



# HEALTH & SAFETY POLICY PRIMARY SCHOOLS

<b>Date Agreed:</b>	<b>May 2021</b>
<b>Reviewed by LGB:</b>	<b>July 2022</b>
<b>Review Date:</b>	<b>July 2023</b>
<b>Type of Policy:</b>	<b>DCAT Statutory Policy</b>

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments

Type of Policy	Tick ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

## Contents

Introduction .....	1
School Vision .....	1
1. Statement of Intent.....	2
2. Organisation.....	3
2.1 Employer Responsibility.....	3
2.2 Responsible Manager .....	3
2.3 All Staff (including volunteers).....	3
2.4 Compliance Manager .....	3
2.5 Site Manager .....	4
2.6 Office Manager.....	4
2.7 All Staff.....	5
2.8 Health and Safety – working party.....	5
2.9 Fire Safety Co-ordinator .....	5
2.10 Health & Safety Local Governor.....	5
2.11 Senior Leaders, Class Teachers and Support Staff.....	5
2.12 Legionella Competent Person.....	6
2.13 Asbestos Nominated Responsible Person .....	6
2.14 Accident Investigator.....	6
2.15 Health & Safety Diary Manager .....	6
2.16 First Aid Lead.....	6
2.17 Breakfast/After School Club Assistant.....	6
2.18 Kitchens.....	7
2.19 Personal Emergency Evacuation Plan (PEEP) Manager.....	7
2.20 Risk Assessment and COSHH Risk Assessment.....	7
2.21 Stress Management.....	7
3. Arrangements.....	7
3.1 Accident/Incident Reporting & Investigation .....	7
3.2 Asbestos Management.....	8
3.3 Contractors on Site.....	8
3.4 Curriculum Activities .....	9
3.5 Defect Reporting / Maintenance.....	9
3.6 Display Screen Equipment.....	9
3.7 Emergency Procedures .....	9
3.8 Extended Services .....	10
3.9 Fire Safety.....	10
3.10 First Aid.....	10
3.11 General Equipment.....	11

3.12 Good Housekeeping .....	11
3.13 Hazardous Substances.....	11
3.14 Home Visits .....	11
3.15 Inspections and Monitoring .....	12
3.16 Kitchens .....	12
3.17 Legionella Management.....	12
3.18 Lone Working.....	12
3.19 Mechanical, Electrical and General Equipment .....	12
3.20 Moving and Handling.....	13
3.21 Off-site Activities Exceant.....	13
3.22 Physical Intervention.....	13
3.23 Provision of Information.....	13
3.24 Risk Assessment.....	14
3.25 Security Arrangements .....	14
3.26 Smoking .....	14
3.27 Stress & Wellbeing .....	14
3.28 Training .....	15
3.29 Violent Incidents .....	15
3.30 Visitors .....	15
3.31 Vulnerable Persons .....	16
3.32 Weather Risks .....	16
3.33 Work at Height.....	16
Appendix A: Links to other policies.....	18
Appendix B: Roles and Names of Staff.....	18
Appendix C: First Aid Trained Staff.....	18

## Introduction

The Trust regards good Health and Safety practice as a vital part of its undertaking. It is therefore The Trust's policy for Management and Employees at all levels to do what is reasonably practicable to attain the highest level of Health and Safety. Our Aim is to prevent injury and protect from any foreseeable harm all employees, students, contractors and members of the general public, who come into contact with The Trust's premises and any of its undertakings. It is the policy of The Trust to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety

It is the policy of The Trust to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety.

The Trust's main objective is to minimise accident, injury and ill health by identifying all significant risks and eliminating or reducing them to the lowest level reasonably practicable.

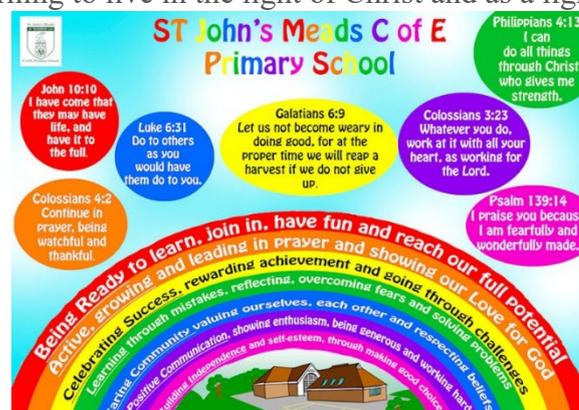
To ensure the Trust meets its commitments, it undertakes to monitor and review health and safety performance and take action where necessary.

Everyone has responsibilities for health and safety. In particular, teachers, support and central services staff are responsible for the health and safety of people in Trust establishments. All employees have legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

The Trust has a Health and Safety policy which details the responsibilities of employees, managers, Headteachers, Local Governing Bodies, the Trust and the Board of Trustees. Each school has a site specific policy which details roles and responsibilities. All employees should read this policy as part of their induction and familiarise themselves with positive health and safety practice

## School Vision

Loving learning and loving one another, as God loves us.  
Celebrating success in its many forms and overcoming challenges.  
Praying for and caring for our whole community.  
Learning to live in the light of Christ and as a light to others.



**Safeguarding at St. John's Meads CE Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education 2020.**

## I. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and local governors will be instrumental in its implementation.

This policy will be reviewed annually by the Local Governing Body, with input from the Trust.

## 2. Organisation

### 2.1 Employer Responsibility

The overall responsibility for health and safety at St. John's Meads CE Primary School is held by The Diocese of Chichester Academy Trust (DCAT) who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### 2.2 Responsible Manager

The responsible manager for the premises is Katherin Weeks, Headteacher who will act to:

- Develop a safety culture throughout the school and premises
- Consult staff and provide sufficient information, training, instruction and supervision so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out and recorded
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### 2.3 All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school and premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

### 2.4 Compliance Manager

Designated members of the Central Team within DCAT are responsible for monitoring and reviewing all health and safety duties, policies and procedures, including:

- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Monthly/half termly checks of all health and safety documentation and procedures carried out within that period
- Accompanying the Site Manager, 3 times per year on-site inspections
- Attend regular Trust meetings with appropriate personnel about health & safety matters
- Report to the Head of Operations about all Health & Safety related matters
- Recording all reportable incidents via the XACT Health and Safety portal, including violent incidents and near misses

## 2.5 Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. These are to include:

- Preparing health and safety strategies and developing internal policy
- Carrying out risk assessments and considering how risks could be reduced
- Outlining safe operational procedures which identify and take account of all relevant hazards
- Carrying out regular site inspections to check policies and procedures are being properly implemented
- Planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices
- Negotiating with the Headteacher/Local Governing Body and school staff to try to eliminate any conflict between work and safety considerations
- Making changes to working practices that are safe and comply with legislation
- Leading in-house training with the Headteacher and school staff about health and safety issues and risks and maintain statutory training records
- Keeping records of inspections findings and producing reports suggesting improvements
- Keeping records of incidents and accidents on an agreed reporting system (e.g XACT portal) and producing statistics for managers
- Keeping up to date with new legislation
- Liaising with officials from the regulatory authorities to ensure the organisation is compliant with mandatory regulations
- Carrying out fire drills
- Maintain Fire Manual, including required weekly/monthly tests
- Ensuring the safe installation of equipment
- Managing hazardous substances and the disposal of chemicals
- Completion and maintenance of the Legionella Log

The Site Manager is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or DCAT as required.

## 2.6 Office Manager

The Office Manager is responsible for overseeing a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. These include:

- Planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices

- Keeping records of incidents and accidents on an agreed reporting system (e.g XACT portal) and producing statistics for managers

## **2.7 All Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, support staff and staff.

Where any new process or operation is introduced in the area of their responsibility, a risk assessment is carried out as part of the introduction planning, with any risk mitigations from the risk assessment completed and communicated before the introduction. This would be reviewed and monitored as part of the risk assessment process.

Staff are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

## **2.8 Health and Safety – working party**

The purpose of the H&S working party is to assist in the assessment and monitoring of safety related matters and provide appropriate support to the Headteacher. The H&S working party twice a year to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The H&S working party will consist of: Headteacher, Site Manager, member of staff, H&S representative of the Local Governing Body or one other member of the Core Executive on a rotating basis.

## **2.9 Fire Safety Co-ordinator**

The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. In their absence, SLT / Office team is to cover as fire safety co-ordinator. The Site Manager will attend the fire safety coordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or DCAT as required.

## **2.10 Health & Safety Local Governor**

Clem Jackson is the premises Health and Safety Local Governor and will represent the staff and pupils with regard to their health and safety on site. They will monitor the health and safety practices in the school and report to the Local Governing Body on H&S related matters.

## **2.11 Senior Leaders, Class Teachers and Support Staff**

The Senior Leaders will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure the department/area complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

## **2.12 Legionella Competent Person**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They are to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with Trust requirements. They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager/Headteacher and DCAT.

## **2.13 Asbestos Nominated Responsible Person**

Katherin Weeks, Headteacher, is the Responsible Manager for asbestos on the premises.

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Trust Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the responsible manager/Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Hub Site Manager.

## **2.14 Accident Investigator**

The on-site accident investigator, is a member of the Senior Leadership Team, who will lead on all accident investigations.

## **2.15 Health & Safety Diary Manager**

The H&S diary will be managed by the Site Manager.

## **2.16 First Aid Lead**

First Aid and First Aiders will be managed by Lisa Newton-Brown.

The Lead First Aider is Lisa Newton-Brown who responsible for the administration of medicines.

The Educational Visit Coordinator is Katherin Weeks.

The First Aid Lead for the After School Club is Olgina Lander.

The First Aid Lead for the Breakfast Club is Melanie Onuzi.

## **2.17 Breakfast/After School Club Assistant**

The Breakfast Club Lead is Melanie Onuzi

The Breakfast Club Assistant is Hannah Riddle

## 2.18 Kitchens

The running of the school kitchens is contracted out to Chartwells, the manager responsible for the running of the kitchens is the Gaye Pelling appointed by Chartwells. The school will obtain a copy of the company food safety policy and food safety management plan to confirm this conforms with the HACCP principles.

## 2.19 Personal Emergency Evacuation Plan (PEEP) Manager

The person who produces PEEPs for any children or staff who require them is the school SENCO. These must be written at the start of every Autumn term and annually thereafter or whenever there is a change in circumstance/location of the relevant child. The production of PEEPs will be monitored by Site Manager in their role as Fire Safety Coordinator.

## 2.20 Risk Assessment and COSHH Risk Assessment

The trained risk assessor and COSHH risk assessor on site is Site Manager, who will oversee the correct completion of risk assessments **and Safety Data Sheets (SDS)** as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments will be countersigned by the Headteacher.

## 2.21 Stress Management

The person responsible for staff wellbeing is Lara Cork. DCAT provides support to staff and details of the support available can be found in [section 3.29](#).

# 3. Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St. John's Meads CE Primary School and are to be used alongside other current premises procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

## 3.1 Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the DCAT policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded. A copy of the form should be sent to the DCAT Compliance Manager. If appropriate, the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the Minor Accident Book located in the First Aid Room.

Near Misses and Hazardous Occurrences are to be recorded in the Near Miss log located in the school office. The Near Misses will be reported via XACT and will be monitored at each H&S Committee meeting for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Any incidents meeting the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported via the Health and Safety Executive. More information is available on the following [helpsheet](#)

The Headteacher will ensure that the Local Governing Body and DCAT Executive Leadership Team is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Accident Investigator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Extended service users and wrap around care (the School's Breakfast Club and After School Club) must report all incidents related to unsafe premises or equipment to the Site Manager, who will appropriately report and investigate each incident.

Contractors working in the school must inform either Site Manager or Office Manager, of any accidents or near misses that occur.

### **3.2 Asbestos Management**

Asbestos management on site is controlled by the Nominated Competent Person who is the Site Manager. The asbestos register is located at the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the Nominated Competent Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Contractor in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the Asbestos Contractor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

### **3.3 Contractors on Site**

Appropriate safe selection procedures are to be used to ascertain competence prior to engaging contractors' services (please see the Trust Competitive Tendering Policy). The Contractors will require adequate risk assessments/method statements to demonstrate their safe working practices for specific work being undertaken. These will be reviewed by the Hub Site Manager.

All contractors must report to the school reception where they will be asked to sign in the visitor's log and asbestos register, and will be given a copy of the local written Contractor Induction Brief and all relevant details of fire safety procedures & local safety arrangements. They will sign the Induction Brief Log to confirm receipt of this information.

The Site Manager is responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

### **3.4 Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out and completed by the class teachers in consultation with the relevant subject leader and if required by the Site Manager, using the appropriate codes of practice and safe working procedural guidance for Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS. Subject Leaders and the appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **3.5 Defect Reporting / Maintenance**

All staff are responsible for reporting any damage or defect that they come across. This must be written into the Defect Report Book that is situated in the staff room. Any serious defect that needs immediate action must be reported to Site Manager or in his absence Office Manager.

### **3.6 Display Screen Equipment**

All users must complete the display screen equipment e-learning course every year without exception. Users will include: all management, all office staff, all teachers. The Office Manager, Lisa Newton-Brown will be responsible for informing all users when to complete this course. All users must carry out periodic workstation assessments using Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years.

### **3.7 Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plans. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

All staff will receive a brief of the Lockdown Procedure at induction and annually during the H&S refresher. The Lockdown Procedure is on display on the H&S and Safeguarding noticeboard.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. For pupils, these will be completed by the SENCO, signed by the relevant teachers and teaching assistants and copies filed in the Fire Manual. PEEPS are to be reviewed/rewritten at the beginning of every school year (September) and at any change in circumstance or location of the pupil. The completion of PEEPS is to be monitored by the Fire Safety Co-ordinator as part of the maintenance of the Fire Manual.

### 3.8 Extended Services

The Office Manager will ensure that:

- Third parties and other extended service users complete hire agreements before they are allowed to use any school facilities.
- Third party liability insurance is in place and a valid copy of the certificate held by the school.
- DBS certificates for all third party adults have been viewed and recorded by the school.
- A risk assessment for the activity is completed by the school. Copies of third party risk assessments and method statement (RAMS) should be obtained and monitored throughout the work by the Hub Site Manager.
- The premises are safe for use and is always inspected prior to, and after each use. These will be recorded and reviewed.
- Means of general access and egress are safe for use by all users
- All third party equipment is safe for use (e.g. PAT tested). Third parties will not be allowed to use school equipment.
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures by way of the Supply Teacher Safety Induction and a verbal briefing. **This will be recorded in the lettings agreement.**

### 3.9 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. There should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable/highly flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual  
The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator, DCAT Compliance Manager and amended as new hazards or required amendments are identified.

### 3.10 First Aid

Arrangements regarding first aid provision are set out in the First Aid and Supporting Children with Medical Needs Policies. The names and locations of the first aid trained staff on site are listed in this policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **3.11 General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*i.e. boilers, gas appliances, local exhaust ventilation, PE equipment and climbing/play apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor. This will be monitored by the Site Manager.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager (or in his absence Office Manager) and immediately taken out of use until repairs can be carried out.

### **3.12 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### **3.13 Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the COSHH Store when not in use. The COSHH Store is to be locked at all times.

### **3.14 Home Visits**

All home visits undertaken by staff must be approved by the Headteacher and are carried out in accordance with the premises home visits risk record. In addition, the following procedures must be followed:

- Staff must complete the Home Visit log in the school office before the visit.
- No visit to go beyond 6pm.
- No staff to make visits on their own.
- Staff must take a fully charged and switched on mobile phone, the number of which is entered in the Home Visit log.

### 3.15 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Daily monitoring and inspections of individual departments will be carried out by the classroom teachers.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule by the DCAT Compliance Manager. 3 times per year the Site Manager will be accompanied on the monthly inspection by DCAT Compliance Manager. Inspection findings are to be recorded in the Monthly Premises Safety Inspection Checklist. As part of this process the DCAT Compliance Manager will monitor all H&S inspections and procedures, signing the log in the relevant file.

The Health & Safety representative of the Local Governing Board and Headteacher will also undertake bi-termly monitoring of all H&S inspections and procedures, signing the log in the relevant file.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher and recorded in the defect book. Any identified high-level risks or safety management concerns are to be **actioned immediately where reasonably practicable and reported at the next Local Governing Body meeting**. They may then raise this with the DCAT Compliance Manager.

### 3.16 Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management and risk assessment of the main kitchen is the Chartwells. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

The Site Manager is authorised to access the main kitchen in order to complete certain H&S procedures/checks (including fire manual checks, legionella checks, inspections etc.) and also for general maintenance purposes.

### 3.17 Legionella Management

Legionella management on site is controlled by the Legionella competent person who is the Site Manager, who will manage and undertake all procedures regarding Legionella in accordance with the Legionella Written Scheme. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes in the Legionella Log Book. Also in the log book will be the written schedule and risk assessment.

### 3.18 Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and policy.

### 3.19 Mechanical, Electrical and General Equipment

The Site Manager will ensure that:

- All general equipment requiring statutory inspection and/or testing on site (*i.e. boilers, gas appliances, local exhaust ventilation, PE equipment and climbing/play apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor.
- The use of work permits for high risk activities e.g. hot work, electrical work, gas work (the list is not exhaustive)
- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Protective outer sleeves of electrical cables are to be firmly secured within the plug. Where the outer sleeve is not secure within the plug and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection will be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules
- Children are never to operate electrical apparatus, or transport electrical apparatus in any way unless directly supervised by an adult.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Site Manager and immediately taken out of use until repairs can be carried out.

### **3.20 Moving and Handling**

All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements every three years.

Also, due to their duties, the cleaning staff are to attend a formal moving and handling course every three years.

### **3.21 Off-site Activities Exeant**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

### **3.22 Physical Intervention**

Arrangements regarding physical intervention are detailed in the behaviour policy.

### **3.23 Provision of Information**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are INSET day

training, staff meetings, email distribution and an annual policy review completed by all staff where by signatures are collected from staff to ensure the receipt of information. Local health and safety advice is available from the School's independent Health & Safety Advisor, XACT who can provide both general and specialist advice.

Staff will also be able to access H&S information, procedures and risk assessments via the Teachers Resources on the school IT system.

The *Health and Safety Law* poster is displayed on the wall in the corridor by the staff room.

### **3.24 Risk Assessment**

General risk assessment management will be co-ordinated by the Site Manager.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site is Site Manager, who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments will be countersigned by the Headteacher.

All risk assessments and associated control measures are to be approved by the Headteacher prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

This process will be monitored by the DCAT Compliance Manager and as part of their monitoring and by the Headteacher and representative of the Local Governing Body as part of their termly monitoring.

### **3.25 Security Arrangements**

Arrangements regarding security are based on the Security and Lone Working Policy and premises security risk assessment which include emergency unlock routines.

### **3.26 Smoking**

Smoking is not permitted on the premises or in the vicinity of the premises. This includes e-cigarettes and vaping.

### **3.27 Stress & Wellbeing**

St. John's Meads CE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, team phase meetings, staff meetings, occupational health referrals and consultation with Ellis Whittham.

Furthermore, St. John's Meads CE Primary School's arrangements to monitor, consult and reduce stress situations are:

- *Staff wellbeing display*
- *Staff Counselling Service provided by DCAT - Regular email reminders about access to the counselling service*
- *Place2Think (service provided by Place2Be)*
- *Staff voice surveys*
- *Performance management scheme for all staff*
- *Flu jab arranged for all staff (funded by DCAT in 2020)*
- *Social events arranged periodically*
- *Strong links with our local church*

### **3.28 Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the *CSAF-017 New Staff Health & Safety Induction Checklist*.

The Headteacher will be responsible for ensuring that all staff/volunteers are provided with adequate information, instruction, training and supervision regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained as part of the H&S diary to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses

Training records are held by the school. These will be inspected by DCAT as part of their monitoring visits. DCAT will advise on health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

### **3.29 Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St. John's Meads CE Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. All incidents should be reported to the SLT and recorded on CPOMS and an online violent incident report completed.

### **3.30 Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's lanyard and badge.

### **3.31 Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

### **3.32 Weather Risks**

During, or in anticipation of, hot sunny weather precautions will be taken to minimise the risks associated with exposure to UV rays.

Parents/guardians will be reminded of the need to ensure their child brings a sun hat into school and has had sun-cream applied before attending school. Children can bring sun-cream into school but this must be applied by the children, staff are not allowed to apply sun cream to the children. During hot sunny weather children may have their exposure times restricted (by reducing outside break and lunch periods).

Water bottles are provided for every child and drinking water is available from the cold taps in every classroom and also from the water coolers in the corridors.

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, on site and a sufficient supply of grit/salt is available.

### **3.33 Work at Height**

At St. John's Meads CE Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises is the Site Manager and they are authorised to:

- Use steps, stepladders in accordance with their training
- Provide step stool instructional training briefs to staff.
- Provide stepladder and steps training to staff
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

## Appendix A: Links to other policies

- COSHH
- Fire Management Policy
- First Aid Policy
- Lone Working and Site Security
- Behaviour Policy
- Supporting Children with Medical Conditions

## Appendix B: Roles and Names of Staff

Role	Staff Name	Extension Number
Headteacher	Katherin Weeks	202
Office Manager	Lisa Newton Brown	200
SENCO	Lara Cork	203

## Appendix C: First Aid Trained Staff

First Aid Trained	Paediatric First Aid	First Aid at Work (FA level 3)	Emergency First Aid	Admin Medicines	Epi-Pen Trained	Diabetic	Other
Lisa Newton Brown		√		√	√		
Louisa White				√	√		
Chrissy Grout	√			√	√		
Suzie Bettles					√		Forest School First Aid
Liz Avery			√		√		
Lara Cork			√		√		
Adriana Domurad			√		√		
Jeanette Laing			√		√		
Jasmin Taylor			√		√		
Melanie Onuzi			√				
Brenda Riddle			√	√	√		
Vanessa Gallini			√				