

# **HEALTH AND SAFETY POLICY**

## **THE FIRS LOWER SCHOOL**



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General arrangements for implementing the health and safety policy are organised in alphabetical order

## **INTRODUCTION AND OBJECTIVES**

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

It describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

The Firs Lower School is a single Academy Trust. It is a lower school with a pre-school provision educating children from the age of 2 to 9

## 2.0 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The Firs Lower School acknowledge and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities staff have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:-

- ☐ Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- ☐ Co-operate on safety matters to enable us to fulfil our obligations
- ☐ Comply with risk assessments completed for their work and activities.
- ☐ Report safety matters that they are concerned about and are unable to resolve themselves.
- ☐ Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

**Print: John Ashley**  
**Position:** Chair of Governors/Trustees  
**Date:** 21/10/2021

**Print: Adam Campbell**  
**Position:** Headteacher/Principal  
**Date:** 21/10/2021

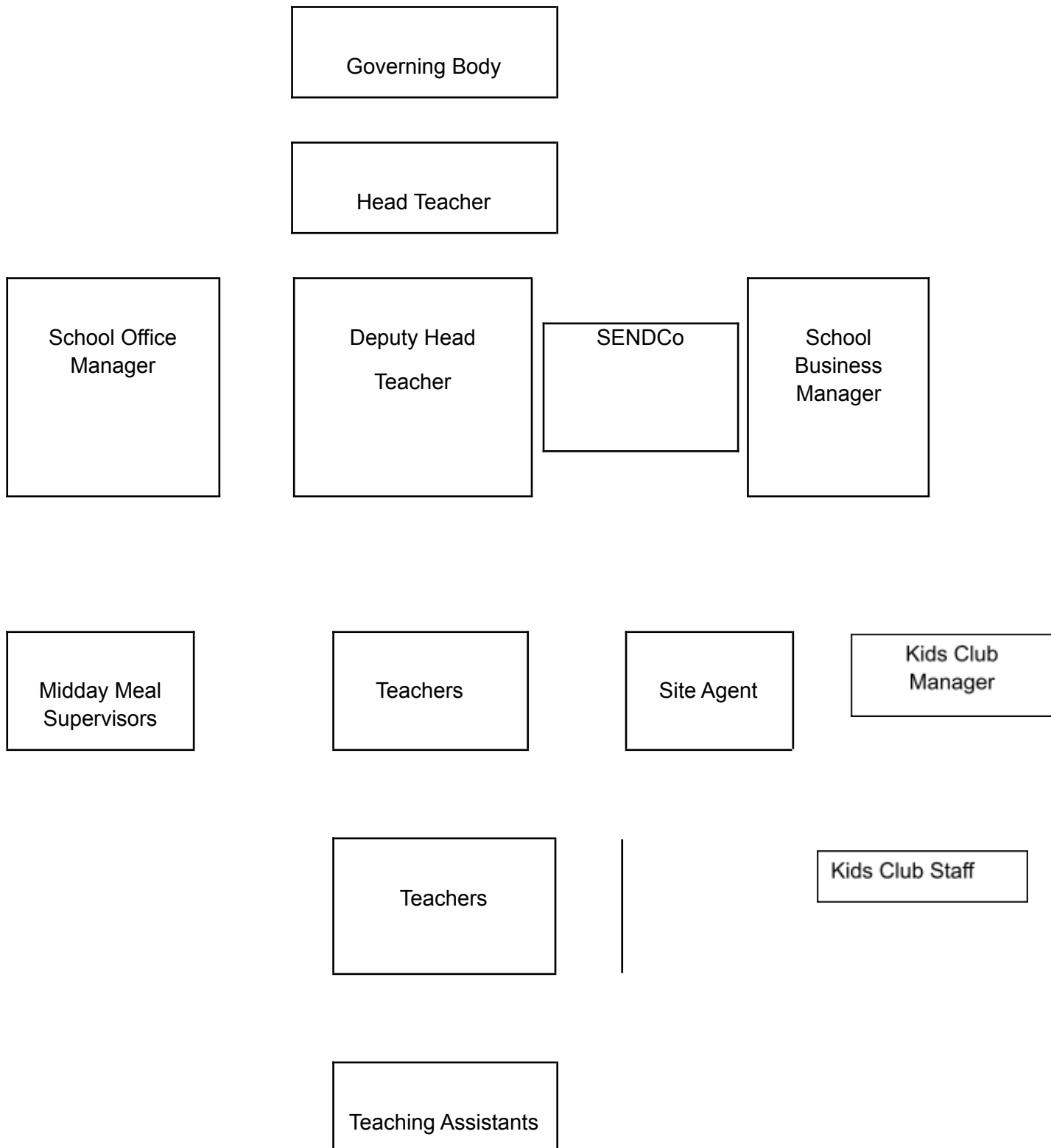


### **3.0 MEANS OF ORGANISATION**

In order to achieve compliance with the governing body's 'Statement of Intent' the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

### 3.1 Structure chart of how the school is organised for managing H&S:

#### The Firs Lower School Ampthill – Organisational Chart







## **RESPONSIBILITIES**

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

### **3.2 THE GOVERNING BODY**

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safety systems within the school.
- Health and safety performance is measured both actively and reactively.
- The school's Health and Safety Policy and performance are reviewed annually.

### **3.3 THE HEADTEACHER**

The Headteacher supports the governing body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their trade union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as required.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- Ensure compliance on disability access for staff and pupils.
- Arrangements are in place to monitor the school premises and safety performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the governing body on the health and safety performance of the school is completed termly.

The headteacher/principal can delegate some of the responsibilities and tasks but is still ultimately responsible for compliance.

### **3.4 THE SCHOOL BUSINESS MANAGER**

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.

### **3.5 PREMISES MANAGER**

The Premises Manager has been delegated responsibilities:

- Ensure the safe maintenance and security operations of the school premises.
- Ensure fire precaution requirements are in place and up to date.
- Oversee the maintenance budget and works.
- Reporting back to the Headteacher and Governing body if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control
- contractors are assessed for competency safety controls are adhered to
- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
- Unsafe conditions are dealt with to agreed timescales.
- Testing of weekly fire alarm, monthly emergency lighting, weekly checks on fire doors and fire extinguishers etc. in accordance with fire safety guidance and keeping fire log book up to date.
- Monitoring of legionella (weekly flushing of little used outlets, monthly temperature monitoring, descaling showerheads etc.) in accordance with guidance and keeping water log book up to date.
- Taking and recording appropriate action taken against any defects reported.
- Overseeing the cleaning staff and ensuring they have been trained in the safe use of chemicals.
- Carrying out and recording weekly inspection.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

### **3.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteachers, SENDco Office Manager, Clerical Admin staff, Premises Managers, Cleaners. They must:

- Apply the school's 'Health and Safety Policy' to their own area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.

- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the [Headteacher or Business Manager] any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately in conjunction with Headteacher/Business Manager.

### **3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or School Business Manager

### **3.8 OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with school procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

### **3.9 PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3.10 HEALTH AND SAFETY COMPETENT PERSON**

The School uses the services of an external OSCHR Consultant, Sherryl Cousins, Cousins Safety Limited to provide Health and Safety Competent Person advice.

### **3.11 DISCIPLINARY PROCEEDINGS**

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Governing Body.

#### **4.0 CONSULTATION WITH EMPLOYEES**

The Firs Lower school will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The Trust/School recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Currently there are no Union Health & Safety representatives.

If appointed, time off for training will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The school recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this.

## **5.0 PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### **Accident Reporting, Recording and Investigation**

*See Accident reporting procedure and accident form*

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school, the School Business Manager, who will ensure that the details are entered onto accident book and on the online reporting system AssessNET and reported to the Health & Safety Executive if required following guidance.

The school accident book is held in school office and accident forms are usually completed by the School Business Manager.

The Head teacher or member of SLT usually will undertake an investigation into the accident and record any follow up action.

Accident reports identifying trends in accidents/incidents are provided to on an annual basis.

### **Asbestos**

The Headteacher has overall responsibility for the management of asbestos across the school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc by way of the staff briefing sheets. At the Firs Lower School The Business Manager manages this on behalf of the Headteacher.

The asbestos log book for the school is held in the school office

The local Asbestos Management Plan for the site sets out who has responsibilities for Asbestos management and can be found in the school office

The following staff will attend asbestos awareness training every 3 years, the school business manager and premises manager

The Firs Lower School has only trace asbestos in the Artex ceilings

All contractors shall be referred to the asbestos register before commencing work. School uses the services of Cambridge Associates for asbestos consultancy.

Staff will also be reminded that they must report any damage to Artex ceilings materials to the school business manager

### **Audit and monitoring**

As part of the schools monitoring of health and safety regular health and safety inspections will be carried out.

The school business manager will walk around the buildings and site each term and note down any issues that need to be addressed. Key risks highlighted from the termly walk round will be included in the report to the Governing body on a termly basis.

An annual monitoring form will be completed by the school business manager and a copy provided to the E & F Committee

The Trust has the option to commission an external Health and Safety audit from a consultant.

The Premises Manager completes a weekly walk round and checklist and any issues highlighted to the School Business Manager

### **Breakfast and Afterschool clubs**

*See separate breakfast and after school club procedures*

The school runs the breakfast and after school club and has their own health and safety procedures.

### **Behaviour Management/Bullying**

*See separate behaviour management policy*

Appropriate training will be provided to staff on managing behaviour.

### **Site Management and Cleaning**

The school employs a Premises Manager who manages the cleaning staff at the school.

The Premises Manager will be responsible for training cleaners on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

If the school employs cleaners who are young persons (under the age of 18) the School Business will complete a young person risk assessment.

Premises Manager cover is available from on split shifts Monday to Friday and as necessary to fulfil the requirements placed by school functions and Lettings

The Premises Manager is responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site. Visual inspection of fire doors, clear escape routes. Management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a weekly/termly basis.

The Premises Manager is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.



The Premises Manager is responsible for managing the team of cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

The Premises Manager maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

The Premises Manager and the School Business Manager organise the summer cleaning plan and this is overseen by the Premises Manager.

### **Catering**

These are operated by a third party Caterlink and fall under the school's contractor management system. A copy of their health and safety policy and risk assessments are held in school and a check on fire safety in this area by the school is carried out every term.

### **Contractors**

*See separate Managing Contractors guidance and CDM guidance.*

The School Business Manager shall ensure that the management guidelines regarding contractors are adhered to at all times with the support of the schools appoint Building Consultancy Providers

The Appointed Consultants are responsible to the school for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential.

### **Children at school (non-pupils)**

#### Staff Children

Non school children, e.g. staff's own children, should only be allowed into school during holidays and strike days by prior arrangement with the Headteacher and will be supervised in the library or office.

### **Curriculum Safety (including out of school learning activities)**

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue [insert details].

The following [Heads of Departments, curriculum lead] shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice. (Middle and secondary schools only).
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

For middle and secondary schools the following departments will have their own specific policy developed by their Head of Department:-

- Science department policy
- DT department policy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the for relevant curriculum activities.

[insert name] is responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff.

Any off site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator EVC.

## **Display Screen Equipment (DSE)**

Information on the risks associated with DSE will be provided within the first week of commencing employment. DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment. A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to [£50 voucher] for corrective appliances (glasses) for those users that require them for VDU use only.

The [insert name] to ensure DSE assessments are completed for all DSE users annually or following an office move.

## **Driving for Work**

Where staff have to use their own car for work for example driving to meetings etc at other school sites then business insurance should be obtained. [Insert name] is responsible for checking annually they have business insurance, tax and MOT for their vehicle.

## **Educational Visits and Journeys**

*See separate Educational Visits and Journeys policy.*

The schools use the [insert name of system] and all educational visits and journeys are required to be approved by [insert name] who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record “competence” of staff annually.

Medication for school trips will be covered by the School’s Managing Medications Policy.

## **Electrical Equipment (fixed and portable)**

The School Business Manager will ensure that testing, inspection and maintenance of equipment.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall not be used be taken out of service.

Staff should not bring in their own electrical items from home for use without PAT testing.

## **Enforcement officers**

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Headteacher without delay so that they can be acted upon immediately. Teachers

and non-teaching staff are not permitted to speak on behalf of the School and should refer formal enquiries to the Headteacher.

### **Equipment (other, including curriculum based equipment)**

The School Business Manager will ensure that other equipment that requires maintenance servicing is carried out as required. This includes the air conditioning, kitchen equipment and ventilation and gas boilers

The list of contractors that undertake this work is kept by the school business Manager and they will be responsible for inspection and testing of equipment and retaining records.

### **Fire Precautions and Emergency Procedures**

#### **Fire Precautions and Emergency Procedures**

The Headteacher/Principal is the “responsible person” as defined in Regulatory Reform (Fire Safety) Order 2005 (usually Headteacher).

The Headteacher prepares and reviews the fire risk assessment for the site.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times pre-determined by Premises Manager and this is recorded in the Fire log book.

The fire evacuation drill shall be co-ordinated for all the sites by the Headteacher once a term and recorded.

Staff are required to report defects or missing fire-fighting equipment to the school business Manager. All staff are responsible for ensuring that all fire exits, routes and firefighting equipment are not be obstructed at any time.

The Headteacher responsible for the Fire Safety Management plan and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary). The School Business completes these for Staff and Headteacher for pupils.

### **First Aid**

The school have a number of trained first aid staff and details are displayed. The Office Manager is responsible for ensuring this list is kept up to date and there are sufficient number of trained first aiders on site.

First aid boxes are in the following locations in the school reception area Kids Club and The preschool Person responsible for checking and restocking first aid boxes is Office Manager

The Office Manager is responsible for organizing training and refreshers for first aiders and keeping training records.

FIRST AID accidents will be recorded in the first aider treatment book and accident book if appropriate by the administering first aider.

### **Grounds Maintenance**

The Premises Manager oversees the Grounds Maintenance contractor who use their own equipment.

When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out.

The grounds maintenance contractor have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

COSHH assessments used by the grounds maintenance will be kept in school.

### **Gas Safety**

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

The School Business Manager is responsible for ensuring gas appliances are serviced annually.

### **Hazardous Substances (Control of Substances Hazardous to Health (COSHH))**

The Premises Manager will arrange that cleaners employed by the school are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

### **Inclusion**

The school will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under DDA.

The school's [SENDCo] is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

### **Infection Control**

School office takes notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc will be notified to the Premises Manager when he is on site and the School Business Manager at other times.

Spillages will be cleared up by using the emergency spill kit. Personal protective equipment gloves and plastic disposable aprons are provided.

The school has a Coronavirus/Flu pandemic plan in place. The school will follow government guidance in relation to managing the risk and this includes implementing infection control procedures.

The school will update their Coronavirus/Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

### **Legionella**

The School Business Manager will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

There are no water tanks at The Firs Lower school

The Premises Manager is responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the School Business Manager

The Premises Manager attends regular legionella training.

### **Lettings / shared use of premises / use of premises outside School Hours**

*See separate Lettings policy*

The Governing Body are responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to business use then the Hirer's indemnity insurance will be requested in advance

The School Business Manager and Premises Manager are responsible for management of lettings at the school.

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The Premises Manager is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

### **Lifting Equipment & Lifting Operations**

The school has no lifting equipment on site.

### **Lone Working**

*See separate lone working policy*

The school has a separate Lone Working Policy that all school staff should be made aware of and follow.

The Headteacher will monitor lone working procedures during the school holidays. The school will advise staff of the times the school will be open for them to come into school during the school holidays.

### **Managing Medicines & Drugs**

*See separate managing medications policy.*

### **Maintenance and Inspection of Equipment**

The School Business Manager and the Premises Manager will ensure that testing, inspection and maintenance of equipment following the schools planned preventative maintenance PPM schedule.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported and the School Business and the Premises Manager will arrange for repair or replacement.

### **Manual Handling and Lifting**

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley has been provided for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Premises Manager undertake by the School Business Manager

Manual Handling training will be provided to the site staff and any other staff that may require it.

### **Minibus**

Not Applicable

### **Mobile Towers**

Not Applicable

### **Noise**

Not Applicable

## **Occupational Health**

The school uses the services of Bedford Borough Council for Occupational Health Services.

## **Outdoor Play Equipment & PE Equipment**

The School Business Manager will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment is serviced annually is organised by the School Business Manager

## **Personal Protective Equipment (PPE)**

Personal Protective Equipment is provided to the Premises Manager, jacket, toe protector boots, trousers, gloves and goggles as required,

PPE gloves and goggles if required for the task are provided to cleaning staff. The School Business Manager and the Premises will ensure there is sufficient supplies to protection cleaners from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

## **Permits to Work**

All building projects are managed by the schools appointed Building Consultants and they will manage permits to work

## **Pre-school**

*See separate pre-school procedures*

The school runs the pre-school The Saplings and has their own health and safety procedures.

## **PTA**

Risk assessments for activities planned, managed and hosted by the PTA for example summer fetes, fireworks and should be provided in advance to the School Business Manager

## **Risk Assessments - General**

Risk assessments have been developed for the range of activities undertaken. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed bi-annually or when there is a change in circumstance via the sub committees of the Governing Body

The Head teacher is responsible for the risk assessments and maintains an up to date list and review dates. The head teacher allocates risk assessments to relevant staff as appropriate to their role and responsibilities

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.



Copies of risk assessments will be held on the school google drive.

### **School Transport**

The school has an up to date travel plan.

### **Security**

The Premises manager opens the school site approximately 7am. Once pupils are in lessons, all the external gates are locked except. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Premises Manager will be responsible for locking all doors and securing the site and at the end of the day.

The school has CCTV cameras for monitoring security and a CCTV policy in place. External signage is displayed indicating CCTV in operation.

### **Site Maintenance**

The Premises Manager has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with.

Where action required is outside his authority or ability, the matter will be reported to the school business manager for appropriate action.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Site Development Plan/condition survey and taken into account when prioritising works.

The school business manager tracks and monitors planned preventative maintenance through an annual plan

### **Slips, Trips and Falls**

All areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

## **Smoking**

No smoking is allowed on site at any time by staff, contractors or visitors including the school closure times holidays.

## **Staff Training & Development**

All new employees shall be provided with induction training appropriate to their health and safety needs and this will be organised by Head teacher or member of the senior leadership team.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

All health and safety training will be recorded on training records by the school business manager and refresher training arranged.

## **Stress**

*See separate stress Management Policy*

## **Swimming Pool**

Swimming takes place at the Flitwick Leisure Centre. This activity is classed as an activity off site and is covered under Educational Visits and Journeys

## **Vehicle Movements on site**

The school has assessed the risk from vehicles on site and completed a risk assessment.

## **Visitors**

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The school's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

## **Welfare**

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its schools will provide suitable welfare facilities for staff.

In terms of pupils the Head teacher will ensure it meets the welfare provision in all its schools as per the School Premise Regulations 2012.

## **Work Experience**

The school welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The Headteacher and Office Manager oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

## **Working at Height**

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc. The School Business Manager will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Headteacher, School Business Manager and Premises Manager etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

The Premises Manger is trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.

The School Business Manager is responsible for ensuring work at height risk assessments are in place and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6<sup>th</sup> monthly check by the Premises Manager

Staff that put up displays for example TA;'s will be provided with kickstool,