



EVELYN STREET PRIMARY SCHOOL (WPAT)

Health & Safety Policy and Procedures Manual

November 2018

Status: Ratified by LGB Dec 2018

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EVELYN STREET PRIMARY SCHOOL (WPAT) has appointed Adele Partridge, HSinCare, as their external health and safety advisor.

Adele Partridge *CMIOSH, MIIRSM*
H&S Consultant & Account Manager
07894 860292
adele@hsincare.co.uk
31 Church Street, Hadley, Telford, TF1 5RQ

You can contact me immediately in the event of any of the following:

- Fire
- Accident
- Visit by your local Environmental Health Officer
- Visit by your local Fire Officer
- In the event you need help with any health, safety or fire issue

EVELYN STREET PRIMARY SCHOOL (WPAT)

Health, Safety and Welfare Policy

This section details our arrangements for the effective management of health and safety.

A copy of our current general statement of Health, Safety and Welfare Policy can be found in Part 1. This sets out our commitment to provide and maintain safe workplace conditions for our staff, pupils and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors, Trustees and other interested parties including the local authority.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Adele Partridge (HSinCare) as our external risk management advisor and she is responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves.

We are aware that all teachers and staff within EVELYN STREET PRIMARY SCHOOL (WPAT) are individually and collectively responsible for health and safety. Therefore, specific responsibilities for health and safety have been assigned to key personnel such as the Senior Leadership Team. We have appointed the Head Teacher, MRS J HINDLEY, as the person responsible for the day to day management of this part of our school. She will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of all our staff.

We recognise that the key to successful health and safety management is to ensure each staff member is competent to carry out their responsibilities. To this end we have developed and implemented a training matrix that clearly defines training needs of each individual, based on the results of our risk assessments and job tasks. Each individual's training requirements are supported by general responsibilities contained in the Staff Handbook for Health and Safety and individual work instructions for specific tasks and processes.

MRS J HINDLEY
Head Teacher

1 Health, Safety and Welfare Policy Statement. (Example)

EVELYN STREET PRIMARY SCHOOL (WPAT)

The Warrington Primary Academy Trust is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

The Trust recognises its duties under the Health & Safety at Work Act 1974 and the regulations made under that Act. The Trust will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Trust believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Trust and its member academies.

The Trust will ensure that Health and Safety Management Systems are put in place across the Trust to ensure that commitments below can be met. All Trustees, Local Governing Bodies, staff and pupils will play their part in its implementation.

The Trust is committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health as far as is reasonably practicable
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

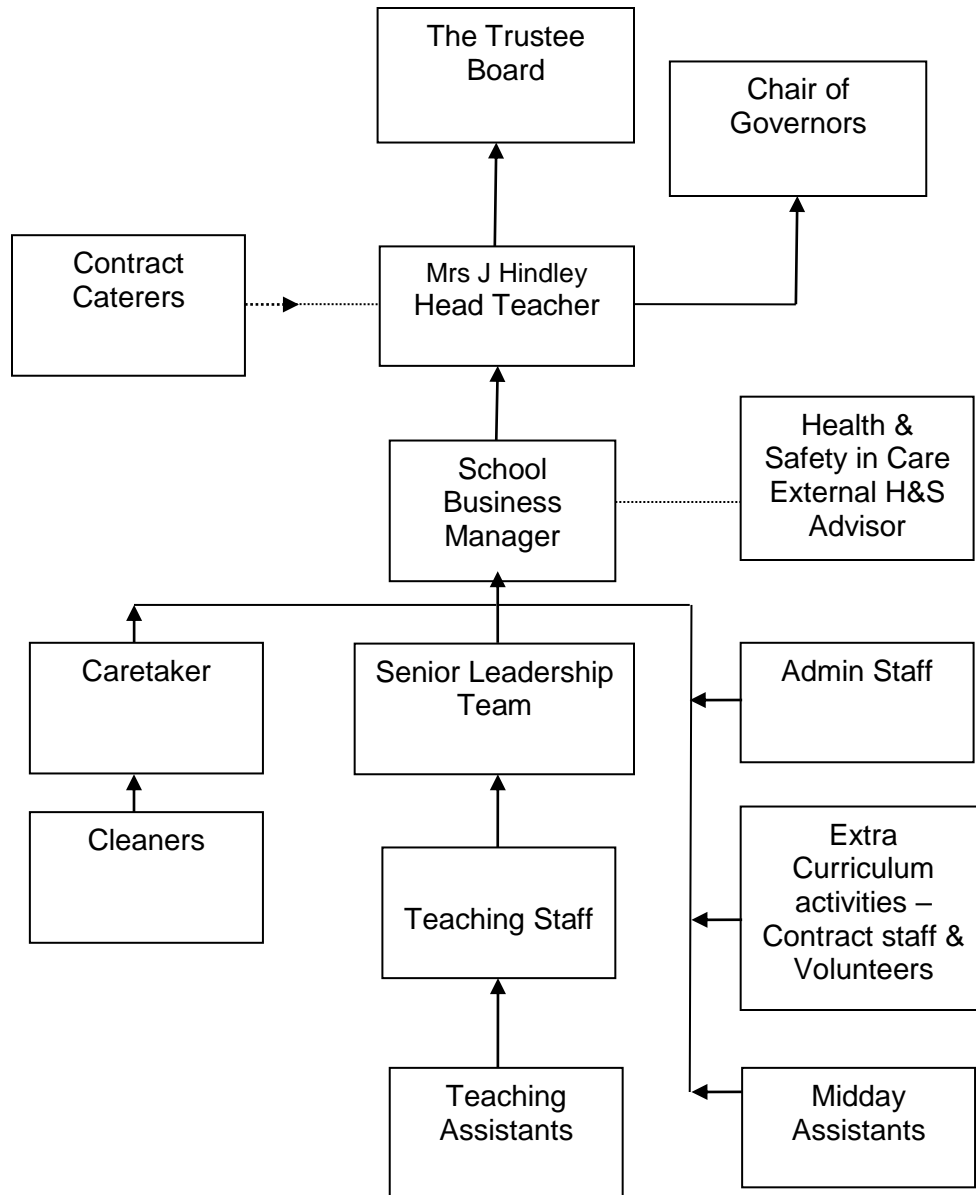
Signed:.....
(Chief Executive Officer)

Signed:.....
(Head Teacher)

Part 2 – Health, Safety and Welfare Policy Organisation

School Organisation Structure

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.



Organisation of Health and Safety

The overall responsibility for Health and Safety in WPAT is that of the Trust Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Central Executive Team and to the Head Teacher of each academy. Each Academy has its own Health and Safety Policy. The Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in their own academy.

To comply with the Governing Body Statement of Intent, responsibilities in School are assigned as follows:-

Governing Body

The Governing Body has responsibility to ensure that:

Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken in to account through liaison with the Head Teacher and the Trust's nominated Health and Safety Advisory Service.

- a) A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the School.
- b) Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Procedures are developed which comply with legislative requirements, identify hazards, and assess the risk that staff and pupils may be exposed to.
- e) Suitable control measures to control risks are implemented.
- f) Suitable resources are allocated to develop and implement safe systems of work.
- g) Health and safety performance of the School is monitored.
- h) The Health and Safety Policy and performance is reviewed annually.

Head Teacher

The Head Teacher is responsible for the day-to-day management of the School and shall be responsible for:

- a) Showing commitment to the Governing Body's Statement of Intent.
- b) Promoting and implementing the Health and Safety Policy.
- c) Ensuring that the Policy is communicated to all relevant persons.
- d) Ensuring appropriate information on significant risks is given to staff, pupils, visitors and contractors.
- e) Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- f) Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- g) Reporting on Health and Safety matters to the Governing Body

School Business Manager Responsibility

The School Business Manager with H&S responsibility is responsible for supporting the Head Teacher in the implementation of the Policy and shall be responsible for:

- a) Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
- b) Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- c) Ensuring safe systems of work are in place to protect staff, pupils and others affected by their actions.
- d) Ensuring that emergency procedures are in place and are tested on a regular basis.
- e) Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
- f) Ensuring records are kept of all relevant health and safety activities, for example, assessments, inspections, accidents, etc.
- g) Ensuring arrangements are in place to monitor Health and Safety performance.
- h) Ensuring that accidents are investigated and that remedial action is completed.
- i) Reporting to the Head Teacher on the health and safety performance of the School.
- j) Ensuring that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
- k) Ensuring the adequate provision of appropriately trained staff to support emergency evacuation.

Maintenance Manager

The Maintenance Manager is responsible for:

- a) Ensuring the safety, security and maintenance of the premises occupied by the School.
- b) Ensuring that fire safety equipment is adequately maintained and tested.
- c) Ensuring compliance with legislation for the management of asbestos containing material on School premises.
- d) Ensuring compliance with the management of legionella controls on School premises.
- e) Acting as the main point of contact for all school site Health and Safety issues and provide suitable resources where appropriate.
- f) Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- g) Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and School Policy
- h) Ensuring that competent contractors are appointed for work on School premises.
- i) Monitoring contractors whilst on School premises.

Health & Safety Advisor

The School Health and Safety Advisor has responsibility for:

- a) Advising the SLT Member with H&S responsibility on Health and Safety issues.
- b) Advising on methods of resolving Health and Safety issues.
- c) Supporting all staff and pupils in the implementation of the Health and Safety Policy
- d) Advising the SLT Member with H&S responsibility on updates in Health and Safety legislation.
- e) Providing Health and Safety advice which is specific to the School's needs.
- f) Providing practical support by responding to incidents, monitoring data, reviewing risk assessments, auditing systems/processes and premises.

Senior Leadership Teams

The SLT have responsibility for:

- Applying the school's Health and Safety Policy or relevant national Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- Carrying out regular health and safety risk assessments of the activities for which they are responsible
- Ensuring that all staff under their control are familiar with the health and safety Code of Practice for their area of work
- Resolving health, safety and welfare problems members of staff who are referred to them, or refer to the Health and Safety Coordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Contributing to the investigation of any accidents that occur within their area of responsibility.

Teachers and TA Staff

Classroom staff and teachers are responsible for:

- Exercising effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Following the particular health and safety measures to be adopted in the own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied
- Giving clear oral and written instructions and warning to pupils when necessary.
- Following safe working procedures
- Integrating all relevant aspects of safety into the teaching processes and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education
- Avoiding bringing in personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Reporting all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure

Business Support Staff

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Ask for advice and guidance on and health and safety or welfare matters when in any doubt of difficulty
- To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards
- Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner
- Co-operate with appointed Trade Union Health and Safety Representative(s)

Pupils

All Pupils are expected to:

- Understand their responsibilities within the Health and Safety Policy.
- Exercise personal responsibility for their own Health and Safety and that of others.
- Report all accidents /incidents to staff immediately.
- Observe all Health and Safety rules of the School and in particular the instructions of staff given in an emergency.
- Not wilfully misuse, neglect or interfere with things provided for the interests of health and safety.

Contractors

Contractors are responsible for:

- Adhering to Evelyn Street School's policies and procedures
- Following Evelyn Street School's site safety rules at all times.
- Ensuring that any equipment used on School premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Liaising with the Estates and Facilities Manager before work is commenced.
- Arranging site specific or School-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
- Reporting accidents on School premises to the School Business Manager.

Academy Health and Safety Representatives

- The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union, Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head Teacher or Governing Body.

School Health and Safety Representatives

Workplace Health and Safety Representatives have functions rather than duties. Evelyn Street School will support Health and Safety representatives in carrying out their functions. Their functions include:

- Investigating accidents and potential hazards
- Pursuing employee complaints
- Carrying out School inspections within directed time but, wherever practicable, outside teaching time.
- Consultation with management on health and safety matters affecting all staff.

Governors Health & Safety Committee

The Committee meets once a term and a schedule is forwarded to all members at the commencement of the academic year. The minutes of meetings are recorded and copies are distributed to all Committee members. The Committee has the following functions;

- To consider information, statistics, reports, health and safety training and risk assessments, relating to Health, Safety and Welfare matters affecting the School generally, and to make recommendations or observations to Management accordingly.
- To make recommendations to Management regarding the effective application and development of the Health and Safety Policies of the School.
- To review health and safety aspects of new initiatives and changes of procedure.
- To advise on safety rules, practices, etc. affecting the School generally and adherence to safety policy.
- To consider reports submitted by Safety Representatives to the SLT
- To consider reports from SLT where necessary.
- To consider training at all levels (i.e. Managers, Safety Representatives, and other employees).
- To consider reports from the Health and Safety Executive.
- Look into the effects of new health and safety legislation, enforcing authority reports and information releases.
- To carry out inspections of a specific workplace by nominated committee members when necessary.
- To co-ordinate the development and implementation of planning processes that are consistent and aligned with the School's strategic planning in order to ensure a proactive approach to occupational health and safety management across all its operations.
- To keep the school informed at all times of the work of the Committee.
- Refer issues of the School's importance to the Board of Governors.

Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

Adele Partridge, HSinCare, has been contracted to ensure that EVELYN STREET PRIMARY SCHOOL (WPAT) is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Adele Partridge, HSinCare, will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no less than twelve monthly intervals.

3 SCHOOLS HEALTH, SAFETY & WELFARE MANAGEMENT SYSTEM

The Health, Safety & Welfare System

The School Health, Safety and Welfare Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in the HSG65 "Managing for Health and Safety" the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents is available to staff via the School network and policy files stored in the staff room.

The Health, Safety & Welfare Plan

The Health, Safety and Welfare Policy will promote active performance measurement against established standards from which improvements will be made which will be linked back to the Health and Safety plan. The Senior Leadership Team is responsible for ensuring delivery of the plan.

The plan supplements the on-going health and safety activities of the School setting out the Head Teachers' health and safety improvement activities to take place in a specific, measurable, achievable, realistic and timely manner.

The plan involves the inclusion of everyone participating in its maintenance and development providing strong leadership, active effective management and collective ownership and tackling risk priorities.

Performance monitoring

Throughout the school delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies and objectives into practical ways of providing a service.

The co-ordinator for Health and Safety will monitor performance using active and reactive processes.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees
- Identification on noncompliance via audits and inspections
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure

- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

The auditing framework analyses the level of achievement and monitors the performance standards to determine that the policy is designed to meet its strategic aims and objectives. Performance reporting makes the accountability process transparent and encourages the development within the organisation of a 'culture' of continuous improvement.

Audit

The School adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The audit of the health, safety and welfare management system is structured and carried out by competent auditors. An auditing framework will assist in prioritising a systematic approach and the use of key performance indicators will allow benchmarking for future audits and as a tool against monitoring where the standard should be.

Performance indicators will include:

- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the School accident and incident statistical trends within this school over time.

Review

The School systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Head Teacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

Arrangements for Health and Safety at Work

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The 2009 poster displays optional boxes where details of any worker health and safety representatives and other health and safety contacts can be added. It is not a legal requirement to include this information but it may be helpful to workers for the information to be supplied.

The poster 'Health and Safety Law' – 'What You Should Know' is displayed in the STAFF ROOM where it can be read by our employees, visitors and contractors.

Information on the poster states that has overall responsibility for health and safety within EVELYN STREET PRIMARY SCHOOL (WPAT) and the name of any safety representatives that have been identified.

4 HEALTH, SAFETY AND WELFARE POLICY ARRANGEMENTS

Accidents and first aid

First Aid

The School operates under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained. EVELYN STREET PRIMARY SCHOOL (WPAT) has a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies.

First Aiders

First aiders are members of staff who have been appointed by the School after receiving training in first aid provision. First aiders only provide treatment in accordance with their training; matters outside of this are referred to a competent medical professional. Staff who wish to volunteer to become designated first aiders should contact their Line Manager.

First Aid training

First aiders are provided with the relevant training at least every three years.

Duties of a first aider are:

- To administer treatment in accordance with the training they have received.
- To provide written confirmation of first aid treatment given.
- To ensure first aid boxes are stocked, regularly checked and refilled.

First Aid boxes and supplies

First aid boxes containing emergency supplies are provided for use by first aiders and anyone dealing with an emergency. The S.L.T arrange for the procurement and distribution of first aid supplies to replenish first aid boxes available on the premises, for School External Visits and for School vehicles.

The location of First Aid boxes is listed in each room.

Automatic External Defibrillators

For the purpose of potentially preserving life the School has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient in order to deliver a shock. All authorised users have successfully completed a defibrillator training program and are identified on the first aid list in each room.

The AED is located in The Reception area.

First Aid and Medical Provision for individual pupils

Schools have statutory guidance to follow in order to support pupils at school with medical conditions. Any member of school staff may be asked to provide pupils with medical support and the school must ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

The SLT review pupil medication needs twice per year and this includes, but is not limited to, use of epipen, response to epileptic fits or asthma attacks and gastrostomy feeding (refer to medication policy).

There is a list of pupils with relevant health issues described on a poster, located on the noticeboard in the staff room.

Accident / incident recording and reporting

All accidents, near misses, diseases and dangerous occurrences are reported as legally required in the Social Security Regulations 1979 and the Social Security Administration Act 1992. All persons completing the accident record book must do so with a First Aider or nominated person.

Accident and incident recording

All accidents and incidents must be reported to the appropriate person on the day of the occurrence (or as soon as is practicable) by completing an official accident/incident recording form which complies with the Data Protection Act 2018.

If First Aid is required this shall be administered by a qualified School First Aider having completed the appropriate First Aid course, or by contacting the Emergency Services as circumstances dictate. The list of qualified First Aiders is available in every room.

All cases of incidents, occupational health illness, accidents, diseases, dangerous occurrences and near misses involving staff and/or pupils occurring, where they are located in off-site provision or are contractors (whilst working on School premises) must be reported.

Serious accidents (those resulting in a pupil being sent to hospital or having time off school as a result, or a fatality) must be reported within 24 hours to the external Safety Consultant (Adele Partridge at HSinCARE). Initially this will be by telephone (07894 860292) and then via email (info@hsincare.co.uk) once an investigation into the accident has been carried out.

The School has in place inclusive and integrated safe practices which promote and ensure the safety and well-being of all pupils. Our duty of care extends where pupils require first aid treatment and the control measures to apply appropriate treatment and ensure their health and safety.

Accident and investigation reporting

The School adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 reporting appropriately as defined within the schedules.

Absence of any member of staff or pupils from EVELYN STREET PRIMARY SCHOOL (WPAT) as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All records are kept of any accident involving an employee who has been incapacitated for more than 7 consecutive days.

All accidents, diseases and incidents causing absence from work or in the case of pupils absent from School or receiving medical attention will be investigated. Managers will be responsible for acting on the findings of any investigation and for implementing any changes to current safe systems of work as a result.

The aims of the investigation are to find out:

- What happened?
- What caused the accident/incident?
- Who was involved?
- When did it occur?
- Where did it occur?
- How could it have been prevented and how?
- What needs to be done to prevent a recurrence?

The person responsible for investigation of accidents or near misses is:

Head Teacher or School Business Manager

Communicable diseases

Control of Infection

To control the risks associated with communicable diseases such as viruses' from blood, faeces, and urine, detailed information is provided in the Staff Handbook.

Dealing with spillages of blood and body fluids

- Ensure arrangements are in place for the removal of blood and body fluid spillages.
- Ensure the clearing up of spillages is carried out by competent employees/contractors.
- Ensure COSHH assessment is in place relating to cleaning, and implement the control measures (see **COSHH** management procedure).
- Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
- Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
- Dispose of the waste material properly.

Dealing with syringes

- Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
- Make arrangements with a local authority or contractor to remove used sharp boxes.
- Keep the disposal box in a safe place, away from access by pupils.

Exposure to communicable disease

Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

Drugs and Medicines

If a pupil suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded along with any daily medication required. If so, the parent should bring or send the medicine to school in a clearly labelled container which is given to a member of staff and recorded. The medicine will be administered by a trained member of staff.

A register of pupils requiring such medication is retained in the Staff Room. All medication will be accepted/stored/dispensed in accordance with the Medication Policy.

The person responsible for the administration of Medicine is:

NOMINATED FIRST AIDER

Control of hazardous substances

EVELYN STREET PRIMARY SCHOOL (WPAT) will work in compliance with the Control of Hazardous Substance to Health Regulations 2002 (*as amended*) and reduce “so far as is reasonably practicable” substances hazardous to health in the workplace.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. *Maintenance, Catering, Cleaning and Art.*

These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

COSHH records are kept in appropriate areas, which are available to staff as required.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person and supported by any other staff as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed if there are any significant changes that affect the validity of the risk assessment.

The persons responsible for ensuring that the CoSHH assessments are carried out are:

Maintenance Officer

Control of Contractors

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher / Deputy Head Teacher or Maintenance Officer can make necessary arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

- Groundsman
- Cleaners
- Tradesmen (plumbers, electricians etc.), i.e. supplied by MEARS
- Agency staff
- Extra Curriculum Activity instructors
- Caterers

And any other persons working on the premises and not directly employed by the School.

We understand that the controls must protect the contractor from any risk themselves and from any hazards that may arise as a result of our school activities.

Prior to contractors (excluding those supplied by MEARS) carrying out work at our school premises or elsewhere on our behalf, the contractor should produce or complete the following where possible:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

Exclusions to the above may apply to the discretion of the Maintenance Officer with agreement from the Head Teacher. The person responsible for the control of contractors is the Maintenance Officer.

At all times maintenance work is carried out with consideration of employees and pupils where activity takes place. Contractors attending site will be appropriately scheduled “out of hours” and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

Permit to work

All maintenance work will be coordinated through the Maintenance Officer. Where applicable, permits to work will be issued, appropriately controlled and monitored by the Maintenance Officer or nominated competent person. All maintenance work will be assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are Principal Contractors their permit to work system must work alongside that of EVELYN STREET PRIMARY SCHOOL (WPAT).

Display screen equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. We recognise that DSE users require training and will provide it as necessary.

DSE training is provided for employees which also produces a risk assessment allowing for improvements to be made and reasonable adjustments where required.

Employees who have declared a disability or existing upper limb disorder will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

EVELYN STREET PRIMARY SCHOOL (WPAT) accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

EVELYN STREET PRIMARY SCHOOL (WPAT) will not pay for any other type of eyewear, such as bi focal or varifocal lenses. If an employee requires these then they must pay the cost difference.

Electricity

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 17th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008. All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

Portable Appliances

The Maintenance Officer is responsible for arranging Portable Appliances Testing, which is likely to be carried out during school holidays. Staff should ensure that any portable appliances that may be locked in cupboards during these times are made available when the Portable Appliances Testing is due.

Staff should not bring electrical items from home to use in the classrooms, unless they have been suitably checked beforehand. Staff are not permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the School PAT register.

All electrical defects must be reported to the Maintenance Officer, using the log book in the staff room, as soon as possible.

Critical Incident Management Planning

Critical Incident Management plan

This is in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc. It is reviewed annually

The plan includes:

- The action to take in the event of an emergency or disaster.
- Out of hours cover.
- Evacuation procedure, Assembly Points and First Aid.
- Location of services and isolation valves etc. Shut down of services, where possible.
- Raising the alarm.
- Co-operation with the emergency services and surrounding businesses/homes.
- Handling the media.
- How to contact staff and Chair of Governors of the school.
- A search plan for the building in the event of a bomb threat.

Bomb Threat

The receipt or setting of explosive or other potential dangerous devices (bomb threats) is a potential hazard in all premises. The aim at all times must be to ensure that effective procedures are in place and are clearly understood to ensure, so far as it is reasonably practicable, the safety of all those on the premises and persons in the immediate vicinity. It is imperative that all staff understand what to do in the event of a bomb threat so that all persons in the building will evacuate to a place of safety. The appropriate staff will need to be given clear guidance on what action to take receiving a bomb threat either by phone or in person. The following action will need to be taken:

- Call the police on receipt of a bomb threat for advice and assistance.
- Decide whether to evacuate based on the police advice.
- Decide upon the evacuation route and assembly point dependent on the location of any device.
- Ensure effective communication with contractors, visitors, pupils and employees who may be affected by the incident.
- Prevent anyone returning to the building until the emergency services have given the all-clear.

External Visits working management procedure

EVELYN STREET PRIMARY SCHOOL (WPAT) in conjunction with the LA believe that educational visits are an essential component of good education. It recognises the importance of ensuring that outdoor educational activities and school trips are planned and organised in such a way to minimise the risks to pupils by:

- Ensuring journey planning is realistic, considering personal safety issues for all types of school visits.
- Ensuring suitable risk assessments have been carried out and recorded.
- Considering any specific control measures that may be required for children with known illnesses.

External Visits Coordinator

The head teacher is the nominated Educational Visits Coordinator (EVC). Nominated staff members will liaise with the EVC in the planning and management of educational visits including adventure activities led by school staff.

The External Visits co-ordinator is:

TBC

General Functions of the EVC are to:

- Assign competent people to lead or otherwise supervise a visit;
- Assess the competence of leaders and other adults proposed for a visit.
- Ensure relevant risk assessments have been carried out for each planned visit.
- Complete EVOLVE online to inform LA of visit details, where appropriate
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- Oversee the emergency arrangements and ensure there is an emergency contact for each visit;
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- Review systems and, on occasion, monitor practice.

Responsibility of the Head Teacher for adventurous or residential activities

Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes, travel arrangements or activities during the visit. The consent form should carry details of "plan B".

- Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
- Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment has been undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Fire Prevention

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment electrical appliances should be switched off if possible, rather than left in standby mode. This should include closing down computers, ceiling mounted projectors etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

Fire checks

The following checks are carried out and recorded in the fire log where necessary:

Daily (all staff responsible):

- Fire escape routes are operating and are free from obstructions before opening.
- Goods and equipment, especially combustible items, are not stored in fire escape corridors.
- Final exit doors are operating and are not obstructed on either side.
- Fire doors are kept closed and are not held open by fire extinguishers etc.
- Maintenance Officer checks that heat detectors are not covered during maintenance, unless necessary to prevent false alarms.
- Firefighting equipment is in place.
- Call points are not obstructed.
- Sources of combustion and ignition are identified and removed.

Weekly (Maintenance Officer):

- Test the fire alarms by activating different call points in rotation.
- Check that the emergency generator is functioning (if present).
- Check that Fire Action Notices and fire directional signs are present and not obstructed.

Monthly (Maintenance Officer):

- Test the emergency lighting. (In accordance with BS5266 Part 1).
- Check Fire Doors are operational

Flammable Liquids

All flammable liquids are stored safely. Flammable liquids are kept in a flameproof locker and staff will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

There are a minimum of 3 fire drills per year with no warning in advance. The drills are at various times of the day

The alarm system is tested weekly with records maintained by the Maintenance Officer.

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Head Teacher.

A list of nominated fire marshals is displayed in the reception area.

FIRE ACTION

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

Upon hearing the alarm:

The person in charge of the pupils will instruct them to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point(s) in an orderly manner supported by staff.

SLT are responsible for checking all areas to ensure that no pupils are left behind.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

To ensure that no one is left in class bathrooms please follow this course of action:-

- Nominated staff to check toilets in each class area

The assembly points are situated at: The rear play ground

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by the Admin Manager.

Once Evacuated from the building

- Any missing persons must be reported to the Admin Manager who will then feedback the information to SLT.
- The head teacher will inform the fire service of any known missing persons.
- The Head Teacher may direct that the pupils be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Head Teacher informs the staff that it is safe to do so.

On occasions when the school premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures will be identified on an individual basis. The person in charge of the event will co-ordinate with the Maintenance Officer so that suitable evacuation procedures can be implemented.

General Emergency Evacuation Plan (GEEP)

A GEEP has been developed to safely evacuate staff, pupils and visitors from our school. The GEEP is written to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone's prompt and safe egress in an emergency situation. The plan is robust and practical in order to accommodate individuals with disability or mobility impairment and regular drills are carried out to ensure both staff and pupils are suitably trained to carry out safe evacuation. The GEEP will be reviewed at least annually.

Food Hygiene

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health, Safety and Welfare Policy. Guidance on food safety and food handling within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health, Safety and Welfare Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within school, including

- teaching areas, e.g. food technology room;
- Hall
- areas where packed lunches are consumed by pupils or staff;
- staffroom;
- food prepared outside school but eaten on school premises; and
- school visits and field trips.

Because the preparation of packed lunches often takes place sometime before they are consumed, food brought on to the premises should be stored in a cool place whenever practicable. Food should not be left in school bags in warm classrooms, next to radiators, hot water pipes or a sunny windowsill, as these are the ideal environments for the proliferation of food poisoning germs.

Pupils should be able to consume packed lunches in an environment which does not pose health risks. For example,

- pupils should be adequately supervised;
- tables on which food is eaten should be clean;
- pupils should be reminded about the importance of washing hands before eating.

The Catering Staff will clean the main school eating area before and after lunchtime. Cleaning records, temperature records and kitchen equipment maintenance logs will be retained by the Catering Manager. All staff working in the school canteen will have as a minimum, Food Hygiene Level II training certificate.

School staff who handle food at EVELYN STREET PRIMARY SCHOOL (WPAT) will be provided with training in food safety. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for consumption in the school and a duty to ensure a high degree of housekeeping is maintained.

Food Allergens

Food allergies can be life-threatening. It is the parents' responsibility to inform the School of their child's known allergies. EVELYN STREET PRIMARY SCHOOL (WPAT) will ensure there are designated staff that are trained to deal with an emergency in a manner agreed with each pupil's parent or guardian.

Advice will be provided to all pupils by encouraging them:

- Not to swap or 'trade' food with other pupils
- To avoid eating foods with unknown ingredients or known to contain relevant allergens
- To notify an adult immediately if they think they may have eaten something they should not

The Catering Manager will retain lists of pupils and staff members who have Food Allergies. All menus will be provided to the Head Teacher on request. With the new food law, all food service organisations serving unpackaged food or food that is packaged on site for immediate consumption will have to supply details of the menu items that contain the EU Top14 allergens within the dishes they serve.

Gas Safety

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is the Maintenance Officer. Gas equipment used in the Catering department owned by the School will be maintained by DBE. Catering Equipment owned by Contract Caterers of Local Authority caterers and used on our premises will need to be maintained independently and evidence provided to the Maintenance Officer to show that it is fit for use.

Lone Working

EVELYN STREET PRIMARY SCHOOL (WPAT) has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of staff working in a group or under close supervision.

Staff must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

EVELYN STREET PRIMARY SCHOOL (WPAT) will manage the risks associated with lone working by the following means;

- Risk assessments are carried out for all lone working activities. This enables us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment takes into consideration the person, the equipment/materials being used and the environment where lone working is carried out. The assessment also considers the emergency arrangements such as first aid.
- We ensure that the required communication equipment and procedures are implemented to enable staff to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is the Maintenance Officer or Deputy Head.

Manual Handling/Moving People

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

Management cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider

The task - What you are going to do

The individual – The person's own capabilities

The load - The weight, size and shape of the load

The environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed at least annually or sooner if there is any significant changes that affect the validity of the risk assessment.

EVELYN STREET PRIMARY SCHOOL (WPAT) provides staff with relevant training if they are required to move pupils and carry out suitable risk assessments. Staff should:

- Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.
- Undertake relevant training if required to move pupils.
- Take responsibility for their own health and safety and that of others who may be affected by their actions including:
 - Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
 - Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
 - Report any accident or incident to the senior leadership team and complete the school accident and/or incident form.

Staff should recognise the possible existence of emergency situations in which the moving and handling of pupils for life-threatening and potentially dangerous reasons might be necessary as part of their general duty of care.

- If the risks can be reduced or eliminated by the means of mechanical aids, then EVELYN STREET PRIMARY SCHOOL (WPAT) will provide them.

New and expectant mothers

It is important to EVELYN STREET PRIMARY SCHOOL (WPAT) that the health, safety and welfare of all our staff is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our staff become pregnant they must inform their manager/supervisor. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to other persons not within our employment to whom we owe a duty.

Pregnant staff must not:

- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).
- May have restricted Playground duties

Pregnant staff must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

Occupational Health

EVELYN STREET PRIMARY SCHOOL (WPAT) is committed to ensuring that the potential for ill health or injury arising from school activities and/or premises is kept to an absolute minimum. It recognises that this duty of care for its staff extends to mental as well as physical well-being at work, together with a duty of care to pupils, contractors and visitors to the School.

If the staff member suffers from ill-health they are encouraged to inform the Head Teacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing inform the Head Teacher immediately.

Should a staff member need to take a course of medication treatment, the school may require evidence from the employees GP to show that they are fit for work.

Stress

EVELYN STREET PRIMARY SCHOOL (WPAT) recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the school cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities. This can be reported in confidence to the Head Teacher or Deputy Head Teacher.

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the Art room, Food Technology, Kitchen area and for the Maintenance Officer.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a requirement under the Health and Safety at Work etc. Act 1974 section 7. For PPE supplied to pupils, the equipment is cleaned and stored in a suitable location to prevent damage and so that pupils can access it when required.

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

Risk Assessment

EVELYN STREET PRIMARY SCHOOL (WPAT) complies with The Management of Health and Safety at Work Regulations 1999 to impose a duty on employers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

The risk assessments will be carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the Apprenticeships, Skills, Children and Learning Bill 2008-2009 the School recognises its responsibilities to ensure, "so far as is reasonably practicable" that all learning takes place in a safe, healthy and supportive environment. Risk assessments will be conducted in the following way:

- Identify the significant hazards involved in the activity being assessed;
- Decide who might be harmed and how.
- Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required.
- Record the findings of the assessment and communicate findings to all persons affected by the risk.
- Review the assessment when circumstances change, after an accident or when there is reason to believe that it is no longer valid. On all other occasions they will be reviewed annually.

Each Senior Leadership Team member will ensure compliance and application of working practices and will:

- Undertake and document risk assessments.
- Carry out risk assessments as current and future legislation requires for all activities.
- Adopt the hierarchy of control measures.
- Ensure safe systems of work are implemented, adhered to and effective.
- Introduce new or reviewing existing procedures that ensure safe working practices.
- Provide appropriate and on-going instruction, information and training to staff, pupils and any others affected in consultation with the Manager for Health and Safety, Trade Union Representatives and Line Managers.

Security management procedure

General Headteachers

EVELYN STREET PRIMARY SCHOOL (WPAT) is committed to having appropriate security measures in place to create a safe environment for staff and pupils, and to protect school property. Security breaches associated with vandalism, arson and theft in schools severely disrupts the normal daily routine of schools, and results in the loss of valuable and irreplaceable personal resources, teaching materials and pupils' work. EVELYN STREET PRIMARY SCHOOL (WPAT) has dedicated resources to protect staff and pupils from intruders with the provision of controlled access doors and fenced off external areas.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

The Maintenance Officer ensures that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

Restricted access

Identify all hazardous areas in the school including:

- Roof areas.
- Canopies and other high level glazed areas.
- Plant rooms and boiler rooms.
- Storage areas where hazardous materials are present.
- Areas where hazardous equipment is stored (Maintenance Officer Office)

The following actions are taken to ensure unauthorised persons do not enter restricted access areas:

- Prohibition safety signs are provided at the entrance to all restricted areas.
- Restricted access areas are locked when unoccupied.
- Maintenance Officer periodically checks that doors to restricted access areas are kept locked.

Visitors

Visitors must:

- Sign the Visitors Book in reception
- Be issued with a Visitors Pass and wear it.
- Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate to the visit.
- Return to reception on completion of their business, sign out in the Visitors Book and return their pass.

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Head teacher, SLT and governors regularly review the physical security arrangements for the site.

- Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
- Signs point out the main entrance and detail the need for staff, visitors and contractors to register with Reception.
- Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
- Pupils arriving late or needing to leave the school before the end of the day **must** be registered at Reception.
- Staff must look after their own property and use the correct storage facilities to keep personal items safe during the day.
- CCTV cameras are installed around the site.
- All postal mail will be delivered to the Reception area.
- Any suspicious packages that are received in Reception will be left unopened and the Head Teacher and / or Maintenance Officer will be called.

However, the whole community is encouraged to keep our school safe and secure by

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm siren is sounding.
3. Reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.

Traffic management procedure

General Headteachers

EVELYN STREET PRIMARY SCHOOL (WPAT) will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out so as to avoid pedestrians and vehicles from coming into contact as much as possible.
- Parents and Children accessing school premises via side entrance, removing need to cross the staff parking area.

Artificial lighting is provided during darkness in car parks and loading areas.

Management of car parks

On site staff enforce the following:

- 'No parking' areas remain clear.
- Fire exit routes to remain clear.
- Grit or salt boxes are available and filled for treating traffic and pedestrian routes in icy conditions.
- Regular checks made of the road surface, gullies, drainage channels, pavements and lighting to minimise slipping and tripping hazards, potholes etc.

Where maintenance work is necessary, make sure:

- Where possible, work takes place outside normal school hours.
- The task is carefully planned to take account of traffic and pedestrian movements, busy times, and other work activities in the vicinity.
- The area where maintenance takes place is cordoned off using cones and warning signs.

Training

Senior Leadership Team will conduct a review of health and safety training needs on an annual basis using the school professional development system. Core training specific for health and safety and for role competency is detailed on a training needs analysis plan supported by a planning schedule.

Training needs will also be identified by:

- The evaluation of accidents, near misses and risk assessments.
- Specific job performance observations.
- Skill enhancement and/or refresher requirements.
- Evaluation of audits.

The Senior Leadership Team will identify from their training needs analysis what is required to ensure competency. They will monitor Health and Safety Training ensuring compliance is maintained and training delivered reflects changes in legislation where applicable.

The delivery of training will be assessed and will be delivered by:

- In house trainers.
- E-Learning packages.
- External specialised courses e.g. first aid.
- External contractors with specific specialism e.g. asbestos and legionella

Records will be held containing each employees training on a central matrix and individual training records. Admin Staff will maintain updates for individual personnel files where staff provide certificates of achievement. Office administrator will collate training achievements centrally and the Deputy Head Teacher will monitor training delivered and coordinate training requests.

Health and safety induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the School health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

In the first days of employment new staff will receive information about emergency procedures for example: the action to take on discovering a fire and upon hearing the fire alarm; the location of safety equipment and its use; safe working procedures; what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by Office Administrator in the individual personnel files.

Violence & Aggression

Violence and aggression in the workplace is unacceptable but is a potential hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

Water Safety

The Maintenance Officer will ensure the adequate and effective control of water systems throughout the School premises in order to minimise the risk of Legionellosis. The School attaches the greatest importance to the health, safety and welfare of staff, pupils and visitors. It is essential that management is effective to achieve an environment compatible with the provision of the highest quality where health hazards are minimised, so far as is reasonably practical.

Legionella proliferation is suppressed by thermal disinfection and by keeping the flow of water through the system consistent and to comply with the regulations to prevent bacteria growth within buildings and building services by:

- Appointing the Head Teacher as the nominated Statutory Duty holder.
- Appointing the Maintenance Officer as the nominated Responsible Person.
- Appointing competent accredited contractors to provide planned preventative maintenance.
- Systematic identification and assessment of risks associated with the proliferation of legionella bacteria.
- Allocating appropriate resources to maintain the reduction of risk.
- Implementation of recorded effective control measures.

School environment management procedure

General Headteachers

Ensure the workplace is designed and maintained so as to avoid the risk of injury to staff, contractors and/or visitors.

Ensure the environmental factors (temperature, lighting and ventilation) are considered to enable staff to work safely and in comfort.

Workplace design and maintenance

Ensure all areas are organised to allow people to circulate safely. Ensure workstations are arranged to enable staff to carry out their tasks safely and comfortably. Consider the individual needs of the staff, for example:

- Seating.
- Access to classrooms
- Location of work materials (to be within easy reach).
- The needs of disabled persons.

Ensure floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards are cordoned off and repaired, or removed immediately.

Ensure there is an on-going arrangement to inspect the fabric of the building, including walls, architectural features and external cladding. Include the following:

- Regular observation.
- Annual visual inspection of the main elements of the building fabric under the supervision of a suitably qualified person.
- 5 yearly full inspection of the building fabric by a competent person.
- Procedure to record identified defects and their corresponding remedial actions.

Slip, trip hazards and head obstructions

Clearly highlight trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

Secure cables and route them so as to avoid tripping.

Provide anti-slip mats of sufficient size to remove moisture from feet at doorways.

Stock grit/salt boxes and treat external pedestrian routes in icy conditions.

Provide absorbent material, such as to clean up bodily fluids, accessible to staff.

Ensure a procedure is in place to promptly deal with spillages. This should include:

- Any spillages must be reported immediately.
- The affected area is cordoned off using cones or signs.
- Wet floor signage is provided in prominent positions.
- Cleaners or Maintenance Officer or staff to remove the spillage immediately using the correct equipment and cleaning chemicals.

Ensure all work areas and traffic routes are well lit, where possible by natural light. The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that during working hours, temperatures in workplaces (including schools) should be *reasonable*. The school must provide a suitable number of thermometers to enable the temperature to be checked throughout the day.

The approved Code of Practice states that the temperature should be maintained in the working environment at 16°C or above, or 13°C if considerable physical effort is required.

Where the temperature in a room used for teaching falls significantly below the above recommended standards, staff are advised to notify their Head Teacher or Maintenance Officer and to request that extra heating be provided.

Falls and falling objects

EVELYN STREET PRIMARY SCHOOL (WPAT) is committed to protected staff and pupils from being injured through falling objects or falling from height. In schools the risks associated with working at any height where a fall is likely to cause injury is often forgotten e.g.

- People using inappropriate equipment, (chairs or desks)
- Falling whilst getting books or files from high shelving
- Falling when hanging decorations during the Christmas period or changing wall displays
- Window cleaners falling when accessing high windows or roof lights
- Maintenance officers falling when retrieving items from rooftops.

Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.

The Maintenance Officer will monitor safety of contractors working at high level during the school day to ensure suitable control measures are implemented to reduce risk of injury to them or any of the school users.

Windows, and transparent or translucent doors gates and walls

Ensure windows, or other transparent or translucent surfaces in walls/partitions are constructed from safety material or otherwise protected against breakage, and are appropriately marked to make them apparent.

Restrict the extent (i.e. to 100mm) windows below waist height may open.

Ensure windows are capable of being safely cleaned. In determining this, consider the following:

- Glazing which can be cleaned from the inside.
- Providing a firm level surface for ladder access.

Doors and gates

Ensure self-closing devices are in good repair and operate at a suitable speed.

Install transparent panels in doors or gates that can be opened from either side or are on a main traffic route to give a clear view of both sides.

Ensure powered doors or gates open automatically should the power fail or they can be manually operated. Position control pads on manually operated power-assisted doors so that a person in a wheel chair is able to operate it easily.

Staff welfare facilities

Provide suitable facilities for all staff working on the premises and pupils, including:

- Clean, well ventilated washing facilities and toilet facilities for the number of staff and pupils.
- Hot water temperature at washbasins is between 45–50°C to prevent scalding. If the temperature cannot be controlled, hazard warning signs are provided stating ‘Caution - Very Hot Water’.
- Storage for staff clothing.
- Rest facilities where staff can rest and eat.
- Rest facilities for expectant and nursing mothers. First aid rooms may be used for this.
- Wholesome drinking water with suitable drinking utensils. Non-drinking water should be clearly marked.
- Welfare facilities are clean and in good repair.

The Workplace (Health, Safety and Welfare) Regulations 1992 structure the legal requirements relating to provision of welfare facilities for UK employers. However, the Department of Education – Advice on Standards for School Premises (2013) have produced school washroom guidance to ensure that the provision of welfare facilities for all persons in an educational environment are suitable. The advice for nursery and primary schools will be adhered to by EVELYN STREET PRIMARY SCHOOL (WPAT).

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Maintenance Officer.

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below:

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage. All defects of any work equipment must be reported to the Maintenance Officer.

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, kitchen equipment etc.) require such inspections.

Records of repair and maintenance are kept in Reception or the Maintenance Officers room.

Business Continuity and Disaster Recovery Plan

The School ensures that adequate protections are established where required to assure the continuity and recovery of the School business following loss critical to the operations. This plan defines acceptable methods for business continuity and disaster recovery planning, implementing a risk-based analysis in order to prepare for and maintain the continuity of the School operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support business functions.

Business Continuity is the planning to keep all aspects of the business functioning. The plan includes moving and/or recovering operations to another location if a disaster occurs to allow relocation of employees and the business to a recovery site. This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long time recovery, to permanent loss of buildings and technology.

References:

- **E Safety Policy**
- **Safeguarding Policy**
- **Security Policy**
- **Education Visits Policy**
- **Safety in PE and Sports Policy**
- **Emergency Action Plan**
- **Manual Handling Policy**
- **Risk Assessments**
- **First Aid Policy**
- **Medication Policy**
- **Infection Control Policy**
- **Food in schools Policy**
- **Allergy in Schools policy**

Revision Number:	V1.1
Date of issue:	5 th November 2018
Status:	Draft
Date of approval:	
Responsibility for policy:	CEO
Responsibility for implementation:	Head Teacher
Responsibility for review:	Governors
Minor amendment: Reason: Legislation change	
Date for review:	November 2019