



Health and Safety Policy



Status	Statutory
Responsible Directors	Full Directors Board
LGB	Local Governing Board
Responsible Persons	COO
Date Policy Agreed	September 2018
Reviewed Date	September 2021
Next Review Date	September 2022



Contents

Page

..... 1

Introduction..... 4

1. General Statement of Intent 5

2. Organisation..... 6

3. Arrangements 8

4. Health and Safety Policies and Procedures 9

5. Reporting of Accidents/Incidents/Near Misses..... 10

6. Electrical Safety..... 14

7. First Aid 16

8. Fire Policy 18

9. Buildings Safety Management (BSM) 26

Examples..... 31

10. Legionella Control 32

11. Manual Handling..... 33

12. Display Screen Equipment..... 34

13. Training and Competence..... 36

14. Control of Substances Hazardous to Health (COSHH)..... 38

15. Gas Safety 40

Appendix 1 Fire Safety Checklist 43

Appendix 2 Sheep Dip Lane Academy Arrangements 48

Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V2	August 2018	D Ashmore	Section 8 pg 16 reference to Annex 1 Fire Safety Checklist Section 8 pg21 line to vary days and times of fire drill
V3	July 2019	D Ashmore	Section 1 pg 3 & 4, General Statement of Intent updated Pg 5 – Principals responsibilities – cover H & S in weekly briefings Pg 6 Site Managers responsibilities updated Pg 6 added Business Manager in responsibilities of all to report BM’s Pg 7 H & S management team Pg 8 reference to other policies and responsible person in NYCC



			<p>Pg 11 reference to NYCC H & S provider</p> <p>Pg 16 Portable heater safety</p> <p>Pg 19 Fire intumescent protector</p> <p>Pg 31 Legionella records easily accessible</p>
V3	September 2020	L Burton	<p>Throughout changed Local Governing Board to local Governing Board</p> <p>Introduction removed reference to the Directors committee and Local Governing Board committees</p> <p>General Statement of intent added in additional points as advised by NYCC statement of intent template</p> <p>Section 3 removed responsibility of H&S committee and changed paragraph to reflect responsibility of local Governing Board</p> <p>Changed Health and safety committee responsibilities to Governing Board responsibilities</p> <p>Added in Health and Safety Officers to site inspections</p> <p>Section 4 added in additional safety policies</p> <p>Section 5 added in new on-line report form</p> <p>Added in 10-day requirement for RIDDOR reports</p> <p>Section 8 Fire policy added in paragraph to cover visitors</p>
V4	August 2021	L Burton	<p>Updates made to Electrical Safety Section</p> <p>Updates made to reporting incidents to include CEO and COO</p>

Introduction

As the employer of staff Exceed Learning Partnership (ELP) has the overall responsibility for the health, safety and welfare of all staff and pupils in the academies. ELP recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

ELP will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil ELP's monitoring role and to initiate and review health and safety policies and procedures, the Board of Directors will review and approve all Trust Wide policies, which will cover all the academies within ELP.

The Directors Board meets termly and has a balanced management membership, Academy based Local Governing Board will be required to formally adopt Trust wide policies on behalf of their Academy.

Although overall accountability for health and safety lies with Exceed Learning Partnership, the Principal is responsible for the day-to-day health and safety of staff and pupils in individual academies. The Principal will then delegate some functions to other staff, in particular the Academy Business Managers/ Site Managers/Supervisors/Caretakers etc.

The Local Governing Boards of academies within Exceed Learning Partnership are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and other staff of the Trust to support and promote good health and safety management.

The following Health and Safety Policy, Procedures and Guidance is required for adoption by all Exceed Learning Partnership academies.

1. General Statement of Intent

It is the aim of Exceed Learning Partnership and Sheep Dip Lane Academy Local Governing Board to comply with, The Health and Safety at Work etc. Act 1974 and all subsequent legislation.

The Local Governing Board of Sheep Dip Lane Academy are committed to taking effective action *'so far as is reasonably practical'* to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities including: -

- To implement the requirements of the Exceed Learning Partnership Health and Safety policy
- To provide adequate control of health and safety risks arising from our work activities
- To make adequate arrangements for the health, safety and welfare of staff and pupils
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To consult with our employees on matters affecting their health and safety
- To co-operate with North Yorkshire Council in matters related to Health and safety
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

The Local Governing Board of the Sheep Dip Lane Academy will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Local Governing Board will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Exceed Learning Partnership has commissioned the services of North Yorkshire County Council as responsible body for providing Health and Safety support to its academies.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes to the Exceed Learning Partnership.



2. Organisation

Responsibilities of the Local Governing Board

The Local Governing Board will ensure that:

- The Principal produces any required Academy specific addendums to the Trust Wide health and safety policy for approval and adoption by the Governing Board
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented '*so far as is practicable*'
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building
- Termly safety inspections are undertaken
- Inspection reports, including those from trade union health and safety representatives are considered and acted upon
- Health and Safety is a standing item on all agendas
- An annual health and safety report is published following the annual health and Safety check/walk round carried out by the responsible Governor for Health and Safety
- A positive health and safety culture is established and maintained

Responsibility of the Principals

The Principal will ensure that:

- To produce for approval and adoption by the Governing Board any Academy specific addendums to the Trust Wide health and safety policy and ensure these addendums are regularly reviewed and revised annually
- To report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- To complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances –
- For high-risk activities, safe systems of work are identified via a risk assessment
- Adequate and appropriate first-aid provision
- Information and advice on health and safety is acted upon and circulated to staff and governors
- Regular inspections are carried out with reports submitted to the Governing Board and Exceed Learning Partnership's Directors
- An annual report is provided to the Governing Board



- There is co-operation with Exceed Learning Partnership in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff
- Health and Safety is covered in weekly briefing meetings and notes displayed for all employees to view

Responsibilities of all Senior Managers

Vice / Assistant Principals and Academy Business Managers may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Responsibilities of the Site Manager/Supervisor/Caretaker

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular visual inspections of all areas of the premises to take place at least half termly. With safety representatives invited to take part and records kept
- Boiler room annual inspection
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

Responsibilities of all employees:

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:



They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance

- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- They report immediately, to the Principal, Business Manager or to their line manager any serious or immediate danger of which they become aware
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager
- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary

All pupils should be encouraged:

- To follow safe practices and observe safety rules including:
 - To follow instructions issued by a member of staff in case of emergency
 - They do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms
 - To inform a member of staff of any situation, which may affect their safety or that of another pupil

3. Arrangements

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative.

The academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Local Governing Board

The academy's Local Governing Board will report to Trust Board of Directors. It is essential that the Local Governing Board work with the Principal and the Academy team to support management and trade union representatives working together to ensure not only compliance with the law, but to develop a positive health and safety culture within the

workplace. The academy recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Academy Health and Safety Management Team shall consist of:

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives

Management participants should include people with senior management responsibilities for health and safety include:

- Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role
- 'Link' governor(s) for health and safety
- The school workforce contingent should include the health and safety representatives from each union
- The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions
- Membership of the health and safety management team is regarded as part of an individual's normal work

Local governing Board shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk
- Assisting in the development of safety guidance and safe systems of work
- Monitoring the effective implementation of Exceed Learning Partnership Trust Wide health and safety policies and procedures
- Monitoring the effectiveness of the safety content of employee training
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors
- Participating in periodical joint inspections
- Monitoring action taken following trade union, NYCC Health and Safety Officers and management site inspections

4. Health and Safety Policies and Procedures

The academy will adopt Exceed Learning Partnership's Health and Safety Policies, Procedures and Guidance, or if/where necessary, establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies will be in addition to Exceed Learning Partnership - wide policies, procedures and guidance.

Any Exceed Learning Partnership -wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way**, apart from inserting the name of the individual Academy on the General Statement of intent (see page 3 and 4).

Any review proposals raised by the Local Governing Board will be required for the approval by Exceed Learning Partnership.

This Health and Safety Policy should not be used in isolation, other policies and procedures relating to health and safety should also be referred to where appropriate i.e.

- Hot Works Policy
- Lone Working Policy
- No Smoking Policy
- Staff Stress Management Policy
- Risk Assessments
- Lockdown Policy
- Safeguarding policy
- Educational Visits Policy
- Fire Safety policy and Procedure
- First aid and Medicines policies

If you are unsure of a procedure or require support relating to health and safety you should always contact the Trusts central team for advice on 01709 805175 or NYCC responsible person Mr Dale Barton on 01609 532545.

5. Reporting of Accidents/Incidents/Near Misses

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

a) Clarification of Definitions

It is the understanding of the academy the definition of accident/incident/near miss are:

- **Accident** - any unplanned event that results in personnel injury or damage to property, plant or equipment
- **Incident** - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse
- **Near miss** - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a “close call,” a “narrow escape,” or in the case of moving objects, “near collision” or a “near hit”

b) Prevent Future Incidents

A faulty process or management system invariably is the root cause of accidents/incidents/near miss (AINs) and must be the focus for improvement. History has shown repeatedly that most AINs producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AINs can significantly improve worker safety and enhance our organisation's safety culture.

c) Accident/Incident/Near Miss Report Form

The academy collects personal information about the injured person(s) on the form in relation to Accidents/injuries/diseases/Near Misses and Dangerous Occurrences arising out of or in connection with work.

We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Note: The Data Protection Act 2018 requires that employee's personal information must be kept secure **after** the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members
- The on-line accident report form must be completed for all accidents/incidents/near misses
- Be reviewed at least half termly to identify any potential or actual hazards

d) What needs to be reported?

- **Injuries and ill health to people at work**

Under RIDDOR the 'Responsible Person' in control of the premises must report:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries) and always within 10 days of the incident.
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing must be reported as soon as the person receives the diagnosis
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site

Note: Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. As these are class as road traffic incidents and are investigated by the police.

e) Reportable Specified Injuries

These include:

- 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), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- 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 head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

f) Physical Violence

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

g) Reportable Occupational Diseases

These include (which a doctor confirms in writing):

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g., from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

h) Incidents to Pupils and other People who are not at Work

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.



i) Dangerous Occurrences

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

j) Who should report and who to report to

All cases of serious injury or dangerous occurrence must be reported in the first instance to the CEO or COO who will advise and support on the actions to be taken.

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e., Principal with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

The Principal at each academy may delegate reporting to the Academy management team.

You can report all incidents to our current health and safety provider - **NYCC Health and Safety section on 01609 532589 or 01609 532545** who will advise on any further action required.

Alternatively, you can report all incidents online:

<http://www.hse.gov.uk/riddor/report.htm> where you will find the appropriate form.

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All cases of serious injury or dangerous occurrence must be reported in the first instance to the CEO or COO who will advise and support on the actions to be taken.

k) Records must be kept for:

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days



- If a worker is away from work or incapacitated for more than three days a record must be kept
- These records must be kept for at least three years after the incident

I) Reporting Requirements of other Regulators

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

6. Electrical Safety

The Health and Safety at Work etc. Act 1974 impose general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. **Certification of the training is required as proof**
- Teachers cannot be required to undertake any electrical maintenance or repair work'
- Without exception, such work should be allocated to an individual with appropriate training and expertise
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance

b) Risk Assessment

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

c) Visual inspections and tests

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or



signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

Whilst using electrical equipment all staff should be aware of the requirement to report any instances where equipment appears to be faulty or unsafe to use.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and Determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

d) Portable Appliance Test (PAT)

PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results should be completed in accordance with the findings of the risk assessment. All our academies have an annual inspection of all portable equipment carried out by approved contractors.

e) Records of PAT

A written record of the tests, in the form of a logbook or register are maintained and available for examination and the equipment itself should be marked with some form of Identification, with the date of the most recent test included on a label.

f) Damaged or faulty appliances

All damaged or faulty equipment must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

The Site Supervisor/Academy Business Manager is responsible for the safe disposal of faulty equipment. All equipment deemed to be requiring disposal must be recorded on the Parago Asset management system and kept until authorisation has been given for the item to be disposed.

g) Fixed Electrical installations

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

h) Record of fixed wire tests

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

Note: Any accidents/incidents/near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR).

i) Preventing accidents with electricity

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances.

Staff must not bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

7. First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE, and it is the academy's policy that provision is made for them.

a) Assessment of First Aid Needs

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

b) Points to Consider/Impact on First Aid Needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors
- The type of accidents/incidents that have been identified in past?
- The size of the academy
- Are there any workplaces that are remote?
- Higher level hazards, such as chemicals or dangerous machinery
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

c) Exceed Learning Partnership defines the minimum First Aid Provision on any



Academy Site is:

- A suitably stocked first aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified first aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work

d) What should be put in the First Aid Box?

There is no mandatory list of items to put in the first aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work)
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

***Note:** Tablets and medicines should **not** be kept in the first-aid box. Please refer to separate Policy for the dispensing of medication to pupils.*

e) First Aiders - Training and Qualifications

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider e.g., those offering nationally recognized, regulated qualifications, voluntary aid societies (e.g., St. John Ambulance, British Red cross) and undertake appropriate refresher training.

f) Selecting a Training Provider

When selecting a training provider, you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification



g) First Aid Courses include:

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

h) How many First Aiders

This depends on the assessment of your first aid needs, or where there are additional special circumstances. As an example the HSE suggested numbers available **at all times** at work are:

- Low hazard - for more than 50 people at least one first aider-trained in every 100 employed
- Higher-hazard - for more than 50 at least one first aider-trained for every 50 employed

8. Fire Policy

The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that its fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. See Annex 1 for a fire safety checklist which should be used in conjunction with the academies Fire Safety Policy.

The 'Responsible Person', is The Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

Measures to Reduce the Risk of Fire on the Premises and the Risk of the Spread of Fire on the Premises

This includes:

- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below)
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire)
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally



- Portable heaters should only be used in extreme emergencies i.e. heating failure and must be used with care; safety arrangements must be provided for anyone requiring to use a portable heater.

Measures in Relation to the Means of Escape from the Premises

This includes:

- **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire. E.g.,
- **Any person discovering a fire**
 - Sound the alarm
 - Call the Fire & Rescue Service telephone 999
 - Leave the building by the most direct route
 - Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire
- **On hearing the fire alarm**
 - Leave the building by the most direct route, closing all doors behind you
 - Report to the assembly point for the building
 - Do not take risks
 - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service
 - Do not use any lifts

Measures for securing that, at all material times, the means of escape can be safely and effectively used

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building

Measures in relation to the means for fighting fires on the premises

- Appropriate firefighting equipment must be provided
- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only)

Measures in relation to the means for detecting fire on the premises and giving warning

- Appropriate fire/smoke detection to be installed, in relevant locations
- Viewing panels in doors and walls, where there are rooms within rooms

Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:



- The instruction and training of employees
- Fire Policy and Procedures to be disseminated to all staff
- Fire awareness training to be provided to all staff on an annual basis
- Fire Action Notices to be displayed throughout the building
- The training of Fire Marshals

Measures to mitigate the effects

- Do not exceed the maximum occupancy
- Maintain fire exits and signage
- Comply with electrical and gas regulations
- Service and maintenance of firefighting equipment, which must be easily accessible.
- Safe storing and using, of hazardous materials
- Safety inspection of buildings
- Maintenance of fire alarm systems
- Fireproofing
- Training of staff
- Fire drills

Role of Teaching Staff

- All teaching staff have the responsibility for the safe evacuation of children in their charge
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route

People with disabilities

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEPs) must be completed.
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

All staff members

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions
- Should follow evacuation procedures

All staff are required to take mandatory fire awareness training.

Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.



Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

Competence of a Fire Risk Assessor

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Be a member of the Institution of Fire engineers
- Hold at least the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent
- Has demonstrable experience in completing school/college Fire Risk Assessments
- Has a current DBS check

Exceed Learning Partnership have contracted with North Yorkshire Council as the competent body to provide our annual Fire Risk Assessment in all academies within the Trust.

Housekeeping

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible, materials should be kept to a minimum, do not allow waste to build up
- Aerosols must not to be kept on site
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible)
- Keep flammable materials away from sources of ignition

Display materials and decorations

An evaluation of the material(s) used in displays and decorations should be made sprayed with fire intumescent protector - paper, cardboard and plastic provide a means for the rapid spread of fire.



To reduce the risk of fire spread:

- Avoid the use of 3D displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e., dead-end conditions
- Treat displays with proprietary flame-retardant sprays
- Avoid the use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids, which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, firefighting equipment or escape signs

Fire Safety Management (FSM) Checks

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the 'Responsible Person' the Principal to the Site Manager/Supervisor/Caretaker at the academy.

FSM checks Daily/weekly/monthly/three-monthly/six-monthly/annual checks must be made and records kept.

Checks include:

- Escape routes
- Fire Warning systems
- Escape lighting
- Firefighting equipment

These checks are prioritised for service and maintenance requirements.

Fire Marshalls

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

Safe Emergency Evacuation Procedures

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire, unless the lift is clearly identified as an emergency evacuation lift, and this may only be used for disabled people.



Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures. Including:

- Fire Action notices
- The locations of fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

On Sounding or Hearing the Alarm

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

On discovering a fire

- Sound the alarm by pressing one of the emergency fire alarms
- Call the Fire & Rescue Service telephone 999
- Leave the building by the most direct route
- Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation

On hearing the fire alarm

- Leave the building by the most direct route, closing all doors behind you
- Report to the assembly point for the building
- Do not take risks
- Do not return to the building for any reason until authorised to do so by the Fire & rescue Service

Fire drills

Why carry out fire drills

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan
- Evacuation of the building is achieved in a speedy and orderly manner



- People will react rationally when confronted with a fire or other emergency at school

How often to carry out a fire drill?

It is the policy of the academy to carry out fire drills at the beginning of each term; these should be carried out on different days and times of the day.

Should you inform staff before a fire drill?

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately.

Preparing for a fire drill

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

Informing the fire service of a fire drill

If the academy has a system that automatically informs the fire service when the alarm is triggered, appropriate measures must be taken to stop this from causing the fire service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

During the fire drill and/or Emergency Evacuation

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.



Any visitors in the Academy at the time of the fire evacuation/drill must be escorted to the assembly point and remain with the escorting member of staff until it is safe to return to the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

Evacuation of people with disabilities - Personal Emergency Evacuation Plans (PEEPs)

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

- A PEEP should also be completed for any pupil, staff, or visitor who have a disability
- The PEEP will clearly state what actions are required in those particular circumstances

Assembly Points

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly Point, staff members should take a register to check that all children and staff members are accounted for
- If there are any staff or children missing this must be reported immediately to the Fire Service details to be provided to the Fire Service include:
 - Name of missing person
 - Place and time last seen and by whom
 - Any other information e.g., medical condition, or behavioural issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.



9. Buildings Safety Management (BSM)

The 'Responsible Person' the Principal who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health.

Information required in the BSM records are:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant

Or

- Full contractor information

All testing dates and testing regimes and contractor visits will be recorded in the Parago system. Evidence of visits and contractor visit reports will be scanned and uploaded to the system as evidence of compliance.

a) Site safety inspections, repair and maintenance checks

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Principal or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any)
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made.

All daily/weekly/monthly repairs and maintenance /compliance checks will be recorded in the Parago System.

b) Contractors

Construction/Building Work/Refurbishment or Demolition

Under no circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting with the Principal /CEO or Directors of Exceed Learning Partnership.

Suitability of all contractors



The person responsible for contractors on academy premises is the Principal or their delegated staff member and/or where applicable the CEO or the Chief Operating Officer.

- Competence of the contractor to complete the job safely e., their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance

The delegated person should complete the suitability check of all contractors to ensure that they have taken all reasonably steps possible.

An assessment of the hazards and risks involved with the work

- The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed, suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor
- What can cause harm to people, or damage to building, plant and equipment e.g. hazards associated with equipment the contractor(s) will be using including vehicles, tools, and noise
- Are there any harmful substances used in the processes?
- Who might be harmed and how
- How will the risks be controlled

Considerations include:

- Any risks from each other's work that could affect the health and safety of others e.g., access and egress to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils, visitor's other contractors
- Make sure you agree the measures needed to control risks with the contractor before work starts
- Once you have agreed action to control risks, be clear about who will do what and when
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.
- Ensure that there is an agreed process for reviewing the work of the contractors throughout the duration of the works

The 'Responsible Person' or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health, e.g., regular meetings throughout the course of the work.

The level of cooperation and coordination will depend on:

- The job to be done



- The number of contractors (or subcontractors) involved
- The risks involved

and

- Consultation with others affected on site. You must consult with employees on health and safety matters by law
- Consultation with employees on how the contractor's work will affect their health and safety
- Make sure they know how to raise any concerns they may have about the contractors and their work
- Pay particular attention to those whose first language may not be English
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you

Managing/supervising the work

- Who will be responsible for the work and what do you expect them to do?
- Who is in charge of supervising their work and how?
- How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
- What equipment should or should not be worked on/used
- What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE)
- What are their working procedures? (refer to risk assessments/method statements) including permit to work/hot works
- What arrangements are there for stopping the work, if there are serious health and safety concerns

Once the work has started, the Site Manager/Supervisor must ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks 'are control measures working'
- Investigating (and recording) if things go wrong, this may be: near miss, accident, and ill health. What when wrong? What can we do to prevent reoccurrence?
- Review and learn from any lessons so performance can be improved in the future

Contractor information and academy Health and Safety requirements, to be provided to the contractor

General safety rules:

- Must sign-in upon arrival and sign-out when leaving



- Before starting work at the Academy/Site, report to Site Manager/supervisor/main office
- Must comply with the academy's Health and Safety Policy and Procedures
- Must sign the contractor log book when work has been completed
- Comply with the Health and Safety at Work etc., Act 1974, and any subsequent legislation.
- Take care of themselves and any other person(s) that may be affected by their acts of omissions
- Be directly responsible for the acts and omissions of their workers
- Comply with Regulations, and work to best practice e.g., Guidance and approved Codes of Practice that are relevant to their work
- Comply with the conditions, procedures and control measures as defined by their method statements and risk assessment's
- Provide their workers with adequate Personal Protective Equipment (PPE) and shall use/wear relevant PPE as necessary
- Provide suitable and safe work equipment
- Cease to use and report any safety related defects found with all/any work equipment they are using
- Report any issues with health and safety and report any Accidents/Incidents/Near Miss.
- Provide their own First Aid provision
- Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises
- Report to the Principal, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety of persons on the academy site
- Remain in the area of work undertaken and shall not enter any other area without permission of the Principal, Business Manager or Site Manager/Supervisor
- Not store any hazardous substances on the Academy premises without permission of the Principal, Business Manager, Site Manager/supervisor
- Not smoke in/on any part of the Academy/Site buildings or anywhere on site

The above may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

Specific safety rules

Fire Alarm/emergency evacuation

All contractors must make themselves familiar with the emergency fire procedures for the Academy.

If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building.



Permit to Work (PTW)

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicate otherwise.

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces e.g., ducts
- Hot work e.g., welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

Intention of the Permit to Work is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity is made aware
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and or equipment are returned to a safe condition

Academy employees are not permitted to undertake work, which will require a Permit to Work.

Key Points of PTW

- The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
- A competent person who understands the risks and the necessary control measures to put in place should only issue permits
- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement
- PTW should only be in place for a limited duration and be clearly dated with specific conditions attached
- PTW should not be transferred to other people or other contractors



- Any safety precautions required should be done prior to work commencing
- The PTW should state these requirements, for example, electrical isolation
- The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken
- If the risk is too high, for example because of bad weather/conditions or dangerous structure, then a permit should not be issued, and work not commenced
- All PTW records must be retained by the Site Manager/Supervisor

Examples of control measures that should be considered when issuing a **PTW** include:

Roof Works

- Testing roof fragility
- Edge protection
- Prevention of falls of materials or objects
- PPE
- Emergency procedures
- Adequate means of access

Hot work

- Good housekeeping
- Use of protective curtains (where relevant)
- All 'hot works' equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works

Isolation

- When working on electrical systems, they should be physically isolated i.e., 'locked off' (with the contractor's own padlock) etc., this should be stated on the permit

Other control measures include:

- Warning signs and often a lookout need to be posted around the area where work is being carried out

Cancellation of PTW

- When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled
- This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area
- Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service



Vehicles on site

- The speed limit whilst on Academy Site is 5 mph
- All vehicles must be parked in accordance with the Academy designated parking areas, if you are unsure then ask at the reception or Site Manager/Supervisor/Caretaker

All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

10. Legionella Control

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Principal or their delegated person who is the duty holder to ensure the following:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella
- **Identify the hot and cold water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols

a) Managing risk

The following guidance should be followed:

Weekly tasks

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme

Monthly tasks

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters
- Water temperatures in the flow and return pipes to be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation



- A programme should be set to ensure that all the taps within the building are checked at least once, annually

Quarterly

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded

Six monthly

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions

Annually

- The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified etc. Remedial actions should be conducted. Where required a sample should be taken from the drain outlet

b) Schools holidays, low occupancy periods. Six-week summer break

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods (outbuildings and sports halls/gyms etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

All testing of legionella areas must be completed and records kept on file and are easily available for inspection.

11. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

a) Manual Handling Risk assessment

The responsible person, the Principal, or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Where possible Information, instruction and training will be provided to employees
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

For men and women

Force to stop or **start the load Men 20kg, Women 15kg**

Sustained force to **keep the load in motion Men 10kg, women 7kg**

Manual handling problems often come from poor workplace environment or job design. Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training or attend a hands on training session with a reputable provider arranged via your Business Manager in the academy.

12. Display Screen Equipment



The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops. A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous periods of an hour or more on most days of the week. The employees’ line manager will identify DSE users.

To comply with DSE regulations the ‘Responsible Person’ Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training.

a) Health risks with DSE

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather to recover
- Short frequent breaks are better than longer, infrequent ones

b) Eye tests

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

‘Normal’ corrective appliances are at the user’s own expense, but users needing ‘special’ corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

13. Training and Competence

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and Exceed Learning Partnership in undertaking their legal duties.

The HSE's describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need for example the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details, below).

a) Health and Safety Inductions – new staff

All new employees of the academy will complete a Health and Safety induction; this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- The location of the Health and Safety Law Poster
- Health and Safety responsibilities outlined in their job description
- How they can access health and safety policies and information
- Who can they talk to about any health and safety concerns or issues they may have

First Aid provision



- First aid boxes
- First Aiders

Accident/Incident/Near Miss reporting

- Location of Accident/incident/near miss forms
- Reporting procedures

Fire and Emergency Procedures

- What to do in an emergency
- What does the fire alarm sound like e.g., continuous or intermittent sound?
- A walk around the fire escape routes, final fire exit doors and route(s)
- Location of assembly points

Welfare facilities

- Eating, drinking and rest arrangements
- Toilet facilities

Personal Protective Equipment (PPE)

- Relevant to the job – any PPE should be suitable and sufficient for the hazards identified in the risk assessment
- Who is responsible for ordering supplies of PPE?
- Safe storage of PPE

b) Health and Safety training – all employees

- Attend Health and Safety Training arranged on site by the Academy

In the case of the Asbestos Awareness and Management training, the Principal, Academy Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training on one of the date options provided by the Academy or Exceed Learning Partnership.

c) Health and Safety information and training records

• Health and Safety Induction

On completion of the health and safety induction, the employee will be required to sign the induction form to say that they have been provided with, and understand the information provided.

• On-line training

Certificates will be awarded to employees who have completed the training and records of these should be kept by the employee and Academy Business Managers/Office Manager

• Face-to-face delivery of health and safety training

Certificates will be given to all employees who have attended and successfully completed the course.

14. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 requirements is to evaluate and control measures. All reasonable steps will be taken to, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

a) Actions to evaluate and control risks include:

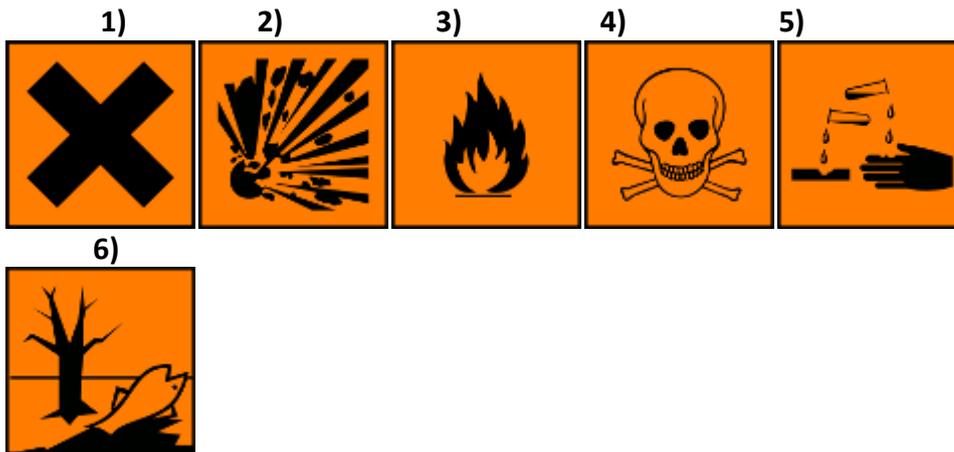
- Completing an inventory identifying all hazardous substances used on the academy premises and obtain material safety data sheets
- Wherever possible replace hazardous substances with safer alternatives
- A risk assessment is completed for the use of any substances, which present a significant health risk
- Ensuring that any equipment required for controlling risk is being adequately maintained
- Ensuring all staff have received information, instruction and training where required
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

b) Hazard symbols and hazard pictograms

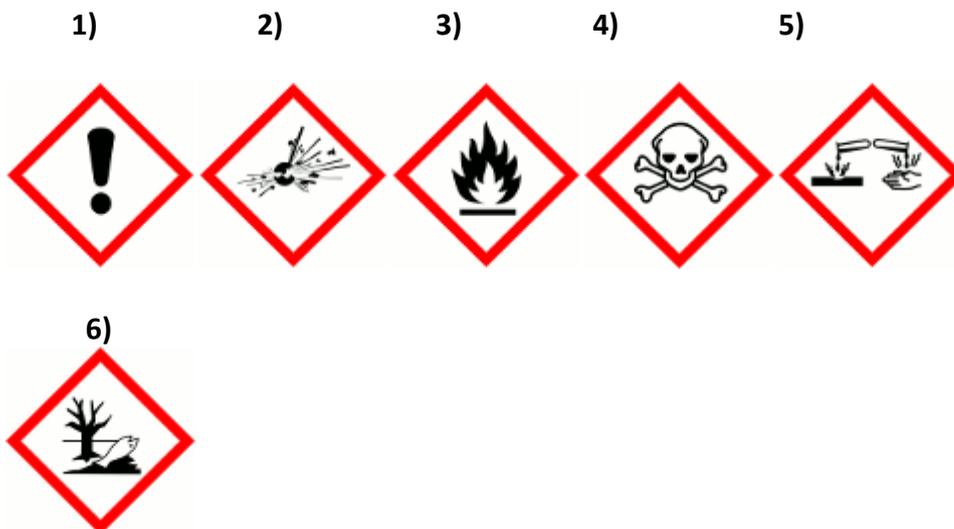
Classified substances can be identified by their warning labels and carry the pictograms detailed below.

You are probably already familiar with the current CHIP hazard symbols that appear on some chemical labels:

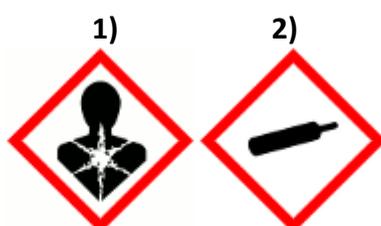
Old CHIP symbols e.g., **1)** Harmful, **2)** explosive, **3)** flammable, **4)** toxic, **5)** corrosive, **6)** dangerous environment.



New CLP symbols include: **1)** harmful, **2)** corrosive, **3)** flammable, **4)** toxic, **5)** corrosive, **6)** dangerous environment. **Note:** the harmful symbol has been replaced by an exclamation mark.



There are also a couple of new pictograms, these symbolize: Serious longer-term health hazards such as: **1)** carcinogenic and respiratory sensitisation, **2)** contains gas under pressure.



Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.



c) Material Safety Data Sheets

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

d) Health Surveillance

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance

e) Exceptions to COSHH Regulations

There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

15. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

a) Competence

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.



You can check this by contacting the **Gas Safe Register online or by calling them on 0800 408 5500**

b) Gas work

Includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

c) Monitoring

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

d) The basic requirements

The Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, see above 'Competence'.
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

e) If you suspect a gas leak

- Turn off the supply and immediately call the **National Gas Emergency Service on 0800 111 999** for natural gas
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer

f) Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Principal or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with

current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

This policy should be read and implemented

Policy Agreed September 2017 (Reviewed September 2021)

Signed Executive Principal: *B.A. Nixon*

Signed: Chair of Directors: *J.B. Stewart*

Policy to be reviewed in autumn 2022



Appendix 1 Fire Safety Checklist

In line with various legal requirements contained in the Regulatory Reform (Fire Safety) Order 2005 (RRO) and other legislation, schools must carry out a variety of fire safety checks on their premises.

The checklist below allows schools to ensure they are carrying out the relevant checks on their school premises to make sure it is in-keeping with legislation and, should an emergency occur, the appropriate procedures are in place to minimise any risks.

General	✓
Fire plan	
Is there a school fire safety and evacuation plan in place?	
Are all pupils, staff, and visitors aware of the school's fire and evacuation procedure?	
Are staff trained to undertake the appropriate procedures in the case of a fire?	
Do all pupils, staff, and visitors know how to raise the alarm in case of an emergency?	
Are all external assembly points clearly identified and known to pupils, staff, and any visitor to the school?	
Is there an appropriate designated person who is responsible for implementing the fire safety and evacuation plan?	
Identifying hazards	
Have all potential ignition sources been identified?	
Have all potential fuel sources been identified?	
Have all potential sources of oxygen (e.g. air vents, gas cylinders) been identified?	
Have these findings all been properly recorded in a fire safety risk assessment?	
Identifying people at risk	
Have those who are at risk been identified? This could include anyone with a mobility impairment or other disability, lone workers, or anyone with out-of-hours activities.	
Have these findings all been properly recorded in a fire safety risk assessment?	



Detection	
Do the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all occupants to escape to a place of total safety?	
Are the detectors of the right type and in the appropriate locations?	
Can the means of warning be clearly heard and understood by everyone throughout the school premises?	
Are there provisions in place for people or locations where the alarm cannot be heard?	
If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	
Is the fire panel indicating 'normal'?	
Firefighting equipment	
Are the fire extinguishers fit for purpose?	
Is the pressure in 'stored pressure' fire extinguishers correct?	
Are there enough fire extinguishers sited throughout the premises at appropriate locations?	
Are the right types of fire extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	
Are all fire extinguishers visible and appropriately signposted with a fire point?	
Have steps been taken to prevent the misuse of fire extinguishers?	
If the school premises have a sprinkler system, are these regularly checked and maintained?	
Is any other equipment, which is provided to help maintain the escape routes, regularly checked?	
Are daily checks carried out to ensure that there is clear access for fire engines in the case of an emergency?	
Is all fire safety equipment regularly tested?	
If the school premises have roller shutters provided for fire compartmentation, are these working correctly?	



Escape routes	
Does the school premises have sufficient and suitably protected fire doors?	
Are any holes or gaps in the walls, ceilings and floors properly sealed?	
Can all the occupants escape to a place of total safety in a reasonable time?	
Are the existing escape routes adequate for the numbers and type of people that may need to use them? E.g. staff, members of the public, young children, and people with disabilities?	
Are the exits in the appropriate places and do the escape routes lead as directly as possible to a place of total safety?	
In the event of a fire, could all available exits be affected, or will at least one route from any part of the premises remain available?	
Are all escape routes and fire exits kept clear at all times?	
Do all doors and escape routes open in the direction of the escape?	
Can everyone safely use the escape routes from the school premises?	
Can all fire doors be quickly released? E.g. automatic release, push-bar?	
Are escape routes kept free of combustible materials and fire doors properly closed? E.g. not wedged open?	
Are there any particular or unusual issues to consider? E.g. non-standard escape routes?	
Are all external escape stairs clear of obstruction and safe to use?	
Are the buildings constructed so that, if there is a fire, heat and smoke will not spread uncontrolled through the building to the extent that people are unable to use the escape routes?	
Emergency escape lighting	
Are the school premises used during periods of darkness?	
Is there always sufficient lighting to safely use escape routes?	
Are all escape routes properly lit (including outdoors to assembly points)?	
Are luminaires and exit signs in good condition and undamaged?	
Are there back-up power supplies for emergency lighting?	



Signs and notices	
Are escape routes, exits, the locations of firefighting equipment, and emergency fire telephones indicated by appropriate signs?	
Are fire warning notices provided for: information to staff, operating security devices on doors, fire door signage, and fire action notices?	
Are the necessary signs and notices maintained so that they continue to be correct, legible and understood?	
Are signs that have been provided for the fire and rescue services maintained? Such as those indicating the location of water suppression stop valves and the storage of hazardous substances?	
Maintenance	
Are there arrangements for daily, weekly, monthly, six-monthly and annual checks and tests of fire safety and prevention equipment?	
Are all fire doors, escape routes, and associated lighting and signage regularly checked?	
Is firefighting equipment checked regularly?	
Are fire detection and alarm equipment checked regularly?	
Are those who test and maintain the equipment competent to do so?	
Is there a log book to record tests and any maintenance work?	
Has the smoke and heat ventilation system been tested by a competent person?	
Has external access for the fire service been checked for ongoing availability?	
Have any firefighters' switches been tested?	
Has the fire hydrant bypass flow valve control been tested by a competent person?	
Are heat sources (heaters, cookers, etc.) separated from flammable materials?	
Can heat sources be isolated without risk of injury?	
Are electrical installation tested every five years?	
Housekeeping	
Is rubbish kept in a secure compound away from the building?	
Is there any flammable debris on the school site?	
Are electrical sockets overloaded?	



Building	
Are external walls used in the buildings free from combustible materials, such as combustible cladding?	
Do the roof coverings on the school buildings give adequate protection against the spread of fire over them?	
Documents	
Is there a premises fire safety overview? Which includes a description of the buildings on site?	
Is there an appropriate fire management structure in place? Is there a statement indicating who is the designated person for ensuring fire safety throughout the school premises?	
Is there an appropriate fire safety risk assessment in place?	
Is there a staff fire safety training programme in place?	
Is there an evacuation plan in place?	
Are there fire safety records for fire drills, testing of fire equipment, etc.?	



Appendix 2 Sheep Dip Lane Academy Arrangements

Arrangements

Academy Health and Safety Management Team

The Academy Health and Safety Management Team consists of:	Principal – Mrs F Parish Vice Principal/Link Governor for H&S – Mrs A Parkhurst Academy Business Manager – Mrs S Foster Office Manager – Miss M Graham Site Manager – Mr D Singleton
--	--

Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
None at this present time	None at this present time

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	Principal – Mrs F Parish
--	--------------------------

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	D Singleton	A Parkhurst
<ul style="list-style-type: none"> summoning of the emergency services 	S Foster	M Graham
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	F Parish	A Parkhurst



<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>) 	F Parish	A Parkhurst
---	----------	-------------

Note: The priorities are as follows:

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- to call the emergency services when appropriate;**
- to safeguard the premises and equipment, if this is possible without putting persons at risk.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	F Parish
---	----------

The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	F Parish
--	----------

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	North Yorkshire H&S Team
--	--------------------------

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Main office	D Singleton
Emergency Lighting System	Main office	D Singleton
Smoke Detection System	Main office	D Singleton

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to	D Singleton
--	-------------



whom any short comings should be immediately reported is:	
---	--

The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Churches Fire Security Ltd
	0870 608 4350

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Gas Cupboard
Electricity	Outside/Electric Cupboard Isolation key points in each class for emergency lighting Circuit board breakers are located in class 3/4 cupboard, main electric cupboard and site managers cupboard off the staff room
Gas	Outside Kitchen

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Mr D Singleton
---	----------------

Accidents and Medical

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible following the incident

Accident reports should be drawn to the attention of and counter-signed by the Principal or his/her Vice Principal before being sent to the Health and Safety Team via the Bsafe online system.	Headteacher: F Parish
	Deputy: A Parkhurst



The person responsible for monitoring accidents and incidents to identify trends and patterns is:	S Foster & M Graham
---	---------------------

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are **appointed persons** have been trained to Emergency Aid for Schools level:

Name	Location	First Aid accreditation & Renewal Date
D Singleton	Whole School	First Aid at Work
A Parkhurst	Whole School	First Aid at Work

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

The person responsible for ensuring first aid qualifications are maintained is:	A Parkhurst & M Graham
---	------------------------

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	D Singleton & A Parkhurst
---	---------------------------

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)
Staff room
First aid room
Foundation stage toilet area
Security cupboard

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Security cupboard	

The address and telephone number of the nearest medical centre/NHS GP is:	GP Heathfield Centre 01302 384200
---	--------------------------------------



	Flying Scotsman 01302 645544
--	---------------------------------

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Doncaster Royal Infirmary
	01302 366666

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENDSCO – Mrs K Stokoe
---	------------------------

Hazard Control

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	F Parish
--	----------

Hazard Reporting and Follow Up

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, to:	F Parish (in person) & D Singleton – using the Parago helpdesk function
--	---

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	F Parish (in person) & D Singleton – using the Parago helpdesk function
---	---

DMBC - Tom Hunter – Building Inspector 01302736267 07747760142
--

Security

Premises Security



The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First D Singleton
	Deputy F Parish

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First D Singleton
	Deputy F Parish/A Parkhurst

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	The school office
--	-------------------

An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	School Safeguarding Policy
---	----------------------------

Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	F Parish & S Foster
---	---------------------

Information, Instruction and Training

Provision of Information

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Main office
The person responsible for maintaining it is:	F Parish & S Foster

The Health and Safety Law Poster is sited:	Staff room and main office
The person responsible for maintaining it is	S Foster

Health and Safety Training



The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	A Parkhurst & S Foster
The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	A Parkhurst & S Foster
The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	A Parkhurst & S Foster
The person responsible for reviewing the effectiveness of health and safety training is:	F Parish
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	A Parkhurst & S Foster

Manual Handling

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	N/A
The person responsible for monitoring the safety of manual handling activities is:	A Parkhurst & S Foster

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	K Stokoe
---	----------

PREMISES

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy,	F Parish
--	----------



and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Main office – asbestos file
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	D Singleton overseen by F Parish

Legionella

The person with overall responsibility for managing Legionella is:	D Singleton
The schools Legionella risk assessment is kept at:	Main office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	D Singleton
The water temperatures are taken (monthly) by:	D Singleton
The flushing of little used outlets is carried out by:	D Singleton
The log book is kept in:	D Singleton’s cupboard

Work Equipment

SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D Singleton
Person(s) authorised to use is/are:	As above

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D Singleton
--	-------------



Person(s) authorised to use is/are:	Class teachers, site manager, LSA'
-------------------------------------	------------------------------------

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	D Singleton

Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	K Stokoe
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A

The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	K Stokoe & Class LSA where appropriate
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	K Stokoe

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
--	-----

Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D Singleton
Person(s) authorised to operate and use is/are:	All cleaning staff employed on site

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)



Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Schools Catering
--	------------------

Person(s) authorised to operate and use is/are:	Schools Catering staff
---	------------------------

Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Grounds Maintenance Contractor – Countrywide Grounds
Person(s) authorised to operate and use is/are:	Grounds Maintenance Contractor – Countrywide Grounds

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	G Matthews
Person(s) authorised to operate and use is/are:	All teaching staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	As above

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	N/A
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	N/A

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D Singleton
Person(s) authorised to operate and use is/are	All teaching staff and class support staff

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mrs F Parish
--	--------------



Person(s) authorised to operate and use is/are:	N/A
---	-----

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mrs L Towndrow
Person(s) responsible for regular (daily) visual inspection is/are:	Mrs L Towndrow
Contractor responsible for annual full inspection and report is:	GEM

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	FS leader Mrs S Sparrow (FS2) Mrs L Bevens (SMLT) F Parish & D Singleton
Person(s) responsible for regular (daily) visual inspection is/are:	D Singleton All teaching staff
Contractor responsible for annual full inspection and report is:	GEM

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	N/A
Person(s) authorised to operate and use is/are:	N/A

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	F Parish
Person(s) authorised to operate and use is /are:	All staff

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	F Parish
Person(s) authorised to operate and use is/are:	All staff



--	--

Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	F Parish D Singleton S Foster
Person(s) responsible for carrying out formal visual inspection and testing is/are:	DMBC
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	F Parish S Foster
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	DMBC

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
F Parish	Headteacher
S Foster	School Business Manager
M Graham	Office Manager
Lindsay Smith	Inclusion Manager
N Marsh	Finance Assistant
A Rose	Admin Assistant
K Stokoe	SENDSCO

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	S Foster
The person responsible for implementing the requirements of the risk assessment is:	S Foster

Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:



The person responsible for the selection and siting of outdoor play equipment and ensuring that equipment complies with relevant legal and British standards is:	S Sparrow F Parish
--	-----------------------

The person responsible for following up the annual play equipment inspection report is:	F Parish
---	----------

The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	S Sparrow F Parish
--	-----------------------

The person responsible for ensuring that the equipment is adequately supervised when in use is:	All staff
---	-----------

Substances and Personal Protective Equipment

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	N/A
Design and Technology (Materials)	N/A
Design and technology (Food and Textiles)	N/A
Art and Design (Fine Arts)	N/A
Art and Design (Ceramics)	N/A
Caretaking and Cleaning	D Singleton
Swimming Pool Maintenance	N/A
Catering	Kitchen office
Grounds Maintenance	N/A
Other	N/A

Copies of all the hazardous substances inventories are held centrally in:	
---	--

The person responsible for undertaking and updating the COSHH risk assessments is:	D Singleton
--	-------------

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	N/A
---	-----

The reports will be kept available for inspection by:	N/A
---	-----



--	--

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and Replacing personal protective equipment when it is worn out are as follows	Miss M Graham (Covid PPE)
Science	Mrs L Bevens
Design and Technology	Mrs G Matthews
Art and Design	Mrs F Parish
Caretaking and Cleaning including swimming pools	Mr D Singleton
Catering	Mrs T Singleton Cook in charge
Grounds Maintenance	Mr D Singleton

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Mr D Singleton Mrs T Singleton catering
---	--

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	S Foster
---	----------

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	S Foster
---	----------

Waste Management and Disposal



Waste will be collected daily by:	Mr D Singleton and site staff
-----------------------------------	-------------------------------

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Mr D Singleton
--	----------------

All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	S Foster
--	----------

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	S Foster
--	----------

All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

The person responsible for the safe disposal of any hazardous substances or special wastes is:	D Singleton
--	-------------

The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	D Singleton
--	-------------

Pupils Outside School

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	F Parish
--	----------

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	F Parish
---	----------

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	F Parish
--	----------



Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	A Parkhurst & S Foster
--	------------------------

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	S Foster
---	----------

The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	S Foster
---	----------

The person responsible for checking that the letting organisation Has Risk assessments and appropriate insurance.	S Foster
---	----------

The person responsible for checking that the premises are left in reasonable order by other users before locking up is	D Singleton
--	-------------

Premises Alterations, Contractor and Deliveries

Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	F Parish
--	----------

The person in control of contractors is:	D Singleton
--	-------------

Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	D Singleton
---	-------------



Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	<i>HT Office</i>
Records of bullying incidents and action taken are kept:	<i>By the Head Teacher and on CPOMS</i>

Stress

The persons responsible for monitoring absence owing to stress related illness is:	S Foster
--	----------

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	S Foster
---	----------

Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	S Foster
---	----------

Insurance

Insurance Company	Details
-------------------	---------



Zurich – KSC – 242094 – 4153	Public Liability, Products Liability, Employers Liability, Professional Negligence, Officers Indemnity

Inspections (External and Internal)

Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Schools Catering
--	------------------

Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	F Parish
---	----------

Internal Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	F Parish & S Foster
---	---------------------

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	F Parish
---	----------