



Health and Safety Policy for Schools

Beal Vale Primary School

HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. The Crompton House Church of England Multi Academy Trust as the employer has overall responsibility for Health and Safety in the organisation. The Board of Directors are fully committed to ensuring the health and safety of all employees, pupils and any other person who could be affected by the Trust's activities.
2. Each academy, supported by the Crompton House Church of England Multi Academy Trust central team, will manage its own Health & Safety procedures and have a Health & Safety Policy. The Local Governing Body with their Headteachers are responsible and accountable for the implementation and compliance of their policy (based on this model) within their academy although health and safety roles and responsibilities can be delegated to other academy staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance. This document provides a customisable template to assist schools in producing a written health and safety policy.
3. The Health & Safety at Work Act 1974 places ultimate and overall responsibility for health and safety with the Crompton House Church of England Multi Academy Trust Board of Directors. The model policy is based upon the Trust's criteria for its schools.
4. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red.
5. All persons within the academies must know the lines of communication and levels of responsibilities that exist to ensure that health and safety matters are dealt with efficiently.

Academy Competent Person

Oldham Council Health and Safety Team (through the purchase of a Service Level Agreement) have been appointed to the role of competent person and are responsible for advice and overall strategies for health, safety and welfare within the Multi Academy Trust

Board of Directors

The Board of Directors are responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust. The Board of Directors must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors

Trust Business Manager

The Trust Business Manager is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

Local Governing Bodies

Responsibility for monitoring of health and safety standards and for ensuring or assessing relevant resource requirements.

Headteachers/ Head of Schools/ Executive Heads

Each Head is responsible and accountable for the implementation and compliance of this policy within their academy, ensuring that a positive health and safety culture is encouraged and developed within the academy, and that all staff and pupils understand

their responsibilities and adhere to the Health & Safety Policy for their school.

Arrangements for policy review

Governors are required to take steps to ensure that they are kept informed of the Trust and Oldham Council's Health & Safety Team advice and guidance on health and safety matters.

It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc.)

Establishments will need to review and amend where necessary their Health and Safety policy from time to time. A review is to be carried out annually. (The legislation requires this is done no longer than every 2 years)

Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

For further information and guidance contact: Oldham Council Health and Safety Team Tel: 0161 770 3165
healthandsafety@oldham.gov.uk

HEALTH AND SAFETY POLICY

Beal Vale Primary School

PART 1.

STATEMENT OF INTENT

The Governing Body of Beal Vale Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office, on the office server, the school's website and on the Every system.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Health, Safety and Wellbeing service;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

This policy statement also works in conjunction with various policies including but not limited to Educational Visits Policy. Medication Policy. Behaviour Policy. Lockdown Procedures and Critical Incident

Plan.

Signature

C Richards

[Insert Name], Chair of Governors

Christopher Richards

25/03/2020

Signature

L Beaumont

[Insert Name], Executive Head

Lara Beaumont

25/03/2020

Signature

A Hussain

[Insert Name], Head of School

Ashfaq Hussain

25/03/2020

PART 2. ORGANISATION

Crompton House Church of England Multi Academy Trust as the employer has overall responsibility for Health and Safety in its schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

A Health & Safety Governor, Pauline Evans has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher and/or the School business manager in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Trust as the employer provides access to competent Health & Safety Advice via Oldham Council's Health and Safety Team, Tel: 0161 770 3165 healthandsafety@oldham.gov.uk

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Trust's health and safety policy and procedures, rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Trust Board and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Chief Executive Officer any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

Risk Assessments/ Monitoring and completing reports – Business Manager/ Site Manager

Responsibilities of other staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head and/or business manager of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The school is also the lead agency of Network **Nursery** and thus retains overall responsibility for Health & Safety. The local arrangements of this policy will therefore apply equally to the nursery.

The day to day management of health and safety within the **nursery** is the responsibility of Ms D Mure, Nursery Manager.

Where the nursery have alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the Nursery manager will develop their own local health and safety arrangements to supplement those of the school.

PART 3. LOCAL ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming
- Appendix 23 - Work Experience
- Appendix 24 - Critical Incident Plan

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the school business manager following guidance contained in the [Health and Safety Handbook - Schools](#) and are approved by the Headteacher/ Head of School.

Risk assessments are available for all staff to view and are held centrally in the school office and on the office server. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the head teacher, the head of school or the school business manager. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teachers using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in lesson plans.

All schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition, the following publications are used within the school as sources of model risk assessments:

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

THE TRUST has adopted the guidance of Oldham LA's *Guidance for Educational Visits and Outdoor Education Activities* for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance available via <https://evolve.edufocus.co.uk>.

Responsibilities of key roles are:

[Visit leader](#)

[Education Visit Co-ordinator](#)

[Headteacher](#)

The LA's Offsite Visits Advisor must be notified of all Category C trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas routine / low risk activities taking place near the school.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, Mr A Hussain who will check the documentation and planning of the trip and if acceptable refer the visit for approval to The Headteacher.

THE TRUST recommends that the EVC should attend training and refresher training every 3 -5 years.

The school has a separate policy for Educational Visits.

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the School Business Manager, Head of School and/or Site Manager.

Inspections of individual classrooms will be carried out by class teachers or nominated staff. (if applicable)

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with the Head of School and/or the Executive Head.

A named governor Pauline Evans will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS
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The Head of School/ Executive Head is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)' <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises> and the [Health and Safety Handbook - Schools](#).

The fire risk assessment is located in the school office and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and separate fire guidance documentation as well as the school's critical incident plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Business/ Site managers and updated to The Trust.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity) are available from the Site Manager or on the Site plan.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager in the school office for consultation.

Lockdown Procedures

Each academy to have written procedures on what to do in the event that the school faces a situation where it is necessary to quickly restrict access and egress to a site

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the cabinet under the fire alarm and/or on the Every system.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer currently Guardian Technical.

A fire alarm maintenance contract is in place currently with Guardian Technical and the system tested every 6 months by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all fire fighting equipment remains available for use and operational.

Fire Queen currently undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the site manager.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system is currently undertaken by Corlett electrical.

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extracurricular activities).

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

Mrs L Pullin	Mrs L Smethurst	Mrs T Tushingham	Mrs A Jackson-Sharp
Mrs D Blackburn	Mrs J Hirst	Mr C Smethurst	

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

Mrs J Foley	Mrs S Norbury	Mrs L Pullin	Mrs B Keeley
Mrs K Day	Mrs J Rome	Mrs J Finnegan	Mrs R Kersley
Mrs F Seville	Ms C Hewitt	Mrs J Hayes	Mrs J Boswell
Mrs M Khanum	Miss C Founde	Mrs E Bowden	Mrs K Hall

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

All above

OTHER TRAINING IN EMERGENCY FIRST AID ¹ (6 hr):

First aid qualifications remain valid for 3 years. The school business manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The first aid room.

A member of the school administration team is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The school office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept in the school office and maintained by administration staff.

¹ Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

All non-emergency medication kept in school is securely stored in a designated lockable fridge and a designated locked medicine cabinet with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. Asthma sprays held in the infant classrooms are under the teachers control, clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Senco and school business manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the school office with copies held in the child's individual classrooms.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book held in the school office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to The Trust Estates Manager and Oldham Council Health & Safety Team.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Head of School/ Executive Head, Chief Executive Officer and the Local Governing Body.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Head of School/ Executive Head, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Head of School/ Executive Head is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Oldham Council Health & Safety Team on 0161 770 3165.

Incidents resulting in the following outcomes must be reported to Oldham Council Health & Safety Team.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

See the HSE information sheet '[Incident reporting in schools](https://www.hse.gov.uk/pubns/edis1.pdf)' <https://www.hse.gov.uk/pubns/edis1.pdf>

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Health and Safety committee or the full governing body.

The governing body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is Janice Wild for teaching staff and Joanne Finnegan for support staff.

Staff meetings are held weekly for teachers and half termly for support staff and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the health and safety policy is given in the [Health and Safety Handbook - Schools](#).

The Health and Safety Law poster is displayed in the school office.

The Trust as the employer provides access to competent H&S advice via Oldham Councils Health & Safety Team Tel: 0161 770 3165 as required by the Health and Safety at Work etc. Act 1974

Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the school office within staff files and on the schools server under the Health and Safety file. The school business manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head of School/ Executive Head will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Head of School's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head of School/ Executive Head. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

The school has a separate Lone Working Policy. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the Executive Head/ Head of school or the Business Manager.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

The staff member will be given the personal contact details for the site manager (cleaners) or school business manager to allow them to contact before entering the premises and to confirm they have left.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague. They should not enter the premises unless they are sure it is safe to do so.

Mr N May – Site Manager

Mr A Hussain – Head of School

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager or in their absence the Business Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is held with cleaning services as part of their cleaning contract. School based training details are held on the staff files and the schools statutory training records.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office and the Every System by the site manager. (Key areas for compliance are outlined in the DfE's [Good Estate Management for schools](https://www.gov.uk/guidance/good-estate-management-for-schools))
<https://www.gov.uk/guidance/good-estate-management-for-schools>

Curriculum Areas

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the site manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted currently by Corletts or another suitably trained contractor at an annual frequency of inspection and testing.

The Site Manager and/or the Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by on a maximum of a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the site manager will instruct a suitably qualified specialist to conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection currently by Sportsafe Uk Ltd.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “*Control of Substances Hazardous to Health Regulations 2002*” (COSHH Regulations).

Within curriculum areas (in particular science and DT) class teachers are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the site manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the site manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

An asbestos survey and management plan is in place for the school in accordance with the Health and Safety Handbook - Schools. The school's most recent asbestos management survey was conducted on 30/10/2019.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school office.

The Head of School/ Executive Head will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to Unity Partnership the Trust's asbestos consultant.

The school's asbestos authorising officers are the Site Manager (Mr N May) and the Head of school (Mr A Hussain) and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head of School / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to Unity Partnership.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign in using the Inventory System and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Unity Partnership or another suitably qualified project management company on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a Unity Partnership property framework contractor as a method of procuring works. These contractors have satisfied that they understand and abide by health and safety regulations.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

WORK AT HEIGHT

² Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders, see <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishments nominated person(s) responsible for work at height is Mr A Hussain.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is properly controlled.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Mr A Hussain and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Health and Safety Handbook – Schools](#) and in the DSE Guidance and Policy.

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided. A risk assessment is in place for pedestrian / vehicle segregation.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Head of School/ Business Manager.
A separate lettings policy is in place.

APPENDIX 19

MINIBUSES

NOT APPLICABLE

APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards.

The school manages stress in various ways such as responding to individual concerns and monitoring staff workloads eg mentoring, personal development plans, Employee Assistance Programme.

APPENDIX 21

LEGIONELLA

A water risk assessment of the school has been completed on 18th November 2019 by Cleartech. The site manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Cleatech and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

SCHOOL SWIMMING**Primary school swimming in public**

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP)) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

CRITICAL INCIDENT PLAN

Beal Vale Primary School have a Critical Incident Plan. Copies of which are only to be disclosed to relevant staff.