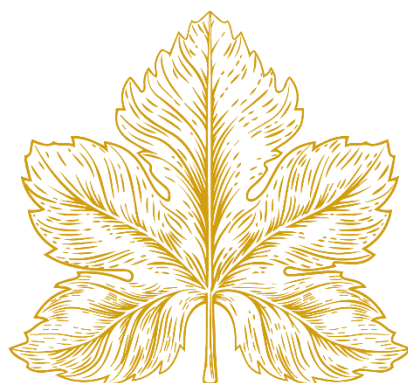


# Health, Safety and Security Policy



**EPWORTH**  
**EDUCATION TRUST**

|                   |                  |
|-------------------|------------------|
| Written by:       | J Buckley        |
| Reviewed by:      | Louise Boardman  |
| Date Agreed:      | Autumn 2025 - 26 |
| Next Review Date: | Autumn 2026 - 27 |

## **Mission Statement**

The Epworth Education Trust is a Multi-school Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

## **Safeguarding Statement**

At the Epworth Education Trust, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

## Version Control

| Date     | Author    | Version | Section                                          | Reason for Change                                                                                                                |
|----------|-----------|---------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 25/4/23  | J Buckley | 6       | Legal Framework                                  | Updates to new legislation and guidance & HSE link.                                                                              |
|          |           |         | Duties                                           | Correct storage of documentation now within duties.<br><br>Employees now responsible to ensure their own training is up to date. |
|          |           |         | Throughout                                       | Removal of Site Supervisor so schools can add their own role                                                                     |
|          |           |         | Accidents                                        | System used is Smartlog                                                                                                          |
|          |           |         | Infections                                       | DFE guidance link now added                                                                                                      |
|          |           |         | Fire                                             | Action to take in a false alarm added                                                                                            |
|          |           |         | Educational trips                                | System used is Evolve                                                                                                            |
|          |           |         | Premises and Playing Fields                      | New section added inc tree surveys/inspections                                                                                   |
|          |           |         | Appendices                                       | Appendix G re. storage of documentation added.                                                                                   |
| 27.5.20  | J Buckley | 5       |                                                  | Change of name from Acorn to Epworth, Removal of First Aid – now separate policy                                                 |
| 28.3.20  | J Buckley | 4       | Legal Framework                                  | New legislation and guidance.                                                                                                    |
|          |           |         | Accidents, First aid and work related ill health | Now including statutory first aid policy information.                                                                            |
|          |           | 3       | Legal Framework                                  | New legislation and guidance.                                                                                                    |
|          |           |         | Name                                             | New name and logo throughout                                                                                                     |
|          |           |         | Throughout                                       | Adaption to sections to suit multi schools and designated staff.                                                                 |
|          |           |         | Appendix                                         | Additional info for Secondary schools re. RAs                                                                                    |
| 27.11.19 | J Buckley | 3       | Legal Framework                                  | New legislation and guidance                                                                                                     |

|         |             |   |                   |                                                                             |
|---------|-------------|---|-------------------|-----------------------------------------------------------------------------|
|         |             |   | First Aid         | Updated in line with Statutory policy required and addition of AED location |
|         |             |   | Manual Handling   | Updated to include more information so separate policy not required         |
|         |             |   | Working at height | Updated to include more information so separate policy not required         |
| 28.3.19 | J Buckley   | 2 | Legal Framework   | New legislation and guidance                                                |
|         |             |   | Visitors          | Additional bullet points on hiring premises & supply staff                  |
|         |             |   | Fire              | Fire folder contents and emergency lighting/fire door checks                |
|         |             |   | Security          | Arson and access control bullet points added                                |
|         |             |   | Safe Plant        | Additional on servicing equipment and PPE                                   |
|         |             |   | Appendix          | Construction plan added                                                     |
| 4/7/23  | G Clayworth |   | Policy            | Personalised to Westleigh                                                   |

## **Statement of Intent**

At Epworth Education Trust we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance to us and this policy reflects our dedication to creating safe Academies.

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and other associated Health and Safety legislation.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods including safe handling and use of substances.
- Ensuring the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Monitoring and reviewing our policies to ensure effectiveness to help develop a culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our School.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.
- Ensuring all employees are competent to do their tasks and ensure the provision of adequate training.
- Consulting with employees on matters affecting their health and safety.
- Providing information, instruction and supervision for employees.
- Reviewing and revising this policy and arrangements annually

## Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Work at Height Regulations 2005 (as amended)
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

This policy has due regard to national guidance including, but not limited to, the following:

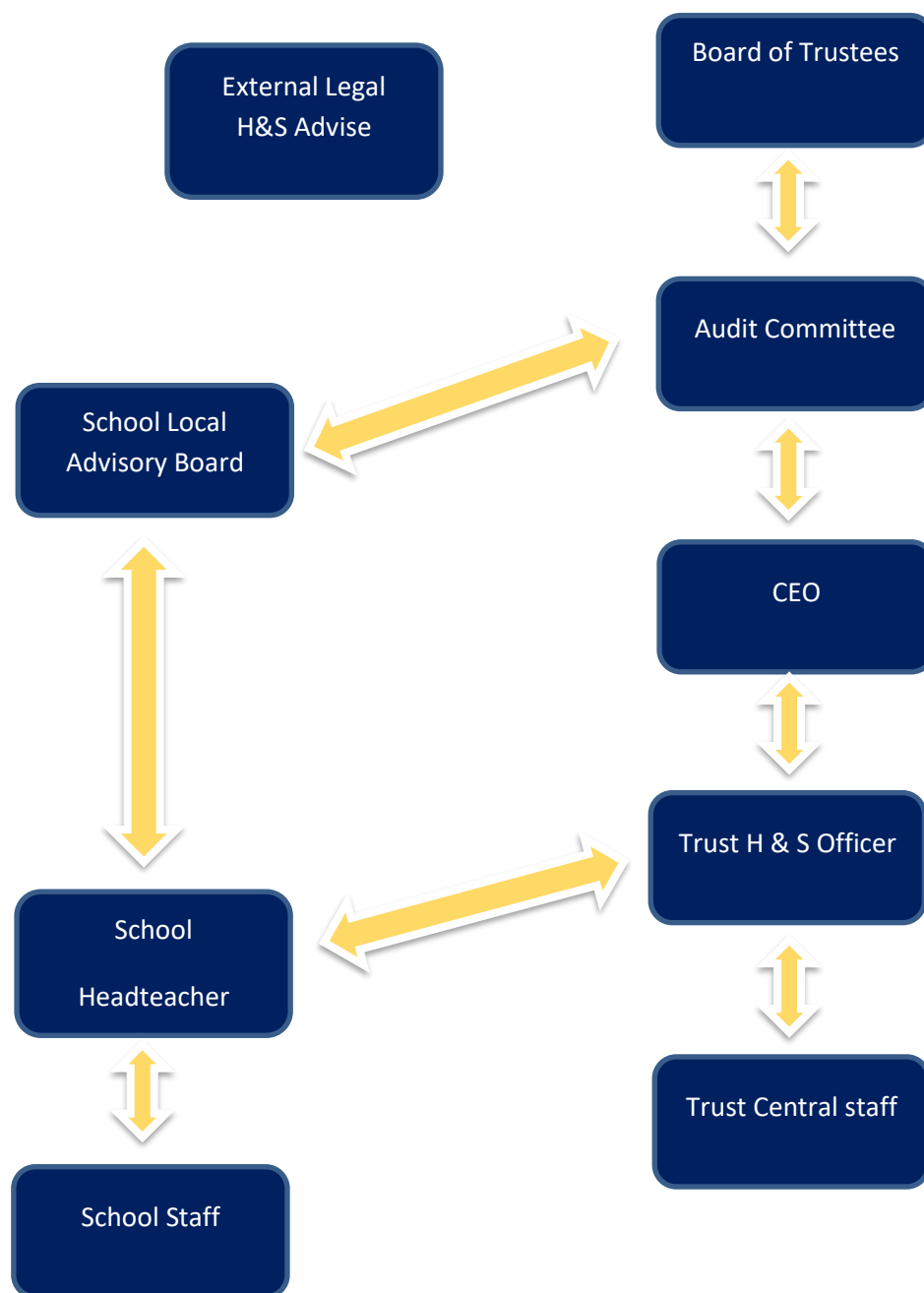
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Keeping children safe in education'
- DfE 'Health and safety for school children' 2015
- DfE (2017) Safe storage and disposal of hazardous materials and chemicals
- HSE 'Sensible health and safety management in schools' 2014
- HSE 'Preventing slip and trip incidents in the education sector'
- DfE (2018) Statutory Framework for the early years foundation stage
- Public Health England (2018) Health Protection in schools and other childcare facilities
- HSE current guidance and publications - [HSE Guidance](#)

This policy should be used in conjunction with the following trust and school policies and procedures:

- Asbestos Management Plan
- Infection Control policy
- Pupils with Additional Health Needs Attendance Policy
- Social Media Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Lone Working Policy
- Lockdown Procedures
- Fire Evacuation Plan and Personal Emergency Evacuation Plan
- Fire Risk Assessment
- Mental Health & Wellbeing
- Safe-guarding and Child Protection
- Online Safety
- Food and Allergens
- Family Hub H+S

- Stress Management
- Business Continuity plans
- Visitor Policy
- Volunteer Policy
- Risk Assessment Register & current Ras
- Minibus Policy

## H&S Organisation Structure



## **Responsibilities**

### **Duty of the Board of Trustees**

The Board of Trustees have overall responsibility for the Health and Safety and will establish arrangements through the **Trustee Audit Committee** for ensuring full compliance with all health and safety legislation and for developing, approving, implementing and reviewing policies and procedures for Health, safety and security.

The **Trustee Audit Committee** will establish arrangements in consultation with LABs, to ensure that health and safety issues are appropriately prioritised for action and staff are appropriately trained.

The **duties of the Local Advisory Board (LAB)**, in consultation with the Headteacher, School SLT and the Trust H & S officer will include:

- Ensuring familiarity with requirements of the appropriate legislation and codes of practice.
- Creating and monitor a management structure responsible for Health and Safety in the School.
- Ensuring there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all.
- Annually assessing the effectiveness of the policy and ensure any necessary changes are made.
- Identifying risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Having a designated Local Advisory Board member for H+S to assist the school where possible

### **The Local Advisory Board will also endeavour to provide the following:**

- A safe place for all users of the site including staff, students and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction on use.



## Duties of the Headteacher

The CEO will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented through the Headteacher at each school. The Designated Trust Health and Safety Officer will assist the Headteachers for the day-to-day implementation of the Health and Safety Policy.

The Trust's Designated Health and Safety Officer is **J Buckley**.

The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. They may designate the role of School Health and Safety Officer to a competent senior member in the school.

The competent Designated School Health and Safety Officer is Gayle Clayworth.

The Trust Health and Safety Officer in conjunction with the Headteachers and the Designated School Health and Safety Officers will ensure that:

- policies and procedures with regard to health, safety and welfare matters within the school are established and approved, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters or legislation raised are brought to the attention of the Local Advisory Board and if required the Audit Committee;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Local Advisory Board;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school
- training needs are identified and arrangements made for those needs to be met;
- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the Trust have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged with support to staff given on their queries and concerns.
- hazards are identified by risk assessments

- all H&S documentation is stored in line with Appendix G

### **Duties of Class Teachers**

The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

- ensure the safety of pupils, in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Headteacher on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out.

### **Duties of all Staff Members**

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:-

- act in accordance with the Epworth Education Trust's Health and Safety Policy at all times.
- take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- cooperate with their employers on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- carry out their work in accordance with training and instructions.
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- avoid any conduct which puts themselves or others at risk.
- be familiar with all requirements laid down by the Epworth Education Trust
- ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- use the correct equipment and tools for the job and any protective clothing supplied.
- ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- report any defects in equipment or facilities to the designated health and safety officer.
- take an interest in health and safety matters, making suggestions as to how the risk of injuries, illnesses and accidents can be reduced.
- exercise good standards of housekeeping and cleanliness.

- adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- report accidents or dangerous occurrences at the earliest possible opportunity;
- take reasonable precautions to ensure the safety of all persons in their charge.
- Seek assistance and advice from the School Health & Safety Officer where required
- Adhere to EYFS ratios outlined in the Statutory Framework for the Early Years Foundation Stage.
- Ensure any H&S training including first aid training is up to date.

### **Duties of all Pupils, volunteers and visitors**

All pupils, volunteers and visitors will:

- exercise personal responsibility for the health and safety of themselves and others.
- dress in a manner that is consistent with safety and hygiene standards.
- respond to the instruction of staff given in an emergency.
- observe the health and safety rules of the school.
- not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **The Family Hub**

The Family Hub and its associated link buildings have their own H+S policy. Responsibilities and procedures are outlined in this policy.

### **Communicating Health and Safety Issues in school**

Any health and safety concerns or issues which arise and need to be dealt with should be reported to any of these members of staff:

|                           |                 |
|---------------------------|-----------------|
| Health and Safety Officer | Gayle Clayworth |
| Headteacher               | Louise Boardman |

The Health and Safety Law poster by law must be displayed in a prominent place within the school as well as this H+S Policy. It is displayed in the foyer.

### **Competency for Tasks and Training**

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses: it may simply involve providing staff with basic instructions about health and safety at school.

Every school within the Trust has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This is through the online Smartlog system. This will cover basics such as Health and Safety and fire

safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate.

|                                                           |                                                                                                         |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Induction training will be provided for all employees by: | Andy Adams                                                                                              |
| Job specific training will be provided by:                | Relevant member of staff depending on role eg. Admin & Ops Lead, Headteacher, or HR and Finance partner |
| H&S Training records are kept on:                         | Smartlog                                                                                                |
| Training will be identified, arranged and monitored by:   | Andy Adams                                                                                              |

### **Pupil Health and Safety Procedures during the School Day**

In order to safeguard our children at our schools, numerous procedures are followed to supervise them at the start of the school day, during curriculum and non-curriculum time and at home time.

As these procedures may change regularly due to building changes, staff changes, staff will be updated regularly through induction/staff meetings/emails.

### **Reporting Hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

Many injuries in schools occur as a result of slips, trips and falls. Staff, children, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard such as:

- Litter.
- Telephone or electrical cables lying across a walkway.
- Loose or torn carpets.
- Wet floors.
- Objects left on the floor in cloakrooms, resource areas, or class bases.
- Hurrying or running by adults or children.
- Cupboard doors and filing cabinets left open.
- Obscured vision when carrying bulky items.

Reporting should be verbal to the School Health and Safety Officer and/or Site Supervisor as soon as possible who will advise the Headteacher of action taken/required. Any near misses should then be recorded with the date, contact details, issue and action taken. Where the hazard could be deemed serious, the incident should be recorded on the online Smartlog system so an investigation can be carried out and noted.

## **Accidents, First Aid and Work-related Ill Health**

The Epworth Education Trust acknowledges the legal requirement to:

- Ensure first aid is only provided by trained first aiders and that ratios of first aiders are within guidelines.
- Ensure that first aiders keep their first aid certificates up to date
- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Ensure staff are aware of the location of first aid kits and they are replenish appropriately including emergency inhalers
- Provide First aid kits including emergency inhalers for all school trips
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and make appropriate arrangements to deal with this issue.

Smartlog is used to record all staff accidents and serious pupil accidents (resulting in child attending hospital or requiring an investigation). All minor accidents such as pupil small bumps and cuts should still be recorded in for example accident books.

For further information on first aid, illness at school and accident investigation, please see the ***School's First Aid Policy***.

## **Illness in School**

When a child is ill in school, parents are informed, and the child is sent home. Only the parent, designated guardian or child minder is allowed to collect the child.

To avoid outbreaks of infectious diseases, the government guidelines must be followed re. Infectious period including 48 hours post last bout of sickness or diarrhoea.

### [Health Protection in Schools](#)

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

## **Infection Control**

The Epworth Education Trust actively prevents the spread of infection through the following measures:

- Routine immunisation

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The ***Trust Infection Control Policy*** outlines how each school employs good hygiene practice

### **Taking Medication in School**

The ***Trust's Supporting Pupils with Medical Conditions Policy*** will be read, understood and adhered to at all times.

Notification from parents regarding any medication that pupils are required to take will be obtained by the schools

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication

Following statutory guidelines in EYFS, children in Reception class or nursery can be given medication such as liquid paracetamol such as Calpol to control fevers by the school if a consent form has been obtained.

Unless an emergency, parents are contacted first before the medication is given. They are always informed if medication has been taken by a child in EYFS. No medication is to be given without consent.

Paracetamol consent forms are required on any residential visit. Again where possible, the parent is contacted before medication is given. Prescriptive medication can only be given to children year 1 and above.

Where a pupil has an allergy, this will be addressed via the Food and Allergens Policy in conjunction with the Supporting Pupils with Medical Conditions Policy.

An emergency inhaler has been purchased for the school to deal with any emergencies. Signed consent for their use is to be obtained from parents at the start of the school year. Guidelines and procedures on their use are outlined in the Supporting Pupils with Medical Conditions Policy.

### **Hygiene in the school**

Adults dealing with situations where blood, urine or vomit etc. is evident should always wear a pair of disposable gloves and disposable apron. Contaminated areas should be cleaned appropriately and any contaminated waste disposed of in a sealed bin liner. All hands should be washed immediately afterwards.

When cleaning children, 2 staff members if possible, should be in attendance, if not the door should be left ajar. Children should always be treated with care and respect, in order to foster and promote self-esteem.

## **Head lice**

If a member of staff suspects that a child has head lice they should report it to the Headteacher who may then issue a general advice notice via the school office. The advice on the prevention and treatment of head lice is available from school office and regular updates on prevention methods should be included in newsletters.

## **Visitors and Contractors**

The procedures outlined in the ***Visitor Policy and Supply Staff and Volunteer Guidance*** will be implemented by relevant staff when receiving visitors to the school.

- All visitors must sign in to reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- No contractor will execute work on the school site without permission
- Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the school.
- Contractors will abide by the school's safety and emergency procedures. They should be notified of any potential hazards including the location of asbestos in the school. The asbestos register must be read and signed before work is undertaken as well as the contractor log form
- Visitors and contractors will wear a visitor's badge at all times while on School grounds.
- Children will be reminded in class assemblies that all visitors in school should be wearing visitors badge as a form of positive identification and for them to inform a member of staff if they see anyone without a badge.
- Any stranger seen loitering near the school or in the school grounds should be reported without delay to the Headteacher who will call the police if necessary.
- Staff members who encounter an unidentifiable visitor will take sensible and appropriate measures to ascertain the nature of their business, without endangering personal safety, or the safety of the children
- Uncooperative visitors/strangers threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

## **Construction/maintenance of the premises**

When undertaking construction or maintenance work, the schools within the Epworth Education Trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

**The Trust H&S Officer must be notified of any major construction works.** They in conjunction with the Headteacher and school H&S officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The School H&S Officer in conjunction with the Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The School H&S Officer in conjunction with the Headteacher will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Hazards such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of nearest A&E department
- The principal contractor draws up a Construction Phase Plan (appendix E) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.



- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the school, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Trust Health & Safety Officer will hold progress meetings with the school and where required the contractor and request the necessary H&S and legal documents to ensure the school is covered insurance and legally wise.

The headteacher will hold progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **Violence to Staff and Pupils**

Personal Security is critical for both pupils and staff.

Where confidential interviews take place with pupils, it is urged that they are conducted in accessible areas of the school. Every effort should be made to ensure that wherever possible, there should be visual access. Where such conditions cannot apply, it is advised that another adult be informed that the interview is taking place.

Physical or verbal abuse is totally unacceptable and all violent incidents will be recorded and reported if necessary. The school may exclude from the premises any adults or pupils for violent behaviour or abusive behaviour.

## **Crisis Incidents**

In case of a business crisis, all paperwork that may be required (e.g. Policies, staff lists, call parent instructions etc) should be located on Office 365 team sites. A program is in place so that security measures are communicated on an annual basis and tests carried out for lockdown and fire evacuation on a termly basis.

### **Bomb Threats**

- Upon receipt of a bomb threat or a suspicious package, staff must ask the questions detailed in appendix A.

- Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police.
- Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- The Headteacher will decide whether or not to evacuate the building.
- If an evacuation is deemed necessary, the following procedure will take place.
- All senior staff will be informed of the situation verbally and NOT by the use of radios or mobile phones. The fire alarm or other electrical devices should not be switched on. The evacuation will then take place as per fire drill except staff will be instructed to:
- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
- Evacuate to the Bomb Assembly Point located further from the school.
- Once the Police have arrived staff will await further instruction from the emergency services.

### Severe Weather

- The Headteacher, in liaison with the Chair of the Local Advisory Board and CEO, makes a decision on School closure on the grounds of Health and Safety. If a closure takes place the Local Advisory Board must be informed.
- The school should then carry out the school closure procedures (appendix B)

### Lockdown

- The lockdown procedures could be triggered by a number of situations including:
  - An incident in the local community
  - An unauthorised person on site
- If any of these instances occur, it may be prudent to carry out lock down procedures. These can be found in each ***School's Lockdown procedures***.
- Termly lockdown drills will be carried out to ensure children and staff are aware of the procedures.

For further information on any of the above crisis incidents, please see the School's contingency plan

## **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires a “**Responsible Person**” to be named, who will ensure that the premises comply with the Order. This has been determined to be the **Headteacher**.

The Responsible Person shall ensure that a Fire Risk Assessment has been completed for the site by a competent person and that it is kept under review by the school on an annual basis so that it remains valid. It is recommended that an external competent person carries out a review every 2 years or where any structural or procedural changes. On an annual basis the fire risk assessment is checked in accordance with PAS79 guidelines.

The assessment should be accessible and available for inspection by the Fire Authority.

At every school within the trust, termly fire drills and regular walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

In addition, Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that for each establishment a Fire Safety Manager is appointed. This need not be the Headteacher but can be delegated to a competent member of staff.

The named **Fire Safety Manager** is Lynn Hope (with assistance from Gayle Clayworth)

The main duties of the Fire Safety Manager include:

- Managing the school to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- Producing an Emergency Fire Evacuation Plan;
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- Ensuring any close down procedures are followed.
- Ensure that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school staff or the security force acting on their behalf.
- Ensuring there are disability evacuation provisions within the emergency fire plan.

Schools may be visited on a regular basis by their local Fire & Rescue Service who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

#### Fire Awareness Training

The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff. The Headteacher shall ensure that all site based staff undertake the Fire Awareness e-learning training course on induction and that this is renewed annually.

#### Fire Drills

The Responsible Person will keep a record of all drills held, with details of time taken to vacate the premises and any difficulties experienced. This information will be included in a report at the next Local Advisory Board meeting.

#### Fire Emergency Action

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all staff, pupils and visitors, should leave the premises and make their way to the fire assembly point. All visitors and staff must sign in and out and children leaving school for appointments or sickness must be recorded on so there is always an up to date list of who is in the school building at any one time. This

up to date list must be accessible. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for. All kitchen staff must be involved in the arrangements for emergency evacuation.

3. Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their Teacher/Manager.
4. Doors and windows should be closed as classrooms and corridors are vacated.
5. All laboratory, experimental equipment and apparatus should be turned off.
6. Any emergency grab bags and emergency medication (inhaler and epi-pen) must be taken out at every evacuation
7. The Headteacher or his/her Deputy will telephone for the Fire and Rescue Service or detail some other member of staff to do so.
8. When the pupils are assembled the roll will be called via the register. Should there be any absentees, an immediate search will be made by the Emergency Services.
9. Until the Fire and Rescue Service arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the fire assembly point until re-entry of the building is allowed by the Fire and Rescue Service.
10. Only where the cause of the alarm is known to be a false alarm, (eg. witness saw a pupil maliciously hit the call alarm point) should the Fire & Rescue service be cancelled.

### Means of Escape

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible. Inspections need to be recorded onto Smartlog.

### Fire Fighting Equipment

All staff should be aware of the location of fire extinguishers but should only use them in emergencies and never put themselves at risk attempting to fight a fire. Fire-fighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers will be subject to an annual inspection by a competent contractor.

Fire-fighting equipment including extinguishers, blankets, hose reels, sand buckets will also be checked **weekly** for:

- Its correct location
- Vandalism
- Obstruction

Annual and weekly inspections should be recorded on Smartlog.

### Fire Alarm Systems

The fire alarm system should be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. Where a link has been established between the alarm and monitoring service, this must be checked on each occasion to ensure it is fully operational. All tests must be recorded via Smartlog.

The **Site-Supervisor** at each school is responsible for the weekly alarm test.

The day and time of the test is usually on a Monday at 7:30am approx

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

### Emergency Lighting

A system function test including the operation of all emergency lighting should be undertaken on a **monthly basis**, with the results recorded on Smartlog. The **Site-Supervisor** at each school is responsible for the emergency lighting test. Emergency Lighting will be subject to an annual inspection by a competent contractor

### Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire. Fire doors should not be wedged open or propped open.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism shall be reported for immediate attention. These checks are carried out by the **Site Supervisor** and are recorded on Smartlog.

### **Smoking**

All smoking is prohibited on or in the immediate vicinity of school premises and during visits or field trips in the presence of pupils. This also includes e-cigarettes.

### **House-keeping and Cleanliness**

Cleaning standards in the school will be monitored by the Headteacher. Special consideration will be given to hygiene areas. Waste collection services will be monitored by the site supervisor. Special consideration will be given to the disposal of clinical waste, confidential waste and electrical equipment.

### **Educational Visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the ***Educational Trips and Visits Policy***.

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

All visits must be recorded on Evolve with an appropriate RA. All schools must have a Education Visits Co-Ordinator (EVC).

The school's EVC is **Christy Coleman**.

## **PE and Swimming**

It is every teacher's responsibility when teaching PE to: -

- Carry out a risk assessment to identify any hazards and control measures required.
- Check the area for hazards before a P.E. session. E.g. broken glass, stones and dog fouling are particularly hazardous outside and wet floors and food inside.
- Check the pitch after inclement weather.
- Check equipment and remove any defective sports equipment from use. The defective item should be clearly labelled and a report (written) submitted to the Headteacher.
- Check that the children wear the appropriate clothes, footwear and no jewellery.
- The control measures within the Swimming and PE equipment risk assessment must always be implemented.

Safety checks should be carried out by an authorised person annually and reported to the Headteacher if there are any issues.

During swimming activities, the staff/pupil ratio will be at least 1:15 with at least one adult being female and if possible one being male.

For further information, please see the Swimming Risk Assessment and PE Risk Assessment.

## **Road Safety**

Wherever possible walking to school or use of public transport is encouraged. Where this is not possible parents are advised to park in local streets five minutes' walk from school with due consideration for local residents.

All those driving onto our site must exercise extreme care.

Zebra crossing points and area with yellow lines should be kept clear at all times.

Roadways must be kept clear at all times for emergency vehicles, authorised visitors and refuse vehicles etc.

Only staff and visitors may use the school car park.

The gates into the playground should be locked at the start of the day to ensure visitors come through to the main entrance of school.

Police assistance to be used when parking outside the school becomes a source of concern.

Members of staff who live locally are encouraged to walk or cycle to school. Children are encouraged to cycle, and cycle proficiency lessons are given in school to those who want them.

Signage is used pro-actively to assist with road safety.

## **Pupil Road Safety**

Road Safety will be delivered through the curriculum as part of the National Curriculum, P.S.H.E., assemblies and specific road safety training. The school will work in collaboration with parents to develop safer child pedestrian skills. All children are encouraged to wear high visibility clothing on their journey to and from school, and to identify and adopt safe routes to school. Parents will be kept up to date by regular newsletter outlining Road Safety initiatives. Any balls that go over the perimeter fence should be retrieved by a member of staff.

## **Transport**

When using vehicle transport, all passengers, regardless of age, will be provided with one seat each and seat belts will be worn. Before setting off, staff must check that pupils are using seatbelts.

Only in an emergency will staff use their own cars to transport pupils. A full risk assessment must be undertaken if the member of staff is to be alone with the child and agreement must be obtained from the headteacher.

Staff who transport pupils in their own cars must supply driving license, insurance and MOT details. Booster seats and car seats are available for pupils to meet the latest safety standards and legislation for travelling in a car with pupils under 12. Pupils must not sit in the front seat.

The ***minibus policy*** should be followed for schools that have their own minibus.

## **Workplace Environment**

Regular workplace inspections will be carried out to ensure the workplace environment is safe.

The Health & Safety Officer and/or Site Supervisor will carry out a work inspection (appendix F) at least termly and where not carried out by the H&S Officer, any findings are to be reported to them to remedy. In most cases, work inspections should be completed by various employees such as Site Supervisor, Headteacher, H&S Officer, H&S Local Advisory Board Member in order to a balanced viewpoint.

Where possible, inspections should be recorded on Smartlog.

- Temperature – should be a minimum of 16 C with a constant supply of fresh air.
- Lighting – Must have sufficient and suitable lighting and if possible natural light for the work task to be carried out.
- Cleanliness – bins to be emptied daily and all furniture, furnishing and fittings will be kept sufficiently clean. Each class teacher is responsible for the tidiness of their own base.
- Hygiene Areas – special consideration will be given to the cleanliness of these areas including the waste collection.
- Ventilation - All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the site supervisor.

- Floors - All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.
- Toilet facilities – These are cleaned daily and any problems should be reported to the Site supervisor.
- Food – should not be left uncovered and should be stored in sealed containers and refrigerated where necessary.
- Outdoor Checks and Perimeter walks

## **Risk Assessments**

- The headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school.
- In a secondary school, there are curriculum safety matters that need to be accounted for when looking at hazards and risk assessments in place. For further information see appendix F
- Regular assessments of high-risk areas and annual risk assessments for all other areas of the schools will be undertaken by the school H&S Officer These will be recorded in a risk register with a rating given for the risk (low, medium or high).
- Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- Risk assessments will be undertaken by a variety of staff depending on the activity/their knowledge of the risk.
- These will be reviewed annually or sooner if new guidelines become available or if an element of the work activity changes significantly.
- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- Significant findings will be reported to the Headteacher allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- Any additional control measures that are identified from the risk assessment process will be planned and implemented.
- Each school will record any significant findings of any risk assessments, including the following:
  - The identified hazards
  - How people might be harmed by them
  - What the school has implemented to control the risk
- The Headteacher and EVC will ensure risk assessments are completed by staff leading day trips or residential stays. These must be uploaded onto Evolve and checked by the EVC.
- Risk Assessments are all uploaded to Smartlog.

## **PPE**

PPE means all equipment worn or held by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means with PPE.



When not in use, PPE will be properly stored, kept clean, and in good repair.

## **Working at Heights**

Working at height is defined by the HSE as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

The school Health & Safety Officer is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring work at height. These procedures must ensure that all involved are aware of the precautions and methods of work to be followed, including emergency action to be taken if necessary.

Working at height should be avoided, where it is practicable to do so, but where work at height cannot be avoided, the risk and consequences of falls should be prevented by

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring that workers can get safely to and from where they work at height.
- Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
- Workers ensuring that they don't overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.
- Avoid lone-working
- Assessing the plant and equipment used by individuals working at height for suitability and safety
- Assessing access and egress

An approved list of work at height activities will be established, outlining situations where work at height may be authorised, and the necessary precautions and work methods to be followed. Providing the activity is on the approved list, work at height may be deemed 'authorised' otherwise permission must be obtained from the school Health & safety officer.

Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform the school Health and Safety Officer as soon as possible.

Where the safety of the work equipment depends on how it has been installed and/or assembled, the headteacher should ensure it is not used until it has been inspected in that position by a competent person.

Any working at height equipment such as ladders and steps exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at least termly. If they are found to be unsafe, they should be taken out of service. A record will be maintained of any inspection.

Working platforms used for construction work and from which a person could fall more than two metres must be inspected:

- After assembly/installation in any position.
- After any event liable to have affected its stability.
- At intervals not exceeding seven days.

Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out

- Makeshift methods of reaching heights e.g. standing on tables, chairs or stools must not be used.
- When using aluminium step ladders these should be locked down, a sufficient length and either be tied at the top or an assistant must "foot" the bottom. The foot must be on firm ground.
- Staff must never overreach or stand with one foot on the steps and the other on a fixed surface.

For more information, see the approved list of working at heights activities and risk assessment.

## **Lifting and Manual Handling**

According to the Manual Handling Operations Regulations 1992, manual handling means "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."

Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task.

- The individual's capacity for manual handling, including their age, skill, experience, health, fitness and strength
- The environment and workplace conditions such as lighting, access, free space and floor surface.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education, which is appropriate to the task.

These control measures will be monitored to ensure they are reducing the risk of injury and being used correctly.

Procedures will be followed to ensure risks are reduced as is reasonably practicable.

Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.

Where practicable, staff are to work in pairs or use equipment provided to assist with manual handling and reduce any risks.

## **Hazardous Materials (COSHH)**

The COSHH Regulations 2002, (as amended), require employers to assess the risks to the health of employees posed by the use of toxic, harmful, irritant and corrosive substances, these include many substances used in Design and Technology & Art Design, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet: Working with substances hazardous to health - A brief guide to COSHH (INDG136 rev5).

- The **Site Supervisor** in conjunction with the school Health and Safety Officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used and kept with its data sheet. When conducting the risk assessment, account will be taken with regards the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label.
- They must be kept out of reach from children.
- All COSHH and Ionising Radiations Regulations must be adhered to including consideration of storage life.

- No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- No chemicals or other hazardous materials will be used without the permission of the headteacher at each school.
- The schools within the Epworth Education Trust will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- The schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- An up-to-date inventory of all the hazardous chemicals and materials held at the school must be kept
- A termly audit of hazardous materials will be undertaken by the **Site Supervisor** with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

### Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's uniform)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Any incidents involving a preventable slip, trip or fall needs to be recorded using the online Smartlog system so an investigation can take place.

## **School Premises and Playing Fields**

Daily perimeter walks of the schools should be undertaken to ensure there are no hazards such as broken glass, broken playground equipment etc and recorded.

Astroturf should be regularly inspected on playground areas and playing fields.

Schools should have effective systems in place to manage any trees on site, particularly those in areas frequently accessed by pupils, staff and the public. Schools should consider the risks presented by any trees that they are responsible for and ensure a [competent person](#) identifies and prioritises trees accordingly, using a zoning system. For example, trees in areas likely to be frequently accessed by pupils, staff or visitors should be allocated to zone 1 with trees in less frequently accessed areas placed in zone 2.

Competent persons should have relevant training, courses are available from providers such as the [Arboricultural Association](#). Inspections should be undertaken to identify any defects such as disease or structural integrity. The type of required inspection will vary based upon the tree's location (i.e., which zone it is in) and any prior indication of structural instability or disease. Where defects have been identified, but a decision is made to preserve any tree that presents a risk, a tree management plan should be put in place and regularly reviewed as required, for example if the tree's condition worsens because of damage, disease or adverse weather. Where checks reveal defects that are outside the experience and knowledge of the person carrying them out, a system should be in place for obtaining specialist assistance and/or remedial action. Schools should put in place effective monitoring to ensure that the arrangements are communicated and implemented in practice.

Helpful links are [Management of the risk from falling trees or branches](#) and [Common sense risk management of trees - landowner summary](#) (forestresearch.gov.uk)

## **Safe Plant and Equipment**

Every school should have service level agreements in place to ensure that they comply with all statutory requirements including portable electrical appliances, legionella testing, SEN equipment checks, gas heating, playground equipment checks and asbestos checks.

The Headteacher in conjunction with the school Health and Safety Officer and Site Supervisor is responsible for:

- identifying all equipment/plant needing maintenance

- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is carried out
- Reporting and chasing up any repair work for problems found with equipment.
- Checking that new equipment meets any required health and safety standards before it is purchased.

External Inspectors will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the Headteacher to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Emergency numbers for contractors must be kept in an accessible area for all – eg. Teams or in the school office.

All testing and checks should be recorded on Smartlog online system

### **Gas/Heating Systems**

In accordance with HSE guidance, the boilers including pressurisation units are inspected annually with any other gas tests required including gas safety supply and soundness checks as well as ventilation cleans (before and after photos required). Regular inspections of all gas pipework is carried out by the site supervisor and recorded in the Leak prevention Register.

### **Legionella**

In accordance with HSE guidance, every school has carried out a Legionella Risk assessment by a competent external contractor. As a result of the legionella risk assessment, risks were identified and dealt with on a priority basis as detailed in the Legionella Management Plan. GMS are also contracted to carry out monthly legionella checks which include Temperature testing, TMV inspections, calorifier inspections and flushing, cold water storage tank inspections, expansion vessel flushing.

The Site supervisor is responsible for flushing little used outlets (dead legs)

Further details concerning the management of Legionella can be found in the Legionella Management Plan.

### **Asbestos Management**

In accordance with the requirements of the Control of Asbestos Regulations 2012, a type two asbestos survey has been carried out at every school to confirm whether asbestos is present, and information is kept in the asbestos register. The Headteacher shall ensure that all site-based staff are made aware of the location of the asbestos report and understand its contents. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis as detailed in the Asbestos Management Plan.

Regular monitoring to check the condition of any asbestos present is carried out by the site supervisor who has been asbestos trained. This is recorded in the Asbestos Management Plan with further details concerning the management of asbestos.

The Headteacher shall also ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of known or suspected asbestos containing materials. The 'Confirmation of access sheet' provided with survey should be signed by the contractor to evidence this

The Headteacher shall ensure that Asbestos Awareness e-learning training has been completed by those members of staff with responsibilities for the building, those who may undertake inspections or those who may work on the fabric of the building.

## Electrical Regulations

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses, it should be similarly inspected every **three years**.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied. Certification must be obtained.
- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- All electrical equipment operating at over 50 volts should be visually checked **each term** and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person **each year**.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).
- **Fixed and Portable Appliance Testing** - The majority of potentially dangerous faults will be picked up by formal visual checks, carried out by a competent person or by informal visual checks carried out by users. Electrical testing where the needs for

such has been identified must be carried out by a competent person on an annual basis.

Schools should keep an inventory of all electrical equipment (including portable and transportable items) and it should not be possible for apparatus previously discarded as defective to slip back into use. Home-made or modified equipment shall not be used.

Staff should inspect any electrical device before use for exposed wires, broken plugs etc. and report if faulty to the school's Health and Safety Officer.

### **Fixed Play Equipment and Playgrounds**

The surface of the playground will be kept in good condition and any uneven paving slabs corrected.

Where possible, pupils should not play near steps, steep slopes, or changes in levels. Children and staff should be aware of potential risks when playing with balls and skipping ropes.

Children are not allowed to play around the front of the school building or in areas where they are out of sight of the staff member on duty.

The Headteacher shall ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177.

Whether new or existing fixed outdoor play equipment, the Headteacher shall ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.
- Provisions are in place for repairs and maintenance.
- Inspections of fixed play equipment is undertaken at the following recommended intervals and recorded on Smartlog:

#### **Routine:**

Daily visual inspection of the equipment must be carried out by the member of staff supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly **recorded** visual inspection by a competent member of staff. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and also cleanliness of the playground.



**Annual:**

Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

All inspections should be recorded on Smartlog – annual and weekly

**Stress Management**

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible and speak to the Headteacher. Instances of work-related stress will result in an immediate referral to Health Management. A stress risk assessment must be carried out on any member of staff if they are showing symptoms or have returned back to work from stress related illness.

See the ***Stress Management Policy*** and risk assessment for more information

**Display Equipment**

DSE assessments will be carried out via Smartlog for teaching staff and administrative staff who regularly use laptops or desktops computers on an annual basis. This will be monitored by the school's Health & Safety Officer. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time.

**Lone Working**

Risk assessments must be carried out for any employee who will potentially work alone at the school.

Working alone should be avoided if at all possible. Staff working alone or in limited numbers should always:-

- Advise the Headteacher or SLT.
- Advise a spouse or family of their whereabouts and expected finish time.
- Ensure their spouse have appropriate contact numbers eg. headteacher, site supervisor etc
- Lock the doors once inside and carry the keys with them whilst in the building but ensure their nearest fire exit is accessible.
- Only authorised key holders will be responsible for closing, checking and setting the alarm.
- Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.
- See the ***Lone-working Policy*** and Risk Assessment for more information

## **Security and theft**

**Formal disciplinary action will be taken against any person who demonstrates flagrant disregard for the security measures imposed.**

The following measures can help reduce risk of incident by improving door security, entry/exit procedures and minimising theft opportunities

- During School sessions, all outside doors must remain closed and secure.
- Name badges and staff lanyards are issued to all staff.
- All visitors/helpers must be admitted through the front door where they should sign in and out. Visitor badges and lanyards will be issued.
- Pupils must enter/exit the building by the appropriate doors as directed by staff.
- Pupils arriving late or leaving for an appointment whilst school is in session must use the front door under the supervision of the Office staff. All arrivals/departures will be recorded.
- Any door codes should be limited to staff. The code must be changed immediately if a breach of security is suspected. Fobs must be used for the operation of these doors (rather than the code). Door codes must be changed on a termly basis.
- A log is kept by school with regards who holds a set of door keys or gate keys.
- When securing the building, key holders must check all windows and external doors, close shutters, switch lights off and close internal doors.
- Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate secure location and staff should not be placed at risk of robbery.
- Thefts may be reported to the Police and staff members are expected to assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of School equipment being used.
- Missing or believed stolen equipment must be reported immediately to the Headteacher.
- All schools have been fitted with an intruder alarm system and where possible a panic button to assist in lockdowns or calling of police.
- Lighting has been installed in the carparks and other key external areas of the school
- Curtains and blinds are drawn at the end of each day so that contents of rooms cannot be seen from outside.
- All shutters are lockable, and some windows fitted with safety locks.
- The school's main office is protected by a secure door.
- The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- The school will ban individuals from the premises if they pose a risk to any member of the school community.

- The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **Lettings**

Anyone hiring the school premises will have their own insurance and health and safety policies that will be reviewed annually by the School. See the **Lettings Policy** for more information

## **H&S Performance Monitoring and Review**

The Trust acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement

Monitoring of the policy will take place through formal and informal exercises. Examples include:

- Trust H&S Officer carrying out regular audit
- Carrying out spot checks,
- Checking that scheduled safety inspections have taken place
- Completing termly and annual internal audits
- Reviewing management reports
- Checking of accident investigations
- Investigating trends and patterns
- Investigating work related sickness
- Checking of the Risk Register and the appropriate risk assessments
- H & S safety audits to be undertaken by external companies
- Examining of documents for H&S compliance including the external school dinner contractor and Mighty Oaks for food safety compliance, training records and COSHH.

A Health and Safety and Building report will be produced termly for the school's Local Advisory Board to report on any health and safety matters. These reports will also form part of the arrangements for the development, monitoring and review of health and safety policies.

## **APPENDIX A**

### **SUSPICIOUS PACKAGE or BOMB THREAT QUESTIONS**

Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):

1. Where is it?
2. In which building is it and on what floor?
3. What time will the bomb go off?
4. What does the bomb look like and what colour is it?
5. What type of bomb is it and what type of explosive?
6. Who are you?
7. Why are you doing this?
8. Do you have a code word?

Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police.

## **APPENDIX B**

### **School Closure procedures**

- Contact parents by text message/push services
- Contact staff by text message/push services
- Update web site with school closure message
- Contact local council school closures where required to ensure their website is updated

## APPENDIX C

### EPWORTH EDUCATION TRUST WORKPLACE INSPECTION CHECKLIST

The following is not an exhaustive list but a framework to guide workplace inspections.

Team Members: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Location (e.g. General Assistant's Area/Workroom/Art room): \_\_\_\_\_

\* Further action required: (i) Risk Management Plan (ii) Hazard Report form (iii) Incident Investigation (iv) Other

|                                                                                                      | Acceptable |   | Immediate action taken | Further action required* | Date signed off | Date to be completed |
|------------------------------------------------------------------------------------------------------|------------|---|------------------------|--------------------------|-----------------|----------------------|
|                                                                                                      | Y          | N |                        |                          |                 |                      |
| <b>Thoroughfares (access and egress)</b>                                                             |            |   |                        |                          |                 |                      |
| Pathways/walkways/stairs/ramps and access areas clear of rubbish and obstructions                    |            |   |                        |                          |                 |                      |
| Pathways/walkways are slip free. Surfaces are even, free of holes, cracks, fraying or uplifted edges |            |   |                        |                          |                 |                      |
| Slip resistant materials or absorbent mats used in wet areas                                         |            |   |                        |                          |                 |                      |
| Steps/stairs/ramps/handrails are secure and in good repair                                           |            |   |                        |                          |                 |                      |
| Electrical cables/cords kept clear of walkways or secured                                            |            |   |                        |                          |                 |                      |
| Exit and egress points clearly identified and accessible                                             |            |   |                        |                          |                 |                      |
| Other:                                                                                               |            |   |                        |                          |                 |                      |
| <b>Office and classroom environment (workstations and surrounding areas)</b>                         |            |   |                        |                          |                 |                      |
| Ergonomic furniture is appropriately adjusted e.g. keyboards, chairs                                 |            |   |                        |                          |                 |                      |
| Furniture is well maintained and in good/safe condition                                              |            |   |                        |                          |                 |                      |
| Desks and benches stable and suitable for the work                                                   |            |   |                        |                          |                 |                      |
| Materials are stored appropriately e.g. not on floor around work areas                               |            |   |                        |                          |                 |                      |
| Staff use good housekeeping practices around their work areas                                        |            |   |                        |                          |                 |                      |
| Sufficient space is provided around workstations so staff can move and work safely                   |            |   |                        |                          |                 |                      |
| Walkways and aisles are clear of obstructions                                                        |            |   |                        |                          |                 |                      |
| Floor mats do not present trip hazards                                                               |            |   |                        |                          |                 |                      |
| Lifting aids are available where required                                                            |            |   |                        |                          |                 |                      |
| Electrical equipment is in good working order                                                        |            |   |                        |                          |                 |                      |
| Electrical leads are secured to prevent trip hazards                                                 |            |   |                        |                          |                 |                      |
| Adequate ventilation in all areas                                                                    |            |   |                        |                          |                 |                      |
| Other:                                                                                               |            |   |                        |                          |                 |                      |
| <b>Storage</b>                                                                                       |            |   |                        |                          |                 |                      |
| Storerooms and storage areas are tidy and free from obstruction                                      |            |   |                        |                          |                 |                      |
| Stored materials are secured appropriately to prevent them falling                                   |            |   |                        |                          |                 |                      |
| Heavy equipment is stored at waist level                                                             |            |   |                        |                          |                 |                      |
| Storage areas are accessible and free from trip hazards                                              |            |   |                        |                          |                 |                      |
| Shelving is stable and well maintained                                                               |            |   |                        |                          |                 |                      |
| Other:                                                                                               |            |   |                        |                          |                 |                      |

|                                                                                                                      | Acceptable |   | Immediate action taken | Further action required* | Date signed off | Date to be completed |
|----------------------------------------------------------------------------------------------------------------------|------------|---|------------------------|--------------------------|-----------------|----------------------|
|                                                                                                                      | Y          | N |                        |                          |                 |                      |
| <b>Electrical</b>                                                                                                    |            |   |                        |                          |                 |                      |
| All power boards have an overload switch                                                                             |            |   |                        |                          |                 |                      |
| Portable power leakage circuits checked and functioning correctly                                                    |            |   |                        |                          |                 |                      |
| All electrical cables free of possible contact with water or other conductors                                        |            |   |                        |                          |                 |                      |
| Double adaptors are not used in conjunction with other double adaptors or extension leads                            |            |   |                        |                          |                 |                      |
| No leads placed where subject to damage e.g. heat or cutting                                                         |            |   |                        |                          |                 |                      |
| No broken plugs, sockets or switches                                                                                 |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |
| <b>Master controls – whole workplace</b>                                                                             |            |   |                        |                          |                 |                      |
| Perimeter fences and safety barriers in place and maintained                                                         |            |   |                        |                          |                 |                      |
| Access by delivery vehicles and other vehicles safe for pedestrians                                                  |            |   |                        |                          |                 |                      |
| Rubbish is stored appropriately and removed regularly                                                                |            |   |                        |                          |                 |                      |
| Building/renovation areas and contained debris are controlled through effective barriers against unauthorised access |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |
| <b>Bathrooms and toilets</b>                                                                                         |            |   |                        |                          |                 |                      |
| Adequate and clean toilet facilities and supplies                                                                    |            |   |                        |                          |                 |                      |
| Toilets provided for people with disability                                                                          |            |   |                        |                          |                 |                      |
| Toilet and bathroom facilities cleaned regularly                                                                     |            |   |                        |                          |                 |                      |
| Paper towels or air dryers available and working                                                                     |            |   |                        |                          |                 |                      |
| Toilet paper available with spare rolls readily accessible                                                           |            |   |                        |                          |                 |                      |
| Sanitary towel disposal units in female toilets                                                                      |            |   |                        |                          |                 |                      |
| Facilities well ventilated                                                                                           |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |
| <b>Staff room</b>                                                                                                    |            |   |                        |                          |                 |                      |
| Appropriate hand washing facilities are available                                                                    |            |   |                        |                          |                 |                      |
| Safety guidelines/rules are clearly displayed                                                                        |            |   |                        |                          |                 |                      |
| To prevent slips and trips, all areas are kept clean and free of waste or obstructions                               |            |   |                        |                          |                 |                      |
| Access to canteen equipment is restricted to relevant staff                                                          |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |
| Food preparation areas clean and hygienic                                                                            |            |   |                        |                          |                 |                      |
| Fridges and food storage areas kept clean and hygienic                                                               |            |   |                        |                          |                 |                      |
| Adequate drinking facilities                                                                                         |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |
| <b>Room heaters, air conditioners and ventilation</b>                                                                |            |   |                        |                          |                 |                      |
| Heating and cooling units effective for the work area                                                                |            |   |                        |                          |                 |                      |
| Heaters in good working condition                                                                                    |            |   |                        |                          |                 |                      |
| Heaters situated clear of flammable items                                                                            |            |   |                        |                          |                 |                      |
| Photocopiers are placed in well ventilated areas                                                                     |            |   |                        |                          |                 |                      |
| Other:                                                                                                               |            |   |                        |                          |                 |                      |

|                                                                                                        | Acceptable |   | Immediate<br>action<br>taken | Further<br>action<br>required* | Date<br>signed<br>off | Date to be<br>completed |
|--------------------------------------------------------------------------------------------------------|------------|---|------------------------------|--------------------------------|-----------------------|-------------------------|
|                                                                                                        | Y          | N |                              |                                |                       |                         |
| <b>Hazardous substances (chemical safety)</b>                                                          |            |   |                              |                                |                       |                         |
| The hazardous substances register is up to date                                                        |            |   |                              |                                |                       |                         |
| All chemicals are secured from unauthorised access                                                     |            |   |                              |                                |                       |                         |
| All chemicals are stored correctly according to MSDSs and CSIS guidelines                              |            |   |                              |                                |                       |                         |
| Decanted chemicals are placed in suitable containers and correctly labelled                            |            |   |                              |                                |                       |                         |
| Chemical storerooms are locked and signs prohibiting unauthorised personnel from entering are in place |            |   |                              |                                |                       |                         |
| Only minimal quantities of chemicals are kept on site                                                  |            |   |                              |                                |                       |                         |
| <b>Housekeeping</b>                                                                                    |            |   |                              |                                |                       |                         |
| All work spaces are clear, tidy and free of obstruction and waste                                      |            |   |                              |                                |                       |                         |
| All displays, hanging or posted, are without risk                                                      |            |   |                              |                                |                       |                         |
| Appropriate aids available for work being carried out e.g. steps/ladders, trolleys                     |            |   |                              |                                |                       |                         |
| H & S Policy is displayed on staff noticeboard                                                         |            |   |                              |                                |                       |                         |
| <b>First aid</b>                                                                                       |            |   |                              |                                |                       |                         |
| First Aid Plan is displayed on noticeboard(s)                                                          |            |   |                              |                                |                       |                         |
| First aid arrangements are displayed, including name and location of first aid officer                 |            |   |                              |                                |                       |                         |
| Appropriate first aid kits are available and easily accessible with signs clearly visible              |            |   |                              |                                |                       |                         |
| A current record of all first aid treatment is kept                                                    |            |   |                              |                                |                       |                         |
| First aid kits are checked regularly to ensure they are clean, orderly, fully stocked and not expired  |            |   |                              |                                |                       |                         |
| <b>Fire safety</b>                                                                                     |            |   |                              |                                |                       |                         |
| Access to all fire safety equipment unobstructed                                                       |            |   |                              |                                |                       |                         |
| Fire extinguishers mounted on the wall, signs located above them, fully charged and accessible         |            |   |                              |                                |                       |                         |
| Emergency equipment (e.g. fire extinguishers) has been tested, tagged and current                      |            |   |                              |                                |                       |                         |
| Fire blanket required                                                                                  |            |   |                              |                                |                       |                         |
| Clear instructions displayed for evacuation                                                            |            |   |                              |                                |                       |                         |
| Adequate direction signs for emergency exits                                                           |            |   |                              |                                |                       |                         |
| Fire doors and emergency exits clear of obstruction                                                    |            |   |                              |                                |                       |                         |
| Correct operation of fire doors                                                                        |            |   |                              |                                |                       |                         |
| Other:                                                                                                 |            |   |                              |                                |                       |                         |



## APPENDIX D

### Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

|                                                        | Questions you should ask concerning your classroom environment:                                                         | Yes/No: | Further action required: |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------|--------------------------|
| <b>Movement around the classroom (slips and trips)</b> | Is the internal flooring in good condition?                                                                             |         |                          |
|                                                        | Are there any changes in floor level or type of flooring that need to be highlighted?                                   |         |                          |
|                                                        | Are gangways between desks kept clear?                                                                                  |         |                          |
|                                                        | Are trailing electrical leads/cables prevented wherever possible?                                                       |         |                          |
|                                                        | Is lighting bright enough to allow safe access and exit?                                                                |         |                          |
|                                                        | Are procedures in place to deal with spillages, e.g. water and blood from cuts?                                         |         |                          |
|                                                        | <b>For stand-alone classrooms:</b>                                                                                      |         |                          |
|                                                        | Are access steps or ramps properly maintained?                                                                          |         |                          |
|                                                        | Are access stairs or ramps provided with handrails?                                                                     |         |                          |
| <b>Work at height (falls)</b>                          | Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?                              |         |                          |
|                                                        | Is a window-opener provided for opening high-level windows?                                                             |         |                          |
| <b>Furniture and fixtures</b>                          | Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?               |         |                          |
|                                                        | Is furniture in good repair and suitable for the size of the user, whether adult or child?                              |         |                          |
|                                                        | Is portable equipment stable, e.g. a TV placed on a suitable trolley?                                                   |         |                          |
|                                                        | Where window restrictors are fitted to upper-floor windows, are they in good working order?                             |         |                          |
|                                                        | Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people? |         |                          |
| <b>Manual handling</b>                                 | Have trolleys been provided for moving heavy objects, e.g. computers?                                                   |         |                          |
| <b>Computers and similar equipment</b>                 | If you use computers as part of your job, has a workstation assessment been completed?                                  |         |                          |

|                                            |                                                                                                                                                                                                      |  |  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                            | Have pupils been advised about good practice when using computers?                                                                                                                                   |  |  |
| <b>Electrical equipment and services</b>   | Are fixed electrical switches and plug sockets in good repair?                                                                                                                                       |  |  |
|                                            | Are all plugs and cables in good repair?                                                                                                                                                             |  |  |
|                                            | Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.) |  |  |
|                                            | Has any damaged electrical equipment been taken out of service or replaced?                                                                                                                          |  |  |
| <b>Asbestos</b>                            | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?                                                                 |  |  |
|                                            | Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?                                                                                         |  |  |
| <b>Fire</b>                                | If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?                                                                                     |  |  |
|                                            | Is fire-fighting equipment in place in the classroom?                                                                                                                                                |  |  |
|                                            | Are fire evacuation procedures clearly displayed?                                                                                                                                                    |  |  |
|                                            | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?                                                                                                 |  |  |
| <b>Workplace (ventilation and heating)</b> | Does the room have natural ventilation?                                                                                                                                                              |  |  |
|                                            | Can a reasonable room temperature be maintained during use of the classroom?                                                                                                                         |  |  |
|                                            | Are measures in place, e.g. blinds, to protect from glare and heat from the sun?                                                                                                                     |  |  |

## APPENDIX E

### Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

|                                                            |  |                                            |                        |               |  |
|------------------------------------------------------------|--|--------------------------------------------|------------------------|---------------|--|
| <b>Your name/company:</b>                                  |  | <b><u>Name of principal contractor</u></b> |                        |               |  |
| <b>Name and address of client</b>                          |  |                                            |                        |               |  |
| <b><u>Name of school</u></b>                               |  |                                            |                        |               |  |
| <b><u>Address line 1</u></b>                               |  |                                            |                        |               |  |
| <b><u>Address line 2</u></b>                               |  |                                            |                        |               |  |
| <b><u>Town/city</u></b>                                    |  |                                            |                        |               |  |
| <b><u>Postcode</u></b>                                     |  |                                            |                        |               |  |
| <b>Principal designer</b>                                  |  |                                            |                        |               |  |
| <b>Name of principal designer</b>                          |  |                                            |                        |               |  |
| <b>Address</b>                                             |  |                                            |                        |               |  |
| <b>Phone number</b>                                        |  |                                            |                        |               |  |
| <b>Email address</b>                                       |  |                                            |                        |               |  |
| <b>What is the job?</b>                                    |  |                                            |                        |               |  |
|                                                            |  |                                            |                        |               |  |
| <b>Is there anything the client has made you aware of?</b> |  |                                            |                        |               |  |
|                                                            |  |                                            |                        |               |  |
| <b>Key dates</b>                                           |  |                                            |                        |               |  |
| <b>Start:</b>                                              |  | <b>Finish:</b>                             |                        | <b>Other:</b> |  |
| <b>Where are your toilet, washing and rest facilities?</b> |  |                                            |                        |               |  |
|                                                            |  |                                            |                        |               |  |
| <b>What are your fire and emergency procedures?</b>        |  |                                            |                        |               |  |
|                                                            |  |                                            |                        |               |  |
| <b>Other employees of the contractor working on site</b>   |  |                                            |                        |               |  |
| <b>Name</b>                                                |  |                                            | <b>Contact details</b> |               |  |

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#### What are your site induction arrangements?

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|  |
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#### How will you keep everyone on site updated during the job?

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

#### Risk assessment

| What are the main dangers on site? | Hazard is present? (Y/N) | What controls do you have?                                                                                                                                                                                                                                                            |
|------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Falls from height                  |                          | <ul style="list-style-type: none"> <li>Ladders are kept in good condition, at the correct angle, and secured.</li> <li>Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.</li> </ul> |
| Collapse of excavations            |                          | <ul style="list-style-type: none"> <li>Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.</li> </ul>                                                                                                                                 |
| Collapse of structures             |                          | <ul style="list-style-type: none"> <li>Props are installed by a competent person to support structures.</li> </ul>                                                                                                                                                                    |
| Exposure to building dusts         |                          | <ul style="list-style-type: none"> <li>Dust is prevented by using cutting and vacuum extraction on tools.</li> <li>Vacuum cleaners are used instead of sweeping.</li> <li>Suitable and well-fitted masks are used.</li> </ul>                                                         |
| Exposure to asbestos               |                          | <ul style="list-style-type: none"> <li>Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out.</li> <li>Everyone on site is made aware of the outcome of the survey,</li> </ul>                                      |

|                                                              |  |                                                                                                                                                                                                                             |
|--------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activities or workers requiring supervision</b>           |  | <ul style="list-style-type: none"> <li>• The appropriate supervision is provided.</li> </ul>                                                                                                                                |
| <b>Electricity</b>                                           |  | <ul style="list-style-type: none"> <li>• The electricity supply and other services are turned off before drilling into walls.</li> <li>• Excavators and power tools are not used near suspected buried services.</li> </ul> |
| <b>Risks to members of the public, the client and others</b> |  | <ul style="list-style-type: none"> <li>• The site is kept secure in order to prevent unauthorised access.</li> <li>• Net scaffolds are used.</li> <li>• Rubbish chutes are used.</li> </ul>                                 |

### **CURRICULUM SAFETY MATTERS**

The following sections apply primarily to secondary schools, although Section 5.3 Physical Education applies to all schools

#### **Science**

**Head of Department shall ensure that:**

- A *Science Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Departmental Policy should be provided to all members of staff, ie, Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.
- Teaching staff and Technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazards and other CLEAPSS guidance and teaching resources.
- Risk Assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment must be communicated to all relevant staff on a recorded basis.
- They undertake audits of the Science Department, on at least an annual basis, to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will also help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- Equipment, including fume cupboards, are adequately maintained and tested by a competent Engineer and is within the current test period. The testing shall be organised on behalf of the school by the School's Property Services Officer. The results of tests shall be retained for inspection.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- Each member of staff is issued with employee guidelines on Safety in Science Laboratories which can be found in the CLEAPSS Science Laboratory Handbook.
- The CLEAPSS Hazards are kept up to date and COSHH assessments have been carried out where required.
- The gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work is completed once every five years. The testing shall be organised on behalf of the school by the School's Property Services Officer.
- Gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.
- All Teaching staff supply each pupil with a copy of the Laboratory Rules. Additionally, that the Laboratory Rules are continuously enforced throughout the academic year.
- Laboratory rules for pupils are displayed within each Laboratory/Classroom.
- Any non-science staff who have to supervise any class in a Laboratory have been briefed in the Laboratory Rules.

**Class Teacher shall ensure that:**

- They have read, understand and abide by the content of the Department Health and Safety Policy.
- They consult any model risk assessments (ie, Hazcards) or special risk assessments that have been provided/produced by the employer, and adjust them as necessary for the class and circumstances of the particular lesson.
- The gas isolation valve is operational at the start of each class/lesson.
- All relevant safety equipment is checked, including fire extinguishing media, prior to the commencement of any practical lesson.
- They supply each pupil with a copy of the Laboratory Rules and that these are continuously enforced throughout the academic year.

### Ionising Radiations and Radioactive Substances

Where schools hold radioactive sources, the Head of Science shall ensure that:

- A trained Radiation Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines and that the radiation source log book is kept up to date.
- Refresher training is scheduled at regular intervals for the Radiation Protection Supervisor to maintain competence levels.
- All relevant staff have access to CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools & Colleges (May 2017).

### **Design and Technology & Art and Design**

Both Design and Technology and Art and Design in schools encompass a range of material areas, including food, textiles, resistant materials, graphics, ceramics, and ICT/computing.

**Head of Department shall ensure that:**

- A *Design and Technology & Art and Design Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Departmental Policy should be provided to all members of staff, ie, Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.
- Risk assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment must be communicated to all relevant staff on a recorded basis.
- An audit of the Design and Technology & Art and Design Department is undertaken on at least an annual basis to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available, the Head of Department must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

- Teaching staff and Technicians operating/tutoring on woodwork/metalwork and gas or electric welding/cutting equipment are competent by virtue of them holding a recognised training award or having received approved training in:-
  - a) The correct use of the machine;
  - b) Methods of using the guards and other safety devices connected with the machine.
- Teaching staff and Technicians are provided with refresher training on at least a five yearly cycle, to ensure that their competencies are maintained.
- They retain a central copy of all training certificates held by staff.
- Pupils do not use the following woodworking machinery and that this is enforced by Teaching staff:
  - Circular Saw
  - Surface Planer/Thicknesser
  - Single Spindle Moulding Machine
- Pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.
- Teachers/Technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-
  - BS 4163: 2014 Code of Practice: Health and safety for design and technology in schools and similar establishments.
  - CLEAPSS Model Risk Assessments for Design and Technology and Art and Design in Schools and Colleges
- The names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.
- Hazard/warning signs conforming to BS5378 are displayed where appropriate to indicate hazards, ie guards over moving parts, mandatory PPE to be worn, emergency stops.
- Local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the the school's Property Services Officer. Copies of the tests results shall be retained for inspection for at least 5 years.
- Adequate provision is made for the storage of compressed gases in accordance with BS 4163: 2014. Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.
- Class rules for pupils in Design and Technology & Art and Design are displayed within each room.
- A sufficient supply of protective equipment is provided for pupils operating machinery/equipment:
  - Ear defenders/plugs
  - Eye protection
  - Gloves

### Kilns

Kilns are separated from the main teaching area by means of a specific kiln room or a secure fence or cage providing a physical barrier.

- Pupils using equipment are adequately supervised.
- Teaching staff and Technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes:-
  - Respiratory protection
  - Eye protection
  - Gloves



### **Teachers/Technicians shall ensure that:**

- They have read, understand and abide by the content of the Department Health and Safety Policy.
- They consult any CLEAPSS Model Risk Assessments or special risk assessments that have been provided/produced by the employer, and adjust them as necessary for the class and circumstances of the particular lesson.
- Pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment in accordance with the risk assessment for the machine/equipment.
- Pupils do not operate the following woodworking machinery:
  - Circular Saw
  - Surface Planer/Thicknesser
  - Single Spindle Moulding Machine
- Pupils using equipment are adequately supervised.

### **Physical Education**

#### **Head of Department shall ensure that:**

- A *Physical Education Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Policy should be provided to all members of staff working within the Department on a recorded basis.
- Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2016).
- Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.
- Gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the school's Property Services Officer.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Checks of goalposts (rugby/football) are being undertaken before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

#### **The Class Teacher shall ensure that:**

- They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Areas used for physical education, school sport and physical activity are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use.**
- Goalposts (rugby/football) are checked before use and on a regular basis following the Football Association's Guidelines issued to the school.

## **Drama Theatres**

### **Head of Department shall ensure that:**

- Staff and Technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.
- All theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.
- All hired electrical equipment is within current certification (12 months).
- Staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.
- The use of the following equipment is under the control of a competent person:
  - Smoke and Vapour effect units
  - Lasers
  - Strobe Lights
  - Pyrotechnics
- Risk Assessments for any activity where there is a significant hazard (whether involving Pupils, Teachers, Technicians or members of the public) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure they remain valid.

Examples may include:

- Use of props and climbing on furniture
- Operation of special effects
- Operation and changing of lighting, involving work at height
- Performances

***Smoke/vapour effect units must only use water based fluids. The use of Dry Ice Units is prohibited.***

## **Work Experience/Placements**

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff. To this end, the school will follow the HSE guidelines on Young People and Work Experience (INDG 364 rev1) 2013.

## APPENDIX G

| TYPE                                                         | STORAGE                                                           | SECTION                                  | NEXT STEPS                        |
|--------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------|-----------------------------------|
| <b>Accidents</b>                                             |                                                                   |                                          |                                   |
| Staff accidents                                              | Smartlog                                                          | Accident Recording                       | School to investigate             |
| Serious Pupil Accidents                                      | Smartlog                                                          | Accident Recording                       | School to investigate             |
| RIDDOR Reportable Accidents                                  | Smartlog                                                          | Accident Recording                       | School to investigate             |
| Near Misses (that would have resulted in a serious incident) | Smartlog                                                          | Accident Recording                       | School to investigate             |
| Minor Pupil Accident (eg. bumps and grazes)                  | School to decide how to log                                       |                                          |                                   |
| <b>Taking of Medication</b>                                  | School to decide how to log using appropriate policy for guidance |                                          |                                   |
| <b>Crisis Incidents</b>                                      |                                                                   |                                          |                                   |
| Continuity/Contingency Plans                                 | Smartlog                                                          | Information – Contingency Plans          |                                   |
| Lockdown Procedures                                          | Smartlog                                                          | Information/Doc Library - Policies       |                                   |
| Fire procedures inc plans and evacuations                    | Smartlog                                                          | Information/Doc Library - Policies       |                                   |
| <b>Training</b>                                              |                                                                   |                                          |                                   |
| H&S Training                                                 | Smartlog                                                          | Training                                 |                                   |
| CPD Training                                                 | School to decide how to log                                       |                                          |                                   |
| <b>Risk Assessments</b>                                      |                                                                   |                                          |                                   |
| Educational Visits                                           | Evolve                                                            |                                          | EVC to check                      |
| Staff RAs                                                    | Edupay                                                            | Document store - Staff's sickness folder | Ensure relevant staff are alerted |
| Pupil RAs                                                    | Smartlog                                                          | Risk assessments                         |                                   |
| Mandatory Ras                                                | Smartlog                                                          | Risk assessments                         |                                   |
| Legionella RA                                                | Smartlog                                                          | Risk assessments                         |                                   |
| Fire RA                                                      | Smartlog                                                          | Risk assessments                         |                                   |
| COSHH                                                        | Smartlog                                                          | Risk assessments                         |                                   |

|                              |          |                  |                                |
|------------------------------|----------|------------------|--------------------------------|
| <b>Workplace Inspections</b> | Smartlog | Checks and Tests |                                |
| <b>Servicing</b>             | Smartlog | Checks and Tests | Upload logs/servicing          |
| <b>Internal Checks</b>       | Smartlog | Checks and Tests | Add notes                      |
| <b>Asbestos</b>              | Smartlog | Checks and Tests | Upload any logs, checks, plans |