

# **St Bernadette's Catholic** **Primary School**

## Health and Safety Policy

### Mission Statement:

At St. Bernadette's Catholic School, you will find us caring, hardworking and co-operative. We follow the ways of Jesus using our talents and gifts to make our school special. We show respect to all and welcome you.

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## Statement of intent

At St Bernadette's Catholic Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

## 1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2019) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Care and Control Policy
- Working at Heights Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Accident Reporting Procedure

## 2. Roles and responsibilities

2.1. The governing board, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.

- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The governing board will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- The headteacher will also be the person who will be responsible for ensuring the school meets its health and safety duties as the health and safety officer.

2.4. The competent health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

2.5. Supervisory staff:

- Be familiar with the requirements of health and safety legislation.

- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

### **3. Construction/maintenance of the premises**

3.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
  - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
  - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

3.3. The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

3.4. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

3.5. The headteacher will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, and is made available to anyone who needs to alter or maintain the building.

3.6. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **4. Pupils' duties**

4.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **5. Training**

5.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

5.2. The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

5.3. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

5.4. Staff members will be provided with regular training opportunities and have access to support where needed.

- 5.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 5.6. Staff will be trained on how to assess risks specific to their role.
- 5.7. The health and safety officer will ensure staff know how to meet their duties outline in this policy.
- 5.8. Where relevant to their role, staff will receive specific training in:
- Using industrial machinery.
  - Managing asbestos.
  - Having responsibility for the storage and accountability for potentially hazardous materials.

## 6. First aid

- 6.1. The school will act in accordance with the First Aid Policy at all times.
- 6.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 6.3. The following staff members are trained first-aiders:

<b>Name</b>	<b>Location</b>	<b>Expiry Date of First Aid Qualification</b>
Jennifer Baker	Reception	Paediatric First Aid 03/06/23
Emma Barron	Nursery	Paediatric First Aid 03/06/23
Shabnum Bagum	Year 1	Paediatric First Aid 03/06/23
Sarah Buchanan	Nursery	Paediatric First Aid 03/06/23
Leila Clarke	Year 1	Paediatric First Aid 03/06/23
Michelle Colclough	Year4	Paediatric First Aid 03/06/23
Lisa Gray	Year 2	Paediatric First Aid 03/06/23 First Aid at Work 26/03/24
Sarah Heeley	Reception	Paediatric First Aid 11/12/23
Maria Kerrigan	Year 6	Paediatric First Aid 03/06/23

		First Aid at Work 26/03/24
Jayne Lewis	Reception	Paediatric First Aid 03/06/23
Tracey McCartan	Year 5	Paediatric First aid 03/06/23
Noeleen O'Brien	Nursery	Paediatric First Aid 06/06/23
Kerry O'Brien	Year 3	Paediatric First Aid 11/12/23
Kerry O'Neill	Office	Paediatric First Aid 03/06/23
Tara O' Neill	Reception	Paediatric First Aid 03/06/23 First Aid at Work 26/03/24
Anne Robbins	Nursery	Paediatric First Aid 03/06/23
Jacqueline Robinson	Year 2	Paediatric First Aid 11/12/23

6.4. First aid boxes are located as follows, and the first-aid trained staff members are responsible for their secure storage and use:

- First Aid Area
- By Reception Doors
- By KS1 Doors
- By Y3 Doors
- By KS2 Doors
- In Nursery Office
- In Rohan House Kitchen Area

## 7. Contacting the emergency services

7.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

7.2. Staff will contact the emergency services in an emergency.

7.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

- 7.4. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- 7.5. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school playground.
- 7.6. Staff will be aware of any pupils who have specific evacuation needs.
- 7.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **8. Fire safety**

- 8.1. All staff members fully understand and effectively implement the Fire Evacuation Plan as outlined below:

### **Fire and Emergency Evacuation Procedures**

St. Bernadette's has set procedures in case of emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once per term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

#### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the designated exit.

### **FIRE PROCEDURE**

**ANY PERSON DISCOVERING A FIRE SHOULD SOUND THE ALARM.**

**ON HEARING THE ALARM;**

The Fire Service will be called.

Class teachers will:

- Exit with class, as quickly and calmly as possible by the designated exit or fire door, closing doors and windows behind you.
- Assemble at designated point for roll call
- Class list to be taken out by the teacher in charge of the class
- The following staff will complete a sweep of the designated areas to ensure all staff and children have evacuated the building

Mrs Byng - check key stage 1 toilets, IT suite and key stage 1 corridor.

Mr Lavin and Mrs Smallwood - check reception toilets and reception undercover area and year 3 toilets.

Mr Carroll and SENCO - check year 4 toilets and SEN rooms.

Miss Cowings - check year 6 toilets and mini suite

### FIRE ASSEMBLY POINTS AND EXITS

Room	Assembly Point	Exit	Alternative Exit
6ZB	KS2 Playground	Cloakroom	KS2 Doors
6KL	KS2 Playground	Cloakroom	KS2 Doors
6AMJ	KS2 Playground	KS2 Door	Yr 6 Cloakroom
Mini ICT suite	KS2 Playground	KS2 Door	Yr 6 Cloakroom
5KH	KS2 Playground	KS2 Door	Yr 6 Cloakroom
Yr 5/6 toilets	KS2 Playground	KS2 Door	Yr 6 Cloakroom
Yr 5 Intervention Room	KS2 Playground	Classroom Fire Exit	KS2 Doors
5LC	KS2 Playground	KS2 Door	Sunshine room
5EB	KS2 Playground	Classroom Fire Exit	KS2 Doors
Yr 4 Intervention Room	KS2 Playground	Classroom Fire Exit	KS2 Doors
4CM	KS2 Playground	Classroom Fire Exit	SEN exit to car park
4CB	KS2 Playground	Classroom Fire Exit	SEN exit to car park
4RW	KS2 playground	Classroom Fire Exit	SEN exit to car park
Yr 4 toilets	KS2 Playground	SEN Fire Exit	SEN exit to car park
SEN area	Car Park	SEN Fire Exit	Through courtyard to car park
Mrs Bhella-Kelly's Office	Car Park	SEN Fire Exit	Through courtyard to car park
Mr Carroll's Office	Car Park	SEN Fire Exit	Through courtyard to car park
Staffroom	Car Park	Fire Exit	Through courtyard to car park
School Kitchen	Car Park	Kitchen Fire Exit	KS2 Doors
Dining room	KS1/2 playground	Courtyard and Yr 6 door	Year 5/6 corridor
Junior Hall	KS1/2 Playground	(See Plan)	
3TK	Yr 3 Area	Yr 3 Doors	Yr 6 Cloakroom

3EH	Yr 3 Area	Yr 3 Doors	Yr 6 Cloakroom
3EL	Yr 3 Area	Yr 3 Doors	Reception Doors
Year 3 toilets	Yr 3 Area	Yr 3 Doors	Year 6 Cloakroom
Yr 3 Intervention Room	KS2 playground	Reception Doors	Other Reception Doors
RND	KS1 playground	Reception Doors	Other Reception Doors
RSD	KS1 playground	Reception Doors	Other Reception Doors
RPF	KS1 playground	Reception Doors	Other Reception Doors
Reception toilets	KS1 playground	Reception Doors	Other Reception Doors
Infant Hall	KS1/2 Playground	(See plan)	
Staff Kitchen	KS1/2 Playground	Yr 6 Cloakroom	Year 3 Doors
Music room	KS1 playground	Yr 2 Doors	Main Entrance Door
Y6 Intervention Room	KS1 playground	Yr 2 Doors	Main Entrance Door
First Aid room	KS1 playground	Yr 2 Doors	Main Entrance Door
Staff Toilets	KS1 playground	Yr 2 Doors	Main Entrance Door
Disabled Toilets	KS1 playground	Year 2 Doors	Main Entrance Door
ICT suite	Car Park	Main Entrance Door	Year 2 Doors
Year 2 Toilets	KS1 playground	Yr 2 Doors	Main Entrance Door
Photocopying Room	KS1 playground	Yr 2 Doors	Main Entrance Door
2COT	KS1 playground	Yr 2 Doors	Main Entrance Door
2SH	KS1 playground	Yr 2 Doors	Main Entrance Door
2SF	KS1 playground	Yr 2 Doors	Main Entrance Door
1SMcG	Car Park	Main Entrance Door	Year 2 Doors
1OB	Car Park	Main Entrance Door	Year 2 Doors
1EG	Car Park	Main Entrance Door	Year 2 Doors
Nursery	KS1 Playground	Nearest available exit	Nearest available exit
Office	Car Park	Main Entrance Door	Year 2 Doors
Headteacher's office	Car Park	Main Entrance Door	Year 2 Doors

D/ Headteacher's office	Car Park	Main Entrance Door	Year 2 Doors
School House	Car park	Front Door	Back Door

Mrs Byng to exit by nearest Fire door and then to Infant playground.

Bursar & Mrs Smallwood to exit by nearest Fire door and then to Junior playground

BSS to exit by nearest fire door and then to Junior playground.

Reprographics manager to exit by nearest Fire door and then to car park.

Kitchen staff to exit through Kitchen fire door and then to assemble by the front fence under Catering Manager's supervision.

**Year Band Leaders and available Teaching Assistants to check all children/staff from that year band have exited and check toilets nearby.**

**NB: CLASS LISTS ARE TO BE BOUGHT OUT BY TEACHING STAFF**

**THE BUILDING MUST NOT BE RE-ENTERED UNTIL AN ALL CLEAR IS GIVEN. DON NOT RETURN TO CLASSROOMS FOR REGISTERS – COUNT NUMBER OF CHILDREN INSTEAD.**

### **LUNCHTIME FIRE PROCEDURE**

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Children in the Junior Hall should exit from the year 5/6 corridor and half from the year 4 classrooms. Those children who are in the dining room should exit through the courtyard or through the year 5/6 corridor. Children in the Infant Hall should exit through the year 3 doors or the Reception doors. Supervisors should escort the children outside and complete a head count for the class they are responsible for.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.

- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable that the rest of the building is vacated.

### **Lunchtime Supervisors**

#### **Fire Evacuation Procedures**

<b>Class</b>	<b>Lunchtime Supervisor</b>
Nursery - Blue Group	Eileen Devaney
Orange group	Karen Quinn
Green Group	Jane Brien
Yellow Group	Jane Lewis
	Anna Casey
RND	Sandra Riley
RSD	Bridget Phipps
RPF	Bree White
Year 1EG	Nosheen Lone
Year 1OB	Angela Brown
Year 2SF	Tara Heffernan
Year 2SH	Sue Greer
Year 2COT	Narinder Barmi
Year 3EL	Hamida Begum
Year 3EH	Sarah McDonnell
Year 3TK	Linda Rudge
Year 4RW	Odeta Amanaviciute
Year 4CB	Phil Apted
Year 4CM	
Year 5EB	Lauren Prior
Year 5LC	Ann Tonks

Year 5KH	Sue Greer
Year 6KL	Michaela Boyle
Year 6ZB	Danielle Mayers
Year 6AMJ	
Infant Hall	Tracey Andrews

- 8.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 8.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 8.4. The school will test evacuation procedures on a termly basis.
- 8.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 8.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 8.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held by the Site Manager.
- 8.8. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held by the site manager

## 9. Accident reporting

- 9.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form. This should be completed in respect of all accidents to employees, non-employees and pupils, who are injured either on the premises or on a school or work-related activity. (Staff will use their discretion on reporting incidents such as small cuts and grazes, which require only minimal treatment, as it would be unreasonable to expect an accident form to be completed in every case).
- 9.2. **Forwarding of Accident Forms**

All accident forms should be forwarded to:

Education Safety Services  
Birmingham City Council  
10 Woodcock Street  
Birmingham, B2 2QF

**Telephone:** 0121 303 2420

**Fax:** 0121 303 5305

**Email:** [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

## 10. Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

10.1. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

10.2. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion

- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## 11. Reporting procedures

- 11.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 11.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 11.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 11.4. Fatal and specified injuries, as outlined in 10.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## 12. Reporting hazards

- 12.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

- 12.2. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate.

### **13. Accident investigation**

- 13.1. All accidents, however small, will be investigated by the health and safety officer.
- 13.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 13.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 13.4. The health and safety officer will undertake evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

### **14. Our active monitoring system**

- 14.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Annual audits, including fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.
  - Termly inspection of premises, plants and equipment.
  - Monthly updates to the headteacher.
  - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

### **15. Bomb threat procedure**

- 15.1. In the event of an emergency, the procedures outlined in the Invacuation, Lockdown and Evacuation Policy and Lockdown Procedure will be followed.
- 15.2. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
- Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?

- Why are you doing this?
  - Do you have a code word?
- 15.3. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 15.4. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 15.5. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 15.6. Where possible, recording devices will be used whilst receiving a bomb threat.
- 15.7. The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.
- 15.8. The headteacher will decide whether or not to evacuate the building.

## **16. Evacuation**

- 16.1. The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy in the event of a crisis.
- 16.2. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 16.3. If an evacuation is deemed necessary due to a bomb, the following procedure will take place:
- The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all essential personal items with them, to avoid unnecessary searching.
  - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
  - Once the police have arrived, staff will await further instruction from the emergency services.

## **17. Visitors to the school**

- 17.1. All visitors and contractors will sign in to reception.

- 17.2. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 17.3. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 17.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 17.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 17.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 17.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## **18. Personal protective equipment (PPE)**

- 18.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 18.2. In line with the Personal Protective Equipment at Work Regulations 1992, the school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 18.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 18.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 18.5. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

- 18.6. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 18.7. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 18.8. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 18.9. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 18.10. Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- 18.11. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 18.12. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 18.13. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- 18.14. The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
- Protective clothing that staff require to fulfil their roles.
  - A uniform that employees only wear to work.
- 18.15. The School Business Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes.
- 18.16. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not [exempt](#).
- 18.17. Using a [P11D](#) form, the school will report the cost of the following to HMRC, unless they are exempt:
- Buying the clothes for employees
  - Lending clothes to employees
  - Cleaning or repairing clothing
- 18.18. The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.
- 18.19. If the school follows either of the below procedures, we will not report uniform costs as detailed in 18.16 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
- Paying back the employee's actual costs.

## **19. Any other clothing**

19.1. If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.

19.2. If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

19.3. If employees purchase non-durable clothing, e.g. rubber gloves and the school reimburse them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

19.4. If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

19.5. The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees.

19.6. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

19.7. If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it.

## **20. Maintaining equipment**

20.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances

- All fixed gymnasium equipment
- Fixed playground equipment

20.2. It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## **21. Hazardous materials**

21.1. The school will act in accordance with the school's COSHH Policy at all times.

21.2. No chemicals or other hazardous materials will be used without the permission of the site manager.

21.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

21.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

21.5. The headteacher is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

21.6. The site manager in liaison with the health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

21.7. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

21.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

21.9. Hazardous substances will be labelled with the correct hazard sign and contents label.

21.10. All COSHH and ionising radiations regulations will be adhered to.

21.11. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

21.12. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

- 21.13. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 21.14. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.
- 21.15. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.
- 21.16. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 21.17. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 21.18. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## **22. Asbestos management**

- 22.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 29<sup>th</sup> July 2019 by Birmingham City Laboratories, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 22.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 22.3. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 22.4. Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

## **23. Medicine and drugs**

- 23.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.
- 23.2. The school will obtain notification from parents regarding any medication that pupils are required to take.
- 23.3. Only trained staff will administer medication.
- 23.4. Staff will receive annual training in supporting pupils with medical conditions.

23.5. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## 24. Smoking

24.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

## 25. Housekeeping and cleanliness

25.1. Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

25.2. Special consideration will be given to hygiene areas.

25.3. Waste collection services will be monitored by the site manager.

25.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.

25.5. The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 26. Infection control

26.1. The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice

- Maintaining a clean environment

26.2. The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and air dryers available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

26.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

26.4. The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

26.5. The school encourages parents to have their children immunised.

26.6. All cuts and abrasions will be covered with waterproof dressings.

26.7. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

26.8. Wall-mounted hand sanitiser is available in toilet areas, and around the school.

## **27. Risk assessment**

- 27.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.
- 27.2. Termly assessments of high-risks areas, will be undertaken.
- 27.3. Annual risk assessments will be conducted for all other areas of the school.
- 27.4. Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 27.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 27.6. Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
- 27.7. The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 27.8. The school will record any significant findings of any risk assessments, including the following:
- The identified hazards
  - How people might be harmed by them
  - What the school has implemented to control the risk
- 27.9. The Educational Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **28. Slips and trips**

- 28.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings

- Review the assessment regularly and revise if necessary

## **29. Security and theft**

- 29.1. CCTV systems will be used to monitor events and identify incidents taking place.
- 29.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 29.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 29.4. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.
- 29.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 29.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 29.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 29.8. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 29.9. The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- 29.10. The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 29.11. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **30. Severe weather**

- 30.1. The headteacher, in liaison with the governing board, makes a decision on school closure on the grounds of health and safety.
- 30.2. If a closure takes place, the governing board will be promptly informed.

## **31. Safe use of minibuses**

- 31.1. The site manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 31.2. The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles.

- 31.3. If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.
- 31.4. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 31.5. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 31.6. Fines accrued will be paid by the driver at the time the offence was committed.
- 31.7. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.
- 31.8. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role
Maria Kerrigan	Year 6 TA
Tracy McCartan	Year 5 TA
Jennifer Baker	Year 1 TA
Adam Markham-Jones	Year 6 Teacher
Ed Baker	Year 5 Teacher

## 32. School trips and visits

- 32.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

## 33. Manual handling

- 33.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 33.2. The headteacher will ensure that specific manual handling tasks are carried out by the most fit and healthy adults.

- 33.3. While staff can decide whether or not they can manage the task, it is ultimately the headteacher's duty to ensure the member of staff will not be at risk when performing the task.
- 33.4. If a person has sustained recent injuries, hernias, back problems, heart conditions or other physical issues, or if there are any other concerns, the manual handling task will not be undertaken.
- 33.5. New or expectant mothers require risk assessments to be carried out for six months before childbirth, and after childbirth, in order to ensure physical injury does not occur during manual handling procedures.
- 33.6. Pregnant women will not participate in any manual handling which is a cause for concern, either to themselves or the health and safety coordinator.
- 33.7. A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.
- 33.8. St Bernadette's Catholic Primary School will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- 33.9. Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of:
- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
  - The actions or postural requirements involved in the task, including reaching, leaning and lifting.
  - The time, distance, duration and frequency of the task.
  - The individual's capacity for manual handling, including their age, skill, experience and strength.
  - The environment and workplace conditions such as lighting, access, free space and floor surface.
  - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- 33.10. Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:
- Changes to the workplace and systems of work.
  - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
  - Training and education, which is appropriate to the task.
- 33.11. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The school's health and safety coordinator is ultimately responsible for this.

33.12. Every stage of this process will be recorded and dates will be provided for each step.

33.13. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.

33.14. Reports will be provided to all relevant members of staff, and the health and safety coordinator will keep a central record of all the reports.

33.15. **Policy on Children Moving Equipment**

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed, the Site manager will supervise.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Small items of equipment including CD players, PE equipment, trolleys etc. can be moved freely by children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

## 34. Working at heights

34.1. The headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring work at height. These procedures must ensure that all involved are aware of the precautions and methods of work to be followed, including emergency action to be taken if necessary.

34.2. Working at height should be avoided, where it is practicable to do so, but where work at height cannot be avoided, the risk and consequences of falls should be prevented, using either an existing place of work that is already safe or the right type of equipment. This includes:

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.

- Ensuring that workers can get safely to and from where they work at height.
- Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
- Workers ensuring that they don't overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.

34.3. An approved list of work at height activities will be established, outlining situations where work at height may be authorised, and the necessary precautions and work methods to be followed.

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Training and/or supervision required	Responsible person
Changing a lightbulb in the school hall	<ul style="list-style-type: none"> <li>• Elevated platform/ Tall step Ladders to carry out the works</li> <li>• Lightbulb removal tool</li> </ul>	<ul style="list-style-type: none"> <li>• Falling from the platform/ ladder</li> <li>• Slipping due to choice of footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Guard rails to be fitted to the platform.</li> <li>• Adequate safety footwear to be worn when completing works.</li> </ul>	Third-party contractors/ Site Manager	Site manager to review school hall and structure before works proceed.	Site manager
Retrieving a football from the school roof	<ul style="list-style-type: none"> <li>• Extension ladder for access to roof</li> <li>• Hard hats</li> </ul>	<ul style="list-style-type: none"> <li>• Ladder slipping if not properly secured</li> <li>• Injury from overstretching if ladder isn't long enough</li> </ul>	<ul style="list-style-type: none"> <li>• Rubber feet fitted to the bottom of the ladder before use, and the ladder is held by the another member of</li> </ul>	Site manager and a further member of staff	Site manager to review equipment and site before undertaking activity.	Site manager

		<ul style="list-style-type: none"> <li>Falling from the ladder</li> </ul>	<p>staff during use to ensure stability.</p> <ul style="list-style-type: none"> <li>Ladder is adequately extended before use.</li> <li>Site manager to wear a hard hat to mitigate risk of injury if they fall.</li> </ul>			
Changing a wall display in a classroom	<ul style="list-style-type: none"> <li>Step ladder to reach highest parts of the display</li> </ul>	<ul style="list-style-type: none"> <li>Falling from the stepladder</li> <li>Injury from over-stretching</li> </ul>	<ul style="list-style-type: none"> <li>The stepladder is secured on the ground with rubber feet.</li> <li>The stepladder is placed directly and evenly on the ground.</li> <li>The stepladder used is adequate for the classroom teacher to reach all parts of the wall display.</li> </ul>	Classroom teacher	<ul style="list-style-type: none"> <li>Health and safety officer will ensure the stepladder is secure before use.</li> </ul>	Health and safety officer
Clearing the gutters	<ul style="list-style-type: none"> <li>Renting a mobile elevating work platform (MEWP) to avoid use of the roof as an access point.</li> </ul>	<ul style="list-style-type: none"> <li>Damaging the gutters</li> <li>Falling from the MEWP</li> <li>Injury from overstretching</li> <li>Damaging the roof and gutters</li> </ul>	<ul style="list-style-type: none"> <li>Third party contractors will be harnessed on to the MEWP to minimise the risk of falling from the platform.</li> </ul>	Third party contractors	<ul style="list-style-type: none"> <li>Site manager and health and safety officer to remain in close proximity to the works while they're being</li> </ul>	Site manager and health and safety officer

			<ul style="list-style-type: none"> <li>The platform will be positioned close to the relevant gutters to avoid overstretching.</li> <li>Third party contractors will remove the leaves and other debris from the gutters to avoid damage to the roof.</li> </ul>		carried out.	
Investigating a leaking roof	<ul style="list-style-type: none"> <li>Extension ladder</li> <li>Hard hats</li> <li>Safety net installed underneath roof</li> </ul>	<ul style="list-style-type: none"> <li>Falling from the ladder</li> <li>Falling from the roof</li> <li>Falling through the roof</li> </ul>	<ul style="list-style-type: none"> <li>Rubber feet are fitted to the ladder to minimise the risk of slipping.</li> <li>Perimeter edge protection is fitted to the roof to mitigate the risk of falling.</li> <li>The roof will only be accessed at the lowest points possible to minimise injury should anyone fall through it.</li> </ul>	Site manager	<ul style="list-style-type: none"> <li>Site manager to undertake refresher training in working at heights.</li> <li>Health and safety officer to supervise the works.</li> <li>Trained first aider to be in close proximity to the works at all times.</li> </ul>	Site manager, health and safety officer and first aider

- 34.4. Providing the activity is on the approved list, work at height may be deemed 'authorised'.
- 34.5. Unless explicitly stated on the approved list, work at height must only be undertaken following authorisation from the headteacher.
- 34.6. It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.
- 34.7. Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform the headteacher as soon as possible.
- 34.8. Risk assessments must cover all work currently undertaken at heights (or proposed to be), where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong. Once relevant tasks are identified, the following must be considered:
- Plant and equipment: Plant and equipment used by individuals working at height will be assessed for suitability and safety.
  - Access and egress: Some work at height may require access to locations that are difficult to access or egress. Assessments will consider whether these tasks are safe.
  - Work at height will not be undertaken when working alone.
- 34.9. Work equipment should be assembled and/or installed according to the manufacturer's instructions and in keeping with industry guidelines.
- 34.10. Where the safety of the work equipment depends on how it has been installed and/or assembled, the headteacher should ensure it is not used until it has been inspected in that position by a competent person.
- 34.11. Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use.
- 34.12. A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.
- 34.13. Working platforms used for construction work and from which a person could fall more than two metres must be inspected:
- After assembly/installation in any position.
  - After any event liable to have affected its stability.
  - At intervals not exceeding seven days.
- 34.14. Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the school/academy premises.

34.15. Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out.

34.16. **Risk assessment**

The school's risk assessment will include the following considerations:

- Safety of the pupils, staff, visitors, contractors and the general public.
- Hazardous nature of any general work at height on the site (i.e. environmental conditions).
- Required competency level of staff to undertake work at height.
- Required level of competence and ability to use access equipment.
- Required level of supervision.
- The safest equipment to use on site.
- The condition of access equipment and its maintenance.
- Other methods of safe access for higher risk or time-consuming jobs at height.

34.17. **Control Measures**

In order to manage general risks, the following control measures have been put place. Members of staff working at height must:

- Not undertake work for which they are not trained.
- Take reasonable care of their health and safety.
- Not put themselves in danger.
- Know, and follow, safe working procedures.
- Never rush or cut corners.
- Follow reasonable targets.
- Stop for regular breaks and, if possible, change activity after prolonged periods.
- Inform the headteacher of any relevant medical conditions.
- Inform the headteacher of any hazards or accidents encountered.

The following communication procedures will also be put in place:

- Carry a mobile telephone at all times when working at height.
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished.
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the headteacher, their nominated person, or the emergency services.

34.18. First aid kits will be made available throughout the premises. There locations will be communicated to all members of staff.

### **35. Workplace health and safety: stress management**

- 35.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

### **36. Workplace health and safety: display equipment**

- 36.1. Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

### **37. Monitoring and review**

- 37.1. The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.
- 37.2. The next scheduled review date for this policy is October 2022.
- 37.3. The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

# Appendix I

## Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	<b>For stand-alone classrooms:</b>		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		

	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?		
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		

<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

## APPENDIX II

### Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

<b>Your name/company:</b>		<b><u>Name of principal contractor</u></b>			
<b>Name and address of client</b>					
<b><u>Name of school</u></b>					
<b><u>Address line 1</u></b>					
<b><u>Address line 2</u></b>					
<b><u>Town/city</u></b>					
<b><u>Postcode</u></b>					
<b>Principal designer</b>					
<b>Name of principal designer</b>					
<b>Address</b>					
<b>Phone number</b>					
<b>Email address</b>					
<b>What is the job?</b>					
<b>Is there anything the client has made you aware of?</b>					
<b>Key dates</b>					
<b>Start:</b>		<b>Finish:</b>		<b>Other:</b>	
<b>Where are your toilet, washing and rest facilities?</b>					

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**What are your fire and emergency procedures?**

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**Other employees of the contractor working on site**

<b>Name</b>	<b>Contact details</b>

**What are your site induction arrangements?**

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**How will you keep everyone on site updated during the job?**

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**Risk assessment**

<b>What are the main dangers on site?</b>	<b>Hazard is present? (Y/N)</b>	<b>What controls do you have?</b>
<b>Falls from height</b>		<ul style="list-style-type: none"><li>• Ladders are kept in good condition, at the correct angle, and secured.</li><li>• Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working</li></ul>

		platforms and other open edges.
<b>Collapse of excavations</b>		<ul style="list-style-type: none"> <li>• Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.</li> </ul>
<b>Collapse of structures</b>		<ul style="list-style-type: none"> <li>• Props are installed by a competent person to support structures.</li> </ul>
<b>Exposure to building dusts</b>		<ul style="list-style-type: none"> <li>• Dust is prevented by using cutting and vacuum extraction on tools.</li> <li>• Vacuum cleaners are used instead of sweeping.</li> <li>• Suitable and well-fitted masks are used.</li> </ul>
<b>Exposure to asbestos</b>		<ul style="list-style-type: none"> <li>• Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out.</li> <li>• Everyone on site is made aware of the outcome of the survey,</li> </ul>
<b>Activities or workers requiring supervision</b>		<ul style="list-style-type: none"> <li>• The appropriate supervision is provided.</li> </ul>
<b>Electricity</b>		<ul style="list-style-type: none"> <li>• The electricity supply and other services are turned off before drilling into walls.</li> <li>• Excavators and power tools are not used near suspected buried services.</li> </ul>
<b>Risks to members of the public, the client and others</b>		<ul style="list-style-type: none"> <li>• The site is kept secure in order to prevent unauthorised access.</li> <li>• Net scaffolds are used.</li> <li>• Rubbish chutes are used.</li> </ul>

