



Health, Safety and Welfare Policy

REVIEW DATE:

AUTUMN 2023

NEXT REVIEW DATE:

AUTUMN 2024

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Health, Safety and Welfare Policy for The Raleigh School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of The Raleigh School

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

Dr Beverley Nash Chair of Governors

Fiona O'Neill Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
 - Include health and safety targets in the school development plan.
Targets may include:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors.
 - Suggestion on future health and safety initiatives.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
 - They will make adequate provision for maintenance of the school premises and equipment

Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The Headteacher is the Educational Visits Coordinator (EVC).
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteachers

The Deputy Headteachers will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
 - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Caretaker

The caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health and safety co-ordinator

1. The health and safety coordinator (also the Caretaker) carries out specific functions which may include:
 - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
 - Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
 - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - Arranging termly evacuation drills and weekly fire alarm tests etc.
 - Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
 - Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
 - Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
 - Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

- Ensuring that the SLT and the Office Manager are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered

Health and safety committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

Health and safety is also a standing item on all staff meeting agendas.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section.

Accident and near miss reporting, recording and investigation

The Headteacher will log an incident. All accidents are reported in the appropriate logbook located in the office or online accident / incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required.

Asbestos

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept in the school office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

1. Accident near miss reporting, recording and investigation

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the School Office. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. In the case of more serious accidents, the Office Manager will also access OSHENS on-line accident/incident reporting system and report the accident including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) when required.

2. Asbestos

The Asbestos Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the asbestos survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan.

3. Contractors

The Caretaker is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

4. Control of safe handling and use of hazardous substances

Rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation

Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest. Detail where cleaning solutions are stored e.g., secure stores and who has access]

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Detail staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

6. Display screen equipment

Training requirements for staff who make significant use of Display Screen Equipment (DSE) how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices

7. Electrical equipment

PAT testing arrangements, who undertakes it and what the arrangements are for the test periods of inspection. Pat testing should be carried out in line with the SCC or PAT policy. Fixed wiring every 5 years. All faults are reported to the Headteacher by a written report, and through examination by a competent person, who maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

8. Emergency procedures

[Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors]

9. Fire precautions and procedures

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix C – Fire Drill.

10. First aid

First Aid kits are located in the school office. First aid supplies are regularly checked and restocked. See Appendix D – First Aid. The school has a first aid policy in place which is reviewed annually.

11. Glass and glazing

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc)

12. Health and safety advice

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Academies and free schools can obtain packages of support.

13. Housekeeping, cleaning, and waste disposal

The caretaker is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate area. Medical waste is stored in a yellow bin in the School Office school and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see appendix B attached.

15. Jewellery

Pupils may wear watches. Small plain gold or silver stud earrings may be worn but pupils must be able to remove these themselves to participate in PE lessons.

16. Lettings/shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff may be on site in some instances for some of part of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided

17. Lone working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities. Arrangements for agile working including services and resources, such as workstation and equipment available for agile working use and to support the delivery of education. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to leave the building at 6.00pm during term time, and 4.30pm during half term and cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, premises manager. If lone working is to be undertaken, a risk assessment will be completed by the Line Manager, and a colleague, friend

or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

18. Long term evacuation plan

The Raleigh is linked to Glenesk which is another local school. See Emergency Plan for full details.

19. Maintenance of equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix F for details of what equipment requires periodic inspection, examination or testing.

20. Management of medicines

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the School Office (or if appropriate in the fridge in the school office). A permission form to administer medication must be completed by parents. Medicines can only be taken under adult supervision and the administering adult must record the date, name of the child dose and then sign the medical record file held in the School Office.

21. Manual handling

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

22. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and it should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate

23. Playground safety

Daily inspections of play equipment and the grounds are undertaken by the caretaker. There are always sufficient staff on duty at break and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual external inspection.

24. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see appendix B attached for a list of assessments that support these arrangements.

25. School trips/ off-site activities

The Educational Visits Co-ordinator, (EVC) is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from SCC via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

26. Site security/ visitors

Visitors are required to enter through the main entrance via a buzzer system. They must sign in and collect a visitors badge before entering the school.

27. Smoking

There is a no-smoking policy throughout the premises. This includes vaping. Smokers are required to go off-site.

28. Staff consultation

At weekly meetings staff are informed about health and safety issues. Local governing Body committee meetings take place once a term. The committee term of reference is available from the Clerk to the Governors. Health and Safety within the school is discussed at staff meetings. Items will be reported to the Governors.

29. Staff health and safety training

New staff are briefed about H & S arrangements when they join the staff, establishing minimum health and safety competencies for certain activities, (e.g use of hazardous substances, work at height) and certain roles, (e.g. H & S Co-ordinator, Caretaker etc. Relevant training courses will be made available as required.

30. Staff well-being / stress

School and SCC arrangements in place for supporting staff including occupational health, employee assistance programme (EAP). Headteachers actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

31. Pond

Pond area is locked at all times. A daily inspection of the pond area to be undertaken by the caretaker. There will always be a staff member present supervising pupils when entering the pond area.

32. Vehicles on site

Only authorised vehicles should be on the school site. All cars should park within parking bays. If vehicles need to enter the play areas for any reason, this should be done in lesson time. All deliveries should be reported to the School Office on arrival.

33. Violence/school security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main Reception area controlled by the School Office. All visitors are required to sign in at Reception and must display their visitors badge at all times. They should record their car registration number in the visitors book when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

34. Water management (Legionella)

The school complies with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from Legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

35. Working at height

Work at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.

Appendices

Appendix A – Accidents involving pupils

Appendix B – Pupils’ Health and the Administration of Medicines

Appendix C – Fire Drill

Appendix D – First Aid

Appendix E – Infection Control

Appendix F – Equipment Testing

Appendix G – School Health & Safety Management Checklist

Appendix H – School Health & Safety Inspection Checklist

Appendix I – Lockdown Procedure

Appendix J – Risk Assessments and Guidance

Appendix A – Accidents Involving Pupils & Staff

Accidents in the classroom, at playtime, lunchtime, during games lessons and around the school site in general.

Care should be taken to keep calm when an accident occurs. The injured person will quickly become alarmed as those around them panic.

Apply immediate first aid.

Seek help either by taking the nearest red triangle to the school office or by sending the most reliable and senior adult/pupil to the school office to summon assistance.

Appendix B – Medical Policy

Published in November 2021 for review in November 2024 which includes Administering Medicine, Managing Medication in School, Asthma, Allergies including Nut & Food.

Appendix C – Fire Drill

In the event you discover a fire, activate the nearest fire call point.

When the fire bell rings, ask the children to leave the room quickly but calmly and lead them to the Assembly Point in the playground.

Sometimes, children are working elsewhere in the school and it is therefore essential that teaching staff explain to their class about the fire alarm and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point. Teachers should also inform any parents helpers of the procedure.

When the fire alarm sounds, the Office Manager will alert the emergency services. Members of the Admin Team take the class registers, staff register and visitors book to the Assembly Point.

Each teacher checks the number of pupils present, together with number of staff members and parent helpers and relays this information to the Admin Team who account for everyone present.

Staff, pupils and parent helpers remain at the Assembly Point until the nature and extent of the emergency is fully understood.

Appendix D – First Aid

Staff in the school office are all paediatric first aid qualified as are other senior members of the Teaching Assistants group. Any first aid related issues should be directed to the school office in the first instance.

Other staff have an appropriate level of First Aid training which is renewed every 3 years.

Staff make themselves aware of any children with health problems in their classes. Should a parent request the school to administer prescribed or non-prescribed medicines, these should be left at the school office with signed permission on administering them. Further details can be found in Appendix B - Medical Policy.

The school policy is for staff and children never to touch blood or bodily fluids. There are disposable gloves for dealing with accidents and emergencies.

All accidents and injuries should be reported to the school office and the accident book completed.

Appendix E – Infection Control

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

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers.

Always wash hands after using the toilet, before eating or handling food.

Cover all cuts and abrasions with waterproof dressings.

Coughing & Sneezing

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Spitting is strongly discouraged.

Personal Protective Equipment

Wear disposable non-powdered vinyl or latex-free gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per the manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Laundry

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home for laundry, never rinse by hand.

Clinical Waste

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

Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are usually vulnerable to chickenpox, measles, or slapped cheek (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, the school will follow advice from Public Health England about the appropriate course of action.

Appendix F - Equipment Testing

Portable Appliance Equipment - Every Two Years

Fixed Wire Testing - Five Yearly

Emergency Lighting - Annually Fire Alarm Annually

Fire Extinguishers - Annually

Gym Equipment - Annually

Water Testing - Annually

Legionella - Monthly

Boilers - Twice Yearly

Air Conditioning - Twice Yearly

Pressure Vessels - Annually

Energy Rating – Annually

Appendix G – SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST (H&S Organisational non-conformities for Action)

School	
Person(s) completing checklist:	
Date:	

H&S Policy	Yes	No	N/A	Comments
Does the School have a written H&S policy that is, • reviewed in the last 12 months.				
• Signed by current Chair of Governors & Headteacher.				
• Provided to or brought to the attention of all schools' staff.				
H&S Coordinator	Yes	No	N/A	Comments
Has the school appointed an H&S Coordinator?				
H&S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? • Headteacher H&S Management.				
• H&S Coordinator H&S Management.				
• Risk assessment Process.				
• Lifting & Handling.				
	Yes	No	N/A	Comments
• Fire/Emergency procedures				
• Working At Heights				
• Environmental Safety				

Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H&S items,				
• Access Control				
• Administering medication				
• Contractors				
• Creative Arts				
• D&T				
• Electrical Safety				
• Hazardous Substances				
• Lone Working				
• Manual Handling				
• Off-Site Activities				
• Physical Education				
• Playground Safety				
• Pond Safety				
• Premises/Site Safety				
• Science				
• Working at Heights				
	Yes	No	N/A	Comments
Have risk assessments been completed by trained schools' staff?				
Have School risk assessments been viewed for "suitable & Sufficient" by the Trust				
Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
Has a Fire Risk Assessment been provided either by an appointed Consultant or by trained School staff?				
	Yes	No	N/A	Comments
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				

Are there emergency plans in place to respond to any Asbestos exposure?				
Water treatment	Yes	No	N/A	Comments
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
Heating	Yes	No	N/A	Comments
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are fire appliances serviced and recorded as such every 12 months?				
	Yes	No	N/A	Comments
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
Electricity	Yes	No	N/A	Comments
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?				
Is there a register/Inventory of all of the school's Portable Electrical Appliances?				
Are all of the school's Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)				

Are staff instructed not to bring personal electrical items in to school for use in school?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Access/Security	Yes	No	N/A	Comments
Is there a system for Identifying and managing visitors to the school, including contractors?				

No.	Actions Required?	By whom?	By when?	Date completed:

Appendix H – SCHOOL HEALTH & SAFETY INSPECTION CHECKLIST (H&S Organisational non-conformities for Action)

School/Specific Area of School Site	
Person Undertaking Inspection:	
Date:	

Flooring	Yes	No	N/A	Comments
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	Yes	No	N/A	Comments
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	Yes	No	N/A	Comments
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	Yes	No	N/A	Comments
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors open able from the inside (whilst the school is in use) without the use of a key?				
Storage	Yes	No	N/A	Comments
Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				

Furniture	Yes	No	N/A	Comments
Is furniture damage free and stable?				
Is the furniture sited safely?				
Housekeeping	Yes	No	N/A	Comments
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous Substances	Yes	No	N/A	Comments
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
Personal Protective Equipment	Yes	No	N/A	Comments
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
Lighting	Yes	No	N/A	Comments
Is the lighting provision sufficient in all area?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
Heating	Yes	No	N/A	Comments
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
Electricity	Yes	No	N/A	Comments

Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs	Yes	No	N/A	Comments
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
External	Yes	No	N/A	Comments
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are out buildings and sheds secure?				
External Play Equipment	Yes	No	N/A	Comments
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
Security	Yes	No	N/A	Comments
Do visitors sign in and out?				
Are visitors provided with ID badges?				

No.	Actions Required?	By whom?	By when?	Date completed:
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Appendix I – Lockdown Procedure

- Alarm = 5 short bursts. All Clear = 1 long burst
- **All areas** - Blinds down, windows closed, turn lights, monitors and Smartboards off, vision panels covered, block door, lock external doors if you have one, hide, mobile phones on silent, check for missing pupils, staff and any injured persons, silence.
- **All areas** – access walkie-talkie, set to **channel 1** and use ear piece (optional). Any instructions will follow this preferred method of communication.
- Note on class register anyone missing, as no-one may leave any room and add extras.
- Reassure pupils
- Await further instructions.
- Long siege – use PCs for email communications.
- If possible, block doors with furniture.
-
- **Areas other than classes:**
- If in a corridor go to closest class.
- Children in library to go to nearest classroom, if just a small group. If a class, stay in Library – block door with furniture. • If in toilet go to nearest classroom.
- If in Galley go to nearest classroom or if intruder within earshot stay & hide in Galley and lock door.
- Outside – run into the hall. If you see an intruder, send a runner to the office. If using the adventure playground, either make your way to the Raleigh room or the nearest classroom.
- Hall – go to Green Room or kitchen. External doors need to be locked and, if possible, lower blinds.
- Kitchen – lock in and hide or last resort run away down street
- Green room – as above plus block door to hall and lower blinds. If a small group, hide in Green Room office and block door. All to run out onto street as last resort.
- If in DT suite stay there – lower blinds, cover vision panel and block door.
- Staffroom – cover vision panel, lower blinds, stay in there, block door and hide.
- Raleigh Room – stay in there, lower blinds, block door and hide.
- Ark Royal – cover vision panel, block door (will be able to lock soon), stay silent, Lock outside doors
- Server Room – lock door, stay silent
- Admin rooms – blinds, block door, hide, silence (door locks to follow)
- School office – attach “Closed” notice to visitor reception window, lower blinds, do not answer the telephone or attend to visitors.
- HT office – blinds, lock door, hide, silence
- White hole – peripatetic teachers – cover vision panel, bolt door (to be installed), silence.
- Weston Lea – take a walkie-talkie on each visit and do not return to school in the case of an incident – go to Glenesk, our “buddy” school and await further instructions.

- If a class is in transit to another part of the school, the teacher or person in charge should make the decision whether it is better to return to their base room or continue their transit to the other part of the school.

Other points

- Staff and external visitors, such as sports coaches and peripatetic music teachers, should familiarise themselves with the location of the walkie-talkie within any room that they do not usually use.
- Staff and external visitors, such as sports coaches and peripatetic music teachers, should familiarise themselves with the “hiding” procedure for any room that they do not usually use. Consider room procedure chart and place by the walkie-talkie.
- Consider organising a child or children to act as walkie-talkie monitor for those instances when the teacher or person in charge of the class is not in a place to allow immediate access.
- Visitors to the classroom should be made aware of the procedure.
- Children in “wrong” location can be advised to central control via the walkie-talkie.
- Address any additional training needs.
- PIR controlled lights will stay on unless deactivation key used or set period of no detected movement reached.

Appendix J – Risk Assessments and guidance

List of risk assessments, policies and procedures to compliment this policy.

COSHH	LPG bulk fuel storage
Manual handling	New and expectant Mothers
Moving and handling	Oak processionary moth
Violence at work	Events
PE Gymnastics	Playground
Water safety	Pond features
Stress	Site assessment
Adverse weather	Temporary mobility difficulties
Ionising and non-ionising radiation	Traffic management
Outdoor education and off-site trips and visits	Caretaking duties
Breakfast club	Working at height
Conflict of gym equipment and lighting rig or projector	COVID-19 letting venues
Contractors on site	
Lone working	