



Health and Safety Policy

Reviewed By:	Michele Barthram, School Business Manager
Date:	04/05/2021
Review date:	04/05/2022

Contents

- 1. Introduction and Overview**
- 2. Risk Assessments**
- 3. Off-site Visits**
- 4. Health and Safety Monitoring and Inspection**
- 5. Fire Evacuation and other Emergency Arrangements**
- 6. First Aid and Medication**
- 7. Administration of Medicines**
- 8. Accident Reporting**
- 9. Health and Safety Information and Training**
- 10. Lone Working**
- 11. Premises and Work Equipment**
- 12. Flammable and Hazardous Substances**
- 13. Lifting and Handling**
- 14. Asbestos**
- 15. Contractors**
- 16. Work at Height**
- 17. Display Screen Equipment (DSE)**
- 18. Vehicles on Site**
- 19. Stress/Wellbeing**
- 20. Infection protection and control**
- 21. Grounds Maintenance and Tree Management**
- 22. Legionella**
- 23. Visitor Arrangements**
- 24. Violence at work**
- 25. New and expectant mothers**

I. Introduction and Overview

I.1. Rationale and Scope

Big Education Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & 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 establishment's organisation and its arrangements for dealing with the 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 issued to, all members of staff. A reference copy is currently kept on the Source (School 21's internal communications portal) and the policy is available to view on the school's website.

This policy will be reviewed on an annual basis or sooner if circumstances change which need reviewing.

I.2. Relevant legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

This list is not exhaustive. The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

1.3. Roles and responsibilities

1.3.1. The Trust has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher and other staff members.

The Trust are responsible for:

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

At Trust level the Finance, Personnel and Audit Committee will take an overview of health and safety standards across the Trust and agree Trust level policies.

1.3.2. The Headteacher and School Business Manager

The headteacher and the school business manager are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the trust on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Business Manager assumes the above day-to-day health and safety responsibilities.

1.3.3. Health and Safety Coordinator (Facilities Manager)

The Health and Safety Coordinator, the Facilities Manager, is responsible for the coordination of health and safety management throughout the school.

The Health and Safety Coordinator is responsible for:

- Making an annual report on health and safety matters to the Headteacher and the Trust Assisting with inspections and safety audits
- Investigating and advising on hazards and precautions
- Developing and establishing emergency procedures, and organizing fire evacuation practices within the school
- Having a general oversight of health, safety and first aid matters,
- Making recommendations to the Headteacher for matters requiring immediate attention e.g. changes to the legislation or outcomes from site safety inspections
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation

- Publicising safety matters
- Liaising with outside bodies concerned with health and safety e.g. occupational health consultants
- Monitoring accidents to identify trends and introduce methods of reducing accidents
- Ensuring that reports on health and safety matters with respect to the school site are prepared
- Keeping records of hazards identified on site by staff and the remedial action taken and when
- The provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments
- Ensuring all accidents within the area of responsibility are recorded in line with school policy
- Ensuring that site safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate)
- Ensuring that all portable electrical equipment is tested on an annual basis
- Ensuring equipment, including personal protection equipment (PPE) is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- Ensuring the compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards have been removed
- Ensuring that fire hazards are accessible and that fire-fighting equipment is correctly positioned and serviced
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring that other staff are aware of their responsibilities as appropriate
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem

1.3.4. Department Leads

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective heads of faculty/department are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities.

- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum of the department does not involve staff and students in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and the selection of work equipment.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Facilities Manager.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment) and ensure that all staff are aware of and make use of such guidance in their department/faculty/section.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems referred to them by staff, and to inform the Headteacher or the Facilities Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

- High risk departments such as Science, PE and Art have prepared their own health and safety policy and these are displayed in their faculty / departmental office. Similar to the whole school health and safety policy, they are reviewed every year unless there are major changes.

1.3.5. Staff

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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 the 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.
- Coordinate 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.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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.
- School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

1.3.6 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

1.3.7 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

2. Risk Assessments

2.1. General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) are coordinated by the Facilities Manager following guidance from the Business Manager and health and safety consultants and are approved by the Headteacher.

These risk assessments are held centrally by the Business Manager, some of which can be located on the source.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of changes to risk assessments relating to their work.

2.2. Individual Risk assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the Business Manager or Facilities Manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

2.3. Curriculum Activities

Risk assessments for curriculum activities are carried out by Department Leads using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use.

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

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice.
- Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk>

- CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
- Topics in Safety, 3rd edition ASE 2001
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk>

3. Off-site Visits

When taking pupils off the school premises, the member of staff leading the trip will ensure that:

- The off-site visit is planned using the trip forms available on the source.
- A risk assessment will be completed where required
- The off-site visit has appropriate staff to student ratio (as outlined in the Educational Visits Policy on the Source), as well as the appropriate members of staff on the visit (including a Pupil Achievement Coach where there is a student with a statement of special education needs or an education health and care plan).
- Staff will have a means of getting in touch with parents/carers, the school etc., and take with them a portable first aid kit, information about the specific medical needs of pupils along with parents'/carers' contact details
- There will always be at least one first aider (with a current paediatric first aid certificate for reception trips) on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4. Health and Safety Monitoring and Inspection

A general inspection of the site takes place termly. This inspection is coordinated by the Facilities Manager.

Monitoring inspections of individual departments will be carried out by Department Leads' nominated staff annually. Records of such monitoring will be kept by the Facilities Manager.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Facilities Manager. Responsibility for following up items detailed in the safety inspection report will be shared between the Department Lead and the Facilities Manager.

Additionally, the school will have an annual health and safety audit carried out by an independent health and safety consultant.

5. Fire Evacuation and other Emergency Arrangements

The Facilities Manager is responsible for ensuring that School 21 has a current fire risk assessment with action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is kept on file by the Facilities Manager and is reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

5.1. Emergency Evacuation Procedure

- These documents are made available to all staff and included in the school's induction process. A copy of the Fire Safety Policy & Fire/Emergency Evacuation Procedure is available on the Source. An outline of the evacuation procedures is made available to all contractors/visitors and a fire action notice is posted next to each break glass throughout the site.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Fire and emergency evacuation procedures are displayed in every room (offices and classrooms) showing the nearest fire escape route. These procedures are reviewed annually alongside the fire risk assessment.
- Emergency contact and key holder details are maintained by the Facilities Manager and updated upon review.
- Fire drills will be undertaken termly, and a record kept in the fire log book.
- 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 and they have had the appropriate training.**
- Ensure the alarm is raised **before** attempting to tackle a fire. Fire extinguishers are located in all stairwells and high risk areas such as catering, Science labs, boiler room /plant room. The school sought advice from a BAFE (British Approvals for Fire Equipment) accredited company as to where to locate the extinguishers.

5.2. Details of service isolation points:

Gas	Sub-station opposite main plant room (North-West side of building)
------------	---

Water	Main plant room (North-West side of building)
Electricity	Sub-station opposite main plant room (North-West side of building)
Chemicals and flammable substances inventory	Inventory kept by Facilities Manager in office. Signage to chemicals stores displayed on entrances

5.3. Fire Prevention, Testing of Equipment

- Fire alarm call points are tested weekly in rotation by the Site Team and a record kept in the fire log book. This test takes place every Wednesday morning at 7:15am.
- Any defects on the system are reported immediately to the current fire alarm maintenance contractor, ADT. The system is inspected twice a year, covering at least 50% of the system on each visit.
- Fire Safety Services undertakes an annual maintenance service of all firefighting equipment.
- The site team checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering on a regular basis and no less than once per term.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Facilities Manager.
- The emergency lighting system is checked for operation half termly in house by the site team and recorded as flick tests in the fire log.
- A competent contractor is appointed to carry out bi-annual testing of emergency lights. Test records are located in the Site Office.
- The Site Team carry out regular checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

6. First Aid and Medication

A full list of first aid staff is displayed on posters around each school in the trust.

If students are complaining of headaches, stomach upsets or displaying symptoms of a cold/flu, they should be referred to the Medical Officer who will send students home where

necessary, checking attendance of older students first. They should **not** be referred to the First Aiders because these are not first aid issues.

When a student is in need of first aid, please contact reception who will radio the First Aider on duty.

After first aid has been administered the incident/injury must be recorded on Medical Tracker. If further documentation is required because it is a major injury, then the Facilities Manager will liaise directly with the First Aider if that need arises. If the student is well enough after first aid has been administered, they should go straight back to lessons. They will be escorted by the First Aider.

Depending on how unwell they are, the student can wait in the medical room whilst awaiting collection.

6.1. Procedure for Reporting Accidents

- The member of staff who has been notified of an accident must ensure that any injured person receives first aid. Where appropriate ensure that an ambulance is summoned.
- The member of staff to record on medical tracker.
- Major accidents such as fracture, dislocation of shoulder/limbs, unconsciousness requiring resuscitation must be reported to the School's H&S Advisor through the Facilities Manager
- It is the responsibility of the Department Leader, if the accident happened during a lesson, to investigate the cause of the accident to ensure that necessary measures are put in place to prevent a recurrence. If the matter is outside the jurisdiction of the Department Leader then the latter should ensure that the details of the incident/accident are passed on to the appropriate person responsible for taking action e.g. if a member of staff trips on defective flooring, then the Department Leader should notify the Facilities Manager or in his absence the School Business Manager.
- Following the investigation, the Department Leader is to complete an investigation checklist available from the Facilities Manager.
- The Facilities Manager will notify the school's H&S Advisor when necessary.

[Protocols for the provision of First Aid during the Covid-19 pandemic](#)

7. Administration of Medicines

All medication will be administered to students in accordance with the DfE document ["Supporting pupils at School with medical conditions"](#)

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / guardian and with the consent of the Medical Officer. Records of administration will be kept in the medical room.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the medical room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the filing cabinets in the medical room, and clearly labelled.

7.1. Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by the School Nurse and the Medical Officer, and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

8. Accident Reporting

All major accidents and incidents will be reported to the school's H&S Advisor by the Facilities Manager, who will decide on the appropriate steps to take.

Accidents are recorded on Medical Tracker. As much detail as possible must be supplied when reporting an accident. Each accident must be recorded on Medical Tracker as soon as possible after the accident occurred.

Records held on medical tracker will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Repayments) Regulations 1979, and then securely disposed of.

8.1. Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health & Safety Advisor on 01987208270 or 07585974706, who will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the Health & Safety Advisor as soon as they occur.

The quickest way of doing this is by emailing it to safety@rosherville.org.uk

Reportable injuries, diseases or dangerous occurrences include:

- death
- specified injuries. These are:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injuries to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding)
 - any scalping injury
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - where an accident leads to someone being taken to hospital
 - where something happens that does not result in an injury, but could have done
 - near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - the collapse or failure of load-bearing parts of lifts and lifting equipment
 - the accidental release of a biological agent likely to cause severe human illness

- the accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Positive Covid-19 tests on pupils and staff will also be reported through RIDDOR.

Schools with early years' provision will also:

8.2 Notifying parents

The Medical Officer will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

8.3 Reporting child protection agencies

The Inclusion Manager will notify the Newham Child Protection Agency of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

8.4 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

9. Health and Safety Information and Training

9.1. Communication of Information

The Facilities Manager is responsible to communicate Health & Safety information to all staff
The Health and Safety Law poster is displayed in the reception.

There is also a Health and Safety notice board to display all relevant Health and Safety matters referred to above.

The Health & Safety Advisor will provide competent health and safety advice.

9.2. Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Facilities Manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances)
- Refresher training where required

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

10. Lone Working

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) should not be undertaken whilst working alone. If there is any doubt about the task to be performed then the task will be postponed until other members of staff are available.

Lone working may include:

- late working
- home or site visits
- weekend working
- site manager duties
- site cleaning duties
- working in a single occupancy office

Where lone working cannot be avoided staff should:

- Obtain the Head teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) staff are only allowed to do so when accompanied by another member of staff. They should notify a colleague of their whereabouts and the estimated time of return. (Staff undertaking home visits to obtain as much background information as possible about the child/family being visited).
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible or with support from the school's key holding company. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where staff may have felt "uncomfortable".

The lone worker must be medically fit to work alone.

11. Premises and Work Equipment

Regular statutory inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by the HSE and H&S Advisor. Records of such monitoring will be held by the Facilities Manager, Science Technicians, Cleaning Supervisor, DT Technician and Departmental Leaders.

Individual Department Leads are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Equipment restricted to those users who are authorised / have received specific training can be found in the training records of individual members of staff.

All staff are required to report to the Site Team any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

11.1. Curriculum areas

Department Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

11.2. Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by a qualified contractor arranged by the Facilities Manager.

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

Major fixed wiring circuits are tested on a rolling programme of 20% each year, covering the total over a period of five years.

11.3. External play equipment

The external play equipment will only be used when supervised. Equipment will be checked daily before use for any apparent defects by a member of staff. Play equipment is subject to an annual inspection by a qualified contractor arranged by the Facilities Manager.

12. 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”*** (the COSHH Regulations). Within curriculum areas (in particular Science and DT) Departmental Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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. Remember the safety data sheets are not your risk assessments for that chemical but information only.

- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved suppliers, these are adapted to suit specific use of material on site).
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals 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.

12.1. Radioactive sources

The school follows CLEAPSS guidance L93 in Managing ionising radiations and radioactive sources as well as guidance from the H&S Advisor on radiation protection

The member of staff in charge of radioactive sources (RPS) is Head of Science and is responsible for ensuring all records pertaining to radioactive sources are maintained.

13. Lifting and Handling

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Facilities Manager 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.

13.1. Paediatric Moving and Handling

All staff who move and handle students have received appropriate training

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

I 4. Asbestos

The asbestos register is held in the Facilities Manager's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's Asbestos Authorising Officers are Humphrey Aiyanyor-Irabor and Michele Barthram. The refresher training is required every 3 years.

The Facilities Manager shall ensure:

- The asbestos log is maintained and is up-to-date
- All work on the fabric of the building or fixed equipment is checked against the asbestos management plan and if necessary advice sought from the H&S consultant before work commences
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Facilities Manager with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager, who will contact the Health and Safety Advisor for advice.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Facilities Manager.

I 5. 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 reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions from the Site Team.

All contractors must be accompanied by a member of the Site Premises Team at all times unless they have submitted a valid DBS certificate to the front office.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

15.1. School Managed Projects

Where the school undertakes projects directly, the Trust would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Facilities Manager who will ensure that the Trust's ' approval / Trustees is sought before work can start. Also, all statutory approvals, such as planning permission and building regulations need to be obtained. This would include whether CDM regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used prior to works commencing on site.

16. Work at Height

It is the trust's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Facilities Manager is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- The height of the task; the duration and frequency; and
- The condition of the surface being worked on. However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

We will ensure that work is properly planned, supervised and carried out by a competent person with the skills, knowledge and experience to do the work.

In addition:

- the facilities team retains ladders for working at height
- students are prohibited from using ladders
- staff will wear appropriate footwear and clothing when using ladders
- contractors are expected to provide their own ladders for working at height
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- access to high levels, such as roofs, is only permitted by trained persons

16.1. Competence

The Facilities Manager must ensure that all persons undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Facilities Manager should seek advice from the H&S Advisor.

16.2. Must Do's

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- Prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- Do as much work as possible from the ground
- Ensure workers can get safely to and from where they work at height

- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Make sure you don't overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Consider your emergency evacuation and rescue procedures.

16.3. Safe Use of a Ladder

- Suitable access is provided where appropriate.
- All ladders, step-ladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained.
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use.
- Ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles.
- Where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity.
- Ladders are only used on a surface that is flat and in good condition.
- Ladders are secured when in use; either at the top or bottom and an arrangement is in place for the suitable storage of ladders.

16.4. Roof Work

The Facilities Manager is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- A Permit To Work (PTW) must be put in place.
- A suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the Facilities Manager.
- Anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised.
- Prohibition on lone working.

17. Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, finance staff etc. should have an assessment.

The DSE assessor for the school is the Business Manager.

Advice on the use of DSE is available from the H&S Advisor.

18. 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. The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

19. Stress/Wellbeing

The school and Trust are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stress through risk assessment, in line with HSE guidance.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. through risk assessment and Occupational Health referral.

20. Infection, prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

20.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals

- Cover all cuts and abrasions with waterproof dressings

20.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

20.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

20.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

20.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

20.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

20.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

20.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

20.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

20.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

21. Grounds Maintenance and Tree Management

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Facilities Manager to:

- Select a competent arboriculturist to manage the individual trees, shrub and perennial/annual plants.
- In particular, to undertake a risk assessment to determine the health and safety of the trees.
- To produce a risk assessment and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural activities are undertaken by PRS (formerly Newham) and the contract is monitored by the Facilities Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Facilities Manager.

For further information, relating to COSHH or the Management of Contractors refer to the relevant section of this policy.

Useful link

Arboriculture Association <http://www.trees.org.uk/>

22. Legionella

The school complies with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by H2O Nationwide and the Facilities Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The Facilities Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by the named company above.

The risks from legionella are mitigated by the following:

- weekly temperature checks
- weekly flushing of taps
- disinfection of showers
-

23. Visitor Arrangements

If you are expecting a visitor to school, always inform the main reception where they will be signed in and wear a visitor's badge. Visitors should not be left unaccompanied at any time. Anyone found wandering around the site without a visitor's badge and without a member of staff **must be** challenged and inform SLT.

If the visitor arrives before the reception is opened at 8:00am, the visitor needs to wait in the reception until it is opened. If it is an emergency, the visitor needs to contact a member of the Site Team who will seek approval from SLT on site.

Any visitors without official business at the school, e.g. friends/family of staff or governors etc. must have prior permission from the Headteacher, or if during school holidays, the Business Manager before bringing the visitor into school. The visitor must sign in at reception and wear a visitor's badge and must be accompanied by a staff member at all times whilst on school property.

24. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

25. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Speak to your midwife or maternity team if you have symptoms of Coronavirus.

- **20. Monitoring**

- This policy will be reviewed by the Business Manager annually.
- At every review, the policy will be approved by the Trust