

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.

ALLERGIES

Our school is aware that staff and children who attend may suffer from a range of allergies. We cannot guarantee a completely allergen free environment, and the intention of this policy is to minimise the risk of any child or member of staff suffering an allergic reaction whilst in school.

DEFINITIONS

ALLERGY A condition in which the body has an exaggerated response to a substance (eg food or drug) also known as hypersensitivity.

ALLERGEN A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

ANAPHYLAXIS Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EPIPEN Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate intermuscular administration.

- Parents are asked to provide details of any medical conditions on the school's Admission Form.
- All parents have a meeting with their child's Reception teacher. This provides an opportunity for parents to explain the condition, define any allergy triggers and any required medication and to provide a list of food products and food derivatives the child must not come into contact with. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- Parents of children with allergies are asked to complete and sign a medical form and action plan.
- The school maintains a Medical Register which is updated when parents provide updates and at the beginning of every school year.
- Parents/guardians are responsible for providing the school with any updates with regards to their child's allergies and/or medication. These should be in writing.
- Parents should liaise with staff about the appropriateness of snacks and any food-related activities (eg. cooking, science experiments)
- Where Epipens (Adrenalin) are required parents/guardians are responsible for the provision and timely replacement of these.
- Two Epipens will be required. One is kept in the classroom. One is kept in the kitchen. Epipens are stored out of reach of children but quickly accessible for staff.
- The school office also holds a third emergency Epipen.
- Epipen training will be regularly refreshed for all staff.
- All staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- All staff will promote hand washing before and after eating.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- Packed Lunches: Snacks and lunches provided by parents are asked to dairy and nut free.

School Meals

- Kitchen staff are aware of children in each year group with allergies what treatment/medication is required and where any medication is stored.
- The kitchen does not order foods which contain nuts or nut products.
- Specific allergen free ingredients are ordered where possible in order to try and ensure that children with allergies have the same choices as other children. This may not always be possible.
- Photographs of children with allergies, together a list of relevant allergens, are displayed in the Dining Room and the Kitchen.
- Lunches for children with allergies are prepared with separate utensils and stored separately.
- Children with allergies are lined up at the front of the Dinner Line and served first.

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

- 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
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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	Descalc 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
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

COSHH HANDLING PROCEDURES

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

Cleaning staff:

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 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

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. 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
Henry Vacuum Cleaner		B131	Y1 Storage Cupboard
Henry Vacuum Cleaner		HVR200A	Y2
Henry Vacuum Cleaner		B201	Y6 Storage Cupboard
Henry Vacuum Cleaner		B283	Office Area
Floor Machines	Task35	DL352	Y1 Storage Cupboard
Floor Machine	Jeyes Hygiene	B130	Y1 Storage Cupboard
Floor Machine	Orbis 200	23426	Y1 Storage Cupboard
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

- PE equipment is stored safely in a dedicated walk in cupboard
- 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
- Relevant items of equipment are inspected annually by an external company and issues immediately rectified in line with the guidance in the report received.

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

RISK ASSESSMENTS

In accordance with the school's **Health and Safety Policy** and requirements under The Management of Health and Safety at Work Regulations 1999, the school will assess the risks to the health and safety of staff, pupils and others affected by the school's activities.

The school will ensure that a common-sense and proportionate approach is applied to risk assessment management – the school understands that a separate written risk assessment is not required for every activity.

The **headteacher** is responsible for ensuring potential hazards are identified and annual risk assessments are completed for all areas of risk in the school. The **headteacher** will ensure that any individual assigned to carrying out a risk assessment understands the risks and is familiar with the activity that is planned.

The **headteacher** will ensure risk assessments are completed by staff leading day trips or residential stays.

For activities that are higher risk, if these are annual or infrequent activities, a review of an existing risk assessment will take place, rather than a newly written risk assessment.

Where a new activity is taking place, a specific risk assessment of significant risks will be conducted.

Where an activity usually forms part of a school day, e.g. pupils regularly undertaking swimming lessons at an alternative location, the school will not conduct separate risk assessments for each visit – **termly** checks will be conducted to ensure the precautions implemented remain suitable and any changes will be made as necessary.

Risk assessments will identify all defects and potential risks along with necessary solutions or control measures.

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, responsibility for the day to day health and safety responsibilities will be delegated to one of the Assistant Heads.

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.

RISK ASSESSMENTS

Schools have a lawful duty to ensure the premises is safe for use under the Health and Safety at Work etc. Act 1974 – meaning that each employer needs to take a sensible and proportionate approach to assessing and managing risk. The only specific area of risk that schools are required to assess is fire safety. All other risk assessments that a school decides to undertake should be based on ensuring it achieves a “sensible and proportionate” approach to risk management. This means that the risk assessments one school needs to carry out may differ to another school as they face different risks.

INTERNAL RISK ASSESSMENTS

HAZARDS FOR CHILDREN, STAFF & VISITORS	MANAGEMENT
ACCIDENTS <ul style="list-style-type: none"> • Trips/Slips/Falls • Parents not informed • Emergency contact numbers not on file • Records of accidents and of first-aid treatment not made or kept • Records not regularly reviewed, and no updates by parents • No post-accident assessments • Staff unaware of RIDDOR 	<ul style="list-style-type: none"> • Health & Safety Policy • Relevant staff aware of Staff aware of RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) • Risk assessments formulated and regularly reviewed • Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible • Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports • Records made and kept of all accidents and first-aid treatment • Completion of accident book in accordance with LA regulations • Prompt investigation of all accidents in order to establish cause and adopt remedial measures: includes names, time, date, location of injury, nature of the accident, circumstances, witnesses, post-accident risk assessments and action • Procedures for informing parents promptly including regular update of contact details • Suitable levels of insurance

	<ul style="list-style-type: none"> Insurance certificates displayed in a prominent place
AGGRESSIVE PUPILS <ul style="list-style-type: none"> Injury to another child or adult Pupils' individual risk assessments not in place Poor links with external support agencies and parents Poor training for staff 	<ul style="list-style-type: none"> Control and Restraint Policy Pupils' individual risk assessments in place Links with support agencies and parents Appropriate training for staff
ALARM SYSTEM <ul style="list-style-type: none"> Faulty system System vulnerable to vandalism or abuse 	<ul style="list-style-type: none"> Annual servicing and regular inspection Periodic testing Alternative signal for evacuation
ALLERGIES <ul style="list-style-type: none"> Parents don't notify school Asthma inhalers and Epi-pens not available for pupils Staff not always available to administer medication at school and during off-site visits School caterers unaware of the dietary requirement/nut allergies. Records not kept up to date No reviews of first-aid provision Allergic reaction to animals 	<ul style="list-style-type: none"> Annual update of medical register together with updates at request of parent/school Review of first-aid provision whenever new information is received re a pupil's or staff member's allergies Policy on Administering Medications/Asthma Maintenance of inhalers and epi-pens including spares Range of staff trained in use of inhalers and epi pens Medication normally administered only by named staff Kitchen staff informed of pupils with allergies Pupils and staff with dermatitis, asthma or hay fever kept out of contact with animals
ANIMALS <ul style="list-style-type: none"> Handling animals/Physical injuries/Diseases, parasites and injuries Animal Health Cleaning and Hygiene Bringing pets and other animals into school 	<ul style="list-style-type: none"> Animals not kept on site ❖ Visiting animals risk assessed and only allowed as part of curriculum provision provided by reputable company
ARSON <ul style="list-style-type: none"> No arson risk assessment Infrequency of talks to pupils by local fire service Poor school security Poor training for school personnel Poor housekeeping 	<ul style="list-style-type: none"> School risk assessed for arson; Fire Service Health & Safety Policy/Security Policy Excellent links with local fire service All staff and pupils trained in fire procedures Regular inspections of site Locks on individual bins
ART <ul style="list-style-type: none"> Hazards from printing, painting, and drawing Poor work environment Incorrect use of art curriculum tools and equipment Spillages of art materials Waste Disposal 	<ul style="list-style-type: none"> Relevant pupils and staff are made aware by appropriate means of the significant dangers associated with art curriculum activities, materials and equipment as well as those controls outlined within this risk assessment. Risk assessments are completed as appropriate: where painting/drawing or other art work is to be undertaken outside of the classroom risk assessments are completed on a more specific basis Only non-toxic drawing media and water based paints are used Surfaces and easels are stable and suitable Adequate space around tables and clear aisles are maintained Good ventilation and appropriate temperatures are maintained Materials are stored safely and replaced as necessary Waste materials are disposed of safely Containers are not overfilled Spillages are cleared up as soon as is safe to do so Faulty/damaged equipment is repaired, replaced or disposed of. Fire and first-aid provision is available
ASSAULT AND VIOLENCE <ul style="list-style-type: none"> Lack of security arrangements Security procedures not communicated Lack of security equipment for school personnel Lack of training Staff working alone Site Security- violence from unwanted visitors/intruders Staff meeting members of the public and using an interview room Staff traveling off site or to other sites / lone workers Working outside normal office hours Bullying Violence to staff from pupils and visitors Emergencies Communication 	<ul style="list-style-type: none"> Health & Safety Policy/School code of conduct/Anti-bullying and Safeguarding policies Key messages to staff & children through assemblies & staff notices External lighting and CCTV covers outside of building and car park Children's entrance always locked between 9.00 and 3.00 Controlled access: Signing in and out procedures Phones to contact Emergency Services available around school Avoidance of lone working Locking up procedures – two people where practicable Conflicts between pupils investigated as appropriate Information regarding pupils and visitors who have a history of violent behaviour provided to relevant staff on a need to know basis Adequate first aid provision Procedures for recording any violent incidents
ASSEMBLIES <ul style="list-style-type: none"> Overcrowding of venue Consumption of alcohol (authorised or not) Violence or aggression towards staff or parent volunteers Accidents, including falls and collisions Security of school building 	<ul style="list-style-type: none"> Health & Safety Policy Venue capacity known and never exceeded Pre-event briefing for all involved Security checks and physical barriers matched to perceived level of risk Fire equipment/Fire Exits checked/Routine announcements re fire exits

<ul style="list-style-type: none"> Electrical equipment Tables and chairs Staging Inadequate fire equipment Poor access to fire exits 	<ul style="list-style-type: none"> Electrical equipment checked annually Furniture and staging checked annually Fire equipment audited annually First-aid equipment readily accessible
BOILER <ul style="list-style-type: none"> Fire Storage of combustible materials/furniture Irregular maintenance, inspection and security checks Vandalism Water seepage through roof or walls 	<ul style="list-style-type: none"> Health & Safety Policies Boiler room not used to store equipment and materials Boiler room serviced annually Staff required to report any problems immediately Seepage problems dealt with immediately
BOMB SCARES <ul style="list-style-type: none"> Phone calls and post not monitored Poor management structure Poor staff training and awareness Irregular evacuation practice or irregular review of procedures Inadequate report procedure 	<ul style="list-style-type: none"> Health & Safety & Emergency policies Safeguarding team meet weekly Termly rehearsed evacuation procedures in place Emergency Closure procedures in place Procedures tested, reviewed and updated as appropriate
BOOK FAYRES <ul style="list-style-type: none"> Trestle tables, mobile book-cases etc. Presence of the general public on school premises Inadequate re venue security Surface of the ground or floor Inappropriate items for sale Violence or aggression towards staff or parent volunteers 	<ul style="list-style-type: none"> Health & Safety Policy Surfaces checked Secure procedure in place re cash – nobody dealing with cash to work alone Venue chosen to accommodate a large number of people All sale items checked for suitability
CATERING <ul style="list-style-type: none"> Fire Slips and spills Burns and scalds School caterers unaware of allergy/dietary requirements School staff unqualified to administer medications to affected allergy sufferers Poor housekeeping/poor waste management/pest infestation/equipment damage and/or ill-health 	<ul style="list-style-type: none"> Health & Safety Policy Trained staff Clear procedures Good housekeeping: Daily cleaning routine: Appropriate storage of foodstuffs Canteen staff aware of the dietary/allergy requirements of named pupils Contract with pest control company providing specialist advice
CHILD PROTECTION <ul style="list-style-type: none"> No Child Protection Policy No identified Child-Protection Co-ordinator No staff training No clear procedures in dealing with possible child-protection issues Poor in house communication Poor inter agency communication 	<ul style="list-style-type: none"> Safeguarding Policy reviewed and update annually or in response to statutory changes Induction includes Child Protection Designated Safeguarding Officer (DSO) Statutory training attended by DSO and HT Regular whole school refresher training Safeguarding Team meet weekly Excellent lines of communication with LADO and external agencies
CLEANERS: CHILDREN ATTENDING AFTER SCHOOL ACTIVITIES/STAFF/VISITORS AFTER SCHOOL <ul style="list-style-type: none"> Slips/Trips on wet floors Cleaning materials left out Trailing wires Faulty electrical machinery Accident arising from maintenance work Painting 	<ul style="list-style-type: none"> A timetable which ensures that the majority of cleaning takes place whilst the children are not on the premises Regular liaison between site manager and cleaners Well established procedures including use of hygienic and safe cleaning equipment, safety signs and storage of materials: COSHH Staff and children aware of hazards All maintenance work carried out by qualified contractors All electrical equipment repairs carried out by qualified contractors Wet paint signs posted, area segregated and ventilated Suitable personal protective equipment provided and worn First Aid provision and facility to summon emergency services if required are available within the school.
CLEANERS: EQUIPMENT <ul style="list-style-type: none"> Wrong machinery used Staff use machinery incorrectly Faulty machinery used 	<ul style="list-style-type: none"> Correct machinery purchased from accredited provider Staff training Annual machinery checks Rolling programme of equipment replacement
CLEANERS STOREROOMS <ul style="list-style-type: none"> Lack of security Cleaning materials Cutting tools 	<ul style="list-style-type: none"> Health & Safety Policy Secure Room Good housekeeping: Rolling programme sorting and clearing COSHH regulations complied with : restricted quantities of hazardous chemicals on premises
CLASSROOMS AND CORRIDORS <ul style="list-style-type: none"> Room too small for pupils Unsafe window/no blinds Poor furniture/Equipment Poor storage, coat/bags etc No finger guards on doors No covers electrical sockets 	<ul style="list-style-type: none"> No admissions over 30 per class The classroom structure, fixtures and fittings are suitable for purpose and are regularly inspected and maintained so as to remain safe, with records and documentation retained Furniture/Equipment is purchased from reputable supplier and is the appropriate height for each group of children

<ul style="list-style-type: none"> • Inadequate pathways; Slips, trips, Falls, impact with stationary and moving objects. • Poor lighting • Unsecured Internet access • Injuries from: Broken glass/Classroom fixings and fittings/Activity carried out dangerously/Inappropriate use of equipment/Poor quality/ broken equipment/Horseplay • Poor first-aid provision • Poor cleaning • Fire: Exits blocked/No evacuation procedure/Inadequate/poorly maintained Fire equipment • Poor security arrangements • Electrical equipment not annually checked • Inadequate emergency planning • Poor Communication 	<ul style="list-style-type: none"> • Storage of all items is in suitable containers in dedicated storage areas and at appropriate heights so as to minimise the likelihood of injury (from falling/moving equipment or impact by running into stationary equipment) • Classroom equipment is checked regularly and faults reported promptly • Equipment to be used is checked prior to the start of the lesson • Finger guards fitted and maintained • Covers on sockets • Classrooms adequately lit by natural light and suitable level of artificial lighting provided • Internet Policy/ LA Filters • All teachers hold a current recognised qualification and has sufficient experience and competence to manage the class • Teachers do not leave classes unsupervised. • Teachers give due regard to health and safety when organising their rooms. Any problems are reported immediately. • Classrooms are cleaned each day • Children take responsibility, in an age appropriate manner, for their own equipment, put equipment away, do not litter the floor and leave classrooms in a neat and tidy condition • High standards of behaviour are maintained and all children follow the instructions of their teacher and conduct themselves in an orderly manner in line with the school's Behaviour Policy • Each class has a cloakroom area and children take responsibility, in an age appropriate manner, for hanging their coats, P.E kit and other equipment on their named pegs. Any problems are reported immediately. Cloakrooms are cleaned each day • Clear and well established corridor rules: Pupils always walk along the corridor on the left hand side. Pupils leaving a classroom always give right of way to pupils already moving along the corridor • Long hair is tied back and no jewelry, including earrings is worn • Activities are risk assessed • Appropriate Teacher/:Pupil ratios maintained • There is appropriate information, instruction, training and supervision provided to those taking part in practical lessons. Pupil capability is matched to the task. Pupils are appropriately prepared and confident through progressive practices • Pupils informed of identified risks and associated controls • Noise maintained at level at which teacher can be clearly heard • Fully equipped first-aid boxes around school • Appropriate numbers of fully trained and qualified first-aid personnel always on duty and sign posted • Wet cleaning of the classroom is scheduled to allow sufficient time for the floors and walls etc to dry thoroughly before the start of any lessons • Adequate numbers of emergency exits, which are kept clear of obstruction and suitably sign posted with emergency lighting or fluorescent signage • Termly fire evacuations • Termly Building & Grounds inspections • CCTV/Intercom controlled access • Telephones in every classroom • Annual PAT testing • Staff Handbook • Emergency Management Plan and Lockdown Procedure
<p>COMMUNICABLE AND INFECTIOUS DISEASES (CID): PUPILS, STAFF</p> <ul style="list-style-type: none"> • Staff unaware of procedures with regard to CID: • Parents unaware of the minimum period of exclusion given diseases • Pupils and staff returning to school too soon • Environmental Health Dept not consulted • Catering staff not excluded from food handling until certified fit • Non-compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 1995) <p>5.</p>	<ul style="list-style-type: none"> • Health & Safety Policy • School Prospectus • Clear procedures for parents informing the school if their child is suffering from any illness or disease • For all common diseases minimum period of exclusion outlined in School Prospectus • A requirement that children and staff do not return to school until they have been free of symptoms for at least 48 hours after the last sign of any symptoms • Clear procedures for notifying HSE when staff or pupils have contracted notifiable and communicable diseases. • Facilities to isolate children who become sick in school until parents/carers can be contacted and asked to take children home • A programme of health education for all pupils which includes planned and spontaneous discussion, routines, planned activities and topics • A high standard of personal hygiene; children wash hands after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas outdoors

	<ul style="list-style-type: none"> • Copy of Reporting Regulations kept in school • Links with local Environmental Health Department
<p>COMPUTER SUITE: PUPILS, STAFF AND VISITORS</p> <ul style="list-style-type: none"> • Electric shocks • Condition or misuse of electric sockets • Cables • Computer furniture (e.g. sharp corners) • Poor posture • Unscreened Internet access • Pupils with epilepsy • Abuse of computer hardware • Vandalism/ theft. 	<ul style="list-style-type: none"> • Health & Safety Policy • Annual PAT testing • Cable management • Suitable furniture • High quality internet security systems and restricted access • Proper supervisions and surveillance of users • Liaison with relevant health professional • Locked and shuttered storage areas
<p>COMPUTERS CLASSROOMS: PUPILS, STAFF AND VISITORS</p> <ul style="list-style-type: none"> • Electric shocks • Condition or misuse of electric sockets • Cables • Computer furniture (e.g. sharp corners) • Poor posture • Unscreened Internet access • Re pupils with epilepsy • Abuse of computer hardware 	<ul style="list-style-type: none"> • Health & Safety/ICT/Security Policies • Annual testing of all electrical appliances • Cable managers • Choice of suitable furniture • Guidelines dealing with posture, suitable hardware and use of functional furniture • Internet security installed • Information obtained from the British Epilepsy Association regarding photosensitive epilepsy • Effective supervision of pupils
<p>COSHH: PUPILS, STAFF AND VISITORS: DELIVERY/STORAGE/USAGE/DISPOSAL</p> <ul style="list-style-type: none"> • Only store cleaning products on site. • Cleaning products used are correctly labelled, listed in alphabetical order and risk assessed. • Copy kept in the Emergency Management Pack. <p>STORAGE AND HANDLING PROCEDURES</p> <ul style="list-style-type: none"> • Most chemicals can be harmful if not used, stored or disposed of properly. Injuries can be caused if chemicals:-come into contact with the skin/come into contact with the eyes/are breathed in, in the form of dust or vapour/are swallowed/overheat or catch fire. <p>Storage Procedures</p> <ul style="list-style-type: none"> • Minimum amounts are purchased and stored • Containers are stored upright with heavy containers at ground level to avoid spillage or physical injury • Stock is rotated and 'use by' dates checked • Locked storage areas are kept lean and tidy • Access to storage areas is restricted <p>Handling Procedures:-</p> <p>Cleaning staff:</p> <p>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.</p> <p>First Aid</p> <p>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:-</p> <ul style="list-style-type: none"> • 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. <p>Emergency Action</p> <p>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.</p>	
<p>CUTS, STABBING, FATALITY FROM SCISSORS, SHARPS, KNIVES:- PUPILS, STAFF AND VISITORS</p> <ul style="list-style-type: none"> • Inappropriate use of scissors or knives 	<ul style="list-style-type: none"> • Pupil capability is matched to the task. • Prior to task the ability of pupils to use scissors safely is assessed and pupils are supervised until staff feel pupils are competent to safely work alone. • Pupils are appropriately prepared and confident through progressive practices.

	<ul style="list-style-type: none"> Pupils are reminded to carry scissors downwards with blade edge towards them. Knives/scissors are only placed on flat surfaces so as the edge does not face upwards or stored with blades facing downwards. Items for cutting are never held in the hand. Food chopping or art cutting boards are always used and the knife handle is kept clean. Scissors are safely stored, counted in and out and the children reminded not to touch without permission. Knives/scissors are never left in a sink, when washing the knife is wiped with the blade away from the hand.
DATA PROTECTION: PUPILS, STAFF AND VISITORS <ul style="list-style-type: none"> Total disregard for Data Protection Act 1998, or unawareness of its key requirements No security safeguards in place to protect the unauthorised or unlawful processing of personal data 	<ul style="list-style-type: none"> Data Protection Policy School compliant with Data Protection Act 1998, through proper awareness training All hardware and software secure against unauthorised or unlawful use
DBS: Pupils, Staff and Visitors	<ul style="list-style-type: none"> Recruitment & Selection Policy All employees rigorously checked
DINING ROOM: PUPILS, STAFF AND VISITORS <ul style="list-style-type: none"> Gas Hazards in the Dining Area Electrical Hazards in the Dining Area Manual Handling of Tables and Chairs Hazards Slips, Trips and Falls Hazards from defective dining area equipment or dining area structure. Supervision Hazards Fire Hazards Children attending After School Activities Security Hazards Communication 	<ul style="list-style-type: none"> Dining furniture is inspected daily and regularly maintained. Clear Fault reporting system ensures any damaged equipment is taken out of use and labelled DO NOT USE until it is either disposed of or repaired by a competent person. Dining tables and benches are laid out so they do not cause hazards to those using them or moving past them or block emergency routes and exits. There is a suitable staff to pupil ratio Staff are trained and experienced First aid provision and a facility to summon emergency services if required are available. Standard emergency procedures are known and observed at all times There is a documented accident reporting and investigation system in operation. Relevant pupils and staff are made aware by appropriate means of the significant dangers associated with dining areas and related activities as well as those controls outlined within this risk assessment. Training records are retained and available for inspection.
DISPLAY SCREEN: PUPILS, STAFF AND VISITORS <ul style="list-style-type: none"> Upper limb pains and discomfort; Eye and Eyesight problems Fatigue and Stress: Epilepsy: Radiation Effects on Pregnant Women 	<ul style="list-style-type: none"> Workstations adjusted to individual requirements Staff able to take breaks from the work routine to other duties Staff able to change postural position frequently Screen filter, wrist supports etc provided if necessary Access to eye tests available Advice obtained from Occupational Health re how to support people with epilepsy Women who are pregnant or planning to have children, and who are concerned about working with D.S.E. are advised to consult their Doctor and discuss the situation with the Headteacher. Account is taken regarding the issue of posture at the workstation (as an employee's shape & size changes as the pregnancy progresses).
DISPOSAL WASTE: PUPILS, STAFF AND VISITORS <ul style="list-style-type: none"> Trips, slips & falls Sharps hazards Manual handling hazards Chemical hazards Biological hazards (micro-organisms) from food waste Storage hazards Dangers of inadequate emergency planning Communication 	<ul style="list-style-type: none"> Safe procedures are in place for waste disposal Manual handling risk assessments and training are undertaken as required Routes taken in disposing of waste are checked for suitability. Floor surfaces regularly inspected and maintained in good condition Suitable trolleys or wheeled containers are used where practical. Maintenance documentation is retained for any equipment. COSHH Policy in place and known by relevant staff. Food waste is placed in suitable leak proof plastic bags and transferred to suitable waste containers. All waste bags and containers are removed from site at suitable intervals by a competent contractor using an agreed safe working procedure. Access to waste containers is restricted. All waste is stored so as not to cause direct hazards (injury from refuse containers or its contents) or indirect hazards (vermin, pest or fire). Fully equipped first-aid boxes and notices are positioned around the premises with appropriate numbers of fully trained and qualified first aid personnel always on duty. There is a facility to summon emergency services if required.
DRAMA PRODUCTION <ul style="list-style-type: none"> Manual handling of equipment: Injuries from improper manual handling. Injuries from defective equipment 	<ul style="list-style-type: none"> All pupils taking part in the production, along with drama production staff, are shown how to move scenery/props. Pupils are aware that they are not to climb on the furniture, set or props in the backstage area. Running is prohibited.

<ul style="list-style-type: none"> • Set/props: Slips and trips, Falls from height, Minor injuries, Collapse of structure/equipment, Injuries from defective equipment, Fire • Electrical equipment – lighting, sound, special effects: Fire, Electrocutation, Equipment falling from height • Audience/ public presence: Unattended children • Backstage area/ changing rooms: Slips and trips • Falls from height • Medical conditions 	<ul style="list-style-type: none"> • Sharp edges on equipment are marked with hazard tape or softened. • The stability of the scenery is considered in the design and pieces of scenery are secured • All pupils taking part in the production must wear appropriate footwear. • All props are stored away when not in use, and not be left in the path of people/thoroughfares. • All props are checked when used for defects. Any defective props are repaired or replaced. • Floors are maintained in good condition and checked regularly for irregularities. • Any damaged/uneven surfaces are marked with hazard tape until repaired. • Highly flammable paints and materials are not used for the set or props. • Stage curtains are flame resistant. • All electrical equipment is PAT tested annually. • All electrical equipment is switched off and unplugged when not in use or unattended. • Areas highly concentrated with electrical equipment are well-ventilated. • Cable runs are tied securely, properly routed and kept tidy. • Extension cables are not overloaded and are always fully unwound from the reel to avoid the coil overheating. • Liquids are prohibited from the vicinity of live electrical equipment. • All emergency fire exits are clearly marked. • Appropriate fire extinguishing apparatus is provided. • A separate fire risk assessment is conducted. • Before the show, the audience is made aware of the emergency fire exits. • Windows and doors are opened to prevent the hall becoming too hot • Before the show, all parents are asked not to leave any young children unattended. • Members of the public are not permitted backstage. • At least one first aider is available at all times during classes, rehearsals and performances. • The production staff are aware of the pre-existing medical conditions of all pupils taking part in the production. • Pupils with pre-existing medical conditions are advised not to attempt to exceed their limitations. • Before performances, appropriate warnings are issued for the benefit of audience members with existing medical conditions e.g. flashing images/lights.
<p>EARRINGS</p> <ul style="list-style-type: none"> • Earring getting caught in child’s own hair or the hair of a neighbouring child • Earring being caught and ear ripped during playtime/lunchtime • Earring getting caught and ear ripped when child is changing/taking part in PE./Games • Infection/Cross infection of ear • Infection as a result of swimming • Loss of expensive earrings 	<ul style="list-style-type: none"> • No earrings school rule. • Children not following rule and wearing pierced earrings into school to be asked to remove them. • Children wearing earrings during first six weeks to cover with plasters and not take part in PE/Games • Regular information/reminders to parents
<p>ELECTRICAL</p> <ul style="list-style-type: none"> • Trips over cables • Faulty equipment causing shocks or fires 	<ul style="list-style-type: none"> • Careful siting of equipment to avoid trailing leads • No overloading of wiring systems and sockets • Annual PAT testing electrical contractors on all portable electrical equipment • A clear procedure for fault reporting
<p>ELECTRICAL MACHINERY</p> <ul style="list-style-type: none"> • Faulty equipment • Electric shocks/burns • Accidental tripping of switches in school • Pupils' lack of awareness with regard to electrical safety • Fire of electrical origin 	
<ul style="list-style-type: none"> • All machines kept in a secure store • Prior to use power leads and extensions lead checked for: <ul style="list-style-type: none"> ❖ Broken insulation. ❖ Knots in the cable. ❖ Loose or burned connections ❖ Chaffing or burning at the point where the lead enters the machine. • Correct positioning of the rubber bumper strip. • Cracked or broken electric power plug. Plugs must be renewed by a competent person. • Vacuum cleaner bags are emptied regularly). • Machinery defects are reported to Site Manger. Defective machine are immediately moved to a secure storage area with a label attached saying; "DANGER DO NOT USE". The machine is not used until declared serviceable by the repair engineer. 	

RULES FOR USE 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.
- Electrical appliances are tested annually by qualified electricians; regular visual inspections by staff
- Fire extinguishers and other standard fire precautions in place

Regular safety talks; posters in areas of high risk

EMERGENCY MANAGEMENT

- Unknown or poor procedures
- Inappropriate responses which exacerbate situations

- Clear procedures for evacuating the building displayed in all classes and at key points around the school
- Emergency Management Policy and Procedure is reviewed and updated annually. Key staff have copies of this at home.

FIRE

- Age of building (predating building regulations)
- Arson
- Boiler house
- Kitchen (gas, naked flames etc.)
- Combustibles (e.g. paper)
- Electrical equipment
- Re evacuating disabled pupils

- Annual Fire Risk Assessments completed by Grainger Fire Services
- All fire exits clearly signed
- Fire-evacuation procedures published in classrooms and around school
- Fire evacuation practised each term
- Fire doors and fire exits checked regularly
- Fire alarms tested weekly: Rolling programme
- Fire lights checked weekly: Rolling programme
- Fire Alarm linked to control centre
- Boiler house inspected annually and door kept locked
- Regular maintenance checks
- Kitchen appliances checked annually
- 'No Smoking' policy
- No excess materials stored

FIRE DOORS

- Awareness of policies, procedures and legislation
- Type of fire door
- Blocked fire doors
- Finger entrapment
- Maintenance
- Lack of signage

- Staff are provided with copies of school policies and procedures relevant to fire safety management.
- Staff members and pupils are provided with fire safety training, as well as additional training in light of any reviewed procedures.
- Staff members practise the Fire Evacuation Plan on a termly basis.
- During the induction process, new employees receive guidance on actions to take in the event of a fire.
- Adequate numbers of staff are trained to assist in an emergency, including the use of fire equipment.
- Fire Marshals are trained in their roles and responsibilities.
- Visitors and volunteers are briefed on what to do in the event of a fire.
- School fire procedures are posted around the school, including classrooms.
- Staff are aware of their specific responsibilities in relation to fire safety, e.g. taking registers and ensuring pupils evacuate the building safely and quickly
- All fire doors purchased meet the BS 476-22:1987 standard
- Internal fire doors divide the building into sub-compartments – these are easily identified with appropriate signage and lighting, and are fitted with self-closers.
- Internal fire doors are kept closed at all times.
- All doors on escape routes are installed to open in the direction of escape
- All pupils, staff members and visitors are informed that the fire doors are to be kept clear at all times.
- Fire doors are kept closed at all times to ensure their full usefulness in the event of a fire.
- All fire doors with self-closing devices are clearly labelled with 'Fire door – keep shut' on both sides.
- To avoid pupils trapping their fingers, pupils are encouraged not to congregate around fire doors.
- All fire doors are fitted with preventative measures such as finger guards to mitigate the risk of finger entrapment.
- Staff are aware of the need to report hazards and defects.
- All fire doors are fitted with slow close mechanisms.
- The site manager conducts **monthly** checks to ensure all fire doors are in good working order and closing correctly, and that all frames and seals are intact. Any required works are carried out by a trained professional to ensure the quality of the door.

	<ul style="list-style-type: none"> • Self-closing mechanisms are well-maintained by the site manager and checked monthly to ensure the speed of closing can be regulated. • Doors are inspected annually by a trained professional to ensure they remain up-to-standard. • Signs directing to the nearest fire door and fire exit are located around the school. • The site manager conducts weekly visual checks of the signage to ensure no signage is missing. • Any missing signs are replaced as soon as possible.
FIRE EQUIPMENT <ul style="list-style-type: none"> • Faulty condition of equipment • Insufficient equipment to cover all school areas • Vandalism or deliberate removal of fire-fighting equipment 	<ul style="list-style-type: none"> • Health & Safety Policy • Annual inspection and maintenance of equipment • Regular inspection of equipment by Site Manager, with increased checks if risk of tampering is deemed high • Staff regularly instructed in handling of equipment
FIRE EXITS <ul style="list-style-type: none"> • Exits not clearly signed • Exits blocked • Push-bars not working 	<ul style="list-style-type: none"> • All exits clearly signed with proper symbols • Regular monitoring of all exits • All staff and pupils aware that fire exits should normally remain closed, and be used only for emergency evacuation • Regular Maintenance/Light checks • Annual maintenance of push-bars
FIRST AID <ul style="list-style-type: none"> • Staff having no training in first-aid • Staff unaware who is trained and qualified in first aid, and who is not • No named person responsible for first aid • First-aid equipment faulty or in short supply • Staff (full-time and temporary) not aware of first aid facilities • First-aid provision inadequate for school's particular needs • Injuries exacerbated through lack of suitable provision • Communication 	<ul style="list-style-type: none"> • Health & Safety Policy • Names and location of First Aiders signposted around school ensuring quick access at all times; training records are retained • Location of fully stocked first-aid boxes around school suitably sign posted • Regular review of first aid provision • Individual needs identified and medication reviewed with parents termly • First Aid equipment taken on school trips. • Facility for summoning emergency services around school and all staff know procedure • Procedure for a member of staff to accompany a child to hospital if the school is unable to contact a parent/nominated contact • Procedure to notify parents of any head injury or minor injuries on appropriate slip
FOOD PREP <p>When providing food, the school has due regard to the relevant legislation. The school implements a School Food Policy which is adhered to at all times and individuals understand the importance of healthy eating. The school has an Allergen and Anaphylaxis Policy in place and individuals understand their roles in relation to it, e.g. emergency procedures. The school's Health and Safety Policy takes account of food hygiene and all individuals act in accordance with it. The <u>headteacher</u> ensures that all individuals have received appropriate training in regard to food hygiene and allergen management. Appropriate insurance cover is in place to cover providing and selling food on site. The Head Cook ensures that the school only uses reputable suppliers and keeps a record of where produce comes from, which will be ready to be produced for an environmental health officer. <u>Kitchen staff</u> create menus that meet nutritional standards in terms of food types and portion sizes. Menus reflect parents' and pupils' preferences, and their cultural, religious and special dietary needs and their feedback is encouraged.</p> <ul style="list-style-type: none"> • Gas hazards • Electrical hazards • Cleaning chemical hazards • Slips trips and falls • Knives & other sharps • Hazards from damaged kitchen equipment or the kitchen structure • Oven and range hazards • Smoking hazards • Washing up hazards • Food mixer hazards • Gravity feed slicer hazards • Potato peeler hazards • Roller shutter hazards • Deep fat fryer hazards • Disposal of waste <ul style="list-style-type: none"> • All relevant staff have obtained at least the basic 1 day Food Hygiene Certificate • All staff are suitably trained so as to undertake their duties safely • Catering staff wear the overalls, tabards and hats provided by the school • Nails are kept short and clean, nail polish and jewellery are not worn • Footwear is low heeled, non-slip, of full shoe and in good condition • Personal belongings (coats, bags etc) are kept out of the kitchen • Those preparing food, clean as they work and wash their hands before handling food as well as after using the toilet or disposing of waste • All cuts and sores are covered with an appropriate dressing or blue waterproof plaster • Staff inform their supervisor off any skin, nose/throat or bowel problems. • A well-stocked supply of cleaning products is maintained to ensure hygiene. • Hand soaps and sanitizers are accessible and fully stocked. • Cloths and towels are washed and dried before use. • Floors are non-slip and maintained in good condition 	

- Thoroughfares and exits/entrance ways are kept clear of obstacles and trip hazards
 - Spills are promptly cleaned up, none-slip mats are placed on areas likely to become wet, warning cones are placed over slippery areas
 - Bags and other personal belongings are stored away from the kitchens to limit the risk of foreign bodies entering the system.
 - Staff who prepare or serve food maintain high levels of person hygiene at all times, wear relevant PPE at all times and only handle food when necessary
 - All food preparation and serving areas are cleaned before, during and after preparation, cooking and serving, in accordance with The Food Safety (General Food Hygiene) Regulations 1995.
 - Staff check the temperatures of food storage areas daily to ensure they are running at the correct temperatures.
 - Kitchen and serving staff are trained in preventing cross-contamination and colour-coded chopping boards are always used for food preparation, to limit cross contamination and the knife handle is kept clean.
 - Raw and cooked foods are prepared in separate areas
 - Food is cooked until its core temperature has reached 70°C; it is then covered and kept piping hot
 - Staff ensure that food is prepared in a way that limits choking risks, e.g. carrots are cut into batons.
 - Food products are not left out at room temperature for longer than necessary and covered before being refrigerated.
 - Fridges are organised as follows to limit the risk of cross-contamination:
 - Raw meat is stored on the bottom shelf.
 - Cooked meat is stored on the middle shelf.
 - Fruit and vegetables are stored on the top shelf.
 - Stock is rotated to ensure that produce with a shorter shelf life is used before food with a longer shelf life and removed once it has reached its use by date
 - There is a safe system of work for the use and cleaning of the mixer/slicer/potato peeler/deep fat fryer. No person is allowed to operate these machine unless they have been fully instructed as to the dangers and precautions to be taken
 - All tools and equipment are suitably inspected and maintained to the manufacturers' recommendations by a competent qualified person with records retained
 - There is a hazard reporting system in operation. Any damaged equipment is taken out of use and appropriately labelled DO NOT USE until it is either safely disposed of or suitably repaired by a competent person
 - Oven doors are opened carefully
 - Dry oven gloves are used when removing anything hot from the oven or when moving hot pots and pans
 - Pot and pan handles are turned in, away from the front of the range
 - Care is taken not to over-fill container and trolleys are used to transport large containers; help is always sought
 - The range is not used as a work surface and items are not stored on top of ovens
 - Staff always work with sleeves rolled down when using the oven or range
 - Staff do not lean over naked flames
 - Staff have a list of all allergens that parents/children have expressed an allergy or intolerance to, and staff avoid using them as an ingredient, where appropriate, for example:
 - If someone is intolerant to dairy, the school has dairy-free options.
 - If someone has a serious nut allergy, no nuts are used as an ingredient.
- and food products that contain allergens are stored in a separate fridge.
- There is a First Aider on site and a First Aid box in the kitchen
 - Any food that is served is nutritious and offers a healthy balanced diet, in line with the national standards
 - Smoking is prohibited.

FOOD TECHNOLOGY

- Gas hazards
- Electrical hazards
- Cleaning chemical Hazards
- Slips, trips and falls
- Hazards from damaged Food Technology equipment

- Health & Safety Policy: Risk assessment is considered as part of the lesson plan for activities that present a specific danger in order to put in place suitable controls.
- There is a documented accident reporting and investigation system in operation
- Staff/pupils wear appropriate clothing.
- Jewellery is not worn.
- Nails are kept short and clean, nail polish is not worn.
- Long hair is tied back
- Footwear is low heeled, non-slip, of full shoe in good condition. Personal belongings (coats, bags etc) are kept out of the kitchen.
- Inappropriate behaviour is not tolerated
- There is adequate lighting and ventilation
- Floor is in good condition and has a suitable surface covering.
- Housekeeping regime includes regular inspection and cleaning of cooking equipment & surfaces, waste management, storage of materials, adequate space around ovens, hobs.
- Staff/pupils clean as they work and wash their hands before handling food as well as after using the toilet or disposing of waste. All cuts and sores are covered with an appropriate dressing.
- Children are supervised closely when using cookers
- All tools and cookers are of an appropriate and safe design and are purchased from reputable companies.
- Annual check of electrical equipment
- Items are not stored on top of ovens/hobs.
- Staff/pupils always work with sleeves rolled down when using the oven or range (protects from burns).
- Staff/pupils do not lean over naked flames.
- Pupil capability is matched to the task. Pupils are appropriately prepared and confident through progressive practices.
- Fire precautions in place

	<ul style="list-style-type: none"> • Access to First Aid and the facility to quickly contact Emergency Services
<p>GAS</p> <ul style="list-style-type: none"> • Fire, explosion and asphyxiation hazards as a result of: - ❖ Using unsuitable equipment in a dangerous manner ❖ Leaks from broken or damaged equipment ❖ Dangerous lighting procedures • Portable Gas Cylinders • Emergency procedures • Fire and explosion • Communication 	<ul style="list-style-type: none"> • All gas equipment and piping is inspected and maintained by a competent person or company at suitable interval and documentation is retained by the school • Staff know and follow a documented fault reporting system • If a piece of equipment is identified as leaking gas it is isolated from the gas supply and put out of use. A DO NOT USE notice is firmly attached to the equipment. If the equipment cannot be isolated the gas supply to the room is isolated • Safe lighting procedures for are detailed on each individual piece of gas equipment. Adults are trained in safe lighting procedures for all gas equipment. Nominated person/s are made aware if there are any problems lighting • The gas mains shut off valve is suitably labelled, all relevant staff are aware of where gas isolators are located and how to use them • If there is an escape of gas from an unidentified source all naked flames are turned off. Doors and window are opened to disperse the gas, staff and pupils know not to initiate any naked flames or switch on any electrical equipment • Adequate first aid provision and a facility to summon emergency services if required are available within the school • Suitable fire precautions are in place • The assembly point to be used when there is a potential for explosion the Church Hall • All equipment is purchased taking health and safety into account • There is a risk assessed safe system of use for all gas equipment • Gas powered equipment (heaters, cookers etc.) is only be used in a suitably ventilated area.
<p>GAS CYLINDERS</p> <ul style="list-style-type: none"> • Fire, explosion and asphyxiation hazards as a result of: - ❖ Using unsuitable equipment in a dangerous manner ❖ Leaks from broken or damaged equipment ❖ Dangerous lighting procedures • Portable Gas Cylinders • Emergency procedures • Fire and explosion • Communication 	<ul style="list-style-type: none"> • Gas cylinders are kept to a minimum number and time on site and are stored upright in a cool, dry well ventilated store away from rain and flammable materials, heat or direct sunlight • Full and empty cylinders are appropriately labelled • Adequate first aid provision and a facility to summon emergency services if required are available within the school. • Suitable fire precautions are in place; • The assembly point to be used when there is a potential for explosion is the Church Hall
<p>INDOOR SPORTS AND P.E ACTIVITIES/MUSIC/DANCE/DRAMA</p>	
<ul style="list-style-type: none"> • Slips, trips, Falls, impact with stationary and moving objects. • Injuries resulting from poor light • Cuts lacerations from broken glass • Injuries presented from the sports hall structure fixings and fittings. • Injuries resulting from an activity being carried out dangerously • Injuries from moving, setting up, taking down and storing sports equipment • Injuries from not wearing suitable clothing • Injuries from poor quality or broken sports equipment • Injuries from Horseplay • Electrical hazards from the use of electrical equipment; PA system or music centre • Dangers of inadequate emergency planning • Dangers associated with particular sports activities • Communication 	
<ul style="list-style-type: none"> • Health and safety is a major consideration when sports activities are planned or commissioned. • Specialist coaches are used as appropriate. The coach/teacher holds a current recognised qualification. • Hall is suitable for the sport activities undertaken (e.g. hall dimensions and layout). • Hall structures (walls, floor, ceiling, windows etc) and all its fixtures and fittings are suitable for their purpose and are regularly inspected and maintained so as to remain safe, with records and documentation retained • There are adequate numbers of emergency exits, which are kept clear of obstruction and adequately signed. • Windows are of a suitably strong glass • Lighting levels are adequate for the type of sport activity being held. • Electrical equipment is placed in a position where it does not pose a hazard to those undertaking activities from bumping into the equipment or from tripping over the electrical cable. • First-aid notices are strategically positioned around the premises detailing the location of first aid boxes and trained first-aiders. • Health and safety is a major consideration when sports equipment is procured • Sports equipment is annually checked by an independent inspector • Defective items of equipment are replaced • The storage of equipment within the halls is avoided where practicable. Any equipment stored in the halls is placed so as to minimise the likelihood of injury (from falling/moving equipment or impact by running into stationary equipment. • Food and drink are not allowed in the halls except during lunch time when one hall is a designated eating area. 	

- Halls are inspected prior to the lesson to ensure the floors are clean and the training areas are free of obstacles that could be likely to cause injury
- Staff are aware of the significant dangers associated with indoor sports activities as well as those controls outlined within this risk assessment and share these with the children in an age appropriate manner
- Appropriate pupil-to-coach ratio for the sports activity taking place and the numbers of those taking part in the sport is restricted to a safe level
- Pupil capability is matched to the task. Pupils are appropriately prepared and confident through progressive practices.
- Appropriate kit and sports shoes worn. Hair is tied back. Only watches are worn.
- Suitable protective clothing and equipment is provided by the school where required to undertake the sport safely
- A suitable warm up precedes each activity.
- There is appropriate information, instruction, training and supervision provided to those taking part in the sports activity
- The children are never left unsupervised
- There is a school code of conduct and a sports activity code of conduct; both of which are known and are adhered to by staff and pupils
- Noise levels are not allowed to rise to the level where the coaching member of staff cannot be heard
- All sports equipment (especially athletics equipment) is set out so as to minimise the likelihood of injury.
- Crash mats of suitable thickness and quality are positioned and used as required
- There is a clear signal for play to stop that is known to all those taking part in the sport e.g. a whistle.
- All sports equipment is moved, erected, dismantled and stored using a safe procedure
- The coach ensures that all children leave the training area at the end of the lesson

LADDERS AND WORKING AT HEIGHTS

- Falls resulting from incorrect setting or positioning of a (step)ladder
- Accidents caused by defects in a (step)ladder, or by the insecurity of a floor or ground surface
- Injuries from carrying or setting up a(step)ladder
- Falls from height and falling objects causing injuries ranging from fatalities to minor injuries.
- Inadvertent movement of ladders, uneven ground or failure of the ladder.
- Falls from height and falling objects causing injuries from fatalities to minor injuries.
- Uneven ground.
- Movement of scaffold
- Unauthorised access and impact hazards
- Work hazards e.g. inclement weather,
- violence at work.
- Manual handling: sprains & strains, cuts & bruises etc.
- Hazards from poor emergency planning.
- Communication.

- Use of equipment restricted to competent experienced users who have read:
 - 'HSE INDG402 Safe use of ladders and stepladders – An employers guide'.
 - 'HSE INDG403 A toolbox talk on leaning ladder and stepladder safety'.
 - 'HSE INDG405 Top tips for ladder and stepladder safety'.
- Stepladders are not used to work above 2 metres in height
- Only modern metal ladders with rubber feet used and the top platform of ladder not used unless it is designed for the purpose
- Ladders only used when the work can be carried out without stretching,
- Ladders only erected and used on firm level ground and are always correctly angled
- Informal 'dynamic' risk assessment and consultation carried out prior to commencing higher risk activities, to ensure equipment used and competence available are suitable for task and that external specialist contractors are not required.
- The work area is segregated and restricted to those carrying out the task and using the equipment. All relevant staff informed of work taking place and duration of restricted access. If work area cannot be effectively segregated the task will be carried out outside of normal working hours.
- Ladders not left unattended unless in a secured area
- Flat shoes with dry clean soles required to be worn when using ladder
- Lone working prohibited when using ladders other than for low risk activities e.g. use of elephants foot.
- All tasks restricted to short duration (up to ½ hour) and light work (10kg load) within manufacturers determined safe working load (SWL) for the equipment.
- Ladders stored in areas that are free from contamination, external/weather elements and potential sources of vandalism.
- All damaged ladders reported through the fault reporting procedure.
- Staff use "Elephant Feet"
- Relevant staff have copy of Safe Working Procedure.
- First aid provision on site.
- Telephones available to call emergency services.
- Standard emergency procedures are known and observed at all times.
- Documented accident reporting and investigation system in operation.

LONE WORKING

- **Needing to open or close the school in the dark and/or unaccompanied**
- **Needing to attend at school on an emergency call-out**
- **Cleaners working alone**
- **Unawareness of the danger, in all the above situations, of being attacked or having an accident, with nobody present to help**
- Accidents or emergency arising out of the work activity, which could include inadequate access to emergency provisions (1st aid or fire controls)

- Documented procedure for signing in & out of work
- Adequate building security & control to prevent unauthorised access
- Safe means of entry & exit to workplace provided
- Fire precautions and equipment provided
- School Security Policy
- Health & Safety Policy
- Personal alarm
- Mobile phone
- Access to telephone
- Security lights
- Site Manager/School Security aware of times when cleaning staff work alone
- Staff in question letting somebody know where they are and how long they will be
- Parking in a well-lit area, and not doing anything inherently dangerous, like working at height
- Awareness raising
- Check that the employee is medically fit and suitable to work alone.
- Check that are adequate channels of communication in an emergency.
- Work place risk assesses for suitability for lone working.

	<ul style="list-style-type: none"> • Reporting and recording arrangements are made where appropriate. • The whereabouts of the worker is traceable. • Appropriate instruction and training is in place, where necessary
<p>MANUAL HANDLING</p> <ul style="list-style-type: none"> ▪ The Tasks – ▪ The Loads ▪ Working Environment ▪ Individual Capability 	<ul style="list-style-type: none"> ▪ Staff who are pregnant or have hernias or back trouble do not carry out any manual handling activities ▪ Staff assess the weight of the load, floor condition lighting, environmental conditions - Get assistance if required ▪ Break the loads into smaller loads ▪ Avoid carrying loads over long distances - Use a trolley where possible ▪ Avoid lifting in restricted or obstructed areas. Make sure there is adequate floor and head space to adopt safe lifting posture beforehand. ▪ Hold the load close to the body ▪ Keep the back straight, use the powerful leg muscles to lift, avoid jerking ▪ Keep feet flat on the floor ▪ Avoid stretching or twisting. ▪ Take rest when necessary.
<p>MEDICAL CONDITIONS</p> <ul style="list-style-type: none"> • Children and staff with chronic medical conditions not supported to ensure maximum attendance • Medical conditions not supported correctly 	<ul style="list-style-type: none"> • Information is shared with all relevant staff about any special medical conditions in school and what response may be required in an emergency • Regular liaison with relevant health professionals • School only accept medicines required for chronic medical conditions. All medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Head Teacher/Office • For administering of medication, please see the school's Medicine Policy and Administering Medicine Form
<p>NEW & EXPECTANT MOTHERS/ALL FEMALE EMPLOYEES OF CHILD BEARING AGE</p> <ul style="list-style-type: none"> • All Hazards Listed • Using Display Screen Equipment (e.g. when operating a computer) • Manual Handling/Lifting etc • Working at Height • Slips, trips, falls on same level • Posture e.g. standing for long periods, twisting, stooping or reaching upwards. • Lone Working • Working Hours. • Extreme Temperatures and fluctuations of temperature (e.g. working over stoves or in the sun) • Use of Hazardous Substances and/or contact with Biological Agents/Dangerous substances (infectious diseases). • Vibrations from electrical equipment (e.g. floor polishers) • Prolonged exposure to noise • Inadequate Welfare Facilities • Occupational Stress • Work-related Violence & Aggression • Passive Smoking • Rubella • Carbon monoxide 	<ul style="list-style-type: none"> • To maintain all controls identified once notified in writing of the pregnancy, new birth within the previous 6 months or when breast feeding (notification by certificate from medical practitioner or registered midwife). • Any additional medical advice specific to each pregnant worker will be taken into account when implementing controls. • Time off with pay given for antenatal care appointments made on the advice of a GP. • Team working in place to allow for breaks and assistance at short notice. • No manual handling or working at height • Slip, trip and fall hazards reduced to a minimum in the immediate work area • Access to drinking water • Long periods of standing and long working hours avoided • Ease of access to toilet • Increased frequency of rest breaks • Requirement to twist, stoop and reach upwards reduced to within the personal capabilities of the pregnant worker. • Backache monitored • Phone in classrooms • Documented emergency procedure • Exposure to high temperature/low temperature working environments kept to a minimum • Control of Substance Hazardous to Health (COSHH) assessment carried out • Facilities available to express and store breast milk (including facilities to wash, sterilise and store receptacles). • Regular monitoring and consultation to ensure workplace stressors are kept to a minimum • No Smoking Policy • Consideration always given to withdrawing a new or expectant mother from any situation that could put her or her unborn baby at risk • HSE guidance on New and Expectant mothers referenced
<p>NEW EMPLOYEES AND THOSE WHO MAY BE AFFECTED BY THE WORK OF NEW EMPLOYEES</p> <ul style="list-style-type: none"> • Multiple 	<ul style="list-style-type: none"> • Health and safety information, instruction, training and supervision provided to new employees as part of the school's general induction programme • The health & safety component of the induction training contains the provision and explanation of the following information, facilities and procedures: - • Health & Safety Policy – covering the contents of the policy including organisational arrangements, employer & employee health and safety responsibilities • Accident, First-Aid & Hazard Reporting Procedures – covering the actions to be taken if a hazard is spotted or if an accident or incident occurs; who to report to, the names and contact details of first-aiders and the location of first-aid facilities and the accident log book. • Fire Procedures and Precautions – covering fire precautions, actions to be taken if the fire alarm sounds, the location of fire exits and safe routes; the

	<p>assembly point and the responsible person the new employee must report to.</p> <ul style="list-style-type: none"> • Welfare Facilities – covering the location of sanitary conveniences, kitchen areas, rest facilities and accommodation for clothing etc. • Risk Assessment – covering the identification of the hazards and risks from the new employee’s tasks and working environment and the health and safety systems that are in place to reduce or eliminate those hazards. • Safety Systems of work – covering all the procedures in place to protect against workplace hazards e.g. from the use of work equipment, machines and tools, and for reporting, removing, repairing or replacing defective equipment. • Training and Supervision – covering the regimes and programmes in place to develop the competences of the new employee. • Monitoring – covering the procedures in place that are employed to measure the progress of the new employee towards an acceptable level of competence. • Employee capability is matched to the task. Employees are appropriately prepared and confident through progressive practices.
<p>NOISE</p> <ul style="list-style-type: none"> • Activities where noise is generated directly by equipment being used or indirectly by activities carried out within the local vicinity. 	<ul style="list-style-type: none"> • Activities which may generate unacceptable levels of noise are organised outside of the school day
<p>OCCUPATIONAL ROAD RISK DRIVERS, PASSENGERS, OTHER ROAD USERS</p> <ul style="list-style-type: none"> • Breakdowns • Violence to staff • Theft of / damage to vehicles or contents 	<ul style="list-style-type: none"> • Staff are requested to take out business insurance to cover travelling to courses • Staff advised to drive with doors locked • Staff advised to carry a suitable road map and decide on a route before setting off • Staff advised to park in well-lit areas whenever possible • No valuables left on display in vehicle • Staff advised to check vehicle for signs of interference or intruders before entering it
<p>OFFICE</p> <ul style="list-style-type: none"> • Slips, trips and falls • Electrical hazards • Display screen equipment • Working environment • Access/egress • Fire hazards • Substances hazardous to health • Welfare facilities • Housekeeping • Manual handling of heavy items • Personal safety • Personal safety • Communication 	<ul style="list-style-type: none"> • Cables are routed, and furniture, equipment and materials are sited so as to avoid causing slipping tripping and falling hazards • DSE assessments and vision screening are carried out and safe working with display screen equipment information is provided to staff • Main entrance, thoroughfares and emergency exits are kept clear • Adequate lighting • Fresh air maintained at a suitable temperature • Access to welfare facilities, toilets, ,running hot, cold & drinking water • Periodic housekeeping: unwanted items disposed of • Staff trained in safe handling techniques • Office is in a secure area, counter provides a physical barrier when dealing with the public. • Fully equipped first-aid boxes and First Aiders available • Office assessed risks and controls shared with staff
<p>OLBE</p> <ul style="list-style-type: none"> • Inadequate guidelines/procedures for booking in and out • Staff inexperienced or untrained or low ratio of adults to pupils • Failure to obtain contact telephone numbers/medical information • Security of pupils and staff compromised • Lack of access to a telephone and first aid equipment • Faulty play, leisure, electrical equipment • Lack of fire precautions 	<ul style="list-style-type: none"> • Health & Safety Policy • Rigorous recruitment process • Policies, Risk Assessments, procedures, contact/medical info in place • Secure access/Intercom • High supervision ratios maintained • Qualified First Aider, First Aid provision and telephone available • Documented fire evacuation procedures: Records maintained • Positive maintenance of play and leisure equipment • Annual servicing of electrical equipment • Guidelines to cover the issue of violence and aggression towards staff • Regular Fire Drills
<p>PORTABLE AND TRANSPORTABLE ELECTRICAL EQUIPMENT</p> <ul style="list-style-type: none"> • Accidents including electric shock 	<ul style="list-style-type: none"> • Before using equipment staff check to ensure: there are: <ul style="list-style-type: none"> • No visible defects to the cable, plug, socket or external casing. • No burn marks or discoloration indicating overheating. • No liquids on or near the equipment. • Any defects found are reported immediately • Annual PAT testing
<p>POOR HEALTH AND SAFETY CULTURE</p> <ul style="list-style-type: none"> • High level of risk • High number of accidents 	<p>GOVERNORS</p> <ul style="list-style-type: none"> • The governing body abides by the <i>Education (School Premises) Regulations</i> of 1999 (SI 1999/2) and follows the LEA guidance on health and safety matters and adopts relevant policies. The headteacher reports regularly to the governing body with respect to environmental health and safety. <p>THE SCHOOL LEADERSHIP promotes a strong H&S culture by:</p>

	<ul style="list-style-type: none"> • Publishing an agreed H&S policy which is reviewed annually • Ensuring that safe work practices and procedures outlined in the policy are understood by staff and applied consistently • Holding weekly Safeguarding meetings: H&S standing agenda item • Making termly Buildings & Ground inspections • Implementing a whole school Fault Reporting system • Providing regular, relevant whole school training • Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified • Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained <p>THE SITE MANAGER promotes a strong H&S culture by:</p> <ul style="list-style-type: none"> • Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning staff and ground maintenance contractors are adhered to. • Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use. • Ensuring that all waste materials are safely disposed of. • Maintaining a clean and safe boiler area. • Maintaining a high standard of housekeeping. • Reporting to the Head Teacher any problem, or imminent danger associated with his responsibilities • Liaising with Health and Safety representative to carry out regular inspections of school premises. <p>TEACHERS promote a strong H&S culture by:</p> <ul style="list-style-type: none"> • Promoting safety consciousness amongst the children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others • Being good role models – vigilant and careful • Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others • Providing opportunities for children to discuss appropriate health and safety issues • Completing risk assessment before any off-site visits <p>PUPILS promote a strong H&S culture by:</p> <ul style="list-style-type: none"> • Contributing to the development of whole school policies and procedures • Conducting themselves in an orderly manner in line with these <p>PARENTS promote a strong H&S culture by:</p> <ul style="list-style-type: none"> • Ensuring that children attend school in good health • Providing prompt notes/phone calls to explain all absences • Providing support for the discipline within the school • Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others • Allowing children to take increasing personal and social responsibility as they progress throughout the school • Accepting responsibility for the conduct of their children at all times • Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies
<p>PUPIL RADICALISATION</p> <ul style="list-style-type: none"> • Pupils vulnerable to radicalisation through contact with individuals, groups and access to the internet 	<ul style="list-style-type: none"> • We challenge any prejudice, discrimination or extremist views, including derogatory language, displayed by any member of our school community and deal with any such incidents in line with our Behaviour and Discipline Policy for pupils and our Code of Conduct for staff. Where misconduct by a teacher is proven the matter will be referred to the National College for Teaching and Leadership for their consideration as to whether to a Prohibition Order is warranted. • We require all adults working in the school (including visiting staff, volunteers’ contractors, and students on placement) to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher. • We provide a broad and balanced Values, Core and Learning Challenge curriculum, delivered by skilled professionals, which supports our pupils to understand and become tolerant of difference and diversity • We ensure that the schools Internet system has the filters and monitoring recommended by the UK Safer Internet Centre

	<ul style="list-style-type: none"> We work with local partners, families and communities in our efforts to ensure our school understands and embraces our local context and values in challenging extremist views and to assist in the broadening of our pupil's experiences and horizons. We are alert to the possibility that persons may seek to gain positions within our school so as to unduly influence our schools character and ethos and implement a rigorous recruitment and selection process which includes DBS, Disqualification by Association, and reference checks as part of our culture of vigilance We are alert to disclosures by pupils of their exposure to: The extremist actions of others outside of school, such as in their homes or community groups/Materials, including graffiti symbols, writing, art work or online materials, promoting extremist messages or images/Parental reports of changes in behaviour, friendship or actions and requests for assistance/Partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings/Pupils voicing opinions drawn from extremist ideologies and narratives including the use of extremist or 'hate' terms to exclude others or incite violence/Intolerance of difference, whether secular or religious and attempts to impose extremist, Anti-Western or Anti-British views or practices on others and follow locally agreed procedures for safeguarding individuals vulnerable to extremism and radicalisation. We ensure that all of our teaching approaches help our pupils build resilience to extremism and give pupils a positive sense of identity through the development of critical thinking skills. We provide relevant annual training for all members of our school community We positively vet those external agencies, individuals or speakers who we engage to provide enrichment learning opportunities or experiences for our pupils. We encourage staff and pupils to make use of our internal systems to Whistle Blow or raise any issue in confidence where there are concerns of extremism or radicalisation.
<p>SCISSORS, KNIVES AND OTHER TOOLS</p> <ul style="list-style-type: none"> Cuts, stabbing, fatality from: - Broken or damaged scissors, knives or other tools Hazards from the disposal of sharps Communication Inappropriate behaviour No emergency planning/communication 	<ul style="list-style-type: none"> Teachers are competent to teach the activity, monitor risks, including the suitability and safety of tools to be used by their class and adjust supervision levels All tools and equipment provided by the school are of an appropriate and safe design, are stored safely, counted in and out and disposed of safely if damaged Pupils are appropriately prepared and confident through progressive practices and are trained to always: Carry knives/scissors downwards/Place knives on flat surfaces or store with blades facing downwards/Use chopping boards The ability of pupils to use them safely is assessed and only those pupils who are able to satisfy the teacher in charge of their competence to use tools and equipment safely will be allowed to do so; with pupil capability being matched to the task Pupils are appropriately controlled and supervised by the teacher First aid provision and access to telephones is available. Documented accident and hazard reporting system in place
<p>SLIPS AND TRIPS</p> <ul style="list-style-type: none"> Staff and visitors may be injured if they trip over objects or slip on spillages 	<ul style="list-style-type: none"> High standard of general housekeeping All areas, including stairs, are kept clear and well lit There are no trailing leads or cables Deliveries are stored immediately School cleaned each evening Documented accident reporting and investigation system in operation.
<p>STORAGE ROOMS</p> <ul style="list-style-type: none"> Excessive accumulation of equipment and materials Equipment and materials stacked too high Possible fire risk Slippery surface Walkways blocked 	<ul style="list-style-type: none"> Limited amounts of equipment and materials stored Equipment and materials not stacked too high Walkways kept clear Floor surface clean Regular inspections for security
<p>STRESS</p> <ul style="list-style-type: none"> No Stress Policy in place Lack of support from school personnel Poor communications among school personnel Poor support and advice from outside agencies 	<ul style="list-style-type: none"> Staff Handbook Health & Safety Policy Communications Policy Clear school staffing and roles structure Stress Policy Weekly staff meetings Staff Notice Board Support from contracted Human Resources and Occupational Health plus other relevant agencies School's own support network
<p>SUPERVISION</p> <ul style="list-style-type: none"> Accidents, slips, trips 	<p>ARRIVAL</p> <ul style="list-style-type: none"> There is a rota for Door Duty and a member of staff is always present as children arrive

<ul style="list-style-type: none"> • Lost children • Inappropriate behaviour 	<ul style="list-style-type: none"> • Upon arrival children go straight to class to work or read quietly under the supervision of a member of staff • Registers taken morning and afternoon to identify those children who are on the premises <p>CLASSROOMS</p> <ul style="list-style-type: none"> • Teachers and LSAs supervise in classrooms and are always aware of children who are using the toilets. <p>PLAYTIMES</p> <ul style="list-style-type: none"> • There is a rota for Playtime Duty; 2 members of staff supervise on each playground • Sick children, with a note from their parents, sit outside the School Office <p>LUNCHTIMES</p> <ul style="list-style-type: none"> • There is a Lunchtime Rota which ensures that all areas of the yards and key access points to the building are supervised <p>WET PLAYTIMES AND LUNCHTIMES</p> <ul style="list-style-type: none"> • There is a plan and rota which ensures children are supervised by adults supported by class prefects <p>DEPARTURE</p> <ul style="list-style-type: none"> • Staff accompany their class to the Children’s Entrance and dismiss them directly to their parents • Y6 children with written permission are allowed to walk home • Infant children attending After School Club are escorted over by After School Club staff • Junior children attending After School Club make are dismissed by their teachers and make their own way over
<p>VACCINATIONS IN SCHOOL</p>	<ul style="list-style-type: none"> • Correspondence is sent to pupils’ parents prior to the jab highlighting the benefits and effects the vaccine will have. • Additional information packs are sent to parents making them aware of any risks linked to the vaccine. • Any pupils with existing medical conditions are medically cleared to be given the vaccine. GPs should be contacted to review personal vaccination records if possible. • Consent from pupils’ parents is given before the vaccination; any pupil without consent is not vaccinated. • To make for a more efficient process, pupils are sent for the vaccination in small numbers • The venue used is a clean, open, well-ventilated room
<p>VISITORS</p> <ul style="list-style-type: none"> • Legitimacy of the organisation • Visitors do not receive necessary information re site layouts, rules and procedures • Visitors unable to understand English • Visitors’ social media conduct • Visitors not competent to work on site • Visitors not receiving adequate supervision • Contact with pupils • Visitors have not prepared necessary risk assessment. Visitors don’t have necessary safety equipment • Unauthorised visitors entering site • Data Protection 	<ul style="list-style-type: none"> • Visits are arranged with organisations that the school has already developed relationships with. • For new organisations, the school liaises with local school leaders to gather others’ experiences of working with the organisations. • Requirements of visit and key actions to be taken confirmed in advance • Information to visitors in advance as appropriate and in a different language as required • If applicable, a visitor’s presence on social media is monitored by the school before a visit is permitted, i.e. to check for inappropriate views or images. Visitors displaying inappropriate content on their social media channels are not permitted to visit the school. • Due to the nature of their work, some visitors do not have contact with pupils, e.g. those involved in office maintenance. • Visitors who do not have contact with pupils but do have access to pupils’ data are monitored • Visitors provide evidence of the work that they will be carrying out with pupils before they are permitted to work with them • A hard copy of the visitor’s DBS certificate is presented and checked when they arrive on site. • DBS checks from a professional organisation, if applicable, are verified and checked against the DBS update service. • Vehicle/Pedestrian routes to be used/Times site can be accessed • Clear signage: access/school office • Clear demarcation parking • Code of Conduct to visitors on arrival at school • Only reputable firms used • Supervision by experienced site user provided as appropriate • Site security maintained • If visitors have access to any personal or confidential information about pupils and staff, the ensures that this information is controlled and that the visitor does not retain any of it following the visit or expiration of the purpose it was used for.
<p>VOLUNTEERS</p> <ul style="list-style-type: none"> • Volunteer with regular contact working with pupils with significant unsupervised contact, e.g. takes pupils for one-to-one or group work. 	<ul style="list-style-type: none"> • DBS check required. • Volunteer will not be left alone with pupils; class will always have an employee present who has been fully checked. • Volunteer will not be left alone with pupils. • Overall supervision will rest with the lead teacher on the visit or trip.

<ul style="list-style-type: none"> • Volunteer working in a classroom with pupils, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff. • Volunteer supporting a class on a school trip with responsibility for a small group under the general guidance and full supervision of the class teacher. 	<ul style="list-style-type: none"> • Teacher will take groups to the toilet or organise for two adults to take the pupil
<p>WORKING EQUIPMENT</p> <ul style="list-style-type: none"> • Injuries from unsuitable or poorly maintained tools & equipment. • Electrical hazards; death, shock, burns, secondary injury (falling off ladder), fire loss • Hazards from damaged tools and equipment or their incorrect use. • Flying particles/fragments hazards. • Hazards from inappropriate behaviour & dress. • Hazards which are impracticable to intrinsically guard against • Slips, trips and falls • Hazards from poor emergency planning • Manual handling hazards • Communication 	<ul style="list-style-type: none"> • All tools and equipment provided for use by staff are of suitable design, meet H&S specifications and are appropriately maintained • If electric, equipment is: <ul style="list-style-type: none"> • Low voltage, extra low voltage or battery operated as appropriate. • Not used close to a sink, damp area or where there is a risk of spillage • Visually inspected by the user for their suitability • Inspected and tested (PAT) on a regular basis by a qualified person • Taken out of use and replaced/repaired by a qualified person • Relevant staff receive appropriate documented training • Personal protective equipment provided as assessed as necessary • First aid provision, qualified first-aiders, telephones are available • Documented accident reporting and investigation system in place
<p>WORK LIFE BALANCE AND WORK RELATED STRESS</p> <ul style="list-style-type: none"> • Governors/Staff unaware of need for work/life balance • Meetings are not seen as productive and worthwhile • No restful work spaces • Lack of awareness of signs of stress Employees informed of risk assessment via all of the following means: • DEMANDS: Increasing/Excessive/Too Little/Mundane/Repetitive Workload/Changing Shift Patterns • CONTROL / CHANGE: Lack of consultation or influence re: work and work patterns • ROLE: Lack of clarity to Job Role • RELATIONSHIPS: Risk of Violence at Work • CULTURE: Poor Attitude to Health & Safety & Well Being from Senior Management • Signs of stress • Nervous Reflexes: Biting nails, Clenching fists, Clenching jaw, Drumming fingers, Grinding teeth, Hunching shoulders, Picking at facial skin, Picking at skin around fingernails, Tapping feet, Touching hair • Stress Related Illnesses: Asthma, Back Pain, Digestive disorders, Headaches, Migraines, Muscular aches and pains, Sexual disorders, Skin disorders • Mood Changes: Anxiety, Depression, Frustration, Habitual anger or hostility, Helplessness, Impatience, Irritability, Restlessness • Behaviour: Aggression, Disturbed sleep patterns, Doing several things at once, Emotional outbursts, Leaving jobs undone, Over reactions, Talking too fast or too loud 	<ul style="list-style-type: none"> • Work Life Balance Policy; Governors consider requests for flexibility in work patterns. • Recruitment & Selection and Induction procedures ensure new staff are matched to the job and all staff are competent to carry out their duties • All staff have a clear Job Description, which reflects safe systems of working, a Person Specification and complete annual Appraisal • Workload and resources are allocated so as to avoid overload • Working environment meets health & safety requirements and Workplace Inspections and risk assessments regularly reviewed • Good communication: Open Door' Policy, regular communication via Staff Meetings and Briefings; all meetings have clear start and finish times, and agenda with priority items set first; staff input/concerns welcomed • Staff are consulted prior and during organizational change and there are opportunities for staff to influence proposals for change • Employees receive regular and constructive feedback for work undertaken • Staff room well maintained and free from work demands • Occupational Health Service & Counselling available for staff who wish to access it • Absence and sickness procedures are managed effectively • Violence at Work, Grievance & Harassment, Discrimination & Bullying Policies and reporting procedures • All complaints are investigated
<p>YOUNG WORKERS: WORK EXPERIENCE</p> <p>The aim of this Young Person's Risk Assessment is to;</p> <ul style="list-style-type: none"> • Assess the risks to all young people employed by your company – taking into account their psychological and physical immaturity, inexperience and lack of awareness of existing or potential risks • Introduce control measures to eliminate or minimise the risks so far, as is reasonably practicable <p>Definition of a 'Young Person' – any person who is not yet 18 years old.</p> <ul style="list-style-type: none"> • 	<p>PROVISION OF TRAINING AND SUPERVISION</p> <p>The school recognises that training, coupled with appropriate supervision, is particularly important for young people because of their relative immaturity and unfamiliarity with the work environment. Managers must assess a young person's individual ability and knowledge prior to scheduled training in order that the appropriate level of training is provided to bring that individual up to an appropriate and acceptable level of competence. Following training, adequate supervision must be given at all times until a manager is satisfied that a young person has the necessary maturity and competence to conduct their work duties in a safe manner. This is especially important in relation to manual handling activities, usage of chemicals and when using work equipment.</p> <p>Competence</p> <p>To acquire that appropriate degree of competence in the use of particular equipment or procedures, managers must ensure young people understand:</p> <ul style="list-style-type: none"> • Basic health & safety induction – housekeeping, first aid, electrical safety, fire safety, reporting and recording procedures, workplace ethics etc. • The safe means for the preparation of equipment and work area • How to undertake the appropriate procedures or tasks or use machinery • Basic maintenance, inspection and fault detection • The limits or their ability or authority

Hazard	Risk	Existing Control Measures	Further Control Actions Required
Use and cleaning of any power operated machinery	Cuts, trappings and entanglements	Training provided on safe use of machinery. Provision of guards	Absolute supervision until complete competence on use of machinery is apparent
Use of chemicals	Burns or irritation on skin, splashes in the eyes	Training provided by supplier prior to use. Use approved chemicals only	Absolute supervision until complete competence on safe use of equipment is apparent
Manual Handling Activities	Sprains, strains, musculo-skeletal disorders	Mechanical assistance where possible. Training provided on correct lifting techniques	Absolute supervision until complete competence on correct lifting techniques is apparent
Use of Electrical Equipment	Electrical burns, shock, electrocution	Training on safe use of electrical equipment. Formal visual inspections of equipment to detect defects prior to use	Absolute supervision until complete competence on safe use of electrical equipment is apparent. No young person must attempt to repair or tamper with electrical equipment
Use of knives/scissors and other sharp instruments	Cuts	Training provided on the safe use of knives and other sharp equipment	Absolute supervision until complete competence on safe knife use is apparent
Violence and Aggression	Physical injury Emotional trauma	Instruction on detecting aggressive behaviour and reacting accordingly	No person should be permitted to attempt to resolve customer or employee disputes

EXTERNAL RISK ASSESSMENTS

HAZARDS FOR CHILDREN, STAFF & VISITORS	MANAGEMENT
ARRIVAL AND DEPARTURE OF PUPILS <ul style="list-style-type: none"> Pupils arriving too early for school Pupils unsupervised on school site Hazards associated with large vehicles and deliveries reversing with restricted vision, weather conditions Altercations Slips, trips and falls Lost property Emergencies Communication Pedestrian flow Too many adults and children on site at any one time: parents, including those with only Infant children stay on the school site instead of leaving promptly Parents waiting with Infant children for Junior brothers and sisters do not maintain appropriate control of their children. Parents do not pick their child(ren) up on time. 	<ul style="list-style-type: none"> Parents and pupils aware of school policy on arrival and departure times Published procedures for dropping off and picking up children by a named adult Published procedures for making arrangements for another named adult to pick up a child Phased arrival and departure timetables Arrival: Children go straight to classrooms and are supervised by the class teacher or another member of staff Published procedure for pupils not collected on time being taken to school office Traffic segregated from pedestrian area Regular reminders to children of behaviour and supervision expectations in pedestrian area Regular reminders for parents to pick children up on time, to maintain consistent control over younger children at home time and to evacuate site promptly Regular reminders in Newsletter for parents to pick children up on time Letters to parent who do not pick children up on time Supply teachers made aware of all procedures
BBQ <ul style="list-style-type: none"> Burns to participants, fire damage to property and food related illness Hazards from the position of the barbecue Hazards from unauthorised access Hazards presented by unsuitable dress Hazards presented by unsuitable implements Food-related illness Cooking hazards Cleaning hazards Liquid petroleum gas and gas cylinder hazards Waste disposal hazards Hazards from poor emergency planning Communication 	<ul style="list-style-type: none"> Manufacturer's instructions and safety procedures followed as well as those laid out within this risk assessment BBQ sited on stable ground away from buildings, fences and overhanging trees or shrubs and any flammable substances/ materials Designated "Cooks" are suitably experienced and aware of the significant dangers associated with BBQ activities as well as those controls outlined within this risk assessment. The barbecue is never left unattended and suitable barriers are in place to restrict access to only designated Cooks" "Cooks" dress in a suitable manner so as to reduce the risk of burning Suitable barbeque implements are used Those preparing food, clean as they work and wash their hands before handling food as well as after using the toilet or disposing of waste All cuts and sores are covered with an appropriate dressing or blue waterproof plaster Raw and cooked foods are prepared in separate areas. Food is kept covered and either refrigerated, stored in suitably cold and hygienic container (cooler box/fridge) or kept piping hot

	<ul style="list-style-type: none"> • BBQ left to cool before moving • If using a bottled gas BBQ, the controls and the cylinder valve are turned off before changing the cylinder. The cylinder is changed in the open air • If a leak is suspected in the gas cylinder connections or pipe, soapy water is brushed over all of the joints and bubbles are watched for. If a leaky joint is found the gas cylinder is turned off until the leak is repaired • When cooking is finished the gas cylinder is turned off before the controls on the barbecue. This makes sure any leftover gas in the pipe is used up • Gas cylinders are stored only for the duration of the BBQ • All food and other waste is suitably contained and disposed of • Portable first-aid box is kept at hand and mobile telephone is available to quickly summon help in the event of injury • Documented accident reporting and investigation system in place • Suitable fire precautions are to hand (sand and or water bucket)
<p>BENCHES</p> <ul style="list-style-type: none"> • Risk of injury from broken benches or loose bench fittings • Benches toppling over 	<ul style="list-style-type: none"> • Heavy duty plastic benches purchased • Benches purchased have no fittings • Benches checked termly and replaced/repared as appropriate
<p>BINS</p> <ul style="list-style-type: none"> • Litter bins not emptied regularly and creating a health hazard (e.g. attracting rodents and insects) • Foragers (animal and human) leaving messes that encourage pests • Not enough bins to cater for the volume of litter created: health hazard • Bins not secured • Fire, including arson • Risk of injury from broken bins 	<ul style="list-style-type: none"> • Schedule for emptying litter bins • Additional bins purchased as required • Bins and benches checked termly and replaced/repared as appropriate • Published Fault Reporting System to highlight problems at any other time
<p>DRIVEWAY</p> <ul style="list-style-type: none"> • Road traffic accidents -Crushing, impact trapping. Reversing with restricted vision, weather conditions • Pedestrians using driveway as a thoroughfare • Poor driveway maintenance (e.g. potholes) 	<ul style="list-style-type: none"> • See Site Traffic • Pupils and parents made aware that the school drive is not a pedestrian thoroughfare • 'No Pedestrians' sign displayed • Regular inspection and repair
<p>DISTURBANCES ON SCHOOL SITE</p> <ul style="list-style-type: none"> • Health and safety of pupils and school personnel put at risk by intruder • Poor security arrangements • Staff not experienced in dealing with breaches of security 	<ul style="list-style-type: none"> • Telephones installed in all classrooms • Security Policy • Health & Safety Policy • Health and safety training • Intercom access to site, includes camera • Coded access to 2 front doors • Coded access to Kitchen • Coded access to Breakfast/After School provision • Security cameras on front • Gate at side of Y5 locked at night to limit access • Security regular issue on agendas
<p>EDUCATIONAL VISITS: SCHOOL TRIPS, FARM VISITS AND OUTDOOR PURSUIT ACTIVITIES</p> <ul style="list-style-type: none"> • Accident when travelling • Accident at site • Loss of child <p>For more information please see the school's Educational Visits policy</p>	<ul style="list-style-type: none"> • School refers to LA guidance when considering the suitability of the venue, its location and the length of the journey • Visits any proposed new venues prior to completing the Risk Assessment • Risk assesses each school trip – consider staff pupil ratio, first aid, additional medical needs, wrist bands, high visibility vests and mobile phone, contact details • Ensures supervision ratios and that every group supported by a member of school staff • Obtain parental permission • Only use a registered transport company and transport with a seat and seat belt for every child and adult • Require that the legal speed limit is adhered to • Only permits staff with appropriate insurance and vehicle safety documentation to transport a child(ren) home in an emergency. Staff will always be accompanied by another adult
<p>FLOWER BEDS AND BORDERS</p> <ul style="list-style-type: none"> • Unsuitable, dangerous plant varieties • Unpruned shrubs • Children digging and encountering such hazards as animal faeces or used syringe needles 	<ul style="list-style-type: none"> • Nothing planted that could be harmful to pupils • Flower beds regularly attended • Pupils not permitted to play in planted areas (but careful hand-washing if they do) • Regular checks for hazards
<p>FUNDRAISING FAYRES AND FETES</p> <ul style="list-style-type: none"> • Access/Egress • Personal safety, personal and school property loss 	

- Fire hazards Gas BBQs
 - Traffic Hazards
 - Electrical equipment and hazards
 - Cleaning hazards & Disposal of Waste
 - Activity/equipment hazards e.g.: Tables and chairs
 - Slips trips falls, collisions and foreign objects e.g. broken glass or pieces of discarded metal or wood
 - Food preparation
 - Activities, games, stalls
 - Injuries resulting from: setting up, taking down, moving, poor light, horseplay, inadequate crowd control, unsuitable clothing
 - Welfare/First Aid facilities
 - Dangers of inadequate emergency planning
 - Alcohol consumption: authorised or not
 - Violence and aggression towards staff and parent volunteers, especially where cash is taken
 - Security of school buildings possibly compromised
 - Toilet facilities
 - Emergencies, e.g. fires
 - Poor/unsuitable weather conditions, e.g. heavy rain or high winds
 - Very hot weather
 - Vehicles on site
 - Visitors/crowd control and supervision
 - Waste disposal
 - Electrical goods
 - Use of external agencies/contractors
 - Music
- Specific Risk Assessment completed and pre-event briefing for all involved; outdoor events do not take place in unsuitable weather or lighting conditions.
 - Police and Fire Services made aware of event as appropriate
 - There are adequate numbers of teachers/volunteers to ensure that all attendees/activities are appropriately supervised
 - There is a school code of conduct known by pupils and adults
 - First aid notices are strategically positioned around the premises detailing the location of first aid boxes and trained first aiders. Telephones and procedures are available to call for emergency services.
 - Vehicles are not allowed onto the school site during the event
 - Areas of the school building that are not required for use during the event are secured. Use is made of the school CCTV provision to monitor the event.
 - Within the school buildings the floor is in good condition and has a suitable surface covering/Thoroughfares and exits/entrance ways are kept clear of obstacles and trip hazards/Spills are promptly cleaned up, non-slip mats are placed on areas likely to become wet, warning cones are placed over slippery areas/Broken glassware is cleaned up immediately using the appropriate tools and placed in a suitable (impermeable) marked container.
 - Maintenance of outdoor grounds (e.g. grass cutting, lime marking, litter picking etc) is completed in advance of the event and grounds & thoroughfares are cleared of obstacles that are likely to cause injury/Surfaces to be used during the event are inspected before use to ensure the ground is suitable
 - Both the school buildings and grounds are monitored during the event to ensure they remain safe
 - Organisers and those working at the event wear suitable clothing particularly where it is required to undertake a specific event safely. At all times those preparing food for the event wear appropriate overalls, tabards and hats. Jewellery is not worn. Nails are kept short and clean, nail polish is not worn. Footwear is low heeled, non-slip, of full shoe in good condition. Personal belongings (coats, bags etc) are kept out of the Food Prep Area. Those preparing food clean as they work and wash their hands before handling food as well as after using the toilet or disposing of waste. All cuts and sores are covered with an appropriate dressing or blue waterproof plaster. Raw and cooked foods are prepared in separate areas. Food is kept covered and either refrigerated or piping hot. Food Prep staff keep their hands off food as far as possible
 - All event equipment is checked in advance to ensure it is safe to use and suitable for its intended purpose. All event equipment is moved, erected, dismantled and stored using a safe procedure. Those that undertake this task have been trained in the relevant procedures. All adults are qualified and/or trained in the safe use and operation of all the event tools and equipment they are expected to use. Those providing specialist equipment, exhibitions, demonstrations especially those that involve public participation demonstrate during the event organization that they hold a relevant current recognised qualification where nationally required, and have sufficient experience and competence to manage the event. The school's policies are extended to external companies.
 - Checks are carried out to ensure any external agencies are competent and have the appropriate safety arrangements and insurance in place.
 - Risk assessments and method statements are provided for relevant stalls/activities.
 - All activities and games are tested before use to make sure they are safe.
 - There is an adequate number of first aiders available to supervise the number of activities present.
 - Checks are carried out on stall tables before use, ensuring they are strong enough and suitable for their use.
 - Any problems are reported to senior staff when noticed.
 - All activities and equipment are appropriately supervised.
 - Where appropriate, activities and games have a maximum participant number in place.
 - There are appropriate restrictions on who can take part in games and activities, e.g. height restrictions.
 - Caution is taken when applying face paint, avoiding the eyes and mouth. Staff or volunteers applying face paint are aware of the location of first aiders in case of an allergic reaction to the face paint.
 - The school has the appropriate licence to play music at the fair.
 - Staff and volunteers are rotated between quiet and noisy areas.
 - Staff and volunteers known to be particularly at risk of hearing damage are provided with ear plugs.
 - The volume of music is kept at an appropriate level throughout the fair.
 - Where appropriate, safe systems of work are agreed prior to commencement on site.
 - All electrical equipment (i.e. tape decks etc) is Portable Appliance Tested (PAT) on a regular basis with records retained. Electrical equipment is placed in a position where it does not pose a hazard to those undertaking activities from bumping into the equipment or from tripping over the electrical cable
 - Gas barbecues used rarely and always checked (See Risk Assessment)

<ul style="list-style-type: none"> • All staff and volunteers are advised of the emergency procedures. • All volunteers, internal and external, are briefed on the fire risk assessment. • Any combustible materials and sources of ignition are identified and monitored. • Emergency drills are carried out prior to the fair taking place. • Regular checks are carried out to ensure areas around any fire, e.g. a BBQ, are clear of rubbish and trip hazards. • Checks are carried out to ensure no emergency exits are blocked. • A PA system is set up to broadcast emergency messages. • All fire exits are clearly signed. • There is adequate provision of sanitary conveniences and drinking water for the numbers of people attending the event • Children are always observed when playing on equipment. It is made clear to children what represents unacceptable play. Responsible & competent staff/assistants intercede when necessary. • There is a hazard reporting system in operation. Any damaged equipment is taken out of use and appropriately labelled DO NOT USE until it is either safely disposed of or suitably repaired by a competent person. All staff, pupils & volunteers who use event tools & equipment are made aware of this system. • It is made clear in good time to those invited to the event whether alcohol is to be sold or can be brought by adults into the event/Alcohol consumption is monitored and restricted • One responsible person is nominated to be in charge of fundraising money, but it is ensured at least two people are with the money at all times. Money is kept in a lockable box. Any float provided for the provision of change is limited to an agreed amount. • Food waste is disposed of properly by those running the food stalls. • Food waste is kept away from visitors. • Sufficient bins are placed around the school grounds and are checked regularly to avoid overflowing. • Sufficient and appropriate recycling disposal units are provided. • All waste is removed from the site using the school's standard waste removal procedure. • Any broken glass is picked up using gloves and are wrapped in cardboard and then disposed of. 	
<p>GARDENING</p> <ul style="list-style-type: none"> • Policy and procedures • Injury from use of gardening tools • Back injuries from incorrect lifting • Poisoning from toxic plants • Poisoning from pathogens present in soil • Blisters/cuts from use of tools • Slips/trips on pathways and grass • Injury from vehicles • Eye damage from plant supports • Stings from insects • Drowning (ponds) • Sunburn • Injuries from litter/vandalism 	<ul style="list-style-type: none"> • Children shown how to correctly water plants to avoid soaking pathways. • Gardens are situated a suitable distance away from car park. • Children made aware of hazard and advised to take care when leaning over beds. • Cane toppers to be used. • Children made aware of hazard and advised to take care when leaning over beds. • Cane toppers to be used. • Goggles to be used. • Sun cream applied when necessary in line with the Sun Protection Policy. • Wide-brimmed hats available in sunny weather. • Garden area checked by teacher before lesson. • Site maintenance to include this area in weekly duties.
<p>GROUNDS MAINTENANCE</p> <ul style="list-style-type: none"> • Dangers posed by pupils and others coming into contact with grounds maintenance tools and machinery • Unsuitable weather conditions 	<ul style="list-style-type: none"> • Reputable and qualified company employed to complete grounds maintenance/Company will complete all relevant risk assessments, maintenance checks, training • All grounds maintenance is scheduled for when there are no school activities taking place nearby • Weather conditions are assessed to ensure it is suitable prior to work commencing • If a suitable exclusion zone cannot be put in place WORK IS STOPPED IMMEDIATELY & REPORTED TO HEADTEACHER
<p>LITTER AND REFUSE BINS</p> <ul style="list-style-type: none"> • Health hazard from accumulation of litter on school grounds, or in bins not regularly emptied • Fire hazard from litter accumulated around/under buildings • Health threat from accumulation of waste • No established routine for emptying • Bins not secured (e.g. by wall chains) • Fire, including arson • Insufficient bins • Inadequate maintenance • Foragers (animal or human) leaving messes that encourage pests • Threats to health of cleaning staff in particular 	<ul style="list-style-type: none"> • Litter bins emptied every day • System of area checks to prevent accumulation of litter • Pupils encouraged to value a litter-free environment • Regular refuse collection, reducing risk to health and risk of fire • Adequate number of bins supplied • Maintenance contracts • Bins made secure against theft and vandalism • Bins made secure from foragers if these are in evidence • School grounds made safe for all comers –even trespassers
<p>OUTDOOR CLASSROOM</p> <ul style="list-style-type: none"> • Area designated an 'outside classroom' not properly inspected for suitability • Playground, recreational equipment or benches in poor state of repair • Trees in need of inspection • Flower beds contain varieties that could harm children 	<ul style="list-style-type: none"> • Area inspected for suitability • All equipment checked periodically • Trees checked periodically and made safe as appropriate • Inspection by grounds staff for suitability of any plants • Regular monitoring by Eco Club
<p>OUTDOOR SPORTS & ACTIVITIES</p> <ul style="list-style-type: none"> • Injuries resulting from poor light • Cuts lacerations from broken glass 	<ul style="list-style-type: none"> • Visual surface inspection before any activity commences/Any faults reported/Any obstacles that could cause injury removed/Any fa

<ul style="list-style-type: none"> • Injuries presented from the sports ground structure and fixtures. • Injuries resulting from an activity being carried out dangerously • Injuries from moving, setting up, taking down and storing sports equipment • Injuries from not wearing suitable clothing • Injuries from poor quality or broken sports equipment • Injuries from horseplay • Hyperthermia • Dangers of inadequate emergency planning • Dangers associated with particular sports activities • Communication 	<ul style="list-style-type: none"> • Lighting levels confirmed as adequate for sports activities/Games do not take place in unsuitable weather conditions. • There is an appropriate pupil-to-coach ratio for the sports activity taking place and the numbers of those taking part in the sport pre-restricted to a safe level • The sports coach/teacher holds a current recognised qualification • Those taking part in the sports session wear appropriate kit and sports shoes • There is appropriate information, instruction, training and supervision provided to those taking part in the sports activity. Pupil capability is matched to the task. Pupils are appropriately prepared and confident through progressive practices • There is a school code of conduct which is known and adhered to by staff and pupils • Sport activities undertaken are organised as necessary to fit within the dimensions and layout of the site • Health and safety is a major consideration when sports equipment is procured/Sports equipment is checked annually by an independent inspector/Defective items of equipment are replaced and defective conditions remedied before the session starts/All sports equipment (especially athletics equipment) is set out so as to minimise the likelihood of injury. Crash mats of suitable thickness and quality are positioned and used as required. Also see Risk Assessment 9 Manual Handling of sports Equipment • All sports equipment is moved, erected, dismantled and stored using a safe procedure. Those that undertake those tasks have been trained in the relevant procedures • Sessions do not start unless the coach/teacher is present. If the coach/teacher is called away, another adult will supervise the pupils until the return of the coach/teacher • Noise levels are not allowed to rise to the level where the coaching member of staff cannot be heard • There is a clear signal for play to stop that is known to all those taking part in the sport e.g. a whistle • The coach/teacher ensures that all pupils/students leave the games area at the end of the session, then ensures that the training equipment has been cleared away. • First-aid boxes are positioned strategically around the premises. • Appropriate numbers of trained and qualified first aid personnel on duty.
<p>PATHS</p> <ul style="list-style-type: none"> • Pedestrian pathways blocked • Slippery paths in winter 	<ul style="list-style-type: none"> • Pathways checked daily and any obstacles removed • Salt and sand available for use on icy paths
<p>PLAYGROUND</p> <ul style="list-style-type: none"> • Slip, trip, fall, impact with stationary objects, cuts bruises, broken bones • Inadequate supervision • Foreign objects e.g. broken glass or pieces of discarded metal or wood • Damaged equipment • Inappropriate behaviour • Dangerous/inappropriate toys • Emergencies • Communication 	<ul style="list-style-type: none"> • The playground area is of suitable design and is secured from public access and site traffic The playground is not used in unsuitable weather or poor light conditions • Precautions are taken to protect children against the dangers from collision with glass windows/doors • Surface is regularly inspected and maintained in a suitable condition • Playground furniture is laid out so as to reduce the possibility of children colliding with its parts or each other/Daily visual inspection of playground equipment • No equipment is allowed during morning break/Small equipment is allowed during lunch break; regular checks of play equipment ensure that it is safe Any damaged equipment is taken out of use • School Code of Conduct in place and known by staff, pupils and parents. It is made clear to children what represents unacceptable play taking into account their level of understanding • Children are always supervised; there is a suitable staff/pupil ratio and responsible & competent staff/assistants intercede when necessary • It is made clear to pupils what toys may and may not be brought onto school/playground • First aid and trained first aiders are available and there is a facility to summon emergency services if required. Standard emergency procedures are known and observed at all times • There is a documented accident reporting and investigation system in operation

	<ul style="list-style-type: none"> Relevant pupils and staff are made aware by appropriate means of the significant dangers associated with playtime activities as well as those controls outlined within this risk assessment
PLAY AND RECREATIONAL EQUIPMENT <ul style="list-style-type: none"> Equipment in dangerous condition Pupils cutting themselves or getting splinters Pupils slipping off apparatus Vandalism 	<ul style="list-style-type: none"> Annual maintenance of equipment by reputable firm Regular monitoring of all apparatus, and prompt repair/replacement as necessary
PUPILS GOING OFF SITE DURING THE SCHOOL DAY <ul style="list-style-type: none"> Letter not received from parent or guardian requesting permission for pupil to attend appointment during the school day No assurance obtained that pupil will be under adult supervision while out of school 	<p>Pupils not allowed to leave the site during the school day unless parents have informed school in writing and named adult supervision is assured</p>
RAMP <ul style="list-style-type: none"> Unnecessary obstructions Surfaces in poor repair Width and steepness of slopes contravening building regulations Unauthorized use Vandalism damaging ramp 	<ul style="list-style-type: none"> Surfaces kept in good repair Well-designed slopes Signs warning that access is reserved for designated users Regular inspection and monitoring Increased security and more regular checks if vandalism is a major problem
ROAD SAFETY <ul style="list-style-type: none"> Illegal/unsafe parking outside of school Volume of traffic outside of school Poor parental supervision at arrivals and departures 	<ul style="list-style-type: none"> Parking restrictions in the road outside school which parents are regularly urged to obey Cycling proficiency sessions for Y5 children Road Safety as part of the curriculum Close liaison with the Crossing Patrol Officers on Woolton Road and on Menlove Avenue and the Community Police who assist in the movement of children across roads and all agencies promoting Road Safety Regular, random visits by Highways staff A Park and Walk policy which we remind parents of regularly
SECURITY <ul style="list-style-type: none"> Violence or assault Perimeter Security (Entrance into school grounds by intruders; risk of pupil abduction, school property loss or damage, violence to staff/pupils) Building Security (Entrance into school buildings by intruders; risk of pupil abduction, school property loss or damage, violence to staff/pupils) Personal security & Pupils absconding School Property loss or damage Personal property loss or damage In case of injury Communication 	<ul style="list-style-type: none"> Violence at Work Policy/Codes of Conduct/Safeguarding/Anti-bullying/Safe Recruitment/Emergency Management/Fault Reporting/Accident Reporting systems in place Access to site is limited and monitored through: Security lighting, CCTV, Intercom entry both gates and main entrance/Secure fence/Gates and doors are secured between 9.00 -3.00/Alarm sounds when key doors are opened The school is secured after hours with all outer doors and gates are locked/Shutters down/Security alarm set/Security company checks the school over non-term time and weekends. Coded access to Kitchen Coded access to Breakfast/After School provision Visitors sign in and out of the school and are provided with identity badges which they must wear. Visitors not known to the school are never allowed to wander about the school un-escorted. Visitors are encouraged to make appointments by telephone prior to the visit A register of pupils is taken AM and PM. Contact details are known of parents/guardians of all pupils. Procedures are in place to deal with truancy Telephones installed in all classrooms Locks installed in all classrooms High levels of supervision at all times and across all areas of school/Pupils are not allowed to remain in class without a teacher or other adult present Dangerous substances and materials are kept in secured rooms or cabinets/cupboards. Expensive fixed equipment is security marked and secured in locked rooms/Portable equipment is returned to secure storage after use Any monies collected or floats are banked as soon as possible All pupils and staff are advised not to bring valuables or money onto the premises Adequate first aid provision and a facility to summon emergency services are in place <p>Relevant staff and pupils are informed of the significant dangers associated with security and the applicable controls outlined within this assessment</p>
SECURITY : HOLIDAYS <ul style="list-style-type: none"> Increased risk of breach of site security 	Premises Fencing checked/Repairs completed as necessary/Gates locked Security company to randomly patrol the site External lighting checked to ensure working

	<p>Loose debris removed from site/Bins emptied and locked away/Skips collected</p> <p>Entry points for contractors and staff minimised</p> <p>Buildings</p> <p>Alarms checked and linked to a central monitoring centre</p> <p>If Contractors working in the School building alarm zoning facility used to restrict movement to permitted areas only.</p> <p>Windows, doors and skylights are kept locked and secured.</p> <p>Internal doors are kept locked.</p> <p>Key holders confirmed; alternative arrangements agreed as necessary</p> <p>Overview of who will be on site, and when, maintained</p> <p>Contents</p> <p>Laptops locked in secure bases</p> <p>Flammable materials are locked away.</p> <p>Building works</p> <p>Ensure Hot Work Permits have been issued</p> <p>Ensure skips are not kept close to buildings</p> <p>Ensure contractors have contact numbers in case of emergency</p> <p>Deliveries</p> <p>If deliveries are expected during the holidays, collection arrangements ensure they are not left outside when the premises are unoccupied</p>
<p>SITE TRAFFIC</p> <ul style="list-style-type: none"> • Hazard for pedestrians using driveway as a thoroughfare from staff cars, delivery vehicles • Delivery vehicles arriving or leaving at busy times • Increased hazard when vehicles reversing • Buses or minibuses driving or manoeuvring in school grounds • Taxis and private cars driving and manoeuvring in school grounds • Excessive speed • Inadequacies in supervision, traffic control, signage, restricted areas, barriers etc. • Hazard from parents unauthorized parking while dropping off/picking up pupils • Theft from or damage to parked cars • Poor driveway maintenance (e.g. potholes) • Poor lighting • Violence and aggression towards staff enforcing no-parking policy • Infrequent reminders to parents and pupils • No agreed monitoring procedures <p>STAFF CARS</p> <ul style="list-style-type: none"> • Inadequate insurance taken out by school and/or staff • Malfunction of locks and/or alarms • Theft of valuables left in car • Theft of installed radio, cassette player or CD player • Damage to aerials • Reversing in crowded areas 	<ul style="list-style-type: none"> • Traffic routes are clearly defined (sign posted) and segregated from pedestrian routes by suitable signage and/or physical barriers. Unambiguous pedestrian crossings are in place where pedestrian routes cross traffic routes. Traffic movement is restricted to a one-way route wherever possible. • Physical barriers , restricted access and designated parking bays ensure maximum segregation of pedestrians and vehicles • Road bumps restrict traffic speed • Out of hours deliveries by regular deliverers • Traffic and pedestrian routes regularly inspected and maintained in good repair; necessary remedial work undertaken promptly • Pedestrian routes and the car park salt-gritted as required • Monitoring through CCTV • Reversing restricted to where it is safe and deliverers asked to use vehicles with audible reversing systems, or to send a mate with the driver • Traffic movement is kept to a minimum at lunch times • Staggered finishing times to ensure mobility and reduce numbers on site • Regular reminders to parents: no parking on site and safe pedestrian routes into and out of the school and its grounds • Pupils aware of: dangers from on-site traffic, restricted areas and code of conduct • Anybody driving in a dangerous manner banned from site • Parking facilities are suitably lit if likely to be used after dark, with clearly defined bays and segregated from play areas. • Parking restrictions are in place in areas where parking would cause an unacceptable hazard. • Reversing is restricted to where it is safe. • Staff know school traffic policy and the significant dangers associated with on-site traffic and the controls outlined within this assessment • Staff made aware of car security and advised to check that their insurance policy covers their vehicle on private property and that the school can accept no responsibility • Accidents and incidents promptly reported and recorded • First aid provision, first aiders and access to telephone in place
<p>STEPS</p> <ul style="list-style-type: none"> • Steps not edged in white paint to assist the visually impaired • Steps in need of maintenance • Handrails not provided 	<ul style="list-style-type: none"> • Regular inspection and repair including re-painting of edges • Handrails and white edging
<p>STORAGE ROOMS</p> <ul style="list-style-type: none"> • Excessive accumulation of equipment and materials • Equipment and materials stacked too high • Possible fire risk • Slippery surface • Walkways blocked 	<ul style="list-style-type: none"> • Fire Audits completed and used to manage risks • Limited amounts of equipment and materials stored • Equipment and materials not stacked too high • Walkways kept clear

<p>SWIMMING</p> <ul style="list-style-type: none"> • Slipping / tripping • Lost pupil • Drowning • Children with Medical Conditions • Swimming Lesson Ratios 	<p>Pool staff:</p> <ul style="list-style-type: none"> • Hold appropriate qualifications. • Ensure poolside clear of physical hazards. • Ensure equipment is used safely during lessons and cleared quickly at end of lessons. • Take registers taken at beginning of each lesson, headcount to finish lesson. • Ensure appropriate supervision ratios in relation to the ability, experience and additional needs of the children. <p>School staff:</p> <ul style="list-style-type: none"> • Ensure appropriate medications are taken to the swimming baths • Supervise children during transport, changing and general discipline • Sign in at reception stating the number of children attending • Provide swimming teachers with information of medical conditions • Supervise move to changing rooms and during changing • Act as spotters
<p>SUN SAFETY</p> <ul style="list-style-type: none"> • Sun stroke 	<ul style="list-style-type: none"> • Encourage children to wear school sunhats outside during periods of hot and sunny weather • We encourage parents to apply high factor, long lasting sun block prior to children arriving in school
<p>THEATRE VISIT</p> <ul style="list-style-type: none"> • Policy and procedures • Inadequate leadership • Hazards specific to venue • Lost group members • Confrontation with public • Transport • Car parks • Emergency away from school 	<ul style="list-style-type: none"> • Existing risk assessments are in place based on knowledge, experience and training. • Leaders are trained, experienced and competent. • All adults in the group have clearly defined roles and responsibilities. • Group leader is experienced in class visits. • Group leader visits the venue prior to the class visit to identify potential dangers. • All leaders are familiar with any guidance offered by the venue's management including first aid and emergency procedures. • Pupils briefed on expected Code of Conduct. • Large groups divided into smaller groups with adequate supervision. • Name checks conducted at each rendezvous. • Established contingency plan in place for dealing with a lost group member. • Buddy system used to ensure pupils are responsible for each other and that pupils are never alone. • Pupils told what to do if approached inappropriately by a stranger. • Seats are booked in advance and group seating secured. • Adult leaders will sit at both ends of the block • A reputable coach company, preferably one the school has experience working with, is used. • If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport. • Adult leaders are first off and on the coach/minibus. Children are led quickly and safely in a line to an area free from vehicles. • All emergency contacts are up-to-date. • Allocation of leaders takes into account all known medical conditions, special educational needs, disabilities and behavioural conditions.
<p>TREES ON SCHOOL SITE</p> <ul style="list-style-type: none"> • Trees dangerous due to lack of regular inspection and maintenance contributes to branches and twigs at eye level/Broken branches left dangling/Branches overhanging school buildings/ • Possibility of trees falling onto school buildings in severe weather conditions • Pupils climbing trees 	<ul style="list-style-type: none"> • Trees regularly checked and managed • Immediate removal of broken branches • Trees planted well away from school buildings • No-tree-climbing policy to be enforced by playground staff
<p>WARNING SIGNS</p> <ul style="list-style-type: none"> • No warning signs in danger areas (e.g. driveways, school entrance, laboratories) • No warnings at fire exits against obstructing them • Warning signs vandalised or accidentally damaged 	<ul style="list-style-type: none"> • Good signage around school site and building. • Positioning of signs decided only after careful survey • Signs placed wherever hazards have been identified • Regular inspection and repairs or reinstatement • Increased security if damage problem persists