Termly   | Headteacher (or Assistant Headteacher)  | Fire Evacuation Records kept in Site Manager's Office. |
| <b>Emergency Lighting</b>  | Weekly (all lights tested on rotation within a 6 week period)      | Site Manager  | Testing records kept in Site Manager's Office.         |
| <b>RAAC monitoring</b>   | Weekly   | Site Manager following training from Concrete and Corrosion Consultancy Company | Records kept in Site Manager's Office.                 |
| <b>Outdoor fixed play equipment (pirate ship, trim trail and Reception play equipment)</b> | Weekly   | Site Manager  | Log kept in Site Manager's Office                      |
| <b>Classroom Inspections (teacher feedback sheets)</b>                                     | Termly   | Class Teachers / Site Manager   | Log kept in Site Manager's Office                      |



|   |   |                     |   |
|---|---|---------------------|---|
| <b>Perimeter Fencing, Gates, Security</b>   | <b>Weekly</b>   | <b>Site Manager</b> | <b>Log kept in Site Manager's Office</b>                            |
| <b>Equipment used for working at height</b> | Equipment inspected before use and at suitable intervals appropriate to purpose and frequency of use.   | <b>Site Manager</b> | <b>Log kept in Site Manager's Office</b>                            |
| <b>Chemical Storage</b>                     | List of <b>COSHH</b> chemicals are kept up-to-date.<br>Risk assessments for the <b>Control of Substances Hazardous to Health (COSHH)</b> are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <b>HSE</b> guidance on <b>COSHH</b> assessment). | <b>Site Manager</b> | <b>COSHH</b> records are kept in the <b>Site Manager's Office</b> . |

|                                 |   |              |                                   |
|---------------------------------|---|--------------|-----------------------------------|
| <b>Legionella Water Testing</b> | <p><b>Weekly</b> flushing of little used taps.</p> <p><b>Termly</b> whole school flush.</p> <p><b>Monthly</b> testing of the sentinel points plus 10% of all other outlets. This ensures that all taps over the course of a year are tested. This includes an indication of when descaling takes place.</p> <p><b>Bi-annual</b> inspection of water tank on roof above Boiler Room 1 with temperatures taken as well.</p> | Site Manager | Log kept in Site Manager's Office |
|---------------------------------|---|--------------|-----------------------------------|

## SECTION TWO: Additional Health and Safety Documentation (not outlined in section 1A or 1B)

| Document                        | Located                              | Review and by whom   | Further Details |
|---------------------------------|--------------------------------------|--|-----------------|
| <b>Health and Safety Policy</b> | On school network and school website | Headteacher, School Business Manager (SBM) and Site Manager annually |                 |
| <b>Risk Assessment Policy</b>   | On school network and school website | Headteacher every two years  |                 |

|   |  |   |  |
|---|--|---|--|
| <b>Estate Management Policy (estate vision, strategy and asset management plan)</b> | On school network and school website     | Headteacher, School Business Manager (SBM) and Site Manager annually            |  |
| <b>Management of Contractors Policy</b>   | On school network and school website     | Headteacher, School Business Manager (SBM) and Site Manager every two years     |  |
| <b>Medical Needs and First Aid Policy</b>   | On school network and school website     | Headteacher every two years   |  |
| <b>Induction Policy (includes details of H and S covered)</b>                       | On school network and school website     | Headteacher and SBM every two years   |  |
| <b>Emergency Plan</b>   | On school network and school website     | Headteacher every two years   |  |
| <b>Asbestos Register and Asbestos Management Plan (AMP)</b>                         | In Asbestos docubox in School office     | See section 1A AMP updated annually by Site Manager and Headteacher             |  |
| <b>Legionella Risk Assessment and Management Plan</b>                               | In Site Manager's Office                 | See section 1A Management plan updated annually by Site Manager and Headteacher |  |
| <b>Accident Books</b>   | Medical room, staff room and class rooms | Monitored by Headteacher termly (6 weeks)                                       |  |
| <b>All school risk assessments</b>  | On school network                        | Headteacher annually 9or earlier should need arise)                             |  |
| <b>Health and Safety Training Matrix</b>  | On school network                        | School Business Manager – as required   |  |
| <b>Health and Safety at Work poster</b>   | In staff room                            | Headteacher – as required   |  |

|  |                                     |                                       |  |
|--|-------------------------------------|---------------------------------------|--|
| <b>Details and contact information for responsive maintenance and emergency contacts</b> | In Site Manager's Office            | Site Manager – as required            |  |
| <b>Letting agreements</b>  | In School Business Manager's Office | School Business Manager – as required |  |

## APPENDIX F – RISK ASSESSMENT TEMPLATE

| RISK ASSESSMENT   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|---|-----------------------------|-----------------------------------|--|--|--|-----------------------|-----------------------|---------|-------------------------------|--|-----------------------|--|--------------------------|-----------------------------|---------------------------|--|--------|-----------------------|---------|--|--|--|-----------------------|----------|-------------------------|-----------|--|--|--|------------------------|-------|---------------------------------|----------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #0070C0; color: white; padding: 5px; font-weight: bold;">TASK/ ACTIVITY ASSESSED:</div> <div style="flex-grow: 1; border: 1px solid black;"></div> </div> |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
| RISK ASSESSOR/ ASSESSORS: JILL TALBOT (HEADTEACHER)   |                             |                                   |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #0070C0; color: white;"> <th colspan="3">RISK FACTOR</th> <th colspan="2">Key: Likelihood of Occurrence</th> <th colspan="2">Key: Severity of Harm</th> </tr> <tr> <td style="background-color: #00FF00; text-align: center; vertical-align: middle;"> <b>Low Risk</b><br/>1 - 2 </td> <td style="background-color: #FFFF00; text-align: center; vertical-align: middle;"> <b>Medium Risk</b><br/>3 - 4 </td> <td style="background-color: #FF0000; color: white; text-align: center; vertical-align: middle;"> <b>High Risk</b><br/>6 - 9 </td> <td style="background-color: #D9E1F2; text-align: center;">Harm is certain or near certain to occur</td> <td style="background-color: #D9E1F2; text-align: center;">3 High</td> <td style="background-color: #D9E1F2; text-align: center;">Death or major injury</td> <td style="background-color: #D9E1F2; text-align: center;">3 Major</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #D9E1F2; text-align: center;">Harm will often occur</td> <td style="background-color: #D9E1F2; text-align: center;">2 Medium</td> <td style="background-color: #D9E1F2; text-align: center;">3-day injury or illness</td> <td style="background-color: #D9E1F2; text-align: center;">2 Serious</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #D9E1F2; text-align: center;">Harm will seldom occur</td> <td style="background-color: #D9E1F2; text-align: center;">1 Low</td> <td style="background-color: #D9E1F2; text-align: center;">All other injuries or illnesses</td> <td style="background-color: #D9E1F2; text-align: center;">1 Slight</td> </tr> </table> |  | RISK FACTOR           |                       |         | Key: Likelihood of Occurrence |  | Key: Severity of Harm |  | <b>Low Risk</b><br>1 - 2 | <b>Medium Risk</b><br>3 - 4 | <b>High Risk</b><br>6 - 9 | Harm is certain or near certain to occur | 3 High | Death or major injury | 3 Major |  |  |  | Harm will often occur | 2 Medium | 3-day injury or illness | 2 Serious |  |  |  | Harm will seldom occur | 1 Low | All other injuries or illnesses | 1 Slight |
| RISK FACTOR   |                             |                                   | Key: Likelihood of Occurrence              |  |  | Key: Severity of Harm |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
| <b>Low Risk</b><br>1 - 2  | <b>Medium Risk</b><br>3 - 4 | <b>High Risk</b><br>6 - 9         | Harm is certain or near certain to occur   |  |  | 3 High                | Death or major injury | 3 Major |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   | Harm will often occur                      | 2 Medium   | 3-day injury or illness  | 2 Serious             |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   | Harm will seldom occur                     | 1 Low  | All other injuries or illnesses  | 1 Slight              |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
| ASSESSMENT DATE: JANUARY 2022   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
| REVIEW DATE: SEPTEMBER 2022   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
| HAZARDS IDENTIFIED  | PERSONS AT RISK             | CONTROL MEASURES ALREADY IN PLACE | RISK OF ACCIDENTS<br>LIKELIHOOD X SEVERITY | TOTAL RISK FACTOR  | ADDITIONAL CONTROL MEASURES REQUIRED TO FURTHER REDUCE RISK - BY WHOM AND TIMESCALES |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   | 1 Low x 2 Serious                          | 2 Low Risk   |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |
|   |                             |                                   |  |  |  |                       |                       |         |                               |  |                       |  |                          |                             |                           |  |        |                       |         |  |  |  |                       |          |                         |           |  |  |  |                        |       |                                 |          |

## APPENDIX G – STAFF ANNUAL HEALTH AND SAFETY UPDATE AND TRAINING SCHEDULE

| Terms   | Briefings  | Documents Shared with staff   | Core Training for all staff  |
|---|--|---|--|
| <b>1 and 2</b>  | Health and Safety update briefing (through staff meetings – 30 mins) – all staff | Start of year information pack: <ul style="list-style-type: none"> <li>• Summary of H and S updates</li> <li>• Health and Safety Policy</li> <li>• Risk Assessments</li> </ul>                  |  |
| <b>3 and 4</b>  | Health and Safety update briefing (pre-recorded) – all staff                     | Mid-Year update<br><br>Summary of H and S updates and reminders   | <b>2021–22:</b> Fire Safety<br><br><b>2022–23:</b> Manual Handling<br><br><b>2023–24:</b> Display Screen Equipment |
| <b>5 and 6</b>  | Health and Safety update briefing (through staff meetings – 30 mins) – all staff | End of Year update<br><br>Summary of H and S updates<br><br>Key focus on:<br><br><b>2021–22:</b> Working at Height<br><br><b>2022–23:</b> Stress Management<br><br><b>2023–24:</b> Food Hygiene |  |
| <b>Ongoing throughout year:</b> <ul style="list-style-type: none"> <li>• Weekly Updates in Staff ‘Weekly Round Up’</li> <li>• Training specific to staff roles (see Health and Safety Training Matrix)</li> <li>• Additional training provided in response to identified areas of need</li> <li>• Fire drills every term</li> <li>• Induction includes H and S information for all new staff</li> </ul> |  |   |  |

