Belle Vue Primary & Nursery School



Health & Safety Policy 2024

Reviewed March 2026

Section One

General Statement of Health and Safety Policy

This Policy statement is subsidiary to the Directorate of Children's Services Health and Safety Policy Statement and Dudley MBC's corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The school's Governing Body along with the school's Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the school's Governing Body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school the Governing Body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Governing Body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the school's Governing Body.

Signed: Date:

Chair of Governing Body

Signed: Date:

Head Teacher

Section Two

Organisation for Health and Safety

1. School Governing Body

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Headteacher to produce and implement an effective Health and Safety Policy including Organisational arrangements and Procedural documents for work activities.
- To regularly review the heath and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Headteacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

2.1 Headteacher

The Headteacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To ensure all new staff/supply staff are aware of health and safety within the work place - induction
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To complete PEEPs for pupils/staff who require one – these will be reviewed annually.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Head teacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and its individual members.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.

- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the councils Safety Officer, Mike Moreton or West Midlands Fire Service Officer's prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

2.2 School Management Team (this includes Deputy Head, Subject leads, Site Managers, and Clerical Managers/Supervisors).

In addition to the general duties of staff, supervisory staff will be directly responsible to the Headteacher or a member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

3.1 School Health and Safety Co-ordinators Mr J. Butler, Site Manager and Mrs C. Davies, Acting Headteacher

- To assist the Headteacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Headteacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Headteacher and, where appropriate seek further advice on:
    - The implications of safety legislation, codes of practice and approved safe working procedures.
    - The health and safety aspects, affecting the design and layout of new and reorganised working areas.

    - The health and safety aspects of new plant, equipment and personal protective clothing.

- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.

- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Headteacher as appropriate.
- To regularly monitor:
    - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
    - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
    - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)

- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the headteacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Headteachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

4.1 Class Teachers

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.

- Understand the first aid and accident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Head or SiteManager any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

4.2 **Employees** [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Headteacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.

- Report to the Headteacher hazards and near miss incidents, which could result in injury.
- Report to the Headteacher all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

4.3 Directorate of Children's Services Health and Safety Officer

The Health and Safety Officer for the Directorate is Mike Moreton, he is responsible for providing advice and support to schools on all aspects relating to Health and Safety.
Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites

Develop health and safety training courses and delivery

- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Contribute to the development of corporate policies and procedures
- Represent their directorate at working groups on request of the Principle Corporate Health and Safety Officer

4.4 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

Functions of safety representatives

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections

- To represent the employees she/he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

4.5 Pupils

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements
- Report to their teacher/Headteacher anything they believe to be harmful or dangerous

Section Three

General Arrangements Sections

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed:

1. Accident Reporting and Investigation
2. Asbestos
3. Consultation with staff
4. Buildings work and contractors – attached policy
5. Display Screen Equipment – attached policy
6. Electrical equipment/appliances – attached document
7. First Aid Provision – attached document
8. Fire Safety/lockdown
9. Inspection/Maintenance of Emergency Equipment
10. Legionnaires Disease –
11. Lone Working
12. Offsite Visits
13. Risk Assessments
14. Security
15. Sun Protection
16. Vehicles on Site
17. Violence and Aggression
18. Volunteers in School
19. Stress/Wellbeing
20. Working from height
21. Work Experience
22. Hazardous Substances
23. Health and Safety Information & Training Consultation
24. Safety at the Swimming Pool
25. Manual Handling –
26. Premises & Work Equipment Statutory Inspections
27. New and Expectant Mothers

Section 1: Accident reporting and Investigating

Outline

Accident Reporting Procedures In accordance with the accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

For significant incidents the witness of the incident will complete the accident form using the relevant paper form. The Operations Manager, Mrs L. Millinchip will input the accident information online to the Local Authority.

The Local Authority will be responsible for any RIDDOR requirements.

- The local accident folder is located in the main office and are used to record all minor incidents to pupils
- Bumped heads are always recorded and first-aid slips will go home with the child and parents informed.
- School accident reports will be monitored for trends and a report made to the Governors, 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.

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

1. Where to report accidents/incidents

Accidents are reported using an online form:

2. Time Scale for Reporting

All accidents should be reported as soon as you are aware of them.

The HSE require accidents that result in a loss of three days or more from work to be reported to the HSE within 10 days, the process for reporting this is to complete a form known as F2508 which can be done via the internet (www.hse.gov.uk/riddor) this form will be generally completed by the staff at Westox House, however if one is completed by the school then a copy must be immediately forwarded to Westox House staff to prevent duplication.

The expression 'three days or more' means, in practice at least four days. "For example, if a person who normally works Monday to Friday is injured on Friday and returns to work the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported". If the employee returns to work within three days after the accident but is unable to undertake normal duties and is given other work to complete for three days or more as defined above, then this also makes the accident a HSE reportable incident as the person is unable to carry on there normal work duties.

If the accident involves a major injury or death then it must be reported immediately, a major injury is defined below:

- Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:
    - leading to hypothermia, heat-induced illness or to unconsciousness,
    - requiring resuscitation or
    - requiring admittance to hospital for more than 24 hours.

- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin –
  - acute illness requiring medical treatment; or
  - loss of consciousness.
- Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3. Investigation of accidents

All lost time reportable accidents must be investigated. The school will appoint a responsible person to investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

It may well be useful in remembering the start of Rudyard Kipling’s poem; I keep six honest serving-men, when undertaking an accident investigation

I keep six honest serving-men
(They taught me all I knew);
Their names are what and why and when and how and where and who.

The cause of an accident should never be classified as “carelessness” as the only remedy to a careless act is to be more careful in the future, a thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

4. Accident Investigation Report

This record enables all details relating to the circumstances surrounding an accident/incident to be recorded, and is designed to facilitate an effective investigation process. Part 1 of the record simply involves recording the personal information relevant to the accident/incident.

In part 2, under ‘working conditions’, where there are no deviations from the normal working conditions at the time of the accident/incident, ‘normal’ should be entered in the box. Where there was some deviation, such as poor weather, these details should be entered. At this relatively early stage, the investigator should enter the possible cause of the accident/incident when describing how it occurred. It does not matter if further investigation reveals that these are not the main causes.

Part 3 should summarise the potential risk of the accident/incident by entering high (H), medium (M) or low (L) into the appropriate box.

Part 4 is the most important part of the investigation process. After reviewing the information that has been obtained, the accident investigator must list all direct and indirect (contributory) causes of the accident/incident along with details of any corrective action required. To achieve this, it may be beneficial to obtain the views of employees or managers.

5. Guidance on Direct and indirect causes

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly – and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. The loose carpet will hopefully be secured in place without delay, and in many cases, that is the only outcome.

Suppose, however, that the carpet had been loose for some time, which several other people had previously tripped over, but not sustained injury, that damage to carpets was being reported on a regular basis but nothing was

ever done – until someone was actually injured. This could be related to procedural compliances or management failures, which are Indirect causes

The law requires employers to take control measures and manage the risks before an accident occurs. Accident investigations should be looking further than the immediate causes and outcomes.

Schools Accident Investigation Form for Non employees

Part 1. Personal Information				
Name of injured person				
Address:				
Occupation/dept/School				
Nature of injury (or damage/near miss)				
Names of witnesses				
Statements taken	Yes		No	

Part 2. Incident details	
Date/time of incident	
Location of incident	
Work being performed	
Working conditions	
Description of incident (*state possible cause)*	

Part 3. Assessment of risk associated with incident			
What is the likelihood of the incident recurring?		State “very likely, probable or remote”	
How many people could have been affected?		Risk Rating High, Medium or low	
Risk assessment ref No		Risk assessment amended Yes/No	

Part 4. Conclusions			
Causes of incident			
Direct causes:			
Indirect causes:			
Corrective Action Required			
Type of action	Undertaken by whom	Date completed	Signature

Part 5. Review				
Review of corrective action required	Yes		No	
Name of person carrying out review				
Signature				

Part 6. Investigation
Name
Signature/date

Section 2: Asbestos

The asbestos survey is held in the Site Managers office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The schools asbestos monitoring person/s will be the Site manager and an LA approved contractor.

On an annual basis the contractor will inspect the remaining ACMs.

Refresher training is required 3 yearly.

The school shall ensure:
• The asbestos log is maintained and that any changes are acted upon.
• All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
• A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher and the Local Authority, who will contact the relevant agencies.

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

Further information on asbestos can be found at the following HSE link:



http://www.hse.gov.uk/asbestos/information.htm

Section 3: Safety Representatives and Safety Committees Guidance Procedure

Consultation within the school

Where safety representatives are not available we will ensure our legal requirement to communicate with staff is maintained by regular team meetings where Health and Safety is an agenda item. Any concerns raised at the meetings will be shared with governors during termly governing body meetings.

Safety representatives are appointed by trade unions to represent their members on health and safety issues. In some workplaces, they have agreed to represent the entire workforce.

Safety representatives are entitled to be consulted 'in good time' about health and safety measures. 'In good time' means that the employer must allow enough time to tell the safety representatives about what is proposed, and for the safety representatives to consult with their fellow workers and get their views. Those views then need to be reported back to the managers before any final decision is made or any action is taken. In emergencies or urgent situations, however, action needs to be taken first.

This process allows the workforce to consider the effect of health and safety changes before they are made. Not only does this mean that procedures or work practices are improved, but workers are more likely to follow procedures they themselves have helped develop.

1. Role of the Safety Representative.

Safety representatives under the safety representatives and safety committees regulations 1977 are entitled to:

- representing employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities;
- to be consulted 'in good time' about health and safety measures;
- being involved with risk assessment procedures;
- attend safety committee meetings;
- having access to relevant health and safety information;
- inspect the work place;
- investigating potential hazards;

- accident and ill health investigations;
- investigating employees' complaints;
- receive information from health and safety inspectors;
- paid time off to carry out their duties and for training;
- have access to suitable facilities and assistance to carry out their functions.

2. Representative of Employee safety

In non-unionised workplaces where there are no safety representatives or in a workplace that has trade union recognition but either the trade union has not appointed a safety representative, or the union safety representative does not represent the whole workforce, the Health and Safety (Consultation with Employees) Regulations 1996 will apply. These state that the employer must consult with their employees directly or through elected representatives of employee safety.

A representative of employee safety is an employee, elected by the workforce to represent them in consultations on health and safety issues. Their employer must consult them ‘in good time’ on matters relating to their health and safety at work.

Representatives of employee safety have functions under the law to:
- represent the interests of workers to the employer;
- approach the employer regarding potential hazards and dangerous occurrences at the workplace;
- approach the employer regarding general matters affecting the group of employees they represent.

Representatives of employee safety are also entitled to speak for the group of employees they represent in consultation with inspectors from the enforcing authorities and are legally entitled to paid time off for training, which must be paid for by employers.
The key aim of an Representative of employee safety is to ensure that the views of the workforce are effectively reflected to managers before decisions on health and safety matters are taken.

3. Safety committees

Where there are two or more elected trade union safety reps (not necessarily from the same union), the employer must set up a joint trade union/management safety committee if the safety reps request one in writing. This must be done within three months, and membership must be balanced between management and union’s sides.

The functions of the safety committee might include: -
- the study of accident statistics and trends.

- the examination of safety audit reports.
- the consideration of reports etc. from Inspectors.
- the consideration of reports from Safety Reps.
- assistance in the development of safe working procedures/systems.
- assessing the effectiveness/adequacy of training and communication on safety matters.
- the provision of a link with the enforcing authority.

4. Inspection of the workplace

Safety reps may inspect the workplace if they have given the employer reasonable notice in writing.

Inspections should not to be more frequent than quarterly, unless by agreement with the employer.

Where there has been a substantial change in work conditions or new information/guidance has been published by the HSC/HSE an inspection can be made within the three-month period.

The following forms of inspection (or a combination of any or all of them over a period of time) may be appropriate:
- Safety tours (general inspections)
- Safety sampling (sampling of particular areas, activities etc.)
- Safety surveys (inspection of particular areas, activities etc.)

Employers must provide facilities and assistance and may be present during the inspection. All reports following an inspection are stored centrally within the LA. Officers have a duty to inform the school of any inspections/audits.

5. Inspections following accidents etc.

Where there has been a notifiable accident, dangerous occurrence or disease, safety reps may carry out an inspection of the workplace concerned. The objective for such inspections is to prevent a recurrence and therefore a joint approach to them is encouraged.

6. Inspection of documents and provision of information

Safety reps are entitled to inspect and take copies of any document relevant to the workplace (but must give the employer reasonable notice).

Employers must make available to safety reps necessary safety information except where this may be against the interests of national security, where it would contravene a prohibition, where it relates to an individual (unless his/her permission has been given), where it would cause substantial injury to the employer's undertaking (or the undertaking of the supplier of the information) or information obtained by the employer for legal proceedings.

Further guidance:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977 (Third edition 1996)
- Health and Safety Consultation with Employees Regulations 1996

Section 4: Building Work and Contractors

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 school office where they will be asked to sign in and wear a visitor's badge.

Contractors will be issued with written safety guidance to include fire procedures, local management arrangements and vehicle movement restrictions. The Site Manager will be responsible for monitoring areas where the Contractors' work may directly affect staff and pupils and for keeping records of all Contractors work.

School Managed Projects

The school will use known or approved Contractors. The Site Manger will undertake appropriate competency checks prior to engaging a Contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, Contractor(s) and any Sub Contractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.



Click HERE for Control of Contractors and Visitors Guidance.

Section 5: Display Screen Equipment Policy Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment. All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

School office staff will be responsible for checking this when ordering. A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician. Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Head Teacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

Pupil Workstations

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

• Staff are responsible for connecting and disconnecting computers/iPads etc.
• Food and drink should not be consumed by students near the computers.

• Students are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.

• Any problems with the equipment should be reported to the ICT Network Manager.

SEN Students and Computers:

Some SEN students may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the student for printing etc. Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student.



Click HERE for DSE Guidance

Section 6: Electrical equipment/appliances

Statutory tests associated with electrical installation and portable electronic appliances are required to be undertaken by schools.

The following statutory tests are required on electrical installations and portable electrical appliances.

A. PERIODIC INSPECTION REPORT for an ELECTRICAL INSTALLATION (PIR).

Schools shall employ a Contractor to undertake a full PIR at intervals not exceeding 5 years.

PIR's shall comply fully with the Institute of Electrical Engineers (IEE) publication Guidance Note 3, Inspection and Testing and Part 7, BS 7671 (generally known as the IEE Regs). Contractors employed for this work shall be members of the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC). Any observations and recommendations coded 1 or 2 in the resultant PIR shall be attended to as a priority and a "satisfactory" PIR achieved; items coded 3 and 4 shall be attended to as part of the schools planned maintenance all in accordance with the guidance notes issued with the PIR.

Routine Checks. The routine checks described in the IEE Guidance Note 3 shall be undertaken at intervals not exceeding 4 months. The person undertaking the 4 monthly routine check shall ensure that all previously reported defects have been rectified and then:

1. Look for, amongst other things:
Breakages
Wear / deterioration
Signs of overheating
Missing parts (covers, screws, etc.)
All equipment being accessible
All mechanical protection being in place (cable covers, enclosures, etc.)
Adequate labelling
Loose fixings

PIR (Continued) And then:
2. Operate:
Switchgear and switches (where reasonable)
Equipment - switch off and on (this shall include RCD test buttons)

Any items identified as needing attention in the routine check shall be rectified as a priority. These routine checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and recognise defects and action remedial work.

All remedial work, whether from the PIR or the routine check, shall be undertaken by a suitably qualified person.

Additional electrical testing may be required to comply with the requirements of Dudley MBC for any event that requires a licence or other permit to be issued. The PIR for an electrical installation when used as part of a Premises Licence (for public entertainment) application is only valid for 12 months and when an Electrical Certificate confirming compliance with Dudley MBC requirements is issued for the licensing of a temporary event that electrical certificate is only valid for the duration of that temporary event. If in doubt over licensing and / or permit requirements advice shall be sought from

Dudley MBC Licensing Office,
5 Ednam Road, Dudley,
DY1 1HL. (telephone 01384 815380).

A school shall hold a copy of their current PIR together with a copy of the immediately previous PIR in their Health & Safety file. Copies of the completion certification for any electrical work that may have been undertaken by the school between PIR's shall also be held in the Health & Safety file; such completion certification should be issued automatically to the client by any accredited electrical contractor. Schools are to forward copies of all PIR's and completion certification for electrical work to the Building & Estates Team, DELL, Ward House, Himley Hall, DY3 4DF

The inspection and testing of portable electrical equipment is outside of the scope of BS 7671. and is covered by the following:

- Portable Appliance Testing (PAT).

The scope of this requirement is detailed in the Institute of Electrical Engineers publication Code of Practice for In-Service Testing of Electrical Equipment. For PAT requirements see Part B of this document.

B. PORTABLE APPLIANCE TESTING (PAT)

Schools shall have all their portable electrical equipment (including extension leads) inspected and tested in accordance with the Institution of Electrical Engineers Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

The frequency and extent of checking, inspection and testing of portable appliances shall be undertaken as detailed in the following table:

TABLE 1 FREQUENCY OF PORTABLE APPLIANCE TESTING FOR SCHOOLS						
TYPE OF PREMISES	TYPE OF EQUIPMENT	USER CHECKS See Note 2	CLASS I (WITH EARTH CONNECTION)		CLASS II (DOUBLE / FULLY INSULATED) See Note 4	
			Formal Visual Inspection See Note 3	Combined Inspection and Testing	Formal Visual Inspection See Note 3	Combined Inspection and Testing
Commercial Kitchens on School Sites See Note 1	Stationary equipment IT equipment Moveable equipment Portable equipment Hand held equipment	Weekly Weekly Before use Before use Before use	None None 75 days * 75 days * 75 days *	12 months 12 months 12 months 12 months# 12 months#	None None 75 days * 75 days * 75 days *	12 months 12 months 12 months 12 months# 12 months#
Schools	Stationary equipment IT equipment Moveable equipment Portable equipment Hand held equipment	Weekly Weekly Weekly Weekly Before use	None None 75 days* 75 days* 75 days*	12 months 12 months 12 months 12 months 12 months	12 months 12 months 75 days* 75 days * 75 days *	48 months 48 months 48 months 48 months 48 months

Notes

A commercial kitchen on a school site is a kitchen where meals are cooked / prepared for consumption on that or any other site. School kitchens that are used for serving meals that are prepared elsewhere are not considered to be commercial kitchens.
User checks are not recorded unless a fault is found.
The formal visual inspection may form part of the combined inspection and testing when they coincide.
If the class of equipment is not known it must be tested as Class I.
* 75 working days. Based on a 5 day working week and no term exceeding 75 working (teaching) days this frequency of inspection coincides with the school calendar.
# Based on a typical school year of 195 teaching days.

PAT (Continued)

User Checks. The user checks described in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment shall be undertaken at the intervals prescribed in the table on page 3 of this

document (TABLE 1-Frequency of Portable Appliance Testing for Schools). The person undertaking the user check shall ensure that all previously recorded defects have been rectified and then:

Ensure, amongst other things:

- The flex is undamaged and of the appropriate length. The plug (where fitted) is undamaged, properly terminated and not overheating.
- The socket-outlet (or flex outlet) is undamaged and not overheating.
- That the appliance can be used safely – does it switch on/off correctly, is it free from cracks and contamination damage, are live parts accessible?
- That the equipment works correctly and is appropriate for its task and for the environment that it is being used in.
- Take Action on faults or damage. Faulty or damaged equipment must be: • Switched off and unplugged from the supply.
- Clearly labelled to show that it must not be used.
- Reported to a responsible person and the problem recorded in the school Health & Safety file.
- Any item identified as needing attention in the user check shall be rectified as a priority. These user checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and equipment and recognise defects and action remedial work.

Formal Visual Inspections.

- The formal visual inspection described in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment shall be undertaken at prescribed intervals.
- The person undertaking the formal visual inspection shall have successfully completed the City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment or the course run by Dudley MBC Central Safety Office (Peter Groom ext.4706).
- The results of the formal visual inspection shall be recorded on a form as recommended in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment and a copy of the results handed to the school for retention in the school Health and Safety file.
- PAT (Continued)

Combined Inspection and Testing.

- The combined inspection and testing described in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools).
- The person undertaking the combined inspection and testing shall have successfully completed the City & Guilds Course 2377-002: Certificate of

Competence for the Inspection and Testing of Electrical Equipment and would normally be member of the ECA or NICEIC.

- All results of the combined inspection and testing shall be recorded on a form as recommended in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment and a copy of the results handed to the school for retention in the school Health and Safety file.

- All remedial work, whether from the user check, the formal visual inspection or the combined inspection and testing, shall be undertaken by a suitably qualified person.

SHOULD ANY QUERIES ARISE OR CLARIFICATION BE REQUIRED ON ANY ASPECT OF THIS DOCUMENT PLEASE CONTACT
DAVID WINTER ON 01384 814536

SUMMARY

Periodic Inspection Report for the Electrical Installation. (PIR) Full PIR – By an accredited Tradesperson – every 5 years.
Routine Check – By a member of staff – 4 monthly. PIR for Premises Licence (for public entertainment) - By an accredited Tradesperson – As required.

Portable Appliance Test. (PAT)
User Check – By a member of staff – See Table 1.
Formal Visual Inspection – By a competent person – See Table 1.
Combined Inspection & Testing – By an accredited Tradesperson - See Table 1.

COPIES OF ALL PIR's AND COMPLETION CERTIFICATION SHALL BE FORWARDED TO:
Paul Mills, Building & Estates Team, DELL, Ward House, Himley Hall, DY3 4DF.



Click HERE for Guidance on the Maintenance of Work Premises

Section 7: First Aid Provision

1. Background

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided. The Legislation places duties on Employers for the health and safety of their employees and anyone else on the premises; this includes non-teaching staff, pupils and visitors.

First Aid provision must be available at all times while people are on school premises, and also off the premises on school visits.

A Department for Education and Employment booklet on guidance for first aid in schools is available at the following link:

https://www.gov.uk/government/publications/first-aid-in-schools

What is adequate and appropriate for first aid depends on the circumstances in the workplace and as an employer we need to decide what our first aid needs are.

The minimum first aid provision in the workplace is:

- A suitably stocked first aid box; and
- An appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. Therefore, first aid provision needs to be available at all times when people are at work.

2. First Aid Training

The school needs to ensure that it has sufficient resources to administer first aid, teachers are not required to undertake first aid duties however teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

3. Statutory Requirements for reporting accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the HSE (see accident reporting and investigations procedure).

A record must be kept of all injuries, disease and dangerous occurrences and this should be reported online to the LA. Mrs L. Millinchip, Operation's Manager, oversees the reporting of accidents.

The HSE holds the view that an accident must be reported if it relates to:

- any school activity, both on and off the premises;
- the way a school activity has been organised and managed;
- equipment, machinery or substances;
- the design or condition of the premises

First Aid & Medication

First aid boxes are located:
First Aid Room
Care Room
Staff room – KS1

The school holds a defibrillator machine which is located in the KS2 care room. This is checked by Mrs A. Cox and batteries replaced when necessary.

A nominated person is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly. Mrs A. Cox takes responsibility for first-aid boxes ensuring resources are in date and have not expired.

First Aiders:
The school has sufficient numbers of first aiders including teaching assistants, administration team, teachers and lunchtime supervisors.
Mrs Millinchip and Mr Butler have adult first-aid

A list of first aiders is displayed in the Reception office, and Staff Room.
Early Years Foundation Stage will have a list of Paediatric First Aiders displayed and available to parents as per EYFS Framework requirements.

The school's Operations Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to Hospital:
If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only or 4 times a day medication) at the request of the parent/guardian and with the consent of the Head Teacher. Records of administration of medicines will be kept by the office staff securely in the medicine cabinet which is locked at all times and controlled by admin staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Where children need to have access to emergency medication, i.e. asthma inhalers, Adrenaline pens the following has been put in place:
All asthma inhalers are kept in the pupil's classrooms clearly marked with their name.

Adrenaline pens are kept within a safe place in the pupil's classrooms. (central)

A spare adrenaline pen is kept in the medicine cupboard

Designated staff have received the appropriate training for administering medicines.

Health Care Plans
Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are reviewed annually, and written precautions/procedures made available to staff.

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

Section 8: Fire Safety
Fire Evacuation & Other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site managers office and reviewed on an annual basis.

Smoking
The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes. Signage is present at all entrances.

Fire Instructions
These documents are made available to all staff. The DSL will go through the emergency procedures in induction and these are included in the staff handbook.

An outline of evacuation procedures are made available to Contractors /Visitors and are posted throughout the site.

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

Emergency Procedures
Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Lockdown Drills
Lockdown drills will be under taken termly, and a record kept in the lockdown log.

Fire Drills
Fire drills will be undertaken termly, and a record kept in the fire log book.

Fire Fighting
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.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable Fire Fighting equipment and receive basic instruction in its correct use.

Details of Service Isolation Points (i.e. gas, water, electricity)
• Gas: KS2 Boiler Room + KS1 Boiler Room
• Water: KS2 Building Boiler Room + KS1 Boiler Room
• Electricity: Internal Cupboard off After school club cupboard near Children's Centre (KS2) – Cupboard on main corridor opposite library in KS1 (key code 1969)

Details of chemicals and flammable substances on site are kept by the Site Manager as appropriate, for consultation.

Emergency Procedures

Fire Evacuation

If you find a fire or a fire is reported to you:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

On Hearing the Fire Alarm:
• All staff, pupils, and occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
• The Site manager, Head Teacher or their nominee will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
• Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point.
• Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

Assembly Points –

Year 5/6 Playground, Y3/4 playground and Year 1/2 Playground

- Pupils should leave in single file when instructed by the teacher in charge of the class.
- Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.
- Pupils should walk in their subject/class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

• Fire Marshals will carry out a sweep of the building.

A Calm orderly exit is essential Walk quickly – DO NOT RUN or stop to collect belongings

• On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. The signing in system will be taken out to the assembly point by the admin staff. The result of this check must be reported to the Head Teacher/Senior member of staff as soon as it is completed.

Fire Marshals responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

• All Fire Marshals should report to the Head Teacher/Deputy Head Teacher that corridors/buildings are cleared.
• The Head Teacher and their nominee will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
• The Sitemanager/s will liaise with the Fire Brigade on their arrival.
• The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/ senior member of staff.
• If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety.

A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helper's arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining' then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.



Click HERE for Guidance

Section 9: Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System
Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested quarterly.

Inspection of Fire Fighting Equipment
An approved competent contractor undertakes an annual maintenance service of all Fire Fighting equipment. Weekly checks are carried out to ensure that all Fire Fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

Emergency Lighting
These systems will be checked for operation monthly in house by the Sitemanager and quarterly and annually by an approved competent contractor.

Green Door Release Boxes
These will be tested regularly by the Sitemanager.

Emergency Red Pull Cords
These will be tested regularly by the Sitemanager.

Test records are located in the school fire log book.

Means of Escape
Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use

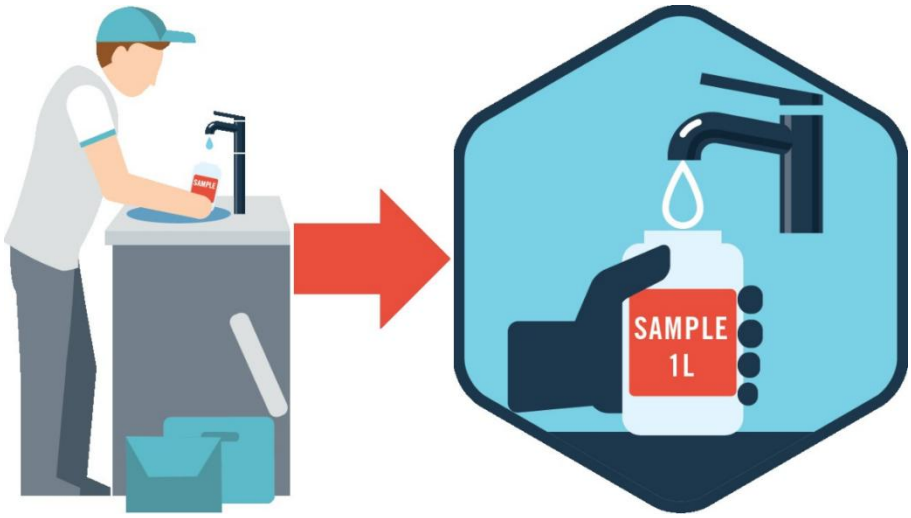
Section 10: Legionnaires Disease Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.
The Head Teacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

A contractor will be responsible for the following: This will include:
• Monthly temperature checks
• Sampling & disinfecting of water tanks
• Cleaning of showerheads

The Site Manager will:
• Identify and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods.



Click HERE for Legionella Control Procedure Guidance

Section 11: Lone Working

Lone working can be defined as a wide variety of situations including:

• Travelling alone -- on foot, by car or public transport

• Peripatetic (mobile) working -- visiting people in their homes, visiting business premises, attending meetings or even work on the highway

• Use of interview rooms -- effectively, working alone.

• Arriving at or leaving premises -- the first person in/last out is in effect working alone

• Out of hour's activities -- cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation. Whenever possible it is recommended that staff work with a colleague. Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware that they will be working alone on the school premises.

At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff must ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries. If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as result. Staff should be proactive in bringing to the attention of the Head Teacher, any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures.

Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Section 12: Offsite Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that offsite activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aim of our off-site visits is to:

• Enhance curricular and recreational opportunities for our children.
• Provide a wider range of experiences for our pupils than could be provided on the school site alone.
• Promote the independence of our pupils as learners to enable them to grow and to develop in new learning environments.
• Include all Years in short excursions and longer residential visits.

The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

Residential Activities

All Pupils will have the opportunity to take part in residential visits – the scope and range of trips we offer will increase.

How Visits May Be Authorised

The Head Teacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.
The school's Educational Visits Co-ordinator, Mrs C. Davies will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed
- Support the Head Teacher and Governing Body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies.

- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)
- Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.
- Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by National Guidance. All offsite activities must take place in accordance with the guidance given.

- Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head Teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

- EVOLVE is used at the school and is an on-line educational off-site visits system. All trips are implemented in to the EVOLVE system by the Group Leader.

- The EVC is responsible for checking all the documentation has been attached and once satisfied, will approve and send to the Head Teacher for final approval.

- All high risk and residential visits are sent to the Local Authority for approval.

- It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment.

It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to between 10 and 15 pupils in Years 4 to 6;

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site.

As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is SAGED:

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Insurance Issues? Licensable?
- Group characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- Environmental conditions – Like Last Time? Impact of Weather? Water Levels?
- Distance from support mechanisms in place at the home base – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body (where applicable), and the educational visits co-ordinator, and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc. Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year. Visits which are outside the local community (including residential) parents will be required to provide specific consent for these activities.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. The timetable for the payment of contributions should allow for the Head Teacher making a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the Group Leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the group, together with a programme and timetable for the activity. The safety of the group, and especially the children, is of paramount importance.

During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head Teacher the possibility of excluding that pupil from the activity.

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

Section 13: General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by school staff. The risk assessments are held electronically and in a hard copy format which will be kept in the main office.

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

Individual Risk Assessments Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff. It is the responsibility of staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies. The school will subscribe to CLEAPSS as and when required for use in science and DT.

CLEAPSS publications1 can be used as sources of model risk assessment. The deputy Headteacher holds the CLEAPSS login.

Section 14: Security

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make the school as safe as possible.

Entry to School for Visitors/Staff

The Reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors press the intercom button and wait for the door release to be activated by the office staff.

Visitors are able to wait in the foyer but prevented from going further into the school by a fob system on the doors. **These doors must not be propped open.**

Visitors who are admitted into the school are asked to sign in and given a visitor's sticker and ID must be shown and checked. The school diary is used to inform the staff of planned visitors.

Children are reminded in assembly to tell their teacher if they see an unknown person without an ID badge wandering around the school premises.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes. Signage is placed at all entrances.

Entry to School for Children and Children Accompanied by Parents

Entry to the KS1 and KS2 playgrounds, are through the appropriate gate which are unlocked by the Caretaker 20 minutes before the start of the morning session. These gates are locked at 9:05am each morning and unlocked at 3.15pm for collection of children at home time. Gates are locked at the end of the day at 3:45pm.

Supervision of Children

All pupils should not arrive before 8.45am unless they are attending breakfast club, at which point the duty member of staff supervises the relevant entry doors (main entrance).

Pupil Supervision

The Head Teacher or in their absence a nominated senior person, remains on the premises until the last child is collected.

Security of the school building will be reviewed in the sites and buildings committee meetings, and matters may be referred to the Governors for consideration as necessary.

Care of ICT Equipment

As far as possible all equipment is secured. Expensive portable equipment is locked away daily in the trolleys. All other computers remain in classrooms.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

Curriculum Networked Computers:

• Accessed by personal passwords

• Password gives staff different access levels

• SLT only has access to limited management files

Office Computers:

• Accessed only via individual passwords for the Head Teacher

• Financial files are accessed via further password

• Access to the school office is prohibited except for staff requiring access for a specific purpose.

Other Data Protection Issues:

• Printed material is disposed of by shredding and confidential bags.

• Parents are informed of data kept in school and its use through the Fair Processing Notice

• Personal data is not disclosed over the telephone

• Disaster recovery plan in place

• School anti-virus software is updated regularly.

Section 15: Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double the risk of skin cancer. The school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

• Spend time in the shade between 11 and 3

• Make sure you never burn

• Aim to cover up with a t-shirt, hat and sunglasses

• Remember children burn more easily

• Use factor 15+ sunscreen

At school we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

• All pupils will have at least one sun awareness lesson per year.

• We will talk about how to be sun smart in assemblies at the start of the summer term.

• Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Clothing:

• We encourage parents to provide sun hats to protect the children whilst outside.

Sunscreen:

• Children will be asked in Reception, KS1 and KS2 to administer their own.

• Nursery parents are asked to put sun screen on their child before the start of a session.

• Sunscreen use will be encouraged on school trips.

• If required staff would apply sunscreen where required.

Section 16: Vehicles on Site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Lawnswood Road: The gates to the visitor carpark is electric and will open once the visitor has identified themselves using the intercom system. The gate off the visitor carpark to the staff carpark is locked and opened electronically when needed

Seaton Place: The gates are locked during the day. All gates leading to this entrance are padlocked. There are speed bumps and 5mph signs.

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

The access gate for pedestrians is separate to the main vehicle access point.

If an event is being held outside of normal school activities, the pedestrian gate will always remain open.

Deliveries

Where possible deliveries should be made between 9am – 2pm or before children start the school day. Any large deliveries will be made to Lawnswood Rd, main entrance.

Section 17: Violence and aggression
The school will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the school.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

• Consider the working environment e.g. exits, space available

• Do not meet parents when colleagues are not in the near vicinity

• There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with senior leadership team if this is the case.

• Always have another member of staff present.

• If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

Procedure to Follow:

• Staff remain calm and non- confrontational.

• Staff to call on a colleague to try to help calm the situation.

• If the situation worsens staff must ask the parent/carer to leave the building to calm down.

• If they refuse to leave, staff remind that it is a school and as such they cannot allow the children or other staff to witness any aggressive behaviour.

• If they do not leave & you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.

• The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

Section 18: Volunteers in School

Introduction

We define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

We value volunteers and the contribution that they make to the sustained success of the School. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at our school will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the DSL.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances;

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

Standards and Framework Act 1998.

It is the responsibility of the school to ensure that its child protection policy is adhered to

at all times.

Organisation

• Volunteers will not be asked to undertake certain duties:

• Those which would normally fall within a teacher's responsibility under loco parentis

• Covering for staff absence within the classroom;

• Unsupervised 1:1 work with children;

• Those which would normally be undertaken by a contractor engaged by school or the

Local Authority (LA);

• Those requiring full financial or budgetary responsibilities;

• Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

School Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person.

Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

Section 19: Stress/Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. The school will use the HSE Stress Indicator tool to identify any issues.

https://www.hse.gov.uk/stress/standards/downloads.htm

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Appraisals
- Midterm and end of year reviews
- Open door policy of Head Teacher and SLT
- Mentoring of new staff.
- Regular staff meeting

Section 20: Work 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.

The school's nominated person responsible for work at height is the sitemanger.

The nominated person shall ensure:

• All work at height is properly planned and organised.

• The use of access equipment is restricted to authorised users.

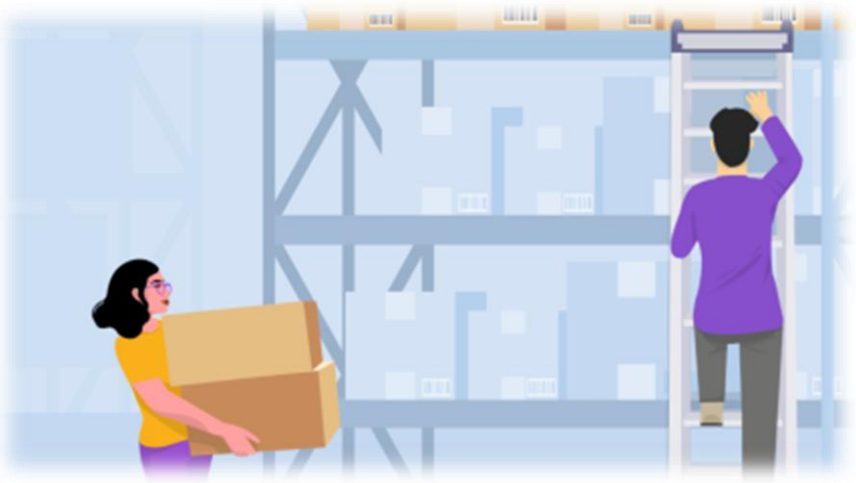
• All those involved in work at height are trained and competent to do so.

• 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.

• Pupils will not be permitted to use ladders/stepladders.
• Contractors will not be permitted to use any of the school's work equipment.



Click HERE for Working at Height Policy

Section 21: Work Experience

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

• All students are briefed before working in the school regarding school

arrangements and health and safety responsibilities.

• Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.

• Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.

• Arrangements will be in place for the organisers to visit/monitor students during the placement.

• Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.

• All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Section 22: Flammable & Hazardous Substances

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

The school’s nominated person responsible for substances hazardous to health will be the Site manager.

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.
• Risk assessments are conducted for the use of hazardous substances
• All chemicals are appropriately and securely stored out of the reach of children.
• All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
• Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Guidelines:
• Teachers should not keep their own small stocks of hazardous substances e.g.cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
• Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
• Never use food or drink containers to store chemicals.
• Keep only small quantities of the chemicals.
• Any spillages should be cleaned up at once.
• Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper’s etc., and warn of the dangers.
• Ensure protective clothing is available when using chemicals.
• COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical.

There should also be suitable first aid arrangements available for treating chemical splashes.

Section 23: Health and Safety Information & Training Consultation

Health and Safety aspects are reported to governors via the HT report. This is shared half termly within FGB meetings. Action points from meetings are brought forward for review by the school management to the full Governing Body.

The Health and Safety Law poster is displayed in KS2 staff room.

Dudley LA provides competent health and safety advice for our school.

Health and Safety Training

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

All employees will be provided with:
• Induction training in the requirements of this policy.
• Update training in response to any significant change.
• Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
• Refresher training where required.

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.

Section 24: Safety at the Swimming Pool

Current good practice presented in both Statutory and Non-Statutory guidance for the National Curriculum and teaching of Physical Education indicates that pupils should share in the assessment and management of the risks associated with swimming activities. This is an essential part of the learning process as well as making an effective contribution to safety management.

All staff should be aware of the Pool Safety Operating Procedures, which must be implemented and in addition should take note of the following guidance in managing pupils:

1. Goggles should only be worn in exceptional circumstances when chemicals in the water may adversely affect pupil's eyes. Any goggles used must be made of unbreakable plastic or rubber. Pupils should be taught to remove them by slipping them off their head, rather than by stretching the retaining band. Their use should be supervised as misuse or an accidental blow can cause damage to the eye. A note from the parent is required.

2. Pupils should wear appropriate swimwear:
    - Boys should wear swimming trunks or standard short swimming shorts designed specifically for swimming.
    - Girls should wear a one-piece swimming costume.
    - In all cases excessively long and/or baggy fashion items of swimming clothing, which may have a place on holiday, are not acceptable in school swimming lessons where they impede progress and decrease buoyancy. Cultural and religious requirements may require special consideration by both the school and the swimming pool management.
    - An increasing range of purpose made lycra type swimwear for both boys and girls is now available and is often used by competitive swimmers. School and swimming pool staff will need to make a judgement on its suitability. The intention of providing guidelines is to ensure clothing that impedes neither movement nor buoyancy while preserving modesty.

3. Children must not chew during swimming lessons. In addition to pool hygiene considerations there is a real risk of choking.

4. Children who do not feel well, especially those with any stomach upsets should not enter the water.

5. Children who have eaten a large meal should not go into the water immediately after that meal.

6. The wearing of jewellery during swimming and diving activities is hazardous and will not be allowed.

7. School staff and instructors must be fully aware of any child with any special medical, physical or psychological condition.

8. Only children who are fit to participate in the lesson should attend the swimming pool.

9. Verrucas are not to be regarded as ‘open or infected sores’.

10. Pupils with epilepsy require careful observation, as shimmering water or flickering light may trigger a seizure. It is good practice to establish a buddy system of observation or, in severe cases, to have a responsible adult in the water.

11. Pupils and staff should adhere to any local pool safety regulations.

12. Swimming instructors and schoolteachers should be aware of the relevant sections of the Pool Safety Operating Procedures for the pool.

13. If the fire alarm sounds during a swimming lesson pool staff have responsibility for clearing the pool and buildings. It is the responsibility of school staff to supervise the pupils and check the register once clear of the building. Attention needs to be paid to ensuring pupils do not suffer from cold if kept out of the pool for a prolonged period.

14. School staff are encouraged to raise any concerns with instructors or alternatively the duty officer on site.

Code of Conduct for pupils attending Swimming Lessons

These rules are designed to keep you and your belongings safe and to ensure high standards of Health, safety and hygiene at the pool.

1. Make sure you are clean before going swimming.

2. When getting changed leave your clothes in a neat pile, with your towel on top ready to use when you come out of the pool. Only leave shoes on the floor.

3. Always go to the toilet and through the shower before going on to the poolside, to keep the water in the pool as clean as possible.

4. Make sure your hair is tied back if it is long to stop it from getting in the way in the water.

5. No jewellery should be taken to the swimming pool.

6. Goggles should only be worn in exceptional circumstances where the effects of water may hurt your eyes. If you are allowed to wear goggles they should be made of unbreakable plastic or rubber.

7. Never run on the poolside as it is slippery and you may fall over.

8. When the whistle is blown in the swimming pool, you should ‘stop, look and listen’

9. Always listen carefully to the adults and follow their instructions to stay safe. Do not go in to the water unsupervised even if you can swim well.

10. Never leave the poolside without permission.

11. Always make sure there are other friends with you in the toilet, shower and changing rooms.

12. Never wait around in the public changing area by yourself.

13. Leave all areas of the swimming baths, as you would like to find them.

Section 25: Moving 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 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 Site manager and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

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.



Click HERE for Manual Handling Policy



Click HERE for Manual Handling Form and Guidance

Section 26: Premises & Work Equipment Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the statutory inspection file.

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

Curriculum Areas

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a 'Gas Safe' registered contractor.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by the Site manager or contractor as required. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Internal & External Play Equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects. The P.E. equipment will be inspected on an annual basis by an approved inspector of P.E. A visual inspection of fixed outdoor play equipment will be carried out by the Site manager, an annual inspection by an Annual Inspector of Play (RPII)

Air Conditioning Units (if applicable)

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

Section 27: New and expectation mothers

Introduction

Pregnancy should not be regarded as ill health. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

In most cases pregnancy usually goes undetected for the first 4-6 weeks. It is important for employers to identify hazards and risks for all female employees of childbearing age. They should also take into account that some hazards can present more of a risk at different stages of the pregnancy.

The law requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.

Managers are responsible for ensuring an assessment is carried out and for reviewing it once they have been informed that a member of staff is pregnant. Managers must ensure that hazards that could pose a risk are identified and take appropriate action to remove or reduce the risk.

This guidance provides information on the likely risks to new and expectant mothers, and gives advice on what needs to be done to comply with the law. Further assistance should be sought from your Directorate Safety Officer or Corporate Safety.

For further guidance on managing new and expectant mothers refer to the Corporate Maternity and Parental Leave Policy.



Click HERE for New and Expectant Mothers at Work Guidance