

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

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2020) 'Good estate management for schools'
- DfE (2021) 'Keeping children safe in education 2021'

ACCESSIBILITY

To be compliant with the Equality Act 2010, the school will create an accessibility strategy, to ensure the premises is accessible to staff, pupils and visitors with SEND and other specific needs. The accessibility strategy will include the health and safety needs of individuals with SEND and other specific needs. The school will take account of its Accessibility Policy when managing and maintaining the school site.

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
- Parents will be informed of a reportable accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- 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. 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>

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.

NOTIFYING PARENTS AND OTHERS

In the case of a reportable accident or injury sustained by a pupil, the Headteacher or a member of the Safeguarding Team will inform:

- Parents: on the same day, or as soon as reasonably practicable.
- OFSTED: as soon as is reasonably practicable, and no later than 14 days after the incident.
- Careline: on the same day, or as soon as reasonably practicable.

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 Adrenaline, which is ready for immediate intramuscular administration.

- Parents are asked to provide details of any medical conditions on the school's Admission Form. It is the responsibility of parents to inform the school of any allergens, including derivatives, to which their child is allergic.
- 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 all food products, ingredients and their 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 (Adrenaline) 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.

School Meals

- All staff will promote hand washing before and after eating.
- 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 on red trays.
- 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.

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

The governing board, headteacher and site manager will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The site manager will review the school's Asbestos Management Plan **annually**, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The site manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board and SBM, will arrange for any necessary repairs to the school regarding asbestos. The site manager and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded. The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.		
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.		
Does the management survey highlight the location of ACMs? All areas of the school premises should be included storerooms, yards, outbuildings, underfloor services; pipes; ceiling voids; corridors, etc.		
Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.		
Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.		
Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.		
Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work. Awareness training: this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs. Training for work with asbestos that does not require a licence from the HSE: this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials. Training for asbestos work that does require a licence from the HSE: this includes most work of asbestos insulation, asbestos insulating board, and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.		
Further action needed		

Action required	Action taken	Date	Signature
Name:			
Job role:			
Name of school:			
Signature:			

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
- **PARENTS** cannot park on the school site at any time.

CATERING

The school's Whole-School Food Policy will be adhered to at all times. The SBM, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

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 is reviewed annually.

If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done.

Products must be diluted as directed.

Cleaning products must not be mixed.

Ladders will only be used if necessary and the correct ladder for the job must be used as per Working at Heights training.

Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals.

Where possible, environmentally friendly products will be used in line with the school's Eco Code.

SCHOOL CLEANING SCHEDULE			
LOCATION	DAILY	WEEKLY	MONTHLY
Entrances, hallways and corridors.	Sweep/Vacuum/Mop/Remove litter/Clean glass in doors	Dust furniture and tops of lockers/cabinets	Dust vents, lights, pipes, window blinds, door frames and areas above 5 feet

		Spot-clean finger marks from surfaces Polish floors in non-carpeted areas	
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	Descale 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 wit 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.

COSHH

Schools are required to control hazardous substances. Control of substances hazardous to health (COSHH) risk assessments are completed by the Business Manager. The file is held in the School Office. The Site Manager is responsible for informing the Business Manager if any new products are purchased.

It is the responsibility of the Site Manager to ensure that this information is circulated to all employees who work with hazardous substances. 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.

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.

DRAINAGE

The site manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise. The site manager will ensure gutters are regularly

cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

ELECTRICAL TESTING AND INSPECTION

A PAT exercise will take place annually.

The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

All reasonable steps are taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

- 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 to:
 - **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.
 - 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.

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.

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 (SLT) of the conditions.
- A decision will be made by the SLT 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 a copy of the 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

Only equipment which meets educational standards is ordered. All equipment and machinery is maintained in accordance with the manufacturer's instructions and maintenance schedules. 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
- Portable appliance tests (PAT) are carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections is only be used in dry conditions and with dry hands
- 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 dedicated containers and areas
- 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

The school follows the advice from the HSE with regards to all aspects of Display Screen Equipment. 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 dependent on personal competence and budget restraints). Minor faults do not need to be recorded if repairs can be made immediately.

HEADTEACHER – agrees the action to be taken and determines the priority level for action required (detailing an owner and target date). A contractor will be appointed or issue will be escalated to Governors, depending on priority and costs.

GOVERNORS – decide upon action required to rectify fault.

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 2 Full First Aiders and 7 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 staff 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.

Miss. H. Bowers is responsible for ensuring first aid kits are kept fully stocked. Boxes are replenished as soon as possible after use. The School Business Manager authorises 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. A “Bump” is note sent home or parents are contacted by telephone if deemed necessary.

Serious accidents or dangerous occurrences: See **ACCIDENT REPORTING**

FURNISHINGS

The SBM, in consultation with the headteacher, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

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

The school follows the national guidance published by Public Health England (PHE) when responding to infection control issues. Staff and pupils are encouraged to follow the good hygiene practice, outlined below, as 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.

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.

LIGHTING

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

The site manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including: External lighting and supplies./Main panels./Distribution boards./Lighting./Socket outlets./Air conditioning.

INVACUATIONS AND EVACUATIONS

The site manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks. To ensure the safety of pupils with SEND, the site manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

INVACUATION: 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 Manager 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.

EVACUATION: FIRE

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

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 are trained in fire safety and all staff and pupils are 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 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

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The site manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

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 must 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
- r 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
- COVID: 28 weeks: working from home

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 are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take:
 - A group register
 - A mobile phone
 - Individual pupil medication identified in the Risk Assessment
- 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

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	
EXTERNAL AREAS AND PLAY EQUIPMENT	
Paths/walkways stable underfoot and free from significant trip hazards	
Manholes secure	
Trees/branches appear safe with no obvious defects	
Perimeter fencing sound?	
Play equipment well maintained and free from sharp edges or rough surfaces	
Adequate external lighting	
Security systems adequate & maintained	
Bins stored in bin store	
Traffic routes marked or signed	
Segregation of vehicles and pedestrians in place	
Designated parking	
Designated loading/unloading bay	
Traffic warning signs and markings clear	
EVACUATION	
Escape routes clear of obstructions	
Self - closing, fire resisting, smoke stop doors operate satisfactorily	
Exit doors free from internal/external obstructions	

Flammables stored away from sources of ignition	
Fire alarm call points accessible and clearly identifiable	
Fire action notices displayed adjacent to alarm call-points	
Fire extinguishers easily identifiable & accessible	
Fire extinguishers serviced within last 12 months	
Fire alarm been serviced within last year	
Fire alarm been tested monthly and tests	
Fire doors labelled and in good condition	
Internal fire doors free from obstructions	
Fire alarm audible in all areas	
Fire escape routes clearly signed (must be pictorial signs)	
Fire assembly points clearly identified	
Emergency lights in good working order	
Fire Evacuation notices displayed around school	
Fire Marshall for each zone	
Staff training undertaken	
FLOORS DOORS WINDOWS	
Floors and floor coverings in good condition	
Handrails on stairs/steps sound	
Door mechanisms in good working order	
Glazing in good condition and vulnerable areas protected or is safety glass used where appropriate	
Gutters, down-pipes and other fixtures appear sound	
Security systems adequate	
Matting provided to slippery/wet areas	
Windows above ground floor level fitted with restrictors	
Fat roofs clear	
Roof tiles appear secure	
TEMPERATURE & VENTILATION	
Reasonable room temperature maintained	
Blinds provided to alleviate high temperature	
Natural and artificial ventilation adequate	
LIGHTING	
All lights working	
Internal lighting adequate	
ELECTRICITY	
Access to electrical system restricted to authorised persons	
Warning signs displayed	
Electrical Shock poster displayed	
Portable electrical appliances tested periodically by a competent person	
Plugs and leads in good condition?	
Sufficient sockets to prevent the need for the use of excessive extension leads	
Socket outlets at least 1m away from running water?	
WELFARE PROVISION	
Suitable toilet and washing facilities	
Facilities adequately inspected, cleaned, ventilated and lit	
Sufficient drinking water outlets available and labelled	
FIRST AID & MEDICAL PROVISION	
Suitable facilities for dealing with first aid cases	
Adequate first aiders including where appropriate paediatric first aiders	
Names of first aiders displayed	
First aid boxes adequately stocked	
Accidents/incidents recorded/reported & investigated	
Administration of medication – consent obtained / records kept / Controlled access	
WORKING AT HEIGHT	
Steps or 'kick-stools' available and used appropriately	
Ladders in good condition and stored securely	
Ladders used by authorised persons only	
Safe system for working at height	
Miscellaneous	
Furniture in good condition with no exposed foam	
Wall mounted fixtures, shelving, furniture etc. in good condition and secure	
PE equipment suitably stored and in good condition?	
Office staff have enough working space	
All parts of the school maintained in a clean and tidy condition	
Adequate facilities for the safe storage and disposal of waste	
Stage stored appropriately, assembled correctly and lighting accessible	
MAINTENANCE WORK TO BE COMPLETED BY SITE MANAGER AS PART OF WEEKLY TASKS	

MAINTENANCE WORK TO BE COMPLETED BY SITE MANAGER DURING SCHOOL HOLIDAYS
MAINTENANCE WORK TO BE ORGANISED WITH CONTRACTORS BY SITE MANAGER
MAINTENANCE WORK TO BE ORGANISED WITH CONTRACTORS BY BUSINESS MANAGER
DEVELOPMENT WORK

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

The headteacher is responsible for ensuring potential hazards are identified and risk assessments are completed. A separate written risk assessment is not required for every activity and the school will apply a common-sense and proportionate approach. The headteacher will ensure:

- Risk assessments identify all potential risks along with necessary solutions or control measures.
- Risk Assessments are completed for on-site and off-site educational activities, trips and residentials and the effectiveness of these is regularly reviewed and practice adapted as necessary
- That any individual assigned to carrying out a risk assessment understands the risks and is familiar with the activity that is planned. 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.
- Internal and External Risk Assessments are reviewed annually or in response to a notification by either school staff or outside agencies.
- Staff are aware of the need to report major new hazards as soon as they are identified
- Staff are notified immediately if any new hazard is reported
- Key staff attend annual Educational Visit Safety Training
- Key staff attend annual Swimming Baths Safety Training
- Relevant staff attend other appropriate training
- The Full Governing Body reviews the Health & Safety Handbook and Risk Assessments at the Spring Term meeting

ROLES AND RESPONSIBILITIES

The Governing Body is responsible for:

- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the site manager.

The site manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM.
- Identifying and undertaking any maintenance and repair work.
- [Conducting the Health and Safety Audit.](#)
- [Completing the Asbestos Management Checklist.](#)
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager, SBM and Governing Body as appropriate.
- Ensuring that the premises-related needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the SBM and site manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

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.

TOILET & WASHING FACILITIES

The following toilet and washbasin facilities will be in place:

- Infants: Separate Male (4 Cubicles & 3 Urinals) & Female (4 Cubicles)
- Juniors: Separate Male (4 Cubicles & 3 Urinals) & Female (4 Cubicles)

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet and washbasin. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

TEMPERATURES

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21 °C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15 °C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1 °C.

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	
Sexual Assault / Harassment		Verbal Abuse	
Assault with a weapon or missile		Threats	
		Damage to Council property	
		Damage to personal property	
		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	
Learning Disability		Racism	
Other (please specify)		Alcohol	
		Service delivery issue	
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

The school recognises that there will be regular visitors in school either to support the curriculum, to maintain or improve the school building or to discuss a range of issues with staff. The school also recognises its responsibility to ensure that all such visitors provide a consistent example to the children and that all children in the school are protected from physical, sexual and emotional harm.

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

SIGNING IN: On arrival at school all visitors are required to call into the Main Office, to sign in using the electronic system and to wear an appropriate coloured lanyard (Yellow: Contractor/Red Supervised Visitor/Green Unsupervised Visitor) and photo ID at all times

Visitors are required to sign out using the computerised system.

VISITORS TO SUPPORT THE CURRICULUM: The school only books visitors and workshops which have current Enhanced DBS checks. Details of the Enhanced DBS checks are recorded

CONTRACTORS: For large projects the school uses companies on the Archdioceses Approved List. These companies ensure their staff are DBS Checked. For smaller projects the school tries to use contractors who are DBS checked. If contractors are not DBS checked they are not allowed to work unsupervised in areas of the school used by children school.

WEATHER

The site manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the SBM. The school's Adverse Weather Policy will be adhered to at all times.

WATER SUPPLY

The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

LEGIONELLA

A water risk assessment is completed termly by Knowsley Environmental Services or as required when when significant changes have occurred to the water system and/or building footprint.

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.

Recommendations arising from Risk Assessments are implemented immediately.

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 and supports them as follows:

Capability

We assess the work placement's general health, previous relevant work experience and physical capability to do the job.

Induction

We provide an induction using plain and simple language. The induction includes a walk around the workplace.

Control measures

We:

- Ensure that the control measures to protect against risk are up to date and are being properly used and maintained
- Emphasise the importance of reporting accidents and near misses.
- Make any necessary arrangements for health surveillance.
- If required, make sure suitable personal protective equipment is provided and maintained without cost to the workers.

Information

We provide relevant information, instruction and training about the risks that new workers may be exposed to and the precautions they will need to take to avoid those risks.

Supervision

We provide adequate supervision. Make sure workers know how to raise concerns and supervisors are familiar with the possible problems due to unfamiliarity and inexperience.

Check understanding

We check workers have understood the information, instruction and training they need to work safely, and are acting on it, especially during the vital first days/weeks at work.