

Health & Safety Policy and Procedures

Our Lady's Bishop Eton Primary School



This Handbook is reviewed and approved annually by Full Governors at their Spring Term meeting

INTENT

Our school aims to ensure that it:

- Provides and maintains a safe and healthy environment adults and children
- Establishes and maintains safe working procedures amongst staff, pupils and all visitors to the school
- Provides training to ensure that all staff are aware of and their statutory responsibilities with respect to Health & Safety Staff
- Promotes the recognition and reporting of Health & Safety issues and takes appropriate action in a timely manner
- Regularly inspects, and maintains the safety of, the premises and equipment
- Has robust procedures in place in case of emergencies

IMPLEMENTATION

The policies and processes the school implements to achieve its intent have been organized in alphabetical order in both this Handbook and the Appendices.

IMPACT

- Our children are able to learn and grow in a safe, secure and happy environment
- Our staff are able to work in a safe, secure and happy environment
- All staff understand their statutory Health & Safety duties
- Our school's Health & Safety systems are embedded and clearly understood by all staff
- Our parents have confidence in the school and its Health & Safety systems

LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

ACCIDENT REPORTING

ACCIDENT RECORD BOOK

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

The Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include: Death and the following specified injuries:

- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

NOTIFYING PARENTS

The Safeguarding Lead will inform parents of any reportable accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Safeguarding Lead will notify OFSTED of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Safeguarding Lead will also notify Careline of any serious accident or injury to, or the death of, a pupil while in the school's care.

AGGRESSIVE PUPILS

In response to aggression by a pupil to any member of staff, the pupil will be removed from the classroom/area of school and escorted to a safe, quiet, isolated area e.g. Headteacher's room. Parents will be contacted immediately and a meeting held to agree the next steps.

ASBESTOS

A record is kept of the location of asbestos that has been found on the school site. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work; contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

BOMB THREATS

Our school works to ensure that children, employees and other persons are not put at risk by any bomb threat and to ensure that procedures are in place to cover events of serious or imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.

Bomb threats Received by Telephone: As soon as it is clear that a caller is making a bomb threat the recipient should: note the exact time of its receipt and **Let the caller finish the message without interruption.** If any response is essential, as to a statement such as: **"This is about a bomb, are you listening?"** Keep it to one or two words. While the caller talks, write the message down **EXACTLY** and also listen for clues to: caller's sex and approximate age; noticeable condition affecting speech, such as drunkenness, laughter, anger, excitement, incoherency; peculiarities of speech, such as foreign accent, mispronunciations, speech impediment, tone and pitch of voice background noises audible during the call, such as music, traffic, talking, machinery. When the caller has given his message, try to keep him/her in conversation. The following are key questions and should be asked, if possible.

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Why was it placed?
- Who are you?
- Where are you?
- Why are you doing this?

Inform a member of the Senior Leadership Team who will contact the appropriate services.

Suspect Packages: If you receive a suspect, letter or package or discover a suspect package left in a building:

- **DO NOT** handle it.
- Warn other members of staff who are in close proximity

Inform a member of the Senior Leadership Team who will contact the appropriate services.

CAR PARKING

STAFF AND VISITORS using the school car parking facilities must:

- Be registered with the school office.
- Only park in the designated bays; all other areas must be kept clear at all times
- Only access the designated parking bays between 7.30 – 8.30am and 3.30pm onwards
- Restrict their vehicle speed to 5mph
- Avoid reversing when possible and remain vigilant when having to reverse
- Be aware that additional parking is available at Our Lady of the Annunciation Church car park

Be aware that additional parking is available at Our Lady of the Annunciation car park

PARENTS cannot park on the school site at any time.

CLEANING

CLEANING			
<ul style="list-style-type: none"> • The cleaning and maintenance staff are managed by the Site Manager. • The Site Manager is responsible for the daily cleaning and annual deep clean of the school and the equipment used during these. • The school's Cleaning Risk Assessment will be reviewed annually. • If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done. • Products must be diluted as directed. • Cleaning products must not be mixed. • Ladders will only be used if necessary and the correct ladder for the job must be used as per Working at Heights training. • Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals. • Where possible, environmentally friendly products will be used in line with the school's Eco Code. 			
SCHOOL CLEANING SCHEDULE			
LOCATION	DAILY	WEEKLY	MONTHLY
Entrances, hallways and corridors.	Sweep/Vacuum/Mop/Remove litter/Clean glass in doors	Dust furniture and tops of lockers/cabinets Spot-clean finger marks from surfaces Polish floors in non-carpeted areas	Dust vents, lights, pipes, window blinds, door frames and areas above 5 feet
Classrooms and learning bases	Empty bins Vacuum all areas and spot cleaning soiled areas of carpet. Damp clean desk and table tops Wet mop floors Clean glass in doors and partitions.	Dust furniture surfaces Clean door surfaces Polish floors in non-carpeted areas	Dust vents, lights, pipes, window blinds, door frames and areas above 5 feet Vacuum upholstered furniture
Offices, library and ICT Suite	Empty bins Vacuum all areas and spot clean soiled areas of carpet Wet mop floors Clean glass in doors	Dust furniture surfaces Damp clean desk and table tops Clean door surfaces	Dust vents, lights, pipes, window blinds, door frames and areas above 5 feet Vacuum upholstered furniture
Toilets: These are high traffic areas as well as being ripe for bacteria and germs and require regular disinfecting	Sweep/Vacuum/Mop/Remove litter/Clean glass in doors Clean and disinfect toilets	Damp clean and polish partitions thoroughly Dust walls and ceiling vents Clean doors and wall tiles Check drains and clean if necessary	Descal fixtures Scrub floor
Gym, hall and sports hall	Empty bins Clean windowsills Clean glass in doors Vacuum, mop and spot clean floor Spot clean walls	Clean door surfaces. Clean and polish brass or chrome. Remove scuff marks from floors.	Dust vents, lights, pipes, window blinds, door frames and areas above 5 feet. Reseal floor using manufacturer's recommended products.
CLEANING: DEEP CLEAN Report any damage, broken light bulbs, un-removable marks etc to Site Manager			
PREPARING ROOMS			
Remove all detritus from table tops, work benches and desks			
Temporarily store stationary, books and folders from book cases and cupboards			
DRY ROOMS: ONCE PER YEAR			
FURNITURE: Remove tape, glue, paint and dirt from tops, sides, bottoms and insides of all furniture. Clean thoroughly and disinfect. Vacuum upholstered chairs and curtains and tops of tall fixtures. Clean fire extinguishers			
FLOORS: Remove all furniture not fixed to the ground. Remove all excessive (chemical) build-up and thoroughly scrub and disinfect floor, including any grouting. Refinish as per manufacturer guidelines. Vacuum carpets and rugs and clean with Rug Doctor			
SURFACES: Thoroughly clean all painted, tiles and grouted surfaces			
WINDOWS AND GLASS: Wash windows inside and clean all interior glass and vacuum blinds			
WET ROOMS: THREE TIMES PER YEAR			
LAVATORIES AND SHOWERS: Scrub and disinfect all walls, tiles and grouted areas and fixtures. Clean, disinfect and polish partitions, doors, door handles chrome and metal work			
KITCHENS AND DINING AREAS			
Unplug all electrical equipment and check for damage, cover sockets with waterproof tape			
Dismantle and thoroughly clean all kitchen appliances and cooker exhaust hoods; replace filters as appropriate.			
Power wash or spray walls, racks and other fixed items removing dust, grease and other debris			
Disinfect all food preparation areas; remove residue of cleaning chemicals.			
Steam clean and wet-vac all floors			

Check ceiling for dust, debris and grease build up
Clean fire extinguishers.
FLOORS
Remove all furniture not fixed to the ground. Remove all excessive (chemical) build-up and thoroughly steam clean and wet vac all floors, including any grouting. Refinish as per manufacturer guidelines
WINDOWS
Wash and clean interior glass.

CLEANING EQUIPMENT

When purchasing new equipment for cleaning the following are given full consideration:

Acceptable weight for workers.	Easy to move/wheels	Suitable equipment height.	Ease of adjustability of all parts.
Acceptable forces required to operate triggers/change settings	Attachments easy to use/access.	Low noise from equipment (<85 dBA for full day exposure).	For use by left and right-handed workers.
Safety lights/buttons	Adequate safety information on equipment	Good cable management/ Adequate cable length	Smooth and stable movement/No jerking/vibrating
Controls and triggers are easy to reach and use	Feedback when action completed	Comfortable grip/Adequate handle circumference and length	Adjustable handle

CLEANING CUPBOARD NOTICE

The following notice is displayed in all cleaning cupboards. Staff must follow the instructions.

- **ALWAYS** read the instructions on the container label before use.
- **ALWAYS** wear appropriate protective clothing
- **ALWAYS** replace the container lid or screw cap securely after use.
- **ALWAYS** use clean equipment and containers, to avoid contamination with other chemicals, clean them thoroughly after use.
- **ALWAYS** replace the chemicals into the store after use and lock it.
- **ALWAYS** handle cleaning materials with care, avoid splashing liquids
- **ALWAYS** hold spray canisters at arms-length, pointing away from the user.
- **ALWAYS** clean up any spillage and wipe containers of any over spill after use.
- **ALWAYS** clean empty containers with water before disposal
- **ALWAYS** add the cleaning materials to water when diluting.
- **NEVER** use a material without first knowing what it is or how it should be used, seek advice or instructions.
- **NEVER** mix cleaning materials together.
- **NEVER** leave cleaning materials out of the correct store area, where children could harm themselves.
- **NEVER** use cleaning materials if the container labels are missing.
- **NEVER** smoke or use naked flames in the store area, or when using chemicals.
- **NEVER** use sprays such as graffiti remover or oven cleaner in confined or poorly ventilated areas.
- **NEVER** put chemicals down a toilet without first flushing the cistern as there may be other chemicals present, put there by someone else.

FIRST AID

In the event of a serious accident with chemicals, the **Manufacturers Safety Advice on the back of the product** is available as a quick guide for remedial action to be taken whilst waiting for professional medical assistance. As a short-term measure the following procedures should be followed:-

- **Eye contact** - rinse with plenty of water for fifteen minutes, do not rub, seek medical attention if irritation persists.
- **Skin contact** - wash with plenty of water for fifteen minutes. Remove contaminated clothing and soak. Seek medical attention if irritation persists.
- **Ingestion** - rinse mouth with water. Give water to drink. Seek medical attention. Do not induce vomiting.
- **Inhalation** - remove the victim to fresh air. Seek medical attention if necessary.

Emergency Action

Small spills are wiped or brushed up using clean equipment and the area flushed with water. If dust is present a dust mask should be worn in addition to gloves and goggles. Follow instructions from the Manufacturers. Seek advice.

Major spills should be contained with a barrier of absorbent material. Do not allow the chemical to enter the drains. Refer to the Manufacturer's Instructions. Consult emergency services.

CONTRACTORS WORKING ON SITE

When work of a specialist nature is required on the school premises contractors are engaged to carry out such work. Contractors will have their own insurance. Contractors working on site follow the school's Safeguarding and Health & Safety policies and contribute to the safeguarding and health and safety of our children. All contractors used will have full DBS. Contracts below £5,000: Prior to the commencement of work contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work together with a Method Statement. When work commences the Governors/Headteacher, as client for the duration of the work, will arrange for reasonable practicable precautions to be taken to ensure the safety of employees, pupils and visitors. The contractors are classed as employees during the work period. The school will also maintain good communication with the contractor as this is recognised as a key strategy for reducing risks. Contracts above £5,000 will be managed by the Archdioceses Area Surveyors

COSHH

Schools are required to control hazardous substances, which can take many forms, including: Chemicals, Products containing chemicals, Fumes, Dusts, Vapours, Mists, Gases and asphyxiating gases, Germs that cause diseases, such as leptospirosis or legionnaires disease. Control of substances hazardous to health (COSHH) risk assessments are completed by Mr John Wright Site Manager and circulated to all employees who work with hazardous substances. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Staff are provided with protective equipment, where necessary.

NAME	USED FOR	STORED IN
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1066 Conqueror Deodorant Toilet Blocks	Gents Urinals	Main store and cleaners cupboards
Final Touch R.T.U. Washroom Sanitiser	Kills MRSA suitable on all hard surfaces in toilet & wash down of walls	Main store and cleaners cupboards
Gard Altra Gard Safety Floor Cleaner	Floors	Main store and cleaners cupboards
Gard Concentrate Multi Purpose	Floors, walls, hand rails, seating, vinyl, fabric, P.V.C covered	Main store and cleaners cupboards
Lemon Gel Multi Purpose Cleaner for Floors	Floors	Main store and cleaners cupboards
Odour Neutraliser	Eliminates offensive odours (urine) from hard surfaces	Main store and cleaners cupboards
Pledge Clean & Dust Multi Surface	Wooden work surfaces	Main store and cleaners cupboards
Protect R.T.U Disinfectant Cleaner	Cleans surfaces & kills bacteria on desktops , worktops & cupboards	Main store and cleaners cupboards
Tork Mild Liquid Hand Soap	Toilets	Main store and cleaners cupboards
T.T.C Toilet Cleaner & Descaler	Toilets (heavy duty)	Main store and cleaners cupboards
Window & Glass Cleaner	Windows & glass	Main store and cleaners cupboards

COSSH HANDLING PROCEDURES

These are displayed in all storage cupboards and the Site Managers Room

Cleaning staff:

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ALWAYS replace the container lid or screw cap securely after use

ALWAYS use clean equipment and containers, to avoid contamination with other chemicals, clean them thoroughly after use

ALWAYS replace the chemicals into the store after use and lock it

ALWAYS handle cleaning materials with care, avoid splashing liquids

ALWAYS hold spray canisters at arm's length, pointing away from the user

ALWAYS clean up any spillage and wipe containers of any over spill after use

ALWAYS clean empty containers with water before disposal

ALWAYS add the cleaning materials to water when diluting

NEVER use a material without first knowing what it is or how it should be used, seek advice or instructions

NEVER mix cleaning materials together

NEVER leave cleaning materials out of the correct store area, where children could harm themselves

NEVER use cleaning materials if the container labels are missing

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EMERGENCY ACTION: Small spills are wiped or brushed up using clean equipment and the area flushed with water. If dust is present a dust mask should be worn in addition to gloves and goggles. Follow instructions from the Manufacturers. Seek advice.

Major spills should be contained with a barrier of absorbent material. Do not allow the chemical to enter the drains. Refer to the Manufacturer's Instructions. Consult emergency services. Any hazardous products are disposed of in accordance with specific disposal procedures.

ELECTRICITY

Electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (16th Edition). Employees that carry out electrical work are competent to do so. Work on electrical equipment can be hazardous and it is therefore school's intention to reduce the risks as far as possible. All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The implementation of this practice note requires the total co-operation of all staff as well as contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the school will then take the necessary measures to investigate and remedy the situation.

- Safety information is exchanged with contractors, ensuring that they are fully aware of (and prepared to abide by the school's health and safety arrangements.
- Fixed installations are in a safe condition by carrying out routine safety testing.
- Portable and transportable equipment is tested annually.
- Live working is only undertaken if absolutely necessary, in which case a permit to work must be issued before work begins.
- A safe system of work for maintenance, inspection or testing. Staff are required:
- **Faulty Equipment:** Report faults immediately and do not continue to use; Do not carry out repairs, etc, or even fit plugs or change fuses, unless authorised to do so.
- **Portable and Transportable Electrical Equipment:** Avoid using long extension leads wherever possible.
- **Temporary Installations:** Ensure temporary wiring is as safe as a permanent installation and replaced by a permanent installation as soon as practicable.
- **Electrical Work:** Ensure that only approved contractors carry out electrical work up to or above 415 volts.

ELECTRICAL MACHINERY

Use of Electrical Machinery: Rules are displayed in cleaning cupboards.

- ❖ **DO NOT** connect (or disconnect) the machine power plug to the electric mains socket with wet hands;
- ❖ **DO NOT** disconnect the plug from the electric mains socket by pulling the cable;

- ❖ **DO NOT** allow the machine to run over the lead as this will crush the cable and may result in breaking the insulation leading to electric shock;
- ❖ **DO NOT** drop the plug - or allow it to fall into water or any other liquids;
- ❖ **DO NOT** connect the machine to a lighting circuit or two pin socket, which is not earthed;
- ❖ **DO NOT** use a machine without being shown how to use it safely;
- ❖ **DO NOT** tamper with the machine if a fault develops. All faults must be reported to M. John Wright.
- ❖ **When the Machine is in Use**
- ❖ Pay particular attention to the danger of the cable being caught in the machine. This can be avoided by having all the surplus cable pulled well behind the operator;
- ❖ Make sure there are no obstacles in the path of the machine or the operator.
- ❖ **If the Machine is left unattended.**
- ❖ The machines must be switched off;
- ❖ The handle must be locked in the upright position;
- ❖ The plug must be removed from the electric mains socket and placed over the handle of the machine;
- ❖ The extension lead must be stored so as to avoid creating a trip hazard.

Item	Manufacturer & Model	ID Number	Storage Location	Date Purchased	Replacement Due Date
Henry Vacuum Cleaner		B131	Y1 Storage Cupboard	June 2014	June 2019
Henry Vacuum Cleaner		HVR200A	Y2	June 2014	June 2019
Henry Vacuum Cleaner		B201	Y6 Storage Cupboard	June 2014	June 2019
Henry Vacuum Cleaner		B283	Office Area	June 2014	June 2019
Floor Machines	Task35	DL352	Y1 Storage Cupboard	June 2014	June 2019
Floor Machine	Jeyes Hygiene	B130	Y1 Storage Cupboard	June 2014	June 2019
Floor Machine	Orbis 200	23426	Y1 Storage Cupboard	June 2014	June 2019
Floor Machine	Numatice NSS 450	1491414915	Not yet in use		
Floor Machine	Numatice NSS 450	1491418915	Not yet in use		

EMERGENCY CLOSURES

In the event of adverse weather conditions or the malfunctioning of equipment such as heating apparatus or burst water pipes within School, the following procedures will be followed:

- Staff arriving at school first must inform Head Teacher or a member of Senior leadership Team of the conditions.
- A decision will be made at this level as to the action to be taken. School will only be closed if there is no other alternative or if opening it will put the safety of the pupil/staff at risk.
- If the decision is to close the school SLT will inform parents of closure through Parent App, the School website and the local radio
- Staff will be informed of closure through phone call, text, school website and local radio
- Wherever possible a skeleton staff will remain in School to ensure that any students arrive at School, having not received the message about the closure of School will be safely looked after until parents can be contacted and other arrangements made.
- Once a decision has been made by the SLT to re-open the school the SLT will inform parents of re-opening through Parent App, the School website and local radio and staff of re-opening through phone calls and texts.

EMERGENCY MANAGEMENT PLANS

Our school has completed a risk assessment to identify foreseeable major incidents for which emergency procedures would be required and has provided key staff and Governors with an Emergency Management Recovery Plan, which provides written procedures with respect to: Raising the alarm, Means of escape, Assembly points, Summoning of emergency services, Evacuation of disabled persons, Persons responsible for specific procedures in the event of an emergency situation and weekend working and closures for holidays. This plan is re-assessed and updated annually or in response to any relevant major changes. In an effort to assist Emergency Services our school has drawn up a simple plan of the site and has labelled important items such as Gas and Water shut-off valves, electrical isolators and fire points or equipment. Access routes for emergency services and all escape routes are kept clear at all times. At regular intervals, stages evacuation drills, tests emergency equipment and inspect the means of escape.

EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

ELECTRICAL EQUIPMENT

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Mr John Wright Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE EQUIPMENT

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus is reported to the Site Manager

DISPLAY SCREEN EQUIPMENT

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

FAULT REPORTING

MEMBERS OF STAFF – immediately report all faults or defects to the Site Manager directly or to a member of the Safeguarding Team.

SITE MANAGER – records the fault within the 'fault book' and either carries out a repair, appoints a contractor or informs the Headteacher (the action will be dependant on personal competence and budget restraints). Minor faults do not need to be recorded if repairs can be made immediately.

HEADTEACHER – records the fault within the 'action plan' and determines priority level for action required (detailing an owner and target date). A contractor will be appointed or issue will be escalated to stakeholders, depending on priority and budget restraints.

STAKEHOLDERS – decide upon action required to rectify fault. Escalation to each level is only required when the fault cannot be rectified.

FIRE

Fire Risk Assessments are included in the termly Building & Grounds Inspections.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are completed termly. Fire alarm testing takes place weekly. The fire alarm is a loud continuous siren.

Emergency evacuations are practised once a term.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the Front Lawn and the Top Playground.
- Classes will line up in alphabetical order and be checked against the attendance register of that day
- The Headteacher and Business Manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school has arrangements in place for the evacuation of people with mobility needs as outlined in the Fire Risk Assessment.

FIRST AID

Our school aims to ensure that all reasonably practical steps are taken to maintain the health, safety and welfare of all persons using the premises or participating in off-site visits. The school currently has 4 Full First Aiders and 4 Pediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision. The school's first aid training needs are reviewed on an annual basis by the Office Manager, and particularly after any changes, to ensure the provision remains adequate. First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. Mrs. D. Wah is responsible for ensuring first aid kits are kept fully stocked. Boxes are replenished as soon as possible after use. The School Business Manager authorise the ordering of supplies.

Portable First Aid kits are taken on all school visits. A Pediatric First Aider accompanies children under 8 years old.

RECORDING AND REPORTING FIRST AID TREATMENT

Pupils – minor accident book (non-reportable accidents). Recorded in First Aid Book. Parents will not be informed of treatment.

Pupils – Bumps to the head: Recorded in First Aid Book. "Bump" note sent home or parents contacted by telephone if deemed necessary.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Business Manager who will decide on further action, including overseeing the completion of a CARS report form and ensuring its submission to the Liverpool Council Health and Safety Team. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form. In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available

GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings are only carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained and all rooms with gas appliances are checked to ensure that they have adequate ventilation.

INFECTION PREVENTION AND CONTROL

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

HANDWASHING: Always wash hands after using the toilet, before eating or handling food, and after handling animals with liquid soap and warm water, and dry with paper towels. Always cover all cuts and abrasions with waterproof dressings

COUGHING AND SNEEZING: Cover mouth and nose with a tissue and wash hands after using or disposing of tissues

PERSONAL PROTECTIVE EQUIPMENT: Wear disposable non-powdered vinyl or latex-free CE-marked gloves, disposable plastic aprons and goggles if appropriate, where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) and when handling cleaning chemicals

CLEANING OF THE ENVIRONMENT: Clean the environment, including toys and equipment, frequently and thoroughly

CLEANING OF BLOOD AND BODY FLUID SPILLAGES: Use disposable paper towels, never mops, to clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. When spillages occur, clean using a product that combines both a detergent and a disinfectant and is effective against bacteria and viruses and suitable for use on the affected surface and use as per manufacturer's instructions.

LAUNDRY: Wear personal protective clothing when handling soiled linen. Bag children's soiled clothing to be sent home, never rinse by hand.

Wash laundry in a separate dedicated facility. Wash soiled linen separately and at the hottest wash the fabric will tolerate

CLINICAL WASTE: Always segregate domestic and clinical waste, in accordance with local policy. Store used nappies/pads, gloves, aprons and soiled dressings in correct clinical waste bags in foot-operated bins. Use a registered waste contractor to remove clinical waste.

Animals: Wash hands before and after handling any animals. Supervise pupils when playing with animals.

PUPILS VULNERABLE TO INFECTION: Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Parents will be advised to ensure that their children have had additional immunisations, for example for pneumococcal and influenza.

EXCLUSION PERIODS FOR INFECTIOUS DISEASES: The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

LEGIONELLA

A water risk assessment has been completed on Knowsley Environmental Services. Mr John Wright Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

- This risk assessment will be reviewed every termly and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water

LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

LOCKDOWN

Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

It is not feasible to provide a generic lockdown plan for schools, due to the unique circumstances of each school e.g. the available means of internal communication, the age of pupils, the site layout and the geographical location. However, the guidance says that schools may find some basic principles helpful. These principles include:

- Alerting staff to the activation of the lockdown plan by a recognised signal, audible throughout the school
- Bringing pupils from outside into the school buildings as quickly as possible
- Locking all external doors and windows as necessary
- Having arrangements for staff to notify the school office of any pupils not accounted for

The school's Lock down procedure reflects this guidance and is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A lock down drill is undertaken twice a year.

FULL LOCKDOWN

- **Alert to staff:** 'Full lock down 'this signifies an immediate threat to the school.
- This signal will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible
- Those inside the school will remain in their classrooms
- External doors and windows will be locked depending on the circumstances
- Internal classroom and office doors will be locked
- Children will remain in the room they are in and the staff will ensure that where possible the children are positioned away from possible sightlines from external windows/doors
- Staff to support children in keeping calm and quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
- Lights, Smart boards and computer monitors will be turned off
- As appropriate, the school will establish communication with the Emergency Services and Liverpool City Council as soon as possible
- If necessary, parents will be notified as soon as it is practicable to do so via the school's established communications system NB: Pupils will not be released to parents during a lock down
- If it is necessary to evacuate the building, the fire alarm will sound
- If the fire alarm does not sound staff will remain in lock down positions until informed by key staff e.g. Senior Management Team.
- As soon as possible after the lock down teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

STAFF ROLES

- Front office staff ensure that their office is locked and police called if necessary
- Head or office staff member locks the school's front doors

- Site Manger to head to Office.
- Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
- Staff in PPA room to lock down in this room.
- Catering Staff to lock back door to kitchen and turn off lights.
- **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**
- During the lock down, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication. Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

- School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents via Parent App and the school website.
- In the event of an actual lock down, developments will be communicated to parents as soon as is practicable through the school's established communication network: website/Parent App/telephone
- Parents will be given enough information about what will happen so that they:
 - Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
 - Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
 - Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances

BOMB THREATS

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, will be reported to the police and their advice given full consideration before a decision is taken to close or evacuate. If the site requires full evacuation staff and children will promptly leave the site and go to Church where they will be held until either returning to the school building or be dismissed to parents.

LONE WORKING

Lone working may include: Late working, Home or site visits, Weekend working, Site manager duties, Site cleaning duties or Working in a single occupancy office. The lone worker will ensure that they are medically fit to work alone. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

OFF-SITE VISITS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- For Reception trips there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

PREMISES MANAGEMENT

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974
- Complies with the requirements of the School Premises (England) Regulations 2012
- Complies with the requirements of the statutory framework for the EYFS

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

ROLES AND RESPONSIBILITIES: The governing board, the headteacher and the site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

BUILDINGS AND GROUND CHECK	DATE
EXTERNAL AREAS AND PLAY EQUIPMENT	
Are paths/walkways stable underfoot and free from significant trip hazards? e.g. no potholes, significantly raised or sunken slabs, insecure manholes et	
Are grass areas reasonably even and free of glass, rubbish etc?	
Do trees/branches appear safe with no obvious defects?	
Is the perimeter fencing sound?	
Is play equipment well maintained and free from sharp edges or rough surfaces?	
Is external lighting adequate? Should cover all walkways, exit routes, assembly points etc.	
Are security systems being properly maintained and adequate for the site? Look at security gates/fencing, access control systems on external doors, CCTV, Intruder alarms, areas where anti-climb paint used etc.	
Are external waste bins secured where necessary and located away from buildings? Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.	
VEHICLES ON SITE	
Are traffic routes marked or signed?	
Where possible, is there segregation of vehicles and pedestrians?	
Is there designated parking?	
Are there designated loading/unloading bays?	
Are traffic warning signs and markings clear?	
EVACUATION	
Are escape routes clear of obstructions?	
Do all self-closing, fire resisting, smoke stop doors operate satisfactorily?	
Are exit doors free from internal/external obstructions?	
Do any curtains, furnishings or displays constitute a fire hazard?	
Is the storage of flammables satisfactory? (Away from the work area in a cool, dry, well ventilated store area with no sources of ignition)	
Is housekeeping satisfactory to prevent a build up of combustible materials?	
Are flammable materials stored securely i.e. not near exits or in protected routes (i.e. stairwells)?	
Are all fire alarm call points accessible and clearly identifiable?	
Are fire action notices displayed adjacent to alarm call-points?	
Are fire extinguishers easily identifiable & accessible?	
Have fire extinguishers been serviced within last 12 months?	
Has the fire alarm been serviced within last year?	
Has the fire alarm been tested monthly and have the tests been recorded?	
Are all fire doors labelled and in good condition?	
Are all internal fire doors free from obstructions i.e. not propped open?	
Is the alarm audible in all areas?	
Are fire escape routes clearly signed (must be pictorial signs)?	
Is the fire assembly point clearly identified?	

Are the emergency lights in good working order?	
Have the emergency lights been tested this month and the results recorded?	
Are suitable notices displayed?	
Are portable heaters in good condition and sited away from danger?	
Is the assembly point satisfactory (under cover if possible)?	
Is access for the fire brigade unobstructed?	
Is there a Fire Marshall for each zone	
Have all staff been instructed- How to raise the alarm? How to contact emergency services? How to evacuate safely? How to use the fire fighting equipment (if safe to do so)? and is a record kept of this?	
FLOORS DOORS WINDOWS	
Are floors and floor coverings in good condition?	
Are handrails on stairs/steps sound?	
Are door mechanisms in good working order?	
Is glazing in good condition and vulnerable areas protected or is safety glass used where appropriate	
Do gutters, down-pipes and other fixtures appear sound?	
Are security systems adequate?	
Is matting provided to slippery/wet areas?	
Are windows above ground floor level fitted with restrictors?	
Are flat roofs clear?	
Do roof tiles appear secure?	
TEMPERATURE & VENTILATION	
Can a reasonable room temperature be maintained?	
Are fans/blinds provided to alleviate high temperature?	
Is the natural and artificial ventilation adequate?	
LIGHTING	
Are all lights working?	
Are diffusers clean?	
Is internal lighting adequate?	
Is external lighting adequate	
ELECTRICITY	
Is access to electrical system restricted to authorised persons?	
Is there a warning sign displayed?	
Is there an electric shock first aid poster displayed?	
Are electrical cupboard free from combustible items?	
Are portable electrical appliances tested periodically by a competent person?	
Are plugs and leads in good condition?	
Are there sufficient sockets to prevent the need for the use of excessive extension leads?	
Are socket outlets at least 1m away from running water?	
WELFARE PROVISION	
Are there suitable toilet and washing facilities?	
Are the facilities adequately inspected, cleaned, ventilated and lit?	
Are sufficient drinking water outlets available and labelled as such?	
FIRST AID & MEDICAL PROVISION	
Are there suitable facilities for dealing with first aid cases?	
Are there adequate first aiders including where appropriate paediatric first aiders?	
Are names of first aiders displayed?	
Are first aid boxes adequately stocked?	
Are accidents/incidents recorded/reported & investigated?	
Administration of medication – consent obtained / records kept / Controlled access?	
WORKING AT HEIGHT	
Are steps or 'kick-stools' available and used appropriately?	
Are ladders/scaffold towers in good condition and stored securely?	
Are ladders/scaffold towers used by authorised persons only? Is there a safe system for working at height e.g. roofs?	
Miscellaneous	
Is furniture in good condition with no exposed foam?	
Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?	
Is PE equipment suitably stored and in good condition?	
Do office staff have enough working space?	
Are all parts of the school maintained in a clean and tidy condition?	
Are there adequate facilities for the safe storage and disposal of waste?	
Is the stage stored appropriately, assembled correctly and is lighting accessible?	

INSPECTION AND TESTING: The school maintains accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary. As part of the records of completed works, the school includes the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience. The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue

Existing Service Contracts	Provider Company Name	Tel	Most Recent Check Date
ASBESTOS			
Type 2 asbestos survey, monitoring and review A risk assessment takes place annually and when any changes to the building take place. The asbestos register is updated accordingly.	Modern Hygiene Ltd	0151 548 7272	February 17
BUILDINGS & GROUNDS			
Termly Checks	HT & Site Manager		Aut Spr Sum
Energy Certificate	Joule Consultants		September 18
CATERING			
Catering equipment	Combined Catering Services		February 18
Fan assisted convection heaters			
Ventilation/extractor fans			
Deep Clean	KBMC		April 18
ELECTRICAL			
Mains Electrical testing The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.	Arc	928 2269	5 Year 28.05.18
PAT testing A PAT exercise takes place annually.	Paul Richards	07796694720	February 18
FIRE			
Fire alarm testing Fire detection and alarm systems are tested weekly All call points are tested over a 13-week cycle Formal annual inspections are completed by a competent person.	Grainger	0151 220 4068	Quarterly rolling programme testing zones. Service Certificates provided
Emergency light testing			
Fire extinguisher testing Fire extinguishers are inspected and maintained on an annual basis.			
Fire Risk Assessment Our fire risk assessment is updated annually or when any changes are made that might impact fire safety.	Grainger Subcontracts		26.04.18
GAS			
Gas safety check Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.	Drawlim	0151 638 0719 07736730900	May 17
Gas Boiler Service: 4 boilers – 3 in boiler room, 1 in kitchen			May 17
LIGHTING SYSTEMS			
Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually			
POWERED PEDESTRIAN/VEHICLE GATES			
Vehicle Gates	All Secure	0151 220	May 17
Pedestrian Gates	All Secure	6000	May 17
POWERED SHUTTERS			
Roller shutters- external/internal	All Secure	0151 220 6000	February 18
WATER			
Water hygiene For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment	Knowsley Environmental Services	0151 521 0692	Plus Regular checks
Combi Boiler (Kitchen)	Drawlim	07736730900	
WORK EQUIPMENT			
Outdoor Play Equipment	Sovereign	01702291129	February 18
Fixed sports & gym equipment	Sports Hall & Gymnasium Services Ltd		September 18
Work Stations: Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.			
Working at Height Equipment used for working at height is inspected and tested on an annual basis.			

RISK ASSESSMENTS

Assessments identify the significant risks from hazards such as defects and deficiencies, and prescribe remedial action, i.e. risk control measure. It is both a legal requirement and part of the school's ethos that risks to health and safety are controlled wherever possible through risk assessments and management. Both Internal and External Risk Assessments are reviewed annually or in response to a notification by either school staff or outside agencies. Assessments are conducted by the Headteacher, or delegated to other competent persons. All staff are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported.

Our school:

- Completes a rolling programme of internal and external on-site risk assessments
- Completes risk assessments for on-site and off-site educational activities and trips, regularly reviews the effectiveness of these and adapts practice as necessary
- Ensures staff are aware of the need to report major new hazards as soon as they are identified
- Ensures staff are notified immediately if any new hazard is reported
- Ensures key staff attend annual Educational Visit Safety Training
- Ensures key staff attend annual Swimming Baths Safety Training
- Ensures relevant staff attend other appropriate training
- Provides the Full Governing Body with a copy of the reviewed Safeguarding and Health & Safety Handbooks at the Spring Term meeting

ROLES AND RESPONSIBILITIES

GOVERNING BODY: The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher. The governor who oversees health and safety is Mr Ashall. The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

HEADTEACHER: The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Assistant Head, Mrs Fearnough, assumes the above day-to-day health and safety responsibilities.

HEALTH AND SAFETY LEAD: The nominated health and safety lead is Mrs Kelly.

STAFF: School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

PUPILS AND PARENTS: Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

SITE SECURITY

- The school is monitored by 24 hour CCTV and by Focus Security
- Both entrance gates are locked during the school day and cameras and intercom monitor access through both main gates and the main door
- External doors are digitally locked
- Reception area gate is locked
- During out of school hours, external gates are locked so that access around the site is limited
- The Headteacher and Site Manager complete termly Buildings and Grounds audits
- Site Security is an agenda item on the Children & Learning Committee Agenda

During **HOLIDAYS** we ensure site security through the following checks:

Premises

- Fencing is intact and that any damage or holes have been repaired and that gates are fitted with suitable locks
- Our security company randomly patrols the site
- Loose debris is removed from the site and bins are emptied and stored securely
- External lighting is working
- If contractors are on site ensure their skips are not kept close to buildings
- Entry points for contractors and staff are minimised

Buildings

- Intruder and fire alarms are all operational
- If Contractors are working in the School building the zoning facility is used to restrict movement to permitted areas only
- Windows, doors and skylights are locked and secured
- All internal doors are locked where possible

Contents

- Laptops are stored safely
- Flammable materials are locked away
- Staff on site during holidays are aware of security arrangements - both in terms of their own safety and that of the School

Building works

- Contractors have emergency contact numbers
- Hot Work Permits have been issued when necessary
- Skips are not kept close to buildings, irrespective of how inconvenient this may be.

Deliveries

- Collection arrangements are in place so that deliveries are not left outside when the premises are unoccupied

Designated key holders, Site Manager and Headteacher, are available or alternative arrangements are in place

SECURITY INCIDENT REPORT

Date:		Time:		Name(s) of Staff making report:							
Location:											
Person(s) dealing with incident:											
Victim(s):											
Witness(es):											
Police informed:			Date:		Time:		Name(s) of Officer(s):				
TYPE OF INCIDENT											
Assault:											
Abuse:		Physical		Racial		Sexual		Verbal			
Damage to:		Building(s)		Equipment		Grounds		Personal Property			
Person(s) Involved											
Sex and Age:		Male		Female		Age Group:					
Build:		Thin		Medium		Muscular		Stocky		Fat	Obese
Eye Colour:		Black		Blue		Brown		Green		Grey	Hazel
Hair Colour:		Black		D/Brown		L/Brown		Fair		Ginger	Grey
Hair Type:		Bald		Balding		Curly		Long		Short	Straight
Other Features:		Beard		Moustache		Glasses		Tattoo		Piercing	Limp
Distinguishing Features											
Build:		Thin		Medium		Muscular		Stocky		Fat	Obese
Complexion/ethnic group:											
Clothing of Upper Body:											
Clothing of Lower Body:											
Vehicles involved (Circle)		SaloonCar	Sports Car	Estate Car	Van	Lorry	Motorbike	Bicycle			
Registration			Make		Model		Colour				
Description of Incident including point of entry											
Damage caused											
Action taken											
Costs											
Next steps											

SMOKING

Smoking is not permitted anywhere on the school premises.

TRAINING

Our staff are provided with health and safety training as part of their induction process.

Staff who work with pupils with specific special educational needs (SEN), are given additional health and safety training as appropriate.

VIOLENCE AT WORK

Our school risk assesses those situations in which staff may be more vulnerable to violence such as: working alone, looking after money, looking after the premises before, during and after school working on the premises out of normal school hours, working with pupils who have behavioural or emotional difficulties, dealing with angry pupils, parents or relatives of pupils.

All staff report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

We record and investigate all reports of violence appropriately, including notification to the police of all assaults. In circumstances where the police will not prosecute, legal advice is sought from the Local Authority Legal Services.

ANGRY PARENTS OR VISITORS: Our school manages confrontation with angry parents or other visitors so as to ensure the least number of people are involved and confrontation in front of an audience, particularly groups of pupils, is avoided. Staff aim to de-escalate incidents. Formal written warnings may be issued on the advice of the school's solicitors.

ANGRY OR FIGHTING PUPILS: Staff use appropriate restraint to separate pupils in playground fights, so as to minimise the potential for injury. Angry or fighting pupils are removed from classrooms and public areas immediately and parents contacted.

POLICE ASSISTANCE: The school will immediately request police assistance if violence is anticipated or if violent incidents arise either on the school site or sufficiently near the school to cause a disturbance on the premises.

SUPPORT FOR STAFF WHO HAVE BEEN SUBJECTED TO VIOLENCE: Our school will provide counselling, advice and help for staff who have experienced violent incidents whilst carrying out their duties at the school.

VIOLENT INCIDENT REPORT FORM FOR EMPLOYEES

This form should be completed whenever a violent incident (as defined in the Council Policy) has occurred. Part 1 should be completed by the person concerned wherever possible and Part 2 jointly with the appropriate line manager. One copy should be sent to the Health & Safety Unit and one copy to the Senior Manager of the relevant service. The line manager should also retain a copy, and provide the person concerned with a copy.

Part 1 – to be completed by the person affected by the incident / assault

Name		Gender		Racial Origin		Date of Birth	
Workplace Address						Work Tel	
Role/job Title				Usual Workplace			
Date of Incident				Time			
Location				Activity Engaged in			
Details of Alleged Perpetrator(s): State if Service User / Relative / Resident / Other in Status Box(es) below							
Name				Name			
Address				Address			
Status				Status			
Details of witness(es): State if Colleague / Service User / Relative / Resident / Other in Status Box(es) below							
Name				Name			
Address *				Address *			
Status				Status			
What type of incident took place? (please mark X in relevant boxes)							
Physical Assault		Racial Harassment		Damage to Council property			
Sexual Assault / Harassment		Verbal Abuse		Damage to personal property			
Assault with a weapon or missile		Threats		Other			
What happened? Please give a full report of relevant details, including events leading up to the incident. Please continue on a separate sheet if necessary.							
Do you think any of the following were possibly contributory factors in the incident? (Please mark X in relevant boxes)							
Mental Health		Drugs		Alcohol			
Learning Disability		Racism		Service delivery issue			
Other (please specify)							
Has the alleged perpetrator stated their version of events?							
Please give details of any injuries sustained, either physical and / or emotional							
Please give details of any medical attention required as a result of this incident							
Do you feel that you have been a victim of a criminal offence?							
Please use the space below for any comments on the effectiveness of existing safety procedures							

Part 2 - to be completed jointly with the line manager

Have the Police been informed or involved?	
Please give below the name(s) of the Police Officer(s) contacted and by whom	
Name(s)	
Station	
What actions and / or decisions have been taken as a result of police involvement?	
Have the following been completed (please mark with X)?	
Workplace Accident book.	

Council Accident Form ACC1			
RIDDOR Form F2508 (to be completed if employee is absent for more than 3 days or major injury is sustained)			
Has appropriate counselling been offered / identified			
Has a planning meeting been held or planned – state date:			
Details of further joint action agreed between the person concerned and the line manager. This should clearly state action to be taken, by whom and by when. Please specify if there are any elements that are not agreed.			
ACTION PLAN*			
Date Action plan formulated: - Those Present: -			
Date of debriefing meeting to review effectiveness of Action Plan: -			
* This should include: -			
1. Action necessary to ensure the safety of the individual		2. Review of safe systems of work	
3. Review of risk assessment		4. Wider implications for other team members	
5. Training requirement		6. Further support	
7. Improved physical security		8. Return to work discussion	
On completion, the report must be signed below by the person concerned and the line manager			
Signed	Name (please print)	Signature	Date
Person concerned (where possible)			
Line Manager			

VISITORS

Signage outside the school explain clearly that visitors must use the intercom to introduce themselves to the Office and, once on the site, must report to Main Office. Visitors must sign in, giving full contact details and identifying which staff they are expecting to see in school. Visitors must wear a badge with a photograph signifying their status as a visitor. These badges are handed back to reception on leaving. Staff will challenge any person who is not a recognised member of the school community and who is seen in school not wearing a badge.

WORKING AT HEIGHT

Work is properly planned, supervised and carried out by competent people wearing the correct clothing and footwear. Ladders are safely stored and inaccessible to pupils. Staff complete a visual inspection to ensure its safety before using ladders. Contractors are expected to provide their own ladders for working at height and access to high levels, such as roofs, is only permitted by trained persons.

WORK EXPERIENCE PLACEMENTS

Our school welcomes work experience placements. All such placements are managed through Liverpool Compact who complete the relevant risk assessments. A copy of this is kept in school, a copy is given to the student and a copy is also given to their school. Young people on work experience are covered by the Schools Liability Insurance whilst on the premises. If a work experience placement has any additional needs we will undertake all reasonable measures to accommodate these and this will be reflected in the risk assessment.

All work experience placements complete an induction which covers fire and emergency procedures, the location of first aiders and accident reporting. We operate a no smoking policy in all inside areas. Smoking is not permitted in any building.

Our school undertakes a variety of work, the majority of which can be classified as low risk. The teacher in whose class the work experience student is placed will ensure that only suitable tasks are allocated. Young persons are not left to work in isolation. The working hours of a young person are closely monitored and supervised. They generally work within the Schools core hours (08.30 to 15.30 hrs which ensures that they can travel home safely avoiding the hours of darkness. Young persons have a 15 minute break during each morning and a 1 Hour 15 minute lunch break.

Work experience placements will never be asked to use electrical equipment, to work at height or to carry or move heavy objects. There are very few hazardous substances present within the school. The most common hazardous substances are photocopier toners and printer chemicals. The copiers use sealed toner cartridges and the toner is non-hazardous. Changing of these cartridges is undertaken by trained staff. Untrained staff, including young persons, are not permitted to undertake this task.

If a work experience placement is concerned about any issue, particularly those relating to their own safety, they must immediately inform the teacher in whose class they are working. If they feel that their concerns are not being addressed, they should contact the agency responsible for their placement e.g. school, college etc.

MONITORING

The application of this policy is monitored by the site manager and the headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. Copies of risk assessments and paperwork relating to any checks are kept in the school office. This Handbook is reviewed annually at the Spring Term Full Governors' meeting.