



# Health and Safety Policy

**September 2023**

**Approved by the Governing Body Strategy Group 11/10/23**

**This Policy is due for renewal in Term 1  
2024–25**



## HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Our policy is to encourage and maintain a proactive health, safety and environmental 'Culture', safe working conditions, equipment and systems of work, according to the HSE's published guidance 'HSG65'. We aim to achieve a cycle of continuous improvement. Also to provide such systems, arrangements, information, training and supervision as is necessary to achieve this. We acknowledge our legal duty of care for the well-being of our staff and others who may be affected by our activities. This Policy Statement acts as a preface to more detailed arrangements governing key safety topics and is reviewed annually. All reasonable steps are taken to ensure legal compliance with relevant legislation.

### ORGANISATION AND RESPONSIBILITIES

#### Governing Body

The Governing Body accepts ultimate responsibility for all health and safety matters and for the appropriate delegation / implementation of this policy document. Responsibility for the day-to-day execution of this policy is delegated to the

#### Duty Holders

Risk control is a line management responsibility. Steps are taken to ensure that all personnel have sufficient training and resources to enable them to carry out their duties. In particular, Duty Holders must ensure safety arrangements are fully applied at all times.

#### Contractors and Suppliers

Control of risk is considered a significant factor in the selection and appointment of contractors and suppliers. Appropriate steps are also taken to ensure that all contractor operatives work safely when on site.

#### All Staff

All staff have legal duties regarding safety and health. They must co-operate in the preservation of their own safety and that of their colleagues and visitors. In practice this means observing all safety rules and regulations, following safe working arrangements and bringing any unsafe conditions or practices to the attention of their Line Manager, by the reporting of 'near misses'.

#### Safety Advisor

Britrisk Safety Limited is retained to assist with the management of health and safety.

#### Safety and Health Organisation

Responsibilities for Health & Safety Management are organised according to the Duty Holders Flowchart.

### ARRANGEMENTS

#### 1. Policy / Arrangements / Arrangements

Detailed safe operational arrangements governing key safety topics are summarised in the full document that accompanies this statement.

#### 2. Emergency Planning & Response

Emergency arrangements, notably in respect of fire and first aid, are in position. Staff must be fully conversant with all related Arrangements.

#### 3. Risk Assessments

Risk assessments are prepared in respect of all hazards and tasks. All staff should ensure that they read and understand these documents that they apply appropriate control measures and work safely.

#### 4. Safety / control of Visitors and Contractors

Steps are taken to ensure the safety of all visitors. In particular, contractors are required to maintain safe systems of work, including the preparation of relevant risk assessments and method statements.

#### 5. Routine Monitoring

Steps are taken to ensure that those responsible for safety carry out checks on an ongoing basis. The school's Safety Advisors Britrisk Safety carry out periodic checks & audits as instructed.

#### 6. Information, Instruction and Training

Steps are taken to ensure that staff receive appropriate, readily understood information, instruction, and training via training courses, safety briefings and printed material. A summary is maintained on the Staff Training Summary Matrix.

#### 7. Positive Health & Safety Culture

'Culture' in a professional context is defined as a set of habits, attitudes and beliefs that together comprise the way the organisation does business. It is 'The way we do things here'. The following points should therefore be applied by all staff at all times:

- Take care of your own safety & remind colleagues to do the same
- Apply the contents of training courses, training information, notices, risk assessments and Arrangements.
- Where applicable apply all rules regarding correct / full use of PPE.
- Report any defective plant or equipment immediately and do not use it until it is fully repaired or replaced.

#### 8. Consultation and Communication

Staff should take individual and collective responsibility for implementing this safety policy, within the context of their tasks and duties. The principle of line management responsibility includes health and safety considerations at all times. The flowchart indicating safety responsibilities is considered an integral part of this document. Safety meetings are convened at regular intervals.

#### 9. Accident and Incident Reporting and Investigation

All Staff are required to report any accident or incident (actual or 'near-miss') to their supervisor immediately. Appropriate liaison will take place with the Safety Advisor to ensure that such occurrences are reported in accordance with 'RIDDOR', investigated, root causes identified and suitable measures taken to prevent a recurrence.

#### 10. Work Equipment Provision, Use & Maintenance

It is recognised that this is a higher-risk area of activity and takes care to comply with the Provision & Use of Work Equipment Regulations (PUWER).

Signed ..... Date .....

Jill Talbot, Headteacher

# **HEALTH AND SAFETY ORGANISATION, RESPONSIBILITIES AND ARRANGEMENTS POLICY OF GODINTON PRIMARY SCHOOL**

## **SECTION ONE: KEY DUTY HOLDERS**

### **Governing Body:**

The Governing Body has overall and ultimate responsibility for health and safety performance throughout the School. The Chair of Governors will take all reasonable steps to ensure that:

- All health and safety considerations are fully and appropriately resourced.
- The coordination of health and safety on a day-to-day basis is delegated to the Headteacher.
- The Governing Body acts as a 'Critical Friend' with regard to health and safety considerations.
- Health and safety is seen by all staff and Governors as the school's top priority.

### **Headteacher:**

The Headteacher is responsible for health and safety management on a day-to-day basis. In practice this means taking reasonable steps to ensure that:

- 'Duty Holders' are appointed and appropriately trained to manage health and safety within their areas of jurisdiction.
- The '10 Element Health & Safety Management System' forms the basis of health and safety management and document control.
- Guidance from the Health and Safety Advisor is accessed and acted upon.
- Where necessary, resources are provided and appropriately allocated in order to ensure safety, so far as is reasonably practicable.
- Fire safety arrangements are appropriate and that they comply with the Regulatory Reform (Fire Safety Order).
- Risk assessments are carried out, appropriately communicated and appropriate controls implemented.
- Regular, written departmental checks are carried out as appropriate.
- The actions of contractors are controlled and steps taken to ensure safety.
- The content of this health and safety policy is implemented.
- This document is reviewed at least annually and that responsibility for active implementation is appropriately delegated.

## **Health and Safety Advisor: Britrisk Safety Limited**

The Health and Safety Advisor takes reasonable steps to ensure that the school is appropriately supported with regard to health and safety management and in particular that 'Competent' guidance is offered regarding ten fundamental elements namely:

1. The compilation of this safety policy and arrangements.
2. Emergency Arrangements.
3. The compilation and communication of 'Suitable and sufficient' risk assessments.
4. The control of contractors.
5. Written checks and audits.
6. Training and competence (including the delivery of key training seminars).
7. The development of a positive health & safety culture.
8. Document management and efficient communication systems.
9. Assisting with accidents, incidents and 'Near misses'.
10. The safe use of work equipment and safe maintenance of premises.

## **All Staff**

All staff are required to take reasonable steps to ensure that they:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Are aware of relevant risk assessments, and fully apply control measures identified.
- Wear such appropriate PPE (personal protective equipment) as may be required and maintain this equipment in good condition.
- Fully cooperate with organisation and their line manager on all health and safety matters.
- Are fully conversant with the contents of the safety arrangements within this document and that they take all necessary steps to ensure the contents are applied.
- Report any accidents or 'Near misses' to the Headteacher immediately.
- Report any defective plant or equipment to the Headteacher or Site Manager immediately.
- Report any unsafe situation to the Headteacher immediately.
- Do not to interfere with, misuse or damage anything provided in the interests of safety.

## SECTION TWO: ARRANGEMENTS

1. Accident Reporting
2. Safe Systems of Work (risk assessments / dynamic risk assessments & method statements)
3. Manual Handling
4. Written Inspections / Checks
5. First Aid
6. COSHH (The Control Of Substances Hazardous to Health)
7. Training and Competence of Staff
8. The Provision and Use of Work Equipment (PUWER) and Lifting Equipment (LOLER)
9. Personal Protective Equipment – PPE
10. Fire and Emergency
11. Environmental
12. Display Screen Equipment
13. Vibration
14. Noise
15. Vulnerable Groups
16. Driving at Work and use of Vehicles
17. Work at Height
18. Control of Asbestos
19. Drugs and Alcohol
20. Lone Working
21. Slips, Trips and Falls
22. Stress in the Workplace
23. Control of Contractors
24. Legionella
25. General Workplace
26. Electrical Safety
27. Personal Security Violence & Aggression
28. Kitchen Safety and Food Hygiene
29. Communication, Consultation and Leadership
30. Pressure systems and gas containers
31. Monitoring and Review of the Policy and Arrangements

## **1. ACCIDENT REPORTING**

### **Purpose of Arrangement**

Regulations governing the notification and recording of accidents are comprised within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These regulations require that certain prescribed events, injuries and diseases are formally reported.

It is important to ensure that all staff are aware of the importance of reporting accidents and 'near misses'. This is vital as it may be an indication of working practices that need to be revised to reduce the likelihood of similar incidents and accidents occurring in the future.

### **Arrangements**

All accidents, no matter how small should be appropriately reported and recorded. Where necessary, treatment should be given by a suitably trained First Aider or Appointed Person and the emergency services alerted as appropriate.

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.

It is important that all staff report 'Near misses' to the Site Manager who in turn will ensure risk assessments are reviewed accordingly in conjunction with the Headteacher. It is vital that 'Near miss' incidents are reported and acted upon as this may prevent similar events and accidents occurring in the future. 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.

In the case of certain serious accidents and incidents the HSE must be notified in writing within 10 days of the accident. This is done via the HSE website. The Britrisk Safety Advisor will guide this process if necessary.

In the event of an accident or incident occurring which is reportable under RIDDOR, or where there is a serious 'near-miss' the Headteacher may require an Accident Investigation Report to be completed by the Health and Safety Advisor. All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Notwithstanding legal obligations, the School views accident investigation as a valuable tool in the prevention of future accidents.

In the event of a reportable accident, insurers should also be notified.

Following any RIDDOR Incident, the relevant Risk Assessment will be reviewed and amended as necessary, and working practices revised as required.

Reactive monitoring of accidents, incidents and 'Near misses' takes place on an annual basis via the table below:

Year: 2023					
	Accidents (RIDDOR)	Accidents(Non- RIDDOR)	Incidents	'Near misses'	Total
Staff					
Visitors					
Contractors					
<b>Accident:</b> An unplanned event that resulted in an injury or ill health to a person or people. <b>Incident:</b> An unplanned event that resulted in damage to property but <i>no</i> injury or ill health to a person or people. <b>'Near miss':</b> An unplanned event that <i>could have</i> resulted in an injury or ill health to a person or people <i>but did not</i> .					

Related HSE information: <http://www.hse.gov.uk/riddor/>  
<http://www.hse.gov.uk/pubns/indg453.pdf>

## **2. SAFE SYSTEMS OF WORK (RISK ASSESSMENT AND METHOD STATEMENTS)**

### **Purpose of Arrangement**

This section contains reference to Risk Assessments (and Method Statements where applicable) used to control the safety of all activities. It also refers to safe working practices and discipline.

Risk assessments identify hazards and summarise measures to reduce and control risk. Method Statements are intended to ensure that relevant staff understand the detailed nature of potentially hazardous tasks, their safety considerations and the sequence in which the task is completed.

### **Arrangements**

The Headteacher is responsible for overseeing the risk assessment process and, where appropriate, the use of method statements.

The Health and Safety Advisor will facilitate this process. Contractors are required to provide evidence of their preparation of risk assessments and by method statements ('RAMS') as applicable.

The Headteacher delegates the responsibility for carrying out risk assessments to relevant Duty holders and will periodically review risk assessments with those to whom responsibility has been delegated.

Duty holders are responsible for taking reasonable steps to ensure that the contents of these documents are effectively communicated and understood by staff under their supervision.

All staff are required to read risk assessments thoroughly, understand / implement their contents and ask their line manager any questions that may arise. Risk assessments are stored centrally on the school network and can be accessed by all.

All risk assessments are reviewed periodically, after a reportable accident, or at the time of any changes for example in Arrangement, staff or equipment, or for any new work tasks.

Relevant staff receive training in risk assessment, including 'Dynamic' risk assessment, delivered by the Health & Safety Advisor and this process should be applied as an integral part of all work tasks.

All staff should make themselves aware of the risk assessment process by following the link below.

Related HSE information: <http://www.hse.gov.uk/pubns/indg163.pdf>



### **3. MANUAL HANDLING**

#### **Purpose of Arrangement**

Serious, chronic injury can result if loads are not lifted / handled correctly. The purpose of this Arrangement is to ensure that all people who are required to lift or move heavy objects receive training in manual handling techniques and follow manual handling risk assessments for key tasks.

#### **Arrangements**

The school endeavours to avoid the need for manual handling activities, so far as is reasonably practicable. Where this is not possible, a risk assessment will be carried by a competent person, taking into account the task, the load, the work environment and the capability of the individual concerned. Controls should then be introduced to reduce the risk of accident or injury to the lowest extent reasonably practicable. Wherever possible, manual handling tasks will be facilitated by the use of mechanical aids.

The basic principle of the Manual Handling Regulations is that the maximum that anyone should have to lift on their own is 25kg although this is only a recommendation as everyone has a different capacity and ability to lift.

Where manual handling cannot be avoided, training, guidance and instruction will be given to reduce the risk of injuries occurring, especially if vulnerable persons are involved (such as those with a known medical condition or weakness such as a chronic spinal condition).

Employees must always ask for assistance should any task be beyond their individual capability.

Any employee who has a known medical condition or weakness must notify the Headteacher immediately who will take steps (in association with the employee concerned) to ensure that suitable manual handling precautions are taken and that safe handling is ensured at all times.

Appropriate specialist input may be required to meet the needs of children with SEND who may require assistance with movement. Where this is required, assistance will be suitably risk-assessed and recorded on a child's individual care plan.

All employees should be made aware of safe manual handling techniques by following the link below.

Related HSE information: <http://www.hse.gov.uk/pubns/indg143.pdf>

#### **4. WRITTEN INSPECTIONS AND CHECKS**

##### **Purpose of Arrangement**

Regular, written systematic inspections / checks are important to assist with the control of safety and to ensure that relevant arrangements / Arrangements are being observed and are working effectively. Inspections also provide an opportunity to review the continuing effectiveness of this policy and to identify areas where revision may be necessary.

##### **Arrangements**

Periodic checks are carried out variously by those holding key safety responsibilities, as delegated by the Headteacher, according to their area of jurisdiction. The frequency of these checks is specified within the relevant documents. Additional, periodic checks may be carried out by the Health and Safety Advisor during scheduled visits.

Relevant Duty Holders are responsible for ensuring that written checks are carried out as stated. The checking task may be delegated, but responsibility for ensuring that checks are carried out regularly and on time rests with the relevant Duty Holder and cannot be transferred.

All such inspections should be suitably documented and a 'Non-compliance Report' raised as necessary. Corrective action will then follow as soon as possible following the check.

The person carrying out the inspection / check will initial the written checks and also has responsibility for ensuring that any corrective actions are addressed / closed out.

## **5. FIRST AID**

### **Purpose of Arrangement**

To ensure that appropriate first aid personnel and equipment are in position in the event of personal injury.

### **Arrangements**

Specific arrangements for first aid cover will depend on the findings of a risk assessment.

Fully trained 'First Aiders' (FAW – First Aid at Work / 3 day course) are considered appropriate for higher risk environments, one day 'Appointed Persons' (EFAW – Emergency First Aid at Work / 1 day course) are considered sufficient for lower risk environments. A minimum of one First Aider (FAW) should be present on the premises at all times.

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.

Training for first aiders includes the administration of 'Epipen', treatment for anaphylaxis and use of defibrillators as necessary. Additional training may be undertaken as required.

No-one should give first aid treatment for which they have not been trained as this may cause additional injury to the patient.

Fully equipped, hygienically clean first aid boxes are located in specified areas according to local arrangements. They are clearly marked, easily accessible and contain the recommended quantities of sterile dressings.

Local first aid arrangements include eye wash stations where appropriate.

No medication should be administered or dispensed other than the use of 'Epipen' or as specified in individual care plans (e.g. asthma plan) or the administration of medication forms, completed for short term assistance with medication. Therefore no painkillers, tablets, ointments, creams or lotions are kept in first aid boxes. Further information on managing medical needs can be found in the school's Medical Needs and First Aid policy.

Related HSE information: <http://www.hse.gov.uk/pubns/indg347.pdf>

## 6. THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH– COSHH

### Purpose of Arrangement

The purpose of this section is to ensure that all products used / stored on site that are relevant to the COSHH Regulations are used and stored safely. It is also necessary to control risks associated with non-commercial, naturally occurring substances such as dust and biological hazards.

### Arrangements

Hazardous substances are identified by 'Red diamond' safety warning labels. Suppliers have a legal duty to supply 'Material Safety Data Sheets' which contain details of the properties of the substance together with first aid measures that are relevant to the substance. Data sheets should be kept up to date (guideline three years).

An inventory of all hazardous substances is kept on site and updated regularly.

All hazardous substances are the subject of 'Individual substance' COSHH risk assessments. These assessments are intended to minimise exposure to substances and to reduce / control risk.

Risk assessments are based on suppliers' safety data sheets which should be obtained for all hazardous substances. The assessment includes the handling of substances and any PPE (Personal Protective Equipment) that must be worn.

Staff members who are potentially exposed to hazardous substances receive training and information on the health and safety issues relating to the type of work they do and the substances used.

Staff members are made aware of the correct disposal Arrangements for hazardous substances, how to use spill kits and how to contain any spillage of hazardous materials they may be using.

Hazardous substances must only be stored in correctly marked, appropriately designed containers.

PPE (Personal Protective Equipment) is used as a last resort to control risks relevant to COSHH. All Staff must use PPE as directed.

Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used. 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.

### Step-by-step guide:

1. Safely dispose of all hazardous substances that are not used.
2. Ensure safe, secure storage of all remaining 'COSHH' substances and display warning signs.
3. Compile an inventory of all 'COSHH' substances used.

4. Obtain data sheets (normally via suppliers' websites).
  5. Consider non-commercial substances e.g. dust, biological hazards, Weils disease
  6. Prepare individual substance risk assessments.
  7. Communicate risk assessments to Users.
8. Ensure appropriate PPE is used and is kept in good condition.

The school has a policy for personal care which gives further details regarding the disposal and handling of personal waste/ bodily fluids.

Related HSE information: <http://www.hse.gov.uk/pubns/indg136.pdf>

## **7. TRAINING AND COMPETENCE OF STAFF**

### **Purpose of Arrangement**

To take reasonable steps to ensure that all staff are appropriately trained and ‘Competent’.

Health and safety training is an indispensable part of an effective management system. It is essential that all staff are trained to perform tasks effectively and safely. All staff are trained in safe working practices during the induction process, via specific training programmes (e.g. first aid / manual handling / fire safety / risk assessment), prior to being allocated any new role and as a part of their continued professional development.

### **Arrangements**

Health and safety training is co-ordinated and supervised by the Duty Holder who will identify training needs in conjunction with the Health and Safety Advisor. Training provision is consequent on these discussions.

All employees are provided with basic induction training, comprising safety issues and other matters specific to their employment.

All staff must apply the contents of training courses and programmes. Failure to do so may result in disciplinary action.

A Health & Safety noticeboard, positioned in the staff room is used to support induction training and as a constant reminder of key issues and topics.

The training regime is tracked and coordinated via a ‘Staff Training Summary Matrix’ held by the Business Manager. This is comprised within an ‘Excel spreadsheet’. Red cells identify training needs and green cells show training has been completed. In anticipation of refresher training falling due, green cells are coded amber. ‘Comment boxes’ are used to record the date and details of training.

## **8. THE PROVISION AND USE OF WORK EQUIPMENT (PUWER) and LIFTING EQUIPMENT (LOLER)**

### **Purpose of Arrangement**

To take reasonable steps to ensure that all work equipment on site is safe to use and that it is used safely. All work equipment and plant is deemed to be covered by the Provision and Use of Work Equipment Regulations (PUWER). Lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations (LOLER). Serious injury can result from the use of equipment unless this Arrangement is carefully followed. The School takes reasonable steps to ensure the safety of all staff members who use work equipment / lifting equipment, and others who may be affected by its use.

### **Arrangements**

The Headteacher is primarily responsible for implementing this Arrangement.

The School applies a 'Buy Safe / Buy Quiet' policy that ensures the design of all sourced equipment takes account of health and safety considerations including noise, vibration and guarding.

Newly purchased or hired equipment should be visually checked by appropriate personnel before it is used. Where necessary the supplier will be instructed to provide additional training to ensure safe use.

All work equipment owned, procured, hired or used by the School is subject to a programme of planned, preventative maintenance (PPM).

All work equipment must be used and maintained strictly in accordance with manufacturers' instructions at all times. A copy of the manufacturer's instructions is kept available at all times.

All relevant staff should be provided with sufficient information, instruction and training in order to allow them to use the equipment in a safe and efficient manner. Work equipment must only be used by trained, authorised personnel. Disciplinary action is likely to result from improper or unauthorised use of work equipment.

A 'Competency Matrix' should be held by Premises staff that ensures all equipment operators are suitably trained and competent.

It is the responsibility of all staff to visually check all items of equipment prior to use and to ensure that it is in a good and safe condition. Any defective tools or equipment must be removed from use and labelled / quarantined until corrective action is taken.

No equipment is to be used without the manufacturer's recommended shields, guards or attachments. No guards may be removed or tampered with. Equipment must not be used for any purpose other than for which it is designed. Particular care must be taken when using mobile equipment, e.g. where gradients may give rise to the risk of overturning. All equipment must be properly and safely stored when not in use.

Approved Personal Protective Equipment (PPE) must be correctly worn when using work equipment and staff may not wear clothing, jewelry or long hair in such a way as to pose a risk to their own or anyone else's safety.

Staff members are not permitted to bring their own electrical appliances into the workplace without the express permission of the Headteacher. N.B. this includes mobile phone chargers.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg291.pdf>



## **9. PERSONAL PROTECTIVE EQUIPMENT – PPE**

### **Purpose of Arrangement**

To ensure the safe and consistent use of PPE.

The School recognises the duties and obligations established by the Personal Protective Equipment Regulations and will provide staff with personal protective equipment (PPE) where risk assessments identify such a need and where the risk presented by a work activity cannot be adequately controlled by other means.

### **Arrangements**

All Duty Holders / Users are responsible for implementing this Arrangement, notably premises staff.

PPE is issued (as a last resort) to all staff whose work activity requires them to take additional / appropriate precautions. PPE potentially includes hard hats, protective footwear, protective clothing, high visibility coats or vests, eye protection and suitable gloves. A combination of safe PPE must be used according to the precise nature of the task. All staff required to use PPE are provided with adequate information and training regarding its use. PPE must be worn in accordance with the training and instruction received and it must be maintained in good condition. Any loss or defect must be reported immediately to the relevant Duty Holder who will take steps to order replacement equipment.

Personnel appointed to carry out site safety inspections should ensure that suitable PPE is used in accordance with site rules and the contents of this policy.

The Headteacher takes steps to ensure that appropriate responsibility is delegated to:

- Carry out an assessment of proposed PPE to determine the requirement for its use.
- Act on the findings of the risk assessment.
- Communicate the findings of the risk assessment to those at risk.
- Re-assess as necessary if substances used or work processes change.
- Ensure that PPE is compatible, well fitting and effective in reducing risk.
- Provide appropriate storage facilities for PPE.
- Make suitable arrangements for maintaining PPE in good condition.
- Make suitable arrangements for training Users in the safe use of PPE.
- Replace any PPE as necessary and at no cost to staff.

A PPE Register is used to control the issue and use of PPE.

Related HSE information: <http://www.hse.gov.uk/pubns/indg174.pdf>

## **10. FIRE AND EMERGENCY**

### **Purpose of Arrangement**

Fire is a very significant risk. This safety policy takes account of the need to take all reasonable steps to ensure that the risk of fire is appropriately controlled. It also seeks to control risks of explosion e.g. where equipment is fuelled by petrol and consequently where petrol is stored.

### **Arrangements**

The School takes steps to comply with the Regulatory Reform (Fire Safety) Order 2005 as necessary, including preparation of a fire Risk Assessment and Emergency Fire Evacuation Arrangement. These documents are held by the appropriate Duty Holder.

A Fire Logbook is maintained that comprises a detailed record of the servicing and maintenance of critical fire safety equipment, such as fire extinguishers, fire alarm, emergency lighting etc.

Everyone has a general responsibility for fire safety, for ensuring self-awareness of local fire precautions and emergency evacuation Arrangements including the location of the fire assembly point and for keeping emergency fire exit routes clear (both internal and external). Updates are regularly provided to staff by the Headteacher. Training is provided for staff. 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 members have a duty to conduct their work tasks in such a way as to minimise the risk of fire. This includes keeping hazardous materials separate from sources of ignition, avoiding unnecessary accumulation of combustible materials and smoking only in authorised areas.

Anyone discovering or even suspecting a fire must immediately sound the alarm by activating a Fire Alarm Call Point and if in any doubt simply shout 'Fire'! Any potential fire hazards such as faulty electric cables, congested fire exit routes or poor electrical connections should be reported to the Headteacher.

Fires should only be fought using a suitable fire extinguisher and only if the User is trained in its use. Those using a fire extinguisher must not put themselves at risk. Extinguishers should always be located on emergency escape routes.

Any 'Hot work' (i.e. work involving a source of ignition or heat) carried out on the premises must be the subject of a signed 'PTW' (Permit To Work).

It is recognised that some pupils, students staff or guests may be disabled or have special needs. Such individuals may require assistance to safely evacuate the premises in an emergency. This will require a PEEP (Personal Emergency Evacuation Plan).

## **11. ENVIRONMENT**

### **Purpose of Arrangement**

To maintain environmental protection and sustainability, to ensure that waste is recycled wherever possible, to ensure that hazardous substances do not contaminate groundwater and to take steps to reduce our carbon footprint as far as possible.

### **Arrangements**

The School:

- Maintains awareness of all legislation, regulations and Codes of Practice regarding environmental matters that are relevant to its operations; makes best endeavours to ensure that its personnel are adequately instructed in the requirements of this legislation etc; and takes all other reasonable actions to ensure compliance.
- Takes all reasonable precautions, to avoid environmental damage, disruption or nuisance. We will at all times takes steps to keep all areas and any adjoining areas, clean and tidy and to avoid pollution of the air, ground or water by noise, fumes, dust, or the disposal of materials and substances.
- Wherever viable, uses materials and products from sustainable sources and that are re-usable or capable of being recycled.
- Makes every effort to conserve the use of energy and, where viable, collects waste materials for re-cycling.

## 12. DISPLAY SCREEN EQUIPMENT

### Purpose of Arrangement

Staff members that are required to routinely use computer workstations as part of their daily work are subject to The Health and Safety (Display Screen Equipment) Regulations 1992. These regulations establish criteria for the selection, location and use of DSE in the workplace.

Using a computer screen for extended periods can have adverse health effects linked with eyesight and posture. The regulations are designed to offer Users relevant protection.

All reasonable steps are taken by the School to comply with the regulations and secure the health and safety of staff members who work at computer workstations.

### Arrangements

The School defines those affected by the regulations as 'Users'. Users are those who use computer workstations for more than 2 hours per working day.

The Business Manager oversees the DSE (computer) workstation risk assessment process and ensures that all Users are issued with appropriate guidance / training material (via the link below). They will also be subject to a Self-DSE (Display Screen Equipment) risk assessment (using the HSE checklist via the link below). The assessment is reviewed whenever the workstation is substantially modified.

Where necessary (particularly where risk assessment identifies particular risks) the Health & Safety Advisor may be requested to carry out a review with the User concerned to ensure that work stations are safe. He also ensures that all workstations comply with current guidance relating to screens, keyboards, desks, chairs and the work environment.

Any specific problems identified may be referred to an occupational health specialist.

Users are entitled to eye / eyesight tests to ensure their visual acuity is compatible with the requirements of DSE work and the costs of such tests are paid by the School. If the examination reveals the need for corrective lenses, then The School will contribute a maximum amount of £100 towards the cost of providing lenses and frames, for display screen work only.

Related HSE information: <http://www.hse.gov.uk/pubns/indg36.pdf>

<http://www.hse.gov.uk/pubns/ck1.pdf>

### 13. VIBRATION

#### Purpose of Arrangement

To safeguard staff against the risk of damage to their health due to Hand-Arm Vibration Syndrome (HAVS) and whole body vibration. Such damage can be chronic (harmful in the long term) and irreversible.

Damage can occur when vibration is transmitted from work processes into hands, arms and the whole body while using hand held power tools, hand-guided equipment or holding material being processed by machinery.

If such equipment is frequently used for long periods Hand Arm Vibration can have a permanent effect on health. Occasional exposure is less likely to be hazardous.

HAVS symptoms include tingling and numbness in the fingers, inability to feel things properly, loss of strength in hands and fingers going white and becoming red and painful on recovery. Carpal Tunnel Syndrome, is a related nerve disorder which may involve pain, tingling, numbness and weakness in parts of the hand.

#### Arrangements

The Site Manager is primarily responsible for implementing relevant arrangements. As such it is his responsibility to identify any relevant tasks / equipment that may be hazardous.

The HSE 'Ready Reckoner' (regarding vibration ratings vs. time exposure) may be used to control the use of all relevant equipment. These guidelines will indicate the amount of time each item of plant can be used by one person in a day to ensure they are not over exposed to vibration.

In order to minimise the risk staff should:

- Limit time spent using equipment that causes vibration, by taking regular breaks and / or carrying out other tasks that do not carry vibration risk.
- Time-share vibration-orientated work with colleagues as appropriate.
- Plan work to accommodate the above.
- Always wear appropriate, padded gloves when using equipment that causes vibration.
- Report immediately any suspected HAVS symptoms such as those stated above.
- Report any unusual movement in machinery to.

In order to minimise risk the following actions should be carried out:

- Carry out risk assessments and act on their findings.
- Use vibration ratings of new and existing equipment to carry out HAVS risk assessments.
- Subject to risk assessment findings, consider the need for medical health surveillance.
- Hold regular toolbox talks / training sessions regarding HAVS risks.
- Source only suitably safe work equipment.

- Maintain service records of all relevant work equipment and carry out routine inspections.
- Provide all necessary PPE to Users.
- Keep records of and act upon any reported ill effects.

Related HSE information: <http://www.hse.gov.uk/pubns/indg296.pdf>

<http://www.hse.gov.uk/vibration/hav/readyreckoner.htm>

## 14. NOISE

### Purpose of Arrangement

Prolonged exposure to noise carries the risk of chronic (long term) noise-induced hearing loss and other serious conditions such as tinnitus. It is a legal requirement that staff who are exposed to noise are protected, usually including by the use of ear defenders.

Noise-induced hearing loss is not reversible.

Exposure to a daily or weekly average noise exposure level of 80 dB means the employer must provide information and training and make hearing protection available. 80 dB is comparable with the noise generated by a hedge trimmer, or a hand held electric power drill.

A daily or weekly average noise exposure of 85 dB or above requires the employer to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures.

Finally there is an exposure limit value of 87 dB, above which no worker can be exposed (taking hearing protection into account).

### Arrangements

The Site Manager is primarily responsible for implementing this Arrangement.

Where the operating environment generates noise above 80dB all staff will be required to wear suitable ear protection.

In order to minimise the risk steps should be taken to:

- Ensure all powered equipment is serviced regularly and that grinding discs, drill bits etc. are kept sharp.
- Ensure regular breaks from noise generating tasks by carrying out other activities that do not involve noise generation.
- Plan work to accommodate the above.
- Consider the need for medical health surveillance (subject to risk assessment findings).
- Ensure that staff who may be exposed to noise are trained and aware of relevant risks.
- Provide ear defenders free of charge.
- Keep records of and act upon any reported ill effects.

Related HSE information: <http://www.hse.gov.uk/pubns/indg362.pdf>

## 15. VULNERABLE GROUPS

### Purpose of Arrangement

To maintain the safety of vulnerable people in the workplace including Children, Expectant Mothers, Vulnerable Adults, those with disabilities – including pupils, students or staff members – or anyone with learning difficulties such that may compromise their health or safety.

The Equality Act requires ‘Reasonable Adjustments’ to be made in the interests of disabled people and to eliminate discrimination.

### Arrangements

If a young person (other than a pupil) is present – for example – on work experience, an individual risk assessment will be carried out by the Health and Safety Advisor in line with the duties they will be undertaking. Where the person is under the age of 17, this risk assessment must be agreed and signed by the parents/guardian as consent for them to carry out such duties. Manual Handling assessments and training must be given in all cases. No person under the age of 18 is to operate any item of mechanical plant. All young persons must work under the close personal supervision of a Competent Person.

The School requires that staff members advise the Headteacher if they become aware of any change in their personal health or welfare, which could result in their being at increased risk. This could include medical conditions such as heart disease or asthma, permanent or temporary disability, taking medication and pregnancy.

A risk assessment in respect of any person who may be considered particularly at risk, (as stated) may be carried out by the Health and Safety Advisor. The results of the assessment will be communicated to relevant parties. In particular the relevant Duty Holder should take steps to ensure that the findings of the risk assessment are implemented.

The Fire risk assessment / accompanying Arrangements and the Fire Plan include fire risk control measures in respect of any Vulnerable Person.

Related HSE information: <http://www.hse.gov.uk/pubns/indg364.pdf>  
<http://www.hse.gov.uk/pubns/indg373.pdf>



## **16. DRIVING AT WORK AND USE OF VEHICLES**

### **Purpose of Arrangement**

To maintain the safety of people driving 'At work'. Driving a vehicle whilst at work (whether on the public highway or not) is considered to be in 'The workplace', therefore general principles of safety will apply. This does not include commuting (i.e. traveling to and from work), unless the staff member is traveling from their home to a location which is not their usual place of work.

### **Arrangements**

Everyone who uses a vehicle during the course of their work must comply with this policy.

Staff members driving vehicles on the public highway whilst at work (whether or not they are the vehicle owner) are responsible for ensuring that the vehicle used is fully legally compliant, appropriately maintained, insured and subject to a valid MOT certificate if applicable.

Where seatbelts are fitted to any vehicle they must be used.

No staff member should drive any vehicle, whether on the public highway or elsewhere unless they are fully trained and competent to do so.

When left unattended all vehicles must be secure and the ignition key must be removed.

Any staff member who undertakes a long journey (in excess of 100 miles), regularly undertakes single journeys in excess of 50 miles, or who drives more than 10,000 miles per year whilst 'At work' should be familiar with and comply with the guidance offered via the link below.

No member of staff should drive a vehicle at work if they are tired. This is particularly important if undertaking long journeys.

All drivers must comply with the Highway Code at all times.

The Headteacher will make every effort to ensure the safety of all vehicles used within the boundaries of the premises.

Related HSE information: <http://www.hse.gov.uk/pubns/indg382.pdf>

## 17. WORK AT HEIGHT

### Purpose of Arrangement

To maintain the safety of staff members and others when working at height. A place is 'At height' if a person could potentially be injured falling from it even if it is at or below ground level. Serious injuries can and do result from falling from a very low height such as a chair.

The Work at Height Regulations 2005 require that:

- All work at height is properly planned and organised.
- Those involved in work at height are trained and competent.
- The work at height location is safe.
- The risks from falling objects are properly assessed and controlled.

### Arrangements

In order to minimise the risk of falling, staff members should:

- Act on instructions given and do everything possible to prevent a fall.
- Consider all the risks in advance and ensure they read / understand the risk assessment.
- Avoid working from height if possible. Always look for alternative ways to get the job done.
- Ensure equipment is fit for purpose, i.e. ladders are serviceable, the rungs free from grease, mud etc.
- Take into account working conditions, including weather and basic housekeeping.
- Think about the safety of everyone in the work area, e.g. ensure tools and other objects do not fall onto those below and cause injury.
- Not take risks, such as standing on a table or chair to gain height.
- Never work at height alone, or without telling a colleague who can make regular checks.

In order to minimise the risk, steps should be taken to ensure that:

- All work at height is planned and implemented safely.
- A risk assessment is undertaken prior to commencement of any work at height.
- The risk assessment findings are communicated to those at risk.
- Work is carried out in accordance with the relevant risk assessment / method statement.
- All work is appropriately supervised.
- Access to any unusually hazardous work area (e.g. a roof) is fully controlled and, if appropriate, that the task is the subject of a Permit To Work (PTW) system.

- The correct equipment needed to complete the job is specified and used, e.g. for any longer term work that a tower is used in preference to ladders / stepladders.
- Ladders / stepladders are fit for the task, regularly inspected and replaced as necessary.
- Ladders / stepladders are kept secure when not in use.
- Those working at height are appropriately trained.
- All independent contractors are subject to these safety controls

Related HSE information:

<http://www.hse.gov.uk/pubns/indg401.pdf>

<http://www.hse.gov.uk/pubns/indg402.pdf>

## **18. CONTROL OF ASBESTOS**

### **Purpose of Arrangement**

The purpose of this Arrangement is to ensure that risks associated with asbestos are fully controlled, in accordance with the Control of Asbestos Regulations 2012.

Regulation 4 covers the duty to manage asbestos in non-domestic premises. It requires Duty Holders to identify the location and condition of asbestos and to manage the risk to prevent harm to anyone who works on the building or to building occupants. It also explains what is required of people who have a duty to cooperate with the main Duty Holder to enable them to comply with the regulations.

Asbestos may not present any undue risk unless it is disturbed, however it becomes extremely hazardous when in dust form as inhalation can have serious chronic health implications.

Asbestos is normally only present in buildings or refurbishments that date from before 2000. It is also commonly found in out-buildings such as for roofing. It may also be kept in long term storage in a wide range of unexpected locations.

Any work or activity that raises risks linked with asbestos must be controlled and risk-assessed.

### **Arrangements**

The School holds appropriate asbestos 'Management' surveys for all schools and the buildings they comprise. The surveys identify the presence / location of any asbestos, asbestos containing materials (ACMs).

The school arranges for a full asbestos survey to be carried out every three years.

The Site Manager then monitors 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.

By reference to the surveys, steps are taken to prepare relevant, suitable and sufficient risk assessments. These will include reference to the condition of ACMs.

All ACMs are clearly labelled and a plan is available that makes clear the relevant locations.

The survey and the condition of any asbestos should be reviewed regularly. Using the survey, an Asbestos Management Plan should be prepared to allow steps to be taken to minimise risks associated with asbestos or suspected ACMs.

Also, by reference to the survey, steps should be taken to ensure that maintenance / other work does not involve staff or contractors being exposed to asbestos nor that work being undertaken risks disturbing any ACMs.

In the event that any asbestos is identified or suspected that is not appropriately managed, the Headteacher must be advised immediately and steps taken to isolate and seal the area. No person should enter the area until the local work environment has been verified as safe by a competent person. This is likely to involve referral to a specialist asbestos contractor.

The Headteacher also takes steps to ensure that any visiting contractor is not exposed to known or suspected ACMs via the sign-in Arrangement, and by making the findings of the above survey available for inspection.

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.

Related HSE information: <http://www.hse.gov.uk/pubns/priced/l143.pdf>

## **19. DRUGS AND ALCOHOL**

### **Purpose of Arrangement**

There is a clear link between misuse of drugs or alcohol and reduced safety / efficiency. The purpose of this policy is therefore:

- To ensure that the use of drugs or alcohol by staff does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work.
- To ensure that the use of drugs or alcohol does not affect the safe and efficient operation of The School.
- To set out rules on drugs, alcohol, and substance abuse.

This policy does not confer any contractual rights. It is not an employment contract or disciplinary Arrangement. It applies to all staff members and will be strictly enforced. This information should be read in conjunction with the school's **Staff Code of Conduct Policy** and the school's **Drugs Policy and Management of Drug Related Incidents Policy**.

### **Arrangements**

The contents of this policy is communicated to all **Staff** and volunteers before starting work for The School.

School policy is that the working environment should be free from the influence of drugs or alcohol.

- No member of staff shall:
- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of alcohol or illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All **Staff** members must inform the Headteacher if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case the School will seek medical advice as to the suitability of that person to carry out work tasks.

Any person suspected of having consumed alcohol or drugs may be required to submit to an alcohol and / or drugs test if required by the School. He / she may also be required to remain on the premises until investigations are completed.

Any person with a blood alcohol content (BAC) greater than 0.08% shall be in breach of this policy. In order to commence work with a near zero alcohol level (and to comply with the requirements of this policy) no member of staff should consume any alcohol the 8 hours before starting work. For 16 hours prior to that time no more than 7 units of alcohol should be consumed.

If any member of staff is suspected of being under the influence of alcohol or drugs he/she will be suspended immediately (with pay) and escorted off School premises. The disciplinary Arrangement will then be invoked.

Related HSE information: <http://www.hse.gov.uk/pubns/indg240.pdf>

## **20. LONE WORKING**

### **Purpose of Arrangement**

Lone workers are those who work alone at any time, without close or direct supervision. General risk factors increase when people work alone, so precautions should be taken commensurate with that risk. Any task that is hazardous by its nature such as working at height is automatically accentuated if people work alone.

There are three fundamental concerns surrounding lone working:

- The risk of assault.
- The risk of the lone worker becoming suddenly and critically ill, possibly as a result of pre-existing condition such as heart disease.
- The risk of an accident which may severely incapacitate the person concerned, who may in turn require immediate medical attention.

### **Arrangements**

The School takes reasonable steps to ensure:

- That lone working only takes place as a last resort, i.e. when it is not reasonably practicable to have more than one person engaged in a particular task.
- That there is a mutual appreciation of the risks of lone working.
- In situations where any work is particularly hazardous, a risk assessment is carried out and that lone working forms part of that risk assessment.
- That higher risk tasks such as working at height and use of ladders are not undertaken by people working alone.
- That anyone who has a known, pre-existing medical condition does not work alone at any time, if the condition may raise relevant risk factors.
- No staff member should go ahead with a job, or to work alone if they consider any aspect of it to be unsafe.
- That anyone who is lone working does so under a 'Buddy' system. That is to say that a paired member of staff knows they are working alone and takes steps to maintain regular contact.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg73.pdf>



## **21. SLIPS, TRIPS AND FALLS**

### **Purpose of Arrangement**

Slips trips & falls are very common cause of workplace injuries – accounting for some 30% of ‘reportable’ accidents. This aspect of safety management requires particular attention to ensure that such occurrences are minimised. Many related accidents and injuries are trivial, but sometimes serious injuries can occur.

### **Arrangements**

The School takes reasonable steps to ensure that the risks of slips, trips and falls are appropriately controlled by paying particular attention to the controls listed below.

All staff members should take steps to ensure that:

- Barriers / cones etc. are deployed to segregate / draw attention to maintenance / cleaning work.
- The deployment of such items do not cause additional trip hazards in their own right.
- Such items are not deployed near doors or in other areas where they may not be easily seen.
- Suitable signage is displayed offering appropriate hazard warning.
- Cleaning tasks are ideally completed at times when footfall is at its minimum / areas are closed.
- Spillages etc. are cleaned up as soon as possible and the area left dry.
- No trace of liquid is left on a floor surface following cleaning that could cause slips.
- Walking surfaces are maintained in good condition.
- Where possible / practical, steps and variations in levels are appropriately / clearly identified.
- Any worn floor coverings such as carpets that may represent trip hazards are reported for repair
- The relevant areas / premises are subject to a hazard checking routine.
- Handrails are appropriately positioned, in good condition and fit for purpose
- Any surfaces made wet due to ingress of rainwater / snow / ice etc. are made safe.
- Any exterior walkways / paths etc. treated with grit in snowy / frozen conditions are treated thoroughly and re- treated as frequently as necessary to keep them clear.
- There are no trailing leads / cables across walkways and that equipment is disconnected from the electrical supply when not in use.

The Site Manager should take particular steps to ensure that:

- Footpaths on the course are maintained in good condition and free of trip hazards
- Access / egress routes to and from the school are in good condition and free of trip hazards

<http://www.hse.gov.uk/slips/>

<http://www.hse.gov.uk/slips/preventing.htm>

## 22. STRESS IN THE WORKPLACE

### Purpose of Arrangement

Stress is a psychological state that affects everyone. It is normally associated with negative effects and consequences. It can be a serious condition and is known to inhibit the effectiveness of the body's auto-immune system.

The effects of stress in the workplace include disharmony amongst working colleagues, poor performance, general ill health and a lack of concentration which may in turn lead to accidents.

Symptoms of stress include irritability, depression, lethargy and a range of adverse health conditions.

The School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing stress. It has adopted the Health and Safety Executive's definition of stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The aim of this section of our policy is to provide staff with some reassurance with regard to stress management. The school follows the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218).

### Arrangements

The School operates an 'Open door' policy with regard to stress. In practice this means that anyone who is suffering from stress, or who thinks they may be particularly stressed should speak in confidence to the Headteacher or School Business Manager. All such discussions will be given positive, sympathetic and confidential consideration.

During these discussions, and their potential outcomes, The School will give due consideration to the possible sources of any particular workplace 'Stressors' including the following HSE generated 'Management Standards':

- The particular demands of relevant work tasks.
- The amount of control that is exercised by the staff member concerned.
- What level of support is given to the staff member, including information, training and resources.
- The nature of relevant relationships amongst staff members and how these can be optimised.
- Individual roles and how job tasks are performed.
- Any changes in roles or job tasks that may need particular attention, or sensitive management.

The School will refer any stress-related issues to a specialist occupational health advisor for detailed consideration, including whether the source of stress is workplace-related, primarily within the individual's private life, or a combination of these.

The School will make every effort to resolve stress-related issues as described above and at its sole discretion will consider whether specialist counseling may be required and thus

included in a specific strategy plan to alleviate stress impacting on a member of staff. The school also purchases a counselling support package which all staff are able to access.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg430.pdf>

Also:

<http://www.shponline.co.uk/wp-content/uploads/2017/01/how-to-manage-and-reduce-stress.pdf>

## **23. CONTROL OF CONTRACTORS**

### **Purpose of Arrangement**

To endeavour to ensure that visiting contractors work safely, that they apply a duty of care for their own safety and that of other who may be affected by their acts or omissions.

While contractors are on site, their health and safety is seen as the responsibility of The School.

### **Arrangements**

Steps are taken to ensure the competence of visiting contractors as follows:

- Before a contractor is appointed to undertake work at School premises, a questionnaire is issued that seeks to ensure that the company applies appropriate safety precautions – e.g. in respect of training, risk assessments and safety policy. Contractors must also be covered by appropriate insurance. This process and all relevant documentation is reviewed by the Business Manager who will refer any queries to the Health and Safety Advisor.
- Following approval of the completed questionnaire, the contractor / supplier in question is placed on the Approved Suppliers List. The School will only use contractors and suppliers who appear on this list.
- When Operatives from the relevant contractor visit School premises to carry out work tasks they must read and sign the statement that appears in the Contractors Log as evidence that they understand – and will apply basic safety precautions during their work tasks.
- Every effort will be made to ensure that visiting contractors work safely whilst on site and that they wear appropriate PPE at all times.
- It is the responsibility of the Headteacher to oversee the above process and to refer to the Health and Safety Advisor for any advice.

## **24. LEGIONELLA (LEGIONNAIRES DISEASE)**

### **Purpose of Arrangement**

Legionella is a bacteria potentially found in all water sources. It can cause serious illness called Legionnaires Disease. The main symptom of this disease is pneumonia. There is a high fatality rate partly because of the type of persons that are likely to catch it. Pneumonia is a disease caused by bacteria reaching the base of the lungs – to do this the bacteria need to be very, very small and be projected in some way – therefore water droplets, for example generated by a shower, or water vapour, are effective means by which the bacteria can reach the base of the lungs.

Those most likely to catch the disease include those with weakened immune systems. There needs to be a certain amount of bacteria to cause the illness. To grow, the bacteria need warmth.

Warm, stagnant water provides ideal conditions for growth of Legionella. At temperatures between 20°C–50°C the organism can multiply. Temperatures of 32°C–40°C (90°–105°F) are ideal for growth. Rust (iron), scale, and the presence of other microorganisms can also promote growth.

The purpose of this Arrangement is therefore to ensure that risks associate with Legionella Virus are appropriately controlled.

### **Arrangements**

The School engages a competent contractor to carry out a risk assessment and where necessary to lead an effective water monitoring and treatment programme.

The school 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.

All tanks and pipework are kept clean and free of sludge; chlorination is carried out at regular intervals, showerheads are cleaned and disinfected at monthly intervals.

Water is stored at a temperature outside the range where the bacteria will grow. (The danger zone is between 20° – 45° Celsius.)

Water temperatures are measured / recorded (cold water should be below 20°C after running the tap for 2 minutes and hot water should be above 50°C after running the water for 1 minute).

If temperatures are found to be outside this range investigations / other measures are undertaken and corrective action taken.

Conditions that allow water to stagnate are avoided. (Large water-storage tanks exposed to sunlight can produce warm conditions favorable to high levels of Legionnaires Disease Bacteria (LDB.) All water lines, particularly those that are not regularly used, are frequently flushed to alleviate stagnation.

Steps are taken to regularly maintain and clean equipment to prevent growth of LDB. This includes twice-yearly cleaning and periodic use of chlorine or other effective biocide.

It is the responsibility of the Site Manager to ensure this programme is adhered to.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg458.pdf>  
<http://www.hse.gov.uk/legionnaires/faqs.htm>

## **25. GENERAL WORKPLACE ENVIRONMENT**

### **Purpose of Arrangement**

To ensure the successful implementation of Workplace Regulations, that the workplace is conducive to a positive working environment and that all staff members and others are safe and comfortable during their working day.

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to all workplaces.

### **Arrangements**

The School takes reasonable steps to comply with the above regulations, to ensure that working conditions are fully safe, reasonably spacious, light, and well ventilated. Drinking water and tea / coffee making facilities are available at all times. It also encourages staff to take up any concerns with the Headteacher.

The regulations are not dealt with in detail within this document, the link below should be used to gain further information.

However the issue of temperature control is often an emotive topic and this is dealt with briefly: The temperature in the working environment should provide reasonable comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes or extremes of weather, all reasonable steps are taken to achieve a temperature which is as close as possible to comfortable for example by:

- providing air-cooling plant
- shading windows
- supplying fans
- 

The target temperature should be no lower than 16°C as a minimum.

Related HSE information: <http://www.hse.gov.uk/pubns/indg244.pdf>

## **26. ELECTRICAL SAFETY**

### **Purpose of Arrangement**

To take steps to ensure that fixed and portable electrical equipment is safe, appropriately maintained, and that the risks of electric shock and fire resulting from electrical sources are reduced as far as reasonably possible, particularly via the risk assessment process.

### **Arrangements**

Portable electrical equipment is 'Portable Appliance Tested' (PAT) at varying intervals depending on the rigor, intensity, frequency of use. Equipment that is primarily static may be tested less frequently than power tools, extension leads etc. The normal default testing period is annual.

Reasonable steps are taken to ensure that:

- The fixed wiring installation is inspected and tested by a Competent Person at maximum intervals of five years.
- All portable appliances are tested by a Competent Person at default intervals of 12 months.
- All users of portable electrical equipment visually inspect the equipment for safety before using it.
- Electrical intake cupboards and fuse boards are kept completely clear to guard against the risk of fire resulting from a malfunction of that equipment.
- No person is exposed to the risk of electric shock, even if electrical cables are thought to be isolated from the electrical supply
- Suitably trained First Aiders are available to treat any electric shock victim.
- Electric shock emergency action / treatment notices are displayed on the Health & Safety notice board.
- No personal electrical equipment is used on the premises – including mobile phone chargers – without the express permission of the Headteacher or Business Manager.

Related HSE information: <http://www.hse.gov.uk/pubns/indg231.pdf>



## **27. PERSONAL SECURITY, VIOLENCE AND AGGRESSION**

### **Purpose of Arrangement**

Rare though violent episodes may be, there are occasionally instances where violence or threats of violence occur in the workplace. There is a requirement for The School to take reasonable steps to ensure the safety of staff members in this respect.

Protecting cash or property is not a safety-related issue. Protecting people who may be vulnerable as a result of associated risk certainly is.

### **Arrangements**

The School takes responsibility for ensuring that staff members are protected from violence or attack, notably when alone, when handling or banking cash or when securing the premises late at night.

Risk assessments are carried out in respect of any process that implies a raised risk of violence or attack. Such risk assessments should take account of any risk that may be raised due to lone working (see above).

Staff members are instructed that in the event of robbery (e.g. when transporting cash to bank), that they should not place themselves at risk, and should comply with instructions given by the offender.

Staff members should not intervene, or be drawn into in any dispute that shows signs of escalating into a violent episode.

Any situation that could lead to violence or threats of violence should be referred to the Headteacher immediately.

Risk assessments should take cognizance of potentially violent incidents as follow:

- Pupil on staff
- Parent on staff
- Child on Child

## **28. KITCHEN SAFETY AND FOOD HYGIENE**

### **Purpose of Arrangement**

Failure to comply with food hygiene and food safety requirements can result in serious illness. In addition, failure to apply strict disciplines in the kitchen can result in serious injury.

There are three key aspects to kitchen safety and food hygiene; the need to control:

- The risk of microbiological contamination resulting from poor hygiene standards, cross-contamination, incorrectly cooked food, incorrectly stored food etc.
- The risk of food being consumed by someone who suffers from food allergies
- General kitchen hazards such as slips, trips, falls, scalds, burns, fire, cuts etc.

### **Arrangements**

The catering function is currently outsourced to 'Independent Catering'. The organisation is expected to take reasonable steps to ensure that:

- The FSA's 'Safer Food Better Business' scheme is in place and maintained, brought to the attention of all staff, adhered to and periodically reviewed.
- Temperatures are monitored in accordance with the 'Safer Food Better Business' scheme and that appropriate records are maintained.
- Food is appropriately date labelled in accordance with the 'Safer Food Better Business' scheme and that appropriate records are maintained.
- Requirements regarding food allergies are complied with and accompanying information is sourced / made available to food consumers.
- A risk assessment in respect of all kitchen tasks and activities is maintained, brought to the attention of all staff, adhered to and periodically reviewed.
- Food handlers are appropriately trained (including induction training) and that relevant records in evidence of this are maintained.
- Food of a high standard and of high quality is sourced.
- Appropriate signage (containing required pictograms) is displayed and maintained in good condition.
- Stringent standards of cleaning and hygiene are maintained at all times.
- Kitchen staff are fully aware of the above controls, the reasons for them and the need for them to be maintained at all times.
- Appropriate COSHH (Control of Substances Hazardous to Health) controls are maintained and legally compliant.
- Appropriate fire safety controls are maintained and legally compliant.

## **29. COMMUNICATION, CONSULTATION AND LEADERSHIP**

### **Purpose of Arrangement**

The School sees communication and consultation between staff at all levels as an essential part of effective health and safety management. The reason for this is to allow essential information to be conveyed and exchanged, staff questions on health and safety issues to be addressed by senior management, staff suggestions to be considered and also to provide an opportunity to assess the continuing effectiveness of this policy.

Leadership is also a vital ingredient of a robust Safety Management System and the Headteacher clearly play a key role in ensuring that all staff take their health & safety related duties seriously. The building of a strong and positive health and safety 'Culture' is also an important objective. All key staff have duties in this respect.

### **Arrangements**

Safety meetings are convened at six monthly intervals to coincide with visits by the Health and Safety Advisor. They are chaired by The Headteacher and attended by the Health and Safety Advisor and nominated Duty Holders.

Safety meetings include the following '10 Element' agenda items:

- Review of key aspect of this policy and ensure all HODs are familiar with its contents
- Review of Emergency Arrangements.
- Review of risk assessments: effective / communicated etc.
- Review of contractor controls
- Review of written checks and audits
- Review of training and competence (including the delivery of key training seminars)
- Review of health & safety culture
- Review of document management, communications & staff / management concerns
- Review of any 'Near-misses' / incidents / accidents and corrective action taken
- Review of the safe use of work equipment and safe maintenance of premises.

It is duty of the Headteacher to ensure that the H&S Committee is convened at the stated intervals and that actions are minuted / addressed.

All staff members are expected to co-operate with The School and those with safety responsibilities, also to accept their duties under this policy.

It is the responsibility of all HODs to make the necessary arrangements to ensure that all staff members are aware of health and safety arrangements that pertain in their respective departments.

### **30. PRESSURE SYSTEMS AND GAS CONTAINERS**

#### **Purpose of Arrangement**

Pressure systems and gas containers pose a particular risk since, by definition, they are designed to hold gas and air under pressure. It is primarily the pressure aspect that is hazardous.

#### **Arrangements**

There are potentially a number of small pressure systems present. The Premises Team should keep a register of the type and serial number and provide a copy to the Business Manager.

This type of equipment includes autoclaves, pressure cookers, air brush and other types of compressors, gas cylinders and regulators, and any other equipment which works under pressure.

Safe operating limits should be established for all such equipment.

Operating and emergency instructions must be provided to those who work with such equipment.

Regular planned preventative maintenance should be undertaken by a competent person and suitable and records kept.

All redundant equipment must be discarded in the correct manner.

All pressure systems are inspected and tested annually by a competent person. This is an insurance requirement. This should be undertaken in accordance with a 'Written scheme of examination'.

Maintenance and testing of boilers and calorifiers are similarly undertaken by a 'Competent Person' each year. Appropriate records are maintained.

### **31. MONITORING AND REVIEW OF THE POLICY AND ARRANGEMENTS**

#### **Purpose of Arrangement**

There is a legal requirement for the School to maintain a safety policy including a statement of intent and associated 'Arrangements' as above. It should seek to be an accurate reflection of the circumstances that pertain, thus it is seen as a live document and as such it requires regular review / updating for a number of reasons including changes in legislation, accidents, 'Near misses', staff feedback, current working practices and changes in personnel.

#### **Arrangements**

The Headteacher in conjunction with the Health and Safety Advisor take steps to ensure that the policy and associated arrangements are reviewed annually.

As part of the review, The Headteacher meets with the Health and Safety Advisor, to review health and safety performance, current working practices, and any new legislation that may affect the operations of The School.

Upon completion of the review (and any accompanying audit) the consequent revisions will be passed on to Staff.

This policy document is reviewed at annual intervals. To assist this process, a draft policy is in constant preparation at all times in order to capture adjustments that are seen as important, on an ongoing basis.

### **SECTION THREE – EQUAL OPPORTUNITIES**

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.



## Fire Evacuation updated September 2023

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.

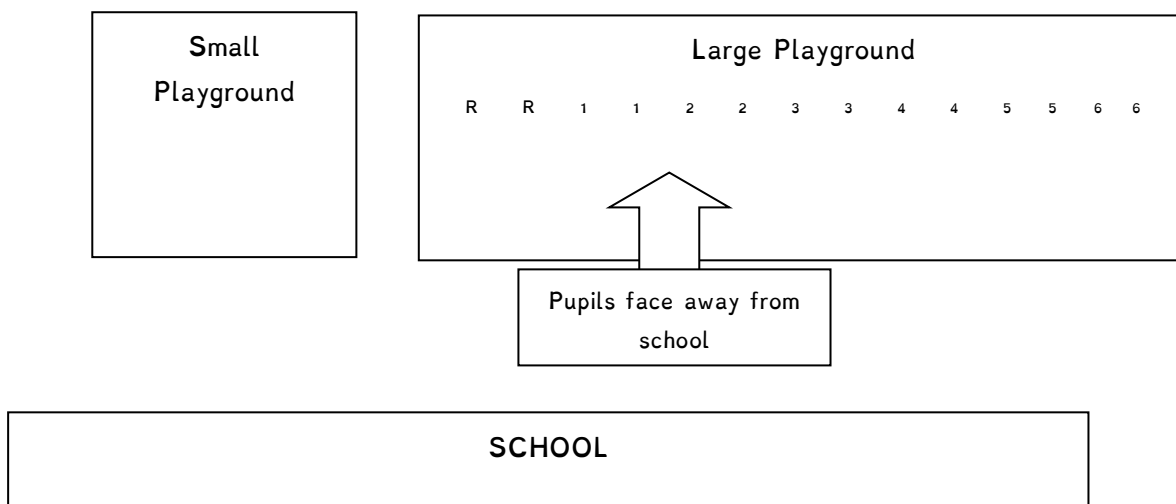
The Fire Wardens must move to their designated areas and complete an inspection to ensure their area is clear. First Aiders (not supervising classes) will report to the Responsible Person at the Assembly Point.

### 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)**

School Office

Medical Room

Main Entrance Lobby

Disabled Toilet

Headteachers Office

Assistant Headteacher's Office

Site Manager's Room

School Business Manager's Office

Wellbeing Room

Intervention Room – Opposite Wellbeing Room

Staff toilets and disabled toilet

2008 Refurbishment : Storage Room/IT, Store Cupboards, Maple Room, Assistant Headteachers' Office, Oak Room, FLO's Office.

Kitchen and associated store rooms

#### **Zone B (Usual Fire Marshal – SE)**

School Hall

PPA Room

Foundation Stage classrooms, cloakroom, toilets and outside play area

Library

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

Year 2 classrooms and toilets

The After School Club

#### **Zone C (Usual Fire Marshal – PC)**

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 – PS)**

Year 6 (Eagles) classroom

2003 block toilets and corridor

Year 4 classrooms

Year 5 classrooms

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

	Fire occurring between 11.30 and 12.00	Fire occurring between 12.00 and 12.30	Fire occurring between 13.00 and 13.30
RH&RB	Moles / Badgers	Moles / Badgers	Kingfishers (from 12.40 up to 13.15)
KH	Rabbits / Hedgehogs	Rabbits / Hedgehogs	
BH	Otters	Otters	
KD	Foxes	Foxes	
LK		Ladybirds	Falcons
PB		Butterflies	Eagles
KC		Dragonflies	Cuckoos
YK		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 school's Health and Safety Advisor. 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 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.

### **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:

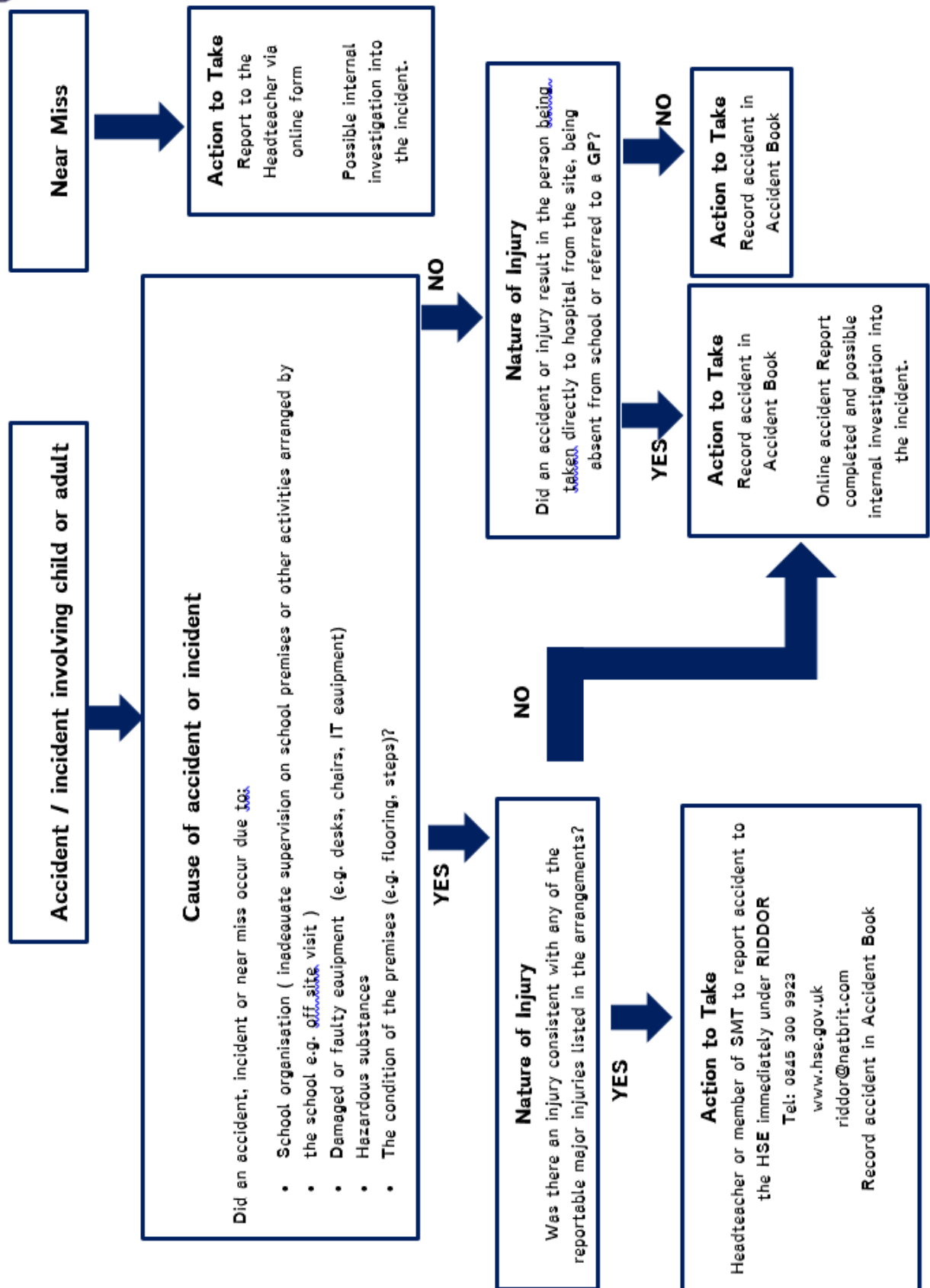
- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical 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.

### 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? (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? (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 – 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 D– 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 Term 1/2 – October Term 3/4 – April	ACR London (qualified engineers – installed all units)	0208 331 5603 www.acrlondon.co.uk	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  Site Manager completes checks annually and takes photographs where necessary	PA Group Membership and accreditations listed on website.	0845 474 0172 <a href="https://www.pagroupuk.com/memberships">https://www.pagroupuk.com/memberships</a>	Asbestos Register is located in the front office in the docubox for all contractors to sign on arrival.  A copy of the register and other documents are located in the Site Managers Room

<b>Automatic Doors</b>	Annual servicing	Ashford Security	01233 647331 <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 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  Ongoing weekly visual checks completed.	Concrete and Corrosion Consultancy Company  Site Manager following training from Concrete and Corrosion Consultancy Company	01227 452 200 <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 On average one visit per fortnight	Landscape Services	01622 236655 <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> All engineers fully qualified. <b>Gas Safe Registered Engineers</b>	01273 719111 <a href="https://tssfactivities.co.uk/services/schools/">https://tssfactivities.co.uk/services/schools/</a>	Records kept in Site Manager's Office. Specific guidance available from HSE.
<b>(Legionella) Water Hygiene Risk Assessment- Review</b>	Risk Assessment Review carried out alternate years.	<b>TSS</b> All engineers fully qualified. <b>Gas Safe Registered Engineers</b>	01273 719111 <a href="https://tssfactivities.co.uk/services/schools/">https://tssfactivities.co.uk/services/schools/</a>	Records kept in Site Manager's Office.  Specific guidance available from HSE.
<b>Fire Alarm</b>	6 monthly service (second service is in Term 5).  Fire Risk Assessment by competent person completed in line with recommendations of previous assessment.  Weekly alarm tests (all call points tested on rotation within a 6 week period).	<b>ATEM Ltd</b>  <b>AB Safety (NEBOSH qualified)</b>  <b>Site Manager</b>	01233 612267 <a href="http://www.atelectrical.co.uk/Default.aspx">http://www.atelectrical.co.uk/Default.aspx</a>  Anne Bartlett 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. Weekly testing by Site Manager (see section 2)	<b>ATEM Ltd</b>	01233 612267 <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 Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.
<b>Gas Carcass/Sound ness Testing</b>	Annual testing	MFP Heating Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.
<b>Fan Convactor Units</b>	Annual servicing	MFP Heating Gas Safe Registered 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 Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.
<b>Radiators</b>	Annual servicing	MFP Heating Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.
<b>Dorgard (wireless fire door)</b>	Annual servicing and testing carried out by Site Manger	Fireco Only for supply of parts	01273 320650 <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 Term 1/2 – October Term 3/4 – April	ACR London (qualified engineers – installed all units)	0208 331 5603 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 – Staff Room</b>	6 monthly clean and service (first clean is in Term 2)	MFP Heating Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.

### Term 5

<b>Drains</b>	Annual servicing	Gale Services	01233 277247	Records kept in Site Manager's Office.
<b>Fixed Electrical Installation Testing</b>	Testing carried out every 5 years.	Quantec National Electrical Testing, Inspection & Compliance Specialists	01634 865750 <a href="https://www.quantectest.co.uk/">https://www.quantectest.co.uk/</a>	Records kept in Site Manager's Office.
<b>Fire Alarm</b>	6 monthly service (first service is in Term 2).  Fire Risk Assessment by competent person completed in line with recommendations of previous assessment.  Weekly alarm tests – all call points tested on rotation within a 6 week period. (See section 2).	ATEM Ltd  AB Safety (NEBOSH qualified)  Site Manager	01233 612267 <a href="http://www.atemelectrical.co.uk/Default.aspx">http://www.atemelectrical.co.uk/Default.aspx</a>  Anne Bartlett ABSafetykent@aol.com	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. Weekly testing by Site Manager (see section 2)	ATEM Ltd	01233 612267 <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	Kent Boiler Maintenance	01634 361855	All records kept in Site



	recommended by manufacturers, includes: Kitchen Gas safety Inspection and Service 4 appliances plus Combi oven and canopy.	Registered Gas Safety Engineers	<a href="http://kentboilermaintenance.com/">http://kentboilermaintenance.com/</a>	Manager's Office.
<b>Kitchen Ventilation</b>	Annual check and servicing	Kent Boiler Maintenance Registered Gas Safety Engineers	01634 361855 <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 <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 <a href="http://treecycleetreecare.com/">http://treecycleetreecare.com/</a>	All records kept in Site Manager's Office.
<b>RAAC</b>	6 monthly survey completed in Terms 2 and 5  Ongoing weekly visual checks completed.	Concrete and Corrosion Consultancy Company  Site Manager following training from Concrete and Corrosion Consultancy Company	01227 452 200 <a href="https://www.concorr.group/">https://www.concorr.group/</a>	Records kept in Site Manager's Office.

## Term 6

<b>Automatic Gates</b>	Annual Servicing	Four Seasons	01233 820240 <a href="https://www.fourseasonsfenicing.co.uk/">https://www.fourseasonsfenicing.co.uk/</a>	Records kept in Site Manager's Office.
<b>PAT (portable appliance testing) Testing</b>	Annual Testing We refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing / inspection. Regular visual inspections carried out by the Site Manager.	Rhino PAT testing qualified	07597 796349	Records kept in Site Manager's Office.
<b>Intruder Alarm</b>	Annual servicing	Red Alert Ltd	01233 501999 <a href="https://www.redalertuk.com/">https://www.redalertuk.com/</a>	Records kept in Site Manager's Office.
<b>CCTV</b>	Annual	Safe I.S.	07884 480650 0800 95503590 07584 433187 david@safeisssecurity.co.uk	Records kept in Site Manager's Office.
<b>Energy Certificate</b>	Annual SBM confirms <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> </ul>	Laser Energy	07860 822386  Robert.snelling@csltd.org.uk	Certificate displayed in school entrance foyer.

	<ul style="list-style-type: none"> <li>- There have been no renewable technologies installed</li> </ul> <p>Visit only required if substantial build to increase size of school</p>			
<b>Water Tank Clean Descale</b>	Annual	MFP Heating Gas Safe Registered Engineers	07725 719420	Records kept in Site Manager's Office.

**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 Fire Safety training undertaken	Testing records kept in Site Manager's Office.
<b>Fire Doors, fire extinguishers and fire exits</b>	Weekly	Site Manager 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>	Weekly	Site Manager	Log kept in Site Manager's Office
<b>Equipment used for working at height</b>	Equipment inspected before use and at suitable intervals appropriate to purpose and frequency of use.	Site Manager	Log kept in Site Manager's Office
<b>Chemical Storage</b>	List of COSHH chemicals are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) 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 HSE guidance on COSHH assessment).	Site Manager	COSHH records are kept in the Site Manager's Office.
<b>Legionella Water Testing</b>	<b>Weekly</b> flushing of little used taps.  <b>Termly</b> whole school flush.  <b>Monthly</b> testing of the sentinel points	Site Manager	Log kept in Site Manager's Office

	<p>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>		
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## 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 or 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	
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## APPENDIX E – 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>	Cyber Security Training (every two years)
<b>3 and 4</b>	Health and Safety update briefing (pre-recorded) – all staff	Mid-Year update Summary of H and S updates and reminders	<b>2021–22:</b> Fire Safety <b>2022–23:</b> Manual Handling <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 Summary of H and S updates Key focus on: <b>2021–22:</b> Working at Height <b>2022–23:</b> Stress Management <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>			