



# LIGHTHOUSE SCHOOLS PARTNERSHIP

## HEALTH AND SAFETY POLICY Statutory

Policy Approved by the Board of Trustees

Signed: *David Tossell*

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Date 8<sup>th</sup> Sept 2017

Chair of Board of Trustees

Authorised for Issue

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Date 1<sup>st</sup> Sept 2017

Executive Principal

## Document History

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This Policy applies to all schools and employees within the Lighthouse Trust Partnership.

# HEALTH AND SAFETY POLICY STATEMENT

## General Policy

It is the policy of the Lighthouse Schools Partnership (LSP) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

The LSP will ensure, so far as is reasonably practicable, that

- the premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The LSP recognizes its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. When staff or students operate on behalf of the LSP, an assessment of risks specific to the school's activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Lighthouse Schools Partnership Board of Trustees.

Specific health and safety policies of each Lighthouse Schools Partnership schools must integrate into this Health and Safety Policy.

All Members, Trustees, Governors, Headteachers and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual school arrangements together with the Health and Safety manual provided by PCS Enterprises as a source of safety information and guidance.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate, or allocated health and safety officer and/or school's and/or Trust's leadership team.

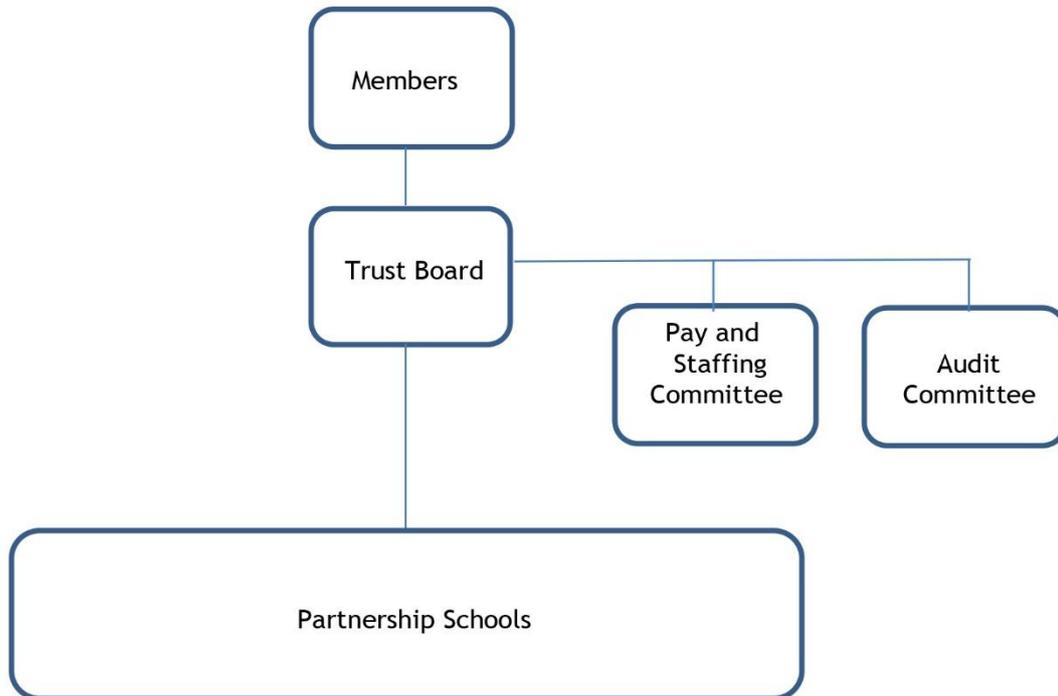
The Lighthouse Schools Partnership commits itself to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The trusts competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the schools. We aim to encourage, support and develop a

positive and proactive approach for students, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools' strategy, UK or EU law and any changes will be brought to the attention of all staff.

# HEALTH AND SAFETY POLICY LIGHTHOUSE SCHOOLS PARTNERSHIP ORGANISATION AND RESPONSIBILITIES



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## Introduction

The Lighthouse Schools Partnership (LSP) recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the Lighthouse Schools Partnership, each LSP school and anyone who visits the school's premises.

LSP understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the LSP Board of Trustees. This LSP Health and Safety policy directly relates to the Board of Trustees, as a corporate body, the Local Governing Bodies, the Executive Headteacher team whose membership is the Executive Principal, the Headteachers of the individual schools within the trust and the LSP Chief Operating Officer.

The following is an outline of duties and responsibilities that have been assigned to these specific groups.

Each LSP school has its own Health and Safety organisational structure and arrangements. Each school has assigned delegated health and safety roles and responsibilities to the Headteachers and school staff in their Health and Safety Policy. Management and monitoring mechanisms are in place to provide the overview of statutory compliance.

## 2 Lighthouse Schools Partnership Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring LSP safety management systems, managing the Trust risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The Board of Trustees committees, the Local Governing Bodies and the Executive Headteacher Team will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Lighthouse Schools Partnership (LSP) Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the LSP
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the LSP.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the LSP Health and Safety Policy statement.
- Provide and ensure an overall Trust health and safety strategic development plan is implemented and undertaken.
- Warrant that all external and third party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.
- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the LSP to meet their statutory requirements.
- Ensure that the Headteacher Executive Team assists the Trust by
  - i. implementing and reviewing policies
  - ii. strategic and operational decision making
  - iii. ways of reducing the likelihood of people getting harmed by the Trusts activities
  - iv. providing findings from health and safety audits
  - v. ensuring that compliance audits, building condition surveys and inspection audits are carried out
  - vi. complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - vii. minimising the likelihood of prosecutions and penalties under current Health and Safety legislation
  - viii. ensuring that there is an overall development plan outlined and implemented.
- Provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Establish and ensure effective accident reporting and investigation procedures are in place across the Trust.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the Trust.
- Ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Chief Operating Officer and reported to the Trust, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring

- Ensure there is an effective business continuity and emergency plan and procedures for the safe evacuation of all the Trust premises. Contingency emergency arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the LSP.
- Be responsible for the Safeguarding Policies and application across the LSP and ensure effective safeguarding is in place.

### 3. LSP Audit Committee

The LSP Audit Committee's responsibilities are to:

- Implement an overall trust health and safety strategic development plan.
- Identify and manage risk, at all levels of the Trust.
- Openly and transparently inform the Board of Trustees on
  - i. implementing and reviewing policies
  - ii. strategic and operational decision making
  - iii. ways of reducing the likelihood of people getting harmed by Trust activities
  - iv. findings from health and safety audits, compliance audits, building condition surveys and inspection audits
  - v. Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance from the LSP Board of Trustees and that the Trust is getting value for money.
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented.
- Ensure that there are adequate communication and cooperation channels between all levels of the Trust and relevant third parties, to ensure that the LSP meet their statutory requirements.
- Receive reports from the Chief Operating Officer, which incorporates information and advice from PCS Enterprises, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every school.
- Ensure that an effective business continuity and emergency plan and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.

### 4 Chief Operating Officer supported by the individual School Business Managers

The Chief Operating Officer must

- In co-operation with the Headteachers of the individual schools implement and review individual Health and Safety Policies to ensure that they reflect the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by LSP activities.

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Implement and monitor an informed, proportionate and prioritised risk management system for the LSP.
- Receive a progress report on individual school findings, issues and progress to date on Health and Safety Audit action plans.
- Monitor the structure, attendance, agendas and minutes from the school Health and Safety Committees.
- Meet three times a year with the individual schools' Business Managers, or Headteacher where no Business Manager is in post, for feedback from the schools and issues from their Health and Safety Committees.
- Be the point of contact to enable staff representatives, and Senior Leadership Teams of the schools to discuss higher level Health and Safety issues e.g. funding and building issues.
- Implement spot checks on specific target areas for consistency of approach and compliance.
- Implement an effective accident reporting and investigation procedure across the LSP.
- Record, implement, monitor and review the business continuity plans across the LSP, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Monitor and review that contingency emergency arrangements are in place to ensure that the LSP strategic and education operations continue in line with statutory requirements.

## 5 Other Employee Duties

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 responsibility to:

- Comply with the LSP's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- 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 schools' arrangements for health and safety.
- Co-operate with the schools' leadership and 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.
- Inform the schools management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
- 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.
- Report any 'Health and Safety Cause for Concern' using the local reporting procedure.

## **First Aid**

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

## **Trade Union Representative**

Any trade union representative will be encouraged to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the Health and Safety representatives on Health and Safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

## **6. Competent Health and Safety Advice**

The LSP will seek competent Health and Safety advice to meet their management and Board legal duties. Currently the service is provided by PCS Enterprises across the Trust.

Priory Community School Enterprises Ltd. has been contracted to provide an effective health and safety service, as published within the Service Level Agreement for the school.

A summary of the Service Level Agreement is to:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Ensure that all Members Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the LSP.

# HEALTH AND SAFETY POLICY

## YATTON SCHOOLS

### ORGANISATION AND RESPONSIBILITIES 2017/2018

Yatton Schools recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

Yatton Schools understand the Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer which is the Lighthouse Schools Partnership.

The following is an outline of duties and responsibilities that have been assigned to the Headteacher, Local Governing Body and members of staff.

#### 1. Local Governing Body

**The Local Governing Body must ensure that:**

- In co-operation with the Lighthouse Schools Partnership (LSP) Board of Trustees, and the school Headteacher, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, and that the organisation and arrangements sections revised and new arrangements are implemented, as and when necessary.
- All reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly
- Where reasonably practicable sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety within the school.
- When awarding contracts, health and safety is included in specifications & contract details
- Regular health and safety inspections of the premises are carried out and recorded
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the school premises and in line with current legislation.
- The Local Governing Body appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards for the school.
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation of the school.
- Health and safety is on the agenda by including it intrinsically with business discussions.
- A Health and Safety Committee is established with key representation from senior school staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.

#### 2. Headteacher

The Headteacher is responsible and accountable for the implementation and compliance of this policy within the school.

The Headteacher is responsible for:

- Co-operating with the Local Governing Body to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring a positive health and safety culture is encouraged and developed within the school.
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the local Governing Body and other agencies where necessary.
- Ensuring the development and implementation of the overall health and safety strategic plan.
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures, and that they are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that a Health and Safety Committee is established with key representation from senior school staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- 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.
- Reporting to the local governing body and the LSP Chief Operating Officer any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a safe working condition.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role.
  - i. Ensuring that pupil off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to
  - ii. ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
  - iii. ensure information and arrangements to parents/carer's of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively.
- Analysing the accidents and reporting them to the Business Committee on a termly basis.

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. The task of overseeing health and safety on the site has been delegated by the Headteacher to the Business Manager (NB Delete if no Business Manager in post). It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

### **3. Business Manager**

The Business Manager is responsible and accountable for delivering the schools health and safety strategic plan in collaboration with the Headteacher. The Business Manager must also ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation, as advised by the Trust's competent Health and Safety provider.

The Business Manager is also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the school premises.
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Review existing health and safety policies and procedures in the school, to ensure all staff students and contractors adhere to them.
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation of school premises.
- To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- Convene and attend all Health and Safety committee meetings. Working with the Headteacher to ensure that a Health and Safety Committee is established with key representation from senior school staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Monitor purchasing and contracting procedures to ensure compliance with the schools finance policy.
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
- Ensure there is a systematic and methodical system for the inspection and servicing of workplace equipment in the school.
- Be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the school premises. This should be undertaken with guidance from the LSP Chief Operating Officer.
- Ensure competency of all contractors engaged by the school to undertake work or activities at the school e.g. insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records, DBS.
- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. 'Principal Designer' has been appointed.
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, school activities, ensuring safeguarding requirements are met.
- Ensure the school notifies the LSP ahead of entering into any new contracts.
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- Ensure the development of the overall health and safety strategic plan.

#### 4. Site Manager

The Site Manager is responsible and accountable to the Business Manager and Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Site Manager's responsibilities are to:

- Report to the Business Manager any defects and hazards that are brought to his/her notice.
- Notify the Business Manager whenever contractors are due to enter the school to undertake

maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.

- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Business Manager for actions to be considered, authorised and implemented.
- Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
- In conjunction with the Business Manager ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site, cleaning and catering staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school. Once tested ensuring that a full list of items tested is generated and retained.
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- Ensure that all contractors share the schools commitment to safeguarding children.
- Undertake and co-ordinate the site teams specific emergency procedures, as details in the emergency plan.
- Manage full details of Compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

## 5. Deputy & Assistant Headteachers & Phase Leaders

Line Managers are responsible to the Business Manager for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:-

- Developing strong, positive Health and Safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students
- Applying the school's Health and Safety policy to their own department or area of work and be directly responsible to the Business Manager for the application of the health and safety procedures and arrangements to all staff and students
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk departments, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS<sup>1</sup>, AfPE<sup>2</sup> and ensure that all staff are aware of and make use of such guidance

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<sup>1</sup> CLEAPSS covers:

- health and safety including model risk assessments,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings.

- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health, safety and welfare problems members of staff referred to them, and inform the Headteacher/Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carrying out termly inspections (as a minimum - 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with school procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the Business Manager of any identified training needs annually via the training development plan and as part of the induction programme for any new staff that join during the year
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

## 6. Teaching Staff, HLTAs and Supply Teachers

Teaching Staff and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:-

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to
- Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting

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<sup>2</sup> [Association for Physical Education](#)

- Setting an example by personally following safe working practices
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Ensuring that all electrical equipment is visually checked before use
- Reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced
- Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons
- Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility

## 7. Employee Duties

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 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.
- 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 schools arrangements for health and safety.
- Co-operate with the schools leadership and 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.
- Inform their immediate line manager if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
- 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.
- Report any 'Health and Safety Cause for Concern' via the school reporting procedure.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

## 8. First Aiders and Nominated Persons

Staff who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders should also ensure that the first aid cupboard has a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the School and ensure that students receive appropriate attention and advice. Parent/guardian to be informed.
- Depending on advice from paramedics, the parent/guardian OR member of staff, will escort them to a doctor or hospital where injuries are considered more serious. Telephone parent/guardian to inform of status of student.
- To complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Headteacher of all serious incidents.
- To inform the Headteacher of all RIDDOR reportable incidents within 24 hours of the incident occurring.

## 9. Healthcare Assistants

The Healthcare Assistants will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the school using their own knowledge and skills, to contribute positively to the overall welfare of the school and its students.

The Healthcare Assistants will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises, including restocking first aid boxes.
- Completing accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately informing the Headteacher of all serious incidents
- Informing the Headteacher of all RIDDOR reportable incidents within 24 hours of the incident occurring.

### Administration of Medication

The First Aid Coordinator will also be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of students and staff at the School, ensuring that confidential information is held securely.

## 10. Appointed Educational Visits Coordinator (EVC)

If an Educational Visits Coordinator (EVC) has not been appointed by the school, the roles and responsibilities remain with the Headteacher.

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role.
- Coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO is sought if applicable for individual students.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- Communicate all relevant information and arrangements to providers of off-site visits, staff,

students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.

- Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.
- Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom [www.oepng.info](http://www.oepng.info) , the Foreign Office, and the Lighthouse Schools Partnership, when appropriate.

## 11. Delegated Services

Delegated Services have been contracted to provide an effective health and safety service, as published within the Service Level Agreement for the school and are responsible for providing this service to the school.

A summary of the Service Level Agreement is to:

- Provide timely health and safety advice, support and training to the school and their staff.
- Ensure that all governors and staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections/audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the school
- Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices
- Manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- Assist and advise on investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs
- Liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on the schools' health and safety arrangements

## 12. Trade Union Safety Representative

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Headteacher and/or Business Manager to fulfil his or her duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

## 13. Pupils

All pupils are to adhere to detailed procedures and policies at the school.

## HEALTH AND SAFETY POLICY ARRANGEMENTS

### FOR

### YATTON FEDERATED SCHOOLS

Detailed below are the arrangements for ensuring that the aims and objectives of the Federation's Health and Safety Policy are implemented, to secure a safe and healthy working environment. Additional detailed guidance on arrangements can be found in the PCS Health and Safety Manual (<http://pcs-enterprises.org.uk>). However, the following are the schools specific arrangements that have been identified.

#### Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a promenade position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staff room.

#### 1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the Headteacher.
- All accidents should be recorded in an accident book. The pupil's accident books are located at all first aid posts. The staff accident book is located in the school office.
- The accident forms are held by the Headteacher or located on the PCS website.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Headteacher.
- Fatal or major injuries must be reported immediately by telephone to the North Somerset Health & Safety Department (01934 529355) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the Senior Leadership Team and the full Governing Body as appropriate, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to the North Somerset Health & Safety Department (01934 529355).

***Please refer to the Health and Safety Manual for further information and guidance***

#### 2. Asbestos

- The asbestos register is located in the School Office.
- Jo Keeble, Headteacher and Steve Chard, Site Manager have attended Asbestos Awareness Training, and will undertake regular refresher training.

- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet located in the front of the Asbestos Register.
- An asbestos management plan is located with the asbestos survey in the School Office.
- Staff responsible for monitoring and inspecting asbestos containing material is the Site Manager.
- Staff will report any damage to identified areas immediately to the Headteacher.
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access. The North Somerset Council will be contacted immediately for advice.
- Details of the location of asbestos-containing material is contained in the Asbestos Register.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

### **3. Contractors and Visitors**

All visitors and contractors must report to the main office. They will be signed in and be given a visitors badge and a health and safety leaflet. On leaving the site they will be required to sign out and inform the Business Manager of the work/actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date CRB checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?
- Has the contractor any references from other school projects?

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations/discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Headteacher, or Business Manager, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

#### **4. COSHH (Control of Substances Hazardous to Health)**

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by the Site Managers. Deliveries of hazardous substances are planned for outside the school academic hours and are temporarily stored in the outside store or immediately moved to the Caretaker's/Cleaning stores.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- Details of products used by the caretaker/site staff are kept by the Headteacher with a copy provided in each cleaning cupboard.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements.

## 5. Oxygen Cylinders

It is imperative that staff follow the correct procedure and risk assessments when handling, storing and transporting oxygen for individuals who need to use an oxygen cylinder or a conserver unit for respiratory assistance. Oxygen therapy should only be provided as prescribed by a general practitioner or other medical professional. The use of medical oxygen should be highlighted in the person centred care plan. The management control measures covering the safe use, handling, storage and transportation should be identified and recorded as part of the risk assessment process.

The headteacher must ensure that:

- All staff that work with an individual using medical oxygen must be fully conversant with this guidance and any resulting risk assessments.
- Staff that handle, change cylinders and assist service users to use medical oxygen must receive appropriate information, instruction and training, including identifying and reporting defects and dealing with emergency situations.
- The location of oxygen cylinders is communicated to Fire Service Personnel should they attend your site in an emergency
- The fire risk assessment is updated to reflect that medical oxygen is used on site.
- The floor plan is updated to indicate the room where medical oxygen is used and the storage location of the cylinders.
- Appropriate signage is display where oxygen cylinders are stored and where medical oxygen is in use; i.e. No smoking, Caution Medical Oxygen with the hazard symbols / pictogram 2. Contains gas under pressure, Oxidising substance.

## 6. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Site Managers via the task log (or the Hazard reporting form, if appropriate) both held in the school office so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the Business Manager, so it can be logged, actioned and monitored.

## 7. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous /near continuous regular spells of an hour at a time e.g. Admin staff, Business Manager.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

***Please refer to the Health and Safety Manual for further advice and guidance***

## **8. E-Safety**

E-Safety is recognised as an essential aspect of strategic leadership in the Federation and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher and the ICT Coordinator ensure that the Policy is implemented and compliance with the Policy monitored.

***Please refer to the E-Safety Policy and Health and Safety Manual for further information and guidance***

## **9. Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the school office, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out *annually as part of the buildings compliance contract*.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the school office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected on a rolling programme as part of the Buildings compliance contract to ensure that all installations are inspected over a five year period.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities/rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable

electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

- Patient lifting and handling equipment (Infant Medical Room, Disabled WC Juniors and Junior Hall) are inspected and serviced biannually as part of the compliance contract.

## 10. Fire Safety Management Arrangements

### Evacuation Plan

The fire action notice for the school is found in Appendix 1, which gives **general** evacuation instructions for all staff and visitors to the premises and is displayed at call points. A children friendly fire action notice is found in appendix 2 and is displayed in classrooms.

The following evacuation plan builds on this and details the actions that a variety of individuals assigned to key fire safety roles in the building will take in the instance of a fire evacuation.

#### On discovering a fire:-

- Operate the nearest alarm call point
  - Go to the nearest telephone and dial 999
  - Carry out any previously arranged duties to be done in the event of fire (these may include dedicated procedures for evacuation of the disabled - e. g. wheelchair bound /hearing impaired pupils) or go to the nearest fire assembly point.
- 
- On sounding the alarm the fire brigade will be summoned by the Fire Safety Coordinator. (The automatic relay to summoning the fire brigade works when the school is locked and alarmed). All staff, pupils and visitors must leave the building immediately, closing doors and windows (and switching off oven/hob in Food Technology Room) as necessary.
  - In the unlikely event of the alarms not sounding, loud speaker to be used by the Fire Safety Coordinator.
  - Only if there is no risk of personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

- The mains isolator for gas can be found in the Infant School Plant Room and Junior School Kitchen.
- The mains isolator for electricity can be found in the Infant School plant room and Junior School electricity cupboard.
- The location of oxygen cylinders (Foundation Stage store) and Infant Class 2 must be communicated to Fire Service Personnel should they attend the site in an emergency

### **Action on Hearing a Fire Alarm**

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out
- Proceed to Assembly points in the Upper Playground for the Infant School and the Playground in the Junior School.
- Walk quickly and do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the fire assembly points by the school administrators and distributed to class teachers, lunchbreak staff or Extended School staff (depending upon the time of day) for roll call.
- If the fire brigade have been called there must be clear access to the site for emergency services. The Leadership Team and Administrative staff have keys to pedestrian gates. Grab bags and the Leadership Team have key to wide gate for vehicular access to Junior School playground.
- No one should re-enter building until confirmed safe to do so by the FSC.

### **Roles in the event of a Fire**

#### **Fire Safety Coordinator (FSC)**

- Collect and put on an high visibility vest (if safe to do so)
- Dial 999 from outside/ a safe place. For even minor fire out breaks, or where the fire has been put out, the Fire and Rescue Service will always be called on 999. Messages can be prefixed with “Late call of fire at.....”
- Proceed to the assembly point in car park to coordinate the overall evacuation of both schools and Children’s Centre as well as liaison with Emergency Services on arrival
- When given clearance to do so by the Fire and Rescue Service, inform staff and other building or service users that it is safe to re-enter the building

- Deputy Headteacher & Assistant Headteacher (or in their absence Key Stage Leaders) will take coordinate the evacuation for each school and liaise with FSC in car park.

### **Fire wardens**

- Sweep designated areas including toilets.
- **If visitors remain in any areas, insist that they leave without further delay**
- **Report immediately to the Fire Safety Coordinator at assembly point and advise if area is clear or report areas that could not be swept. Report any significant problems experienced during the evacuation**
- Undertake additional tasks as requested by the Fire Safety Coordinator

### **Teaching Staff (or staff supervising children)**

- Ensure pupils evacuate safely and proceed to assembly point
- When at the assembly point, take the register and report any absences to Fire Safety Coordinator

### **Learning Support Assistants (supporting children with high level needs)**

- Learning Support Assistants supporting pupils with high level needs are responsible for the evacuation of the pupil in their care.

### **Administrative staff (without evacuation roles)**

- Collect grab bag, registers, visitor and pupil signing in/out book
- Proceed to assembly point
- Distribute registers
- Liaise with Fire Safety Coordinator

### **Pupils / Children**

- Take responsibility for their own safety and follow instructions from adult

**Other building users** e.g. Breakfast Club, After School Club, Holiday Club Play Leaders to designate fire wardens as appropriate

- Sweep area in use and proceed to designated assembly point
- Determine arrangements for dialling 999 from outside/ safe place, if out of school hours (where there is no relay to alarm monitoring service)
- Take register and note any absences or problems encountered
- Liaise with school Fire Safety Coordinator (if in school hours) or Fire and Rescue service as appropriate
- If out of school hours contact the Headteacher to inform of fire who will attend site and advise on next steps or further action to be taken

## Roles and Responsibilities

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### Responsible Person

This is the Headteacher who has the overall responsibility for fire safety management at the school.

### Fire Safety Coordinator

**Main:** Headteacher

**Back up:** Business Manager

The Fire Safety Coordinator (FSC) has delegated responsibility for the operational (day-to-day) management of fire safety.

The FSC must receive training from the NSC H&S Team which develops the competencies required to carry out the role. This training is booked via the North Somerset Council CPD system. Training will be repeated on a 3-yearly basis and records will be retained by the Business Manager and a copy kept in the Fire Log Book.

## Fire Safety Co-ordinator duties and Responsibilities

- Liaising with the Fire and Rescue Service, Fire Wardens and First Aiders in an emergency
- Undertaking regular fire inspections of the building
- Ensuring that there are sufficient Fire Wardens and/or staff with evacuation roles on site and that their training is current
- Organising debrief meetings with Fire Wardens/ teachers with evacuation roles following evacuation practices and emergencies
- Liaising with Property and Asset Management, NSC H&S Team and Emergency Management as appropriate to address corrective issues
- Ensuring there are adequate extinguishers, they are tested and in operational condition
- Ensuring that evacuation practices are undertaken at least three times a year
- Maintaining all relevant statutory record keeping using the NSC Fire Log Book
- Ensuring that the alarms are tested on a rotational basis each week
- Ensuring that the Fire Risk Assessment is regularly reviewed and corrective action initiated and/ or discussed with the Responsible Person

## Fire Wardens

**Fire Wardens will be assigned the role annually. For the 18/19 academic year, fire wardens are:**

INFANTS	JUNIORS
DAWN CARPENTER	DORRY BRENTON
SUZANNE EELBECK	SARAH COOPER
MADDIE HILL	CAROLINE DAVIS
LAURA PARSONS	STEPHANIE GRANGE
DEBBIE SMITH	DI HARRIS
NATALIE VINEY	ALLISON MCGOVERN
LIZ WELLINGS	KAREN POWELL
KATHARINE WOLSTENCROFT	GILL TRUMAN
	CLOE MILLER PICTON

Training for Fire Wardens is available via online cpd. Training will be repeated on a 3-yearly basis. Records will be retained by the School Business Manager and a copy kept in the Fire Log Book.

### **i) Emergency Evacuation responsibilities**

The principal duty of staff with an evacuation role is to ensure the safe evacuation of their designated area in the event of an emergency.

It is not the member of staff's responsibility to physically remove visitors to site who are unwilling to leave, but, in such circumstances, they must relay this information to the Fire Safety Coordinator.

Staff are asked to sweep their immediate area on their way out.

Teaching staff (or staff supervising pupils) are also responsible for ensuring that all pupils present are safely evacuated via the nearest fire exit to the designated assembly point. At the assembly point, a register will be taken and the information relayed to the Fire Safety Coordinator.

### **ii) Non-Emergency Responsibilities**

In addition to emergency escape actions, Fire Wardens / staff with evacuation roles will also check their designated areas on a regular basis to ensure that:

- All circulation and emergency exit routes are clear.
- No ignition sources are introduced into the area.
- Combustible materials are managed appropriately and there is no build-up of waste/ packaging etc.
- All fire extinguishers are in appropriate condition and in test date.
- The fire alarm is audible in all parts of their designated area when tested.
- Any issues are reported to the Fire Safety Coordinator or Responsible Person.

### **Administrative staff**

### **Responsibilities**

Administrative staff are responsible for collecting the building's grab bag, registers, visitor signing-in book and the pupil signing in/out book. All visitors spending any length of time in the school should be made aware of arrangements in case of fire.

### **Site Managers**

Each week the fire alarm will be tested by the site managers to ensure that it is effective. Points from different zones (including the call points in the Children's Centre) should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Fire Log Book.

Site Managers are also responsible for maintaining a weekly routine for clearing combustible materials and waste from the premises. E.g. recycling boxes.

### **All Staff**

All staff are required to follow the evacuation plan provided by the school and report any fire hazards to the Fire Safety Coordinator.

Fire awareness training will be provided by the Fire Safety Coordinator on induction and repeated on a 3 yearly basis or more frequently if required. Records will be retained by the School Business Manager and a copy kept in the Fire Log Book.

## **Out of hours/ rental arrangements**

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The Fire Safety Coordinator will provide key information to room hirers e.g. maximum occupancy numbers, what to do in case of an emergency, contact information, etc.

The Conditions of Hire of the School Premises must be given to all hirers at time of letting application. These conditions state that the hirer must be familiar with the emergency procedures for fire and be competent in an emergency and also:

- Ascertain the location of alarm points.
- Be able to recognise the fire alarm.
- Familiarise themselves with the exits from the building.
- Note the location of external telephones and how to access external lines.
- Brief users on emergency procedures.
- Ensure that in an emergency, persons leave the building in an orderly manner, the person in charge leaving last.
- Hirers must sign to confirm that they have read and understood the information provided on fire safety and emergency procedures.

## **Fire Drills**

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Fire drills will be carried out at least 3 times per annum. These will be organised by the FSC and will be carried out under different circumstances to maximise the effectiveness and impact.

Drills will be recorded by the FSC in the Fire Log book and any issues or concerns addressed and rectified as necessary.

Debriefs will be carried out for staff and other building users if appropriate by the FSC in order to learn from the exercise and identify any areas for improvement.

## **Personal Emergency Evacuation Plans (PEEPS)**

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A personal emergency evacuation plan (PEEP) must be completed for pupils or staff whose ability to evacuate the premises in an emergency situation is compromised due to a physical

or other condition. Evacuation plans for staff will be completed by the member of staff's line manager. Evacuation plans for pupils will be completed by the Fire Safety Co-ordinator in consultation with the SENCO/Class teacher.

The PEEP will detail how the individual will be alerted of danger along with the specific arrangements in place to allow them to reach a position of safety in the event of an emergency evacuation.

PEEPs can be found in the Fire Safety Management Arrangements (held in the school office), Class files and the Emergency Plan.

## Weekly Fire Alarm Test

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The weekly fire alarm test is managed by the Fire Safety Coordinator and carried out and recorded in the Fire Log Book by the Site Managers with assistance from the School Business Manager as required. Any problems or issues will be noted in the log book and assigned to an appropriate person to be rectified.

**The alarm will be tested on Fridays at 5.45pm.**

## Monthly check of Fire Equipment

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A monthly visual check of all fire equipment is carried out by the Fire Safety Coordinator recorded in the Fire Log Book with assistance from the School Business Manager as required. Any problems or issues will be noted in the log book and assigned to an appropriate person to be rectified.

### **11. First Aid**

The First Aid Appointed Persons are reviewed annually.

The named Appointed Persons are qualified to administer first aid to casualties. The Appointed Persons are responsible for:

- a) taking charge in the situation where personal injury or illness has occurred and where further help is needed;
- b) ensuring that the first aid boxed/cupboards are stocked with designated items.

**The first aid boxes are located in:**

<b>INFANTS</b>	<b>JUNIORS</b>
<b>MEDICAL ROOM</b>	<b>PRACTICAL AREAS</b>
<b>FOOD TECHNOLOGY ROOM</b>	<b>REPROGRAPHICS ROOM</b>

The whereabouts of these first aid facilities are denoted with appropriate signage. Ice packs are kept in the fridge in the Reception Store Room/Food Technology Room in the Infants and in the kitchen fridge in the Juniors and should be returned after use.

The Headteacher will assume the responsibilities of an appointed person in the unlikely event of the absence of an appointed person. Planned cover should normally be achieved. Minor injuries may be treated by any members of staff in *loco parentis*.

## **Incident & Accident Reporting Procedures**

If any pupils, staff or visitors have an accident at work, while on the premises or on an off-site activity then it **must** be recorded. **All injuries** however minor should be recorded in the accident book. The school has adopted the following mechanisms to record accidents in line with the Local Authority guidance.

1. All minor bumps/slips that occur with frequency when children are playing should be recorded in the pupil accident book (**held alongside with all First Aid boxes**).
2. Minor accidents involving staff and visitors should be recorded in the staff accident book (**held in the School Office**).
3. Near misses should also be recorded and investigated. A near miss is an incident that whilst it did not lead to physical injury, it had the potential to. By recording and investigating near misses, and changing procedures or modifying an activity, it will help to stop an accident occurring in the future. Near misses should be recorded in the Health and Safety file.
4. All other serious accidents or near misses should be recorded on the Accident AND Incident Report Form (including violent, aggressive and threatening behaviour) and forwarded to the Schools Health and Safety Team. **Fatalities, major injuries, specified dangerous occurrences must also be telephoned to the Schools Health & Safety Team immediately, normally by telephone on 01275 884450, and a written report submitted using the appropriate form. It is the responsibility of the Schools Health and Safety Team to report the accident to the HSE.**

**Guidance for Accident Investigation can be found the School Health and Safety Policy Manual.**

## **12. Glass and Glazing**

It is the responsibility of the Business Manager to arrange or carry out a glazing survey of glass in 'critical locations' around the school and action any findings.

***Please refer to the Health and Safety Manual for further advice and guidance***

### **13. Body Fluids and Universal Precautions**

The following hygiene precautions are recommended as safe practice for **all** staff. They are common sense precautions that will protect against blood borne viruses and infections that may be transmitted via blood or body fluids.

- ✓ Always keep cuts or broken skin covered with waterproof dressings.
- ✓ Wear disposable gloves when contact with blood or body fluids is likely.
- ✓ Avoid direct skin contact with blood or body fluids.
- ✓ If blood is splashed onto the skin, it should be washed off immediately with soap and water.
- ✓ Splashes of blood into the eyes or mouth should be washed immediately with plenty of water.
- ✓ If a sharps injury is sustained or blood is splashed into the eyes or mouth, or on to broken skin (e.g., eczema) medical advice should be sought promptly.
- ✓ Always wash and dry hands after removing gloves.
- ✓ Always wash and dry your hands before and after giving first aid.
- ✓ Teach pupils to avoid contact with other people's blood as soon as they are able to understand how to protect themselves.
- ✓ Teach pupils to wash and dry their hands before meals and after using the toilet.

#### **Dealing with Blood and Body Fluid Spills**

Spillages of blood, vomit, urine and excreta should be cleaned up immediately; the following actions must be taken by the person dealing with the spill.

- Clear the immediate area of people. Hazard signs and cordoning off may be necessary.
- Disposable personal protective equipment (PPE); gloves (latex or nitrile) and if necessary a disposable plastic apron should be worn.
- Collect the Hazard Disposal Kit. Staff should follow the instructions enclosed in the kit.

#### **Disposal of Waste**

Generally – paper towels, together with gloves and apron, should be put into a plastic waste sack, top tied and placed in the outside waste collection. Vomit, urine and faeces should be flushed down the toilet.

Regulations require all clinical and biohazard waste to be segregated and collected by an approved licensed clinical waste contractor. However, the waste generated from dealing with a child who is bleeding or soiled or when changing a soiled nappy, can be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

On occasion, there may be the need to make arrangements for specific waste disposal such as a sharps bin. Should you have concerns over waste collection, location(s) or feel that there are additional needs please discuss with the Business Manager.

### **Cleaning Concerns of blood and body fluids**

Hard Surfaces e.g., floor tiles, impervious table tops, baths etc.

Small spills or splashes:-

- Clean with disinfectant detergent and hot water.

Large spill:-

- Remove spillage as much as possible using absorbent paper towels.
- If possible (do not block the toilet) flush these down the toilet or dispose of carefully in waste bag.
- Cover remaining with paper towels soaked in diluted chlorine based (bleach or sanitizing) solution (diluted as per manufacturer instructions).
- Leave for up to 30 minutes and then clear away.
- **Alternatively** use Hazard Disposable Kit – follow instructions and clean area with natural detergent and hot water.
- **Do not** use a shower spray on vomit.

Soft Surfaces and fabrics e.g., carpets and chairs:-

- Remove the spillage as far as possible using absorbent paper towels.
- Clean with fresh solution of disinfectant detergent and water.
- Carpets and upholstery may need to be professionally cleaned.

Crockery and Cutlery:-

- Crockery and cutlery can be cleaned in the normal way either by hand with washing detergent or in a dishwasher. Where possible it is recommended that the dishwasher be used.

Clothing/linen:-

- Laundry arrangements – if clothing or linen has been soiled. Place in plastic bag. Tie the top securely and place in another bag, clearly marked soiled linen and hand to the parents discreetly.
- Disposable gloves and cold running water should be used to remove soiled linen prior to washing if necessary, and any solid matter (faeces and vomit) should be flushed down the toilet.
- Care should be taken to avoid splashing body fluids into the mouth or eyes.

### **Bio Hazard Disposal Pack**

Bio hazard kits are contained in yellow boxes and held in the Medical Room, Reception Disabled toilet and the reprographics room. A copy of this guidance is held within each box. Please ensure that the kits are restocked after use – ready for the next incident.

Instructions are as follows:-

1. Wear vinyl gloves.
2. Sprinkle the contents of the sachets over the spill. This will solidify a liquid spill in 2 minutes.

3. Using the scoop and scraper provided remove the now solidified spillage and place in the biohazard bag.
4. Use the disinfectant spray to disinfect the area of the spill.
5. Place the scoop and scraper into the bag and tie securely.
6. Dispose of the bag etc. by approved means.

#### 14. Infectious Diseases

The Health Protection Agency information on guidance on infection control in schools and other childcare setting is located in the School Office.

***Please refer to the Health and Safety Manual for further information and guidance***



### **15. Kiln**

- Staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures
- The kiln is inspected annually by Celtic Kiln Care as part of the Buildings compliance contract.
- Personal protective equipment in the form of thermal gloves are available and located in the kiln room.

### **16. Lettings**

- All lettings must be approved by the Headteacher.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

***Please refer to the Lettings Policy for further advice and guidance***

### **17. Lone Working**

***Please refer to the Health and Safety Manual for further advice and guidance***

### **18. Manual Handling**

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.

- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

***Please refer to the Health and Safety Manual for further advice and guidance***

## **19. Medication**

***Please refer to the Medications Policy for further advice and guidance***

## **20. Play Equipment**

### **Gym Equipment**

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually by Gymnasium Services and a record of the inspection is kept in the School Office.

### **Outdoor play equipment**

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by the Site Managers for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by Sovereign and a record of the inspection is kept in the School Office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

***Please refer to the Health and Safety Manual for further advice and guidance***

## **21. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- Line Managers are responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## **22. Risk Assessments**

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the Headteacher's office.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

### **23. Safeguarding**

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy (based on the NSC Model Policy) that was last reviewed in March 2017.
- The Safeguarding Officer(s) are: Jo Keeble, Headteacher and Jon Heywood, Deputy Headteacher.
- All staff have received safeguarding training

***Please refer to the Safeguarding Policy for further advice and guidance***

### **24. School Trips/off site activities**

The school has a School Trips Policy that is next due for renewal in March 2019.

The named competent person nominated as Educational Visits Coordinator (EVC) is Jon Heywood, Deputy Headteacher.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the EVOLVE on-line system for school trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.

- For Category C trips the Head Teacher / Principal will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the Assistant Headteacher is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.

***Please refer to the School Trips Policy for further advice and guidance***

#### **25. Smoking**

The school is a non-smoking site

#### **26. Staff Consultation**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

#### **27. Well-being**

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, governors, in consultation with the Head teacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.

- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and an Employee Assistance Programme are available to staff and should be contacted when required.

***Please refer to the Absence Management Policy for further advice and guidance***

### **28. Violence to Staff**

- The Headteacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available on the PCS website.
- Appropriate steps will be taken by the Headteacher to deal with such a situation.
- The school may refer to the NSC legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.

***Please refer to the Health and Safety Manual for further advice and guidance***

### **29. Water Hygiene**

- A copy of the Legionella risk assessment is located in the School Office.
- Waterhouse Electrical and Engineering Services are employed to carry out many of the requirements of water testing under L8 guidance
- The Site Managers carry out weekly flushing and temperature recording.

### **30. Working at Height**

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.

- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Site Managers to ensure this takes place.
- Most school department's schools should have access to kick stools, small steps or ladders.
- The Site Managers carry out regular inspections of the ladders and records these checks in the H & S file held in the Headteacher's office.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.
- There is a single point of access to the Junior School roof (outside the Junior dining room) where ladder fixings are provided. Where contractors need to access the roof, the Business Manager will ensure that those working on the roof use these fixings, are suitably trained, that the activity is fully risk assessed with a safe system of work in place, and that they are appropriately supervised.

### 31. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

### 32. Work Experience Placements

The Business Manager in conjunction with an external organisation will provide guidance on student work experience placement. The Business Manager and/ or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored/supervised by the class teacher/support staff they are assigned to and liaise if necessary with the nominated person.

### **33. Pond**

- The pond is in an enclosed area
- The pond is fenced and access is restricted
- Gates to the pond will be locked during school hours and access gained by authorised persons
- Children will only be allowed access with an adult to supervise
- Warning signs are displayed
- Children and adults who have worked in/near the pond are required to wash their hands on leaving the pond

### **34. Workplace Inspections and Premises Risks**

The Headteacher and a governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Headteacher will ensure that hazards associated with premises are monitored and controlled.

A named governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Business Committee with a written report.

### **35. Compliance**

The schools compliance arrangements are managed by the Business Manager in conjunction with the Site Managers. A compliance contract has been awarded to Waterhouse Electrical and Engineering Services.

### **36. Health and Safety Training**

Health and safety training is managed, recorded and assessed by the Head Teacher and Business Manager. The Federation recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and governors. Recording when staff and governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

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Document title

Health and Safety Policy

Version

2.1

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