

# **HEALTH AND SAFETY POLICY**

Policy reviewed by PSK 03.03.2021

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of Phoenix Academy.

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4:

<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies updated November 2018

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

## **GENERAL GUIDELINES**

It is the policy of the Trustees/Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of enough information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Trustees/Governing Body and Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate

## **RESPONSIBILITIES OF THE TRUSTEES/GOVERNING BODY**

The Trustees/Governing Body is responsible for ensuring health and safety management systems are in place and effective.

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

The Trustees/Governing Body will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

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

The Trustees/Governing Body as the employer provides access to competent H&S advice via Al Coates as required by the Health and Safety at Work Act 1974]

## **RESPONSIBILITIES OF THE HEAD TEACHER**

Overall responsibility for the day to day management of health and safety in accordance with the Trustees/Governing Body's health and safety policy and procedures rests with the Head Teacher.

The Head Teacher has responsibility for:

- Co-operating with the Trustees/Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Trustees/Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Al Coates.

Within departments this task is further delegated to the Relevant Head of department/relevant subject Co-ordinator/subject leader.

## **RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY**

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

- Ensure the provision of enough information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- Be aware of the practical guidelines for working at height within the school. (See separate appendix).

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher/

## **RESPONSIBILITIES OF ALL EMPLOYEES**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Principal and others in meeting statutory requirements; not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Always comply with the school's health and safety policy and procedures, and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal;

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Head Teacher.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons, ensuring that tools and equipment are in good condition and report any defects to the Head Teacher.
- **Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher.**
- Be aware of the practical guidelines for working at height within the school. (See separate policy).

## **RESPONSIBILITIES OF PUPILS**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. Pupils will be made aware of these responsibilities through direct instruction, notices and the school handbook.

## **SMOKING**

Phoenix Academy operates a no smoking policy

## **OTHER RELATED PROCEDURES AND POLICIES**

Appendix 1	-	Risk Assessments
Appendix 2	-	Statutory Tests
Appendix 3	-	Offsite visits
Appendix 4	-	Health and Safety Monitoring and Inspections
Appendix 5	-	Fire Evacuation and other Emergency Arrangements
Appendix 6	-	Fire Prevention, Testing of Equipment
Appendix 7	-	First Aid and Medication
Appendix 8	-	Accident Reporting Procedures
Appendix 9	-	Health and Safety Information and Training
Appendix 10	-	Personal Safety / Lone Working
Appendix 11	-	Premises and Work Equipment
Appendix 12	-	Flammable and Hazardous Substances
Appendix 13	-	Asbestos

- Appendix 14 - Moving and Handling
- Appendix 15 - Contractors
- Appendix 16 - Work at Height
- Appendix 17 - Display Screen Equipment
- Appendix 18 - Vehicles
- Appendix 19 - Lettings
- Appendix 20 - Minibuses
- Appendix 21 - Transport
- Appendix 22 - Legionella
- Appendix 23 - Swimming pool
- Appendix 24 - Work Experience
- Appendix 25 - Farm Visits
- Appendix 26 - Residential Visits

Hertfordshire Grid for Learning has an excellent resource for schools to use regarding Health and Safety risk assessments, guidance and general information. Although aimed at maintained schools, the resources can be adapted for use by all schools.

The Hertfordshire Grid for Learning *Health and Safety Manual: Policy and Guidance for Schools* can be found at: [www.thegrid.org.uk/info/healthandsafety/manual](http://www.thegrid.org.uk/info/healthandsafety/manual)

## **Appendix 1**

### **GENERAL RISK ASSESSMENTS**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Supervisors following guidance approved by the Head Teacher.

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

### **INDIVIDUAL RISK ASSESSMENTS**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher. Such risk assessments will be reviewed on a regular basis.

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

### **CURRICULUM ACTIVITIES**

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department/subject teachers as detailed below.

- Design and Technology
- Practical Science
- Art & Design
- Physical Education

These assessments should be incorporated within the scheme of work, lesson plan etc.

To assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

## **Appendix 2**

**STATUTORY TESTS** Statutory tests must be carried out on all the following. Further details are under each relevant appendix:

- Fire Extinguishers (*Appendix 5*)
- Fire Alarm (*Appendix 6*)
- Fixed Electrical Wiring Installation (*Appendix 11*)
- Emergency Lighting Inspection and Test (*Appendix 11*)
- Gas Equipment (*Appendix 11*)
- Portable Appliance Testing (PAT) (*Appendix 11*)
- Playground and gym equipment (*Appendix 11*)
- Water coolers (*Appendix 11*)
- Legionella survey/risk assessments (*Appendix 22*)

## **Appendix 3**

### **OFFSITE VISITS**

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-Ordinator(s) Samuel Kelly and Kirsty de Poar, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to person with delegated authority for approval, Paul Kelly.

The school holds a separate policy for offsite visits

## **Appendix 4**

### **HEALTH AND SAFETY RISK ASSESSMENTS**

A general inspection of the site will be conducted on a yearly basis and be undertaken/coordinated by Al Coates.

The person(s) undertaking inspection will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with Name of Staff.

A named Trustee/Governor, Al Coates, will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Trustee/Governing Body meetings.

## Appendix 5

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. See H&S Resources

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook/separate guidance and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by Paul Kelly

#### Fire Drills

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

#### Fire Fighting

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

#### Details of Service Isolation Points

I.e. gas, water, electricity. Gas and water turn of points are under the stairs, the electricity fuse board is in the front cloakroom, behind the door.

#### Details of Chemicals and Flammable Substances on Site

An inventory of these will be kept by Al Coates and Angela Kelly as appropriate, for consultation.



## **Appendix 6**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

Paul Kelly is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the main office.

#### **Fire Alarm System**

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesdays. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Josh Johnson, Eagle Fire and Electrical services.

A fire alarm maintenance contract is in place with Eagle fire and Electrical services and the system tested 6 monthly by them.

#### **Fire Fighting Equipment**

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

Eagle Fire and Electrical services undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Josh Johnson, from Eagle Fire and Electrical services.

#### **Emergency Lighting Systems**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Luke at Theydon Electrical limited

#### **Means of Escape**

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

## **Appendix 7**

### **FIRST AID AND MEDICATION**

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

#### **Trained to Emergency Aid Level (6 hr.):**

Tameka Anderson-Sango  
Kirsty de-Paor

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

#### **First Aid Boxes Are Located at The Following Points:**

In the 1<sup>st</sup> Aid room downstairs

Paul Kelly is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

### **Transport to Hospital**

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers. 999 will be called in the event of a medical emergency.

### **Administration of Medicines**

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

No member of staff will administer any medication unless a request form has been completed by the parent/carer.

Paul Kelly is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.

Records of administration will be kept by Paul Kelly

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Headteachers office, and clearly labelled.

### **Health Care Plans**

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by the Headteacher.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the students file and in the register.

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

## **Appendix 8**

### **ACCIDENT REPORTING PROCEDURES**

#### **Accidents to Employees**

All employee accidents, no matter how minor, must be reported to the Head Teacher who will make a report to the Trustees/Governing Body

#### **Accidents to Pupils and Other Non-Employees (Members of Public/Visitors to Site etc.)**

A local accident book in the main office is used to record all minor incidents to pupils and non-employees. More significant incidents as detailed below must also reported to the Head Teacher, who will make a report to the Trustees/Governing Body

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

All major incidents will be reported to the Head Teacher who will make a report to the Trustees/Governing Body.

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

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

The Head Teacher or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### **Reporting to the Health and Safety Executive (HSE)/RIDDOR**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Head Teacher and Trustees/Governing Body

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

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

**Any incident notified to the HSE must also be reported to the Head Teacher and Trustees/Governing Body**

## **Appendix 9**

### **HEALTH AND SAFETY INFORMATION & TRAINING**

#### **Consultation**

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

#### **Communication of Information**

The Health and Safety Law poster is displayed in the Kitchen.

The Trustees/Governing Body as the employer provides access to competent H&S advice via Al Coates as required by the Health and Safety at Work Act 1974

#### **Health and Safety Training**

All employees will be provided with:

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

Training records will be kept in the main office by the Headteacher. is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

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

## **Appendix 10**

### **PERSONAL SAFETY/LONE WORKING**

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

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

#### **Lone Working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of Head Teacher and sign in and out of the school premises

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

## **Appendix 11**

### **PREMISES AND WORK EQUIPMENT**

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

#### **Planned Maintenance/Inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be in the main office by the Headteacher.

#### **Curriculum Areas**

Headteachers/ Staff members/Supervisors are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

#### **Electrical Safety**

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by our Chair of Governors, Gareth Hawkes and Jo Hawkes. The PAT is done on an annual basis.

Paul Kelly is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted by Theydon Electrical limited, on a 5-year cycle/an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5-year period.

## **DISCLOSURE**

*According to HSE guidance, PAT tests are NOT required yearly, and they are not compulsory in low risk environments. The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they do not make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually). The law simply requires an employer to ensure that their electrical equipment is maintained in order to prevent danger. It does not say how this should be done or how often. Employers should take a risk-based approach, considering the type of equipment and what it is being used for. If it is used regularly and moved a lot e.g. a floor cleaner or a kettle, testing (along with visual checks) can be an important part of an effective maintenance regime giving employers confidence that they are doing what is necessary to help them meet their legal duties.*

*The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined more frequently than a lamp in a hotel bedroom. For guidance on suggested frequencies of inspection and testing, including the use of PAT, we will use the table in the HSE document: **Maintaining Portable Electric Equipment in Low Risk Environments**.*

*There is no legal requirement to label equipment that has been inspected or tested, nor is there a requirement to keep records of these activities. However, a record and / or labelling can be a useful management tool for monitoring and reviewing the effectiveness of the maintenance scheme – and to demonstrate that a scheme exists; therefore, the school will keep a record of inspections and tests, and label equipment where practical.*

*New equipment should be supplied in a safe condition and not require a formal portable appliance inspection or test. However, a simple visual check is recommended to verify the item is not damaged.*

### **Emergency Lighting Inspection and Test**

A flick test will be conducted monthly by Paul Kelly

A full discharge test will be conducted annually by Josh Johnson.

### **External Play Equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects and Paul Kelly will conduct a formal termly inspection of the equipment.

PE and Play equipment are subject to an annual inspection by Paul Kelly

### **Gas Equipment**

All gas equipment will be checked annually by A.P Gas of 758 Great Cambridge Road EN13GN

### **Water Coolers**

The school uses Point of Use Water Coolers which are sanitised and maintained every 6 months by Paul Kelly

## **Appendix 12**

### **FLAMMABLE AND HAZARDOUS SUBSTANCES**

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Al Coates

They shall ensure:

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

Where persons may be affected by their use on site, Al Coates is responsible for ensuring that COSHH assessments are available from any contractors.

## **Appendix 13**

### **ASBESTOS**

The school has no asbestos on site.

## **Appendix 14**

### **LIFTING AND HANDLING**

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

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

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

## **Paediatric Moving and Handling**

All staff who move and handle pupils will receive appropriate training (both in general moving and handling people techniques, specific training on any lifting equipment, hoists, slings will be given).

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

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

## **Appendix 15**

### **CONTRACTORS**

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

All contractors must report to the Headteacher where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and any other related information.

*Paul Kelly is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.*

## **Appendix 16**

### **WORKING AT HEIGHT**

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders using the following guidance: <http://www.hse.gov.uk/pubns/indg455.pdf>

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

The school's nominated person responsible for work at height is Paul Kelly.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;



- a register of access equipment is maintained, and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

## **Appendix 17**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

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

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

Advice on the use of DSE is available in the Education Health and Safety Manual

## **Appendix 18**

### **VEHICLES ON SITE**

*Detail your own specific rules – if you do not have vehicular access to your site just put 'not applicable'*

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

The vehicle access gate must not normally be used for pedestrian access.

*Detail any specific rules for the management of vehicles on site, restriction on vehicle movement at certain times, reversing vehicles, special arrangements for deliveries etc.*

## **Appendix 19**

### **LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by Pauline Hawkes

*Reference any other school policy and detail any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.*

## **Appendix 20**

### **MINIBUS**

Gareth Hawkes maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory.

Our chair of Governors Gareth Hawkes is responsible for undertaking regular checks on the school minibus and ensuring that it is road worthy and legal

## **Appendix 21**

### **TRANSPORT**

The group leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

#### **Supervision on visits**

The level of supervision necessary should be considered as part of the risk assessment

- Level of supervision on coaches
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts
- Travel sickness pills should only be taken when previous authorisation has been received from the parents.

#### **Use of cars**

- the car should be roadworthy
- the driver has the appropriate licence
- the driver has the appropriate insurance
- drivers ensure pupils wear seat belts
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.
- Booster seats are used where necessary (see the following information)

## Rules concerning the use of seat belts, car seats, and booster seats:

Children over three and up to 1.35 metres in height (approx. 4ft 5ins) or the age of 12, whichever they reach first, must use what the government calls the "correct child restraint" ("booster seat").

There are four exemptions where a child in this category can travel without a car seat:

- the child is in a taxi or minicab
  - If the driver doesn't provide the correct child car seat, children can travel without one - but only if they travel on a rear seat:
    - and wear an adult seat belt if they're 3 or older
    - without a seat belt if they're under 3
- the child is in a minibus, coach or van
  - Minibus or coach drivers and companies don't have to provide child car seats. Parents must provide their own if they want to make sure a child has one.
  - Coaches:
    - Children can travel without a child car seat or seat belt, if they're not available.
  - Minibuses
    - All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.
    - Children aged 3 or older must:
      - use a child car seat if there's one available in a minibus
      - use an adult seat belt if child car seats are not fitted or are unsuitable
  - Vans
    - The rules for vans are the same as for cars.
- the child is on an unexpected journey, for example an emergency
  - If the correct child car seat isn't available, a child aged 3 or older can use an adult seat belt if the journey is all of the following:
    - Unexpected
    - Necessary
    - over a short distance
  - children under 3 cannot be taken on an unexpected journey in a vehicle without the correct child car seat, unless both of the following apply:
    - it's a licensed taxi or minicab
    - the child travels on a rear seat without a seat belt
- there's no room for another car seat
  - Children under 3 must be in a child car seat. If there's no room for a third child car seat in the back of the vehicle, the child must travel in the front seat with the correct child car seat.
  - Children aged 3 or older can sit in the back using an adult belt.

A child of three or over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

Children over 1.35 metres, or who are 12 or 13 years old, must wear an adult seat belt in the front and rear seat "if available".

Passengers 14 and over must also wear seat belts in the front, (and back seats, if available). They are deemed as adult passengers, so it is therefore their legal responsibility - not the driver's - to comply with the law.

## Appendix 22

### LEGIONELLA

See HSE document '*Legionnaires' disease - The control of legionella bacteria in water systems, Approved Code of Practice and guidance on regulations*':

<http://www.hse.gov.uk/pubns/priced/l8.pdf>

A water risk assessment of the school has been completed by Al Coates and Al Coates is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's water log book where necessary.

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

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

- Water is heated and stored to 60 deg. C at calorifiers (any vessel that generates heat within a mass of stored water)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]

## Appendix 24

### WORK EXPERIENCE

#### Secondary level only

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities. Paul Kelly is responsible for managing and co-ordinating such activities, hereafter the placement organiser.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- The placement organiser will always assist and guide the young person undertaking the work placement .
- It is the responsibility of the placement organiser to take responsibility for the young person's health and safety.
- All students should be briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The placement organiser should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues.
- An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken
- Information on the accident reporting system and location of First Aider should be given.
- A disclaimer form should be signed by the young person following this briefing.

- Regular checks should be made to ensure that the young person is able to cope with the hours of work required.
- If at any time the individual is concerned about any issue they should feel free to voice that immediately to their placement organiser.
- Any incidents involving students on work placement activities should be reported to the placement organiser at the earliest possible opportunity.

## **Appendix 25**

### **FARM VISITS**

Farms can be very dangerous places even for the people working on them.

Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces.

Pupils should not;

- Place their faces against the animals or put their hands in their mouths after feeding animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines
- Play in the farm area

## **Appendix 26**

### **RESIDENTIAL VISITS**

Staff ratio should be at least 1 member of staff for every 10 pupils.

- The group should ideally have adjoining rooms with Supervisors' quarters next to the pupil's rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- There must be at least one teacher from each sex for mixed groups
- There must be separate male and female sleeping/bathroom facilities for pupils and adults
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the lay out of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should always be available to Supervisors
- There should be drying facilities
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night.
- As soon as possible after arrival a fire drill should take place