



# HEALTH AND SAFETY POLICY

This Health and Safety Policy was approved by the Resources Committee:	November 2023
This Health and Safety Policy was shared with staff on:	November 2023
The implementation of this Health and Safety Policy will be monitored by:	SLT
Monitoring will take place at regular intervals:	Termly
The Health and Safety Policy will be reviewed annually or more regularly if needed.	

Policy Review Date	November 2023
Date of next Review	November 2024
Who reviewed this policy?	Caroline White

Chair of Governor's Signature	
Print name	Sue Tysell

Head Teacher's Signature	
Print name	Paul Haylock

## **PART 1: STATEMENT OF INTENT**

Poverest Primary School are committed to providing a safe and healthy environment for all those that may use the facilities. It's Governing Body will, in conjunction with the Health and Safety at Work Act 1974 and other statutory/common law duties, strive to achieve the highest standards of health, safety and welfare that is within their responsibilities.

The aim of this statement is to outline these duties, the organisation in relation to health and safety, and how it deals with the different areas of risk.

This policy will be shared with all members of staff at the beginning of each academic year and will be reviewed on an annual basis and on any changes or updates that are made throughout the year if necessary. It will be approved by the Resources Sub-committee of the Board of Governors. This policy is available online for all staff and a copy of this policy will be kept in the Business Manager's office.

## **PART 2: ROLES AND RESPONSIBILITIES**

Poverest Primary is a Foundation School and, as such, is a type of maintained school. It is funded by central government via the local education authority, but the school holds the freehold for its site and the Governing Body is responsible for the employment of staff, health and safety and setting its own admissions policies.

The local education authority retains a responsibility to maintain the school premises and a duty to provide the premises under the School Standards and Framework Act 1998.

The Site Manager coordinates the H&S within the school with the support of the School Business Manager.

### **GOVERNING BODY**

The Governing Body have overall responsibility for the Health and Safety of the school. They must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of children, staff and visitors at risk while they are on the premises

These responsibilities are:

- Ensuring adherence to the health and safety regulations.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance termly.
- Providing appropriate resources within the school's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher, or other nominated member of staff, reports on health and safety matters and reporting any hazards which the school is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the school may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety

within the school (via the nomination of a named health and safety governor).

The Governing Body should allocate one of its members to take on the role of H&S Governor. Some of the principle responsibilities for this Governor are given below:

- Ensure that Head Teacher has made adequate arrangements to discharge their responsibilities for health and safety within the school to other members of staff where and when appropriate.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head Teacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function;
  - time limits set for action;
  - remedial action to deal with the problems identified; and
  - identification of any long term action required in order to address underlying causes of problems.
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued.
- To provide information to the Head Teacher, School Business Manager or Site Manager on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance with termly visits.
- To ensure that safety training is given priority for both governors and staff.

## **HEAD TEACHER**

The overall responsibility for the day to day management of health and safety in accordance with the Health and Safety Executive (HSE) rests with the Head Teacher.

As manager of the school and all the activities that are carried out within the premises, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher is responsible for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and the HSE where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union

representatives (where appointed) and recognising the right of trade unions in the workplace where required.

- Reporting to the London Borough of Bromley any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with schools financial regulations.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

## **SITE MANAGER**

The Site Manager, working alongside the School Business Manager, is responsible for the day to day health and safety management throughout the school which includes the H&S areas within the School's H&S Matrix.

- Making termly reports on health and safety matters to the Head Teacher and the Governing Body in line with the School's H&S Matrix.
- Assisting with inspections and safety audits in line with HSE regulations.
- Investigating and advising on hazards and precautions.
- Keeping up to date on any modified legislation and, along with the School Business Manager, making recommendations to the Head Teacher on matters of safety policy in compliance with new and modified legislation.
- Along with the School Business Manager, making recommendations to the Head Teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections.
- Ensuring that reports on health and safety matters with respect to the School premises are prepared.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments.
- Ensuring that premises safety inspections are undertaken e.g. termly, and keeping records of any faults identified (if appropriate).
- Ensuring that all portable electrical equipment is tested in line with national guidelines.

In relation to matters affecting cleanliness, security and maintenance of all school buildings and grounds, the Site Manager is responsible for:

- Ensuring compliance by periodic inspection of all areas;
- Ensuring that appropriate signs and notices have been displayed;
- Ensuring that hazards are removed;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- Notifying the Head Teacher and/or the School Business Manager where there is a pest or vermin problem and dealing with the problem as directed;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place (including those of the cleaning and other contractors).

- Ensuring that any relief or subordinate staff members are aware of their responsibilities.

## **SCHOOL BUSINESS MANAGER**

The School Business Manager, working alongside the Site Manager, is responsible for:

- Making termly reports on health and safety matters to the Head Teacher and the Governing Body that do not fall within the School's H&S Matrix.
- Developing and establishing emergency procedures and organising fire evacuation practices within the school under the instruction of the Head Teacher. The emergency procedures are continually being reviewed and updated where necessary. Fire evacuation practices (fire drills) are undertaken at least twice a year.
- Having a general oversight of health and safety matters.
- Along with the Site Manager, making recommendations to the Head Teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections.
- Keeping up to date on any modified legislation and, along with the Site Manager, making recommendations to the Head Teacher on matters of safety policy in compliance with new and modified legislation.
- Publicising safety matters.
- Liaising with outside bodies concerned with health and safety.
- Monitoring accidents to identify trends and introduce methods of reducing accidents.
- Keeping records of hazards identified on site by staff and the remedial action taken and when.
- Ensuring that other staff at the school are aware of their responsibilities as appropriate;

## **ALL STAFF**

Under the Health and Safety at work Act 1974 **all** employees (including contractors) have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees (and contractors) have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work. This includes but is not limited to:
- Carrying out regular visual inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and report anything amiss to the site staff.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **Staff Holding Posts of Special Responsibility**

<b>Area of Responsibility</b>	<b>Title of Person Responsible</b>
EYFS	EYFS Lead
Key Stage 1	KS1 Phase Leader
Key Stage 2	KS2 Phase Leader
PE	PE HLTA
ASD Provision	Head of ASD Provision
Breakfast Club	Breakfast Club Leader
Playground	Senior Midday Supervisor
Educational Visits	EVC Coordinator
Nursery (external provider)	Nursery Lead
Clubs (booked in-house run externally)	Subject/Club Leaders
PTA	Chair of Friends of Poverest
First Aid/Medication	Office Manager

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective, staff holding posts of special responsibility (supervisors) are responsible to the Head Teacher, so far as is reasonably practicable, for:

- Applying the school's health and safety policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Ensuring that they keep up to date on relevant health and safety guidance from sources including, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Liaising with the Site Manager and the School Business Manager to ensure regular health and safety risk assessments are completed for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control and that they are aware of and follow the school's health and safety policy and procedures. This includes activities connecting to their specific curriculum.
- Liaise with the Health and Safety Co-Ordinator to resolve health and safety problems that members of staff refer to them and inform the Head Teacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and children to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents occurring within their areas are promptly reported, investigated and recorded when necessary.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given

to the use of hazardous substances, provision of personal protective equipment and selection of work equipment.

## **FIRST AID/MEDICINES**

All staff should recognise when an injury or illness calls for expert medical attention e.g. a child who has been seriously hurt should not be moved until the assistance of a qualified first aider has been sought. A list of first aiders is kept by the door of each classroom.

### **First Aid**

In the event of a serious injury or accident:

- Assess the situation, find out what happened and who is injured
- Make safe – ensure that no-one else is going to be hurt
- Give emergency aid
- Inform – get qualified help and then report the accident using the school's accident procedure.

If in doubt about any aspect of administering first aid, staff should consult a qualified first aider.

A very basic emergency first aid kit is provided in every classroom. The classroom staff are responsible for checking these regularly and replenishing/checking for out of date dressings.

### **Illness**

In the event of illness at school, where a child is evidently not well enough to remain for the rest of the day, the office must be informed and the office staff will inform the parents to collect the child.

If the child is not deemed well enough to be left in the care of their classroom staff, they should report to the office and will be told where to sit until he/she is collected.

Children with minor ailments should not expect to be sent home.

### **Medication**

Our insurance cover does not allow us to administer any over the counter drugs to children. Medicines that are prescribed for 4 or more times a day will be administered by the office staff if parents have completed a consent form. All medicines should be handed into the office for safety and clearly marked with the child's name unless alternative arrangements have been made between the class teacher and the office staff. Inhalers for asthma should be kept in the classroom and made readily available to support staff and Midday supervisors over break periods.

(see also Policy for Administration of Medication)

## **RISK ASSESSMENTS**

The School will ensure, as far as is reasonably practicable, that children are not exposed to risks to their health and safety in school and during off-site visits. The School will assess the risks of all activities, introduce measures to manage those risks and tell the staff about the measures.

The school will ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. The School will provide any training that is shown to be needed in a risk assessment.

### **PART 3: ARRANGEMENTS**

The Governors are required to take steps to ensure that they keep informed of the legal requirements for Health and Safety matters.

Health and Safety is a standard item on the agenda for the Resources Committee.

Risk Assessments (RA) are reviewed annually. If for any reason it is felt that a RA needs to be changed or an additional RA needs to be drawn up, this will be done and recorded (dated as such) in the RA folder throughout the year. The RAs will be available in both the staff room (except those that relate directly to a particular member of staff, e.g. new and expectant mother RAs) and the main office. Any alternations or additions will be distributed or communicated to the relevant staff at the time.

At the beginning of each academic year, the updated RAs will be given to staff to read through.

An outline of the Health and Safety procedures will be given to new staff/volunteers/students.

### **APPENDICES**

Appendix 1	- Risk Assessments
Appendix 2	- Health and Safety Monitoring and Inspections
Appendix 3	- Fire Evacuation and other Emergency Arrangements
Appendix 4	- Fire Prevention, Testing of Equipment
Appendix 5	- First Aid and Medication
Appendix 6	- Accident Reporting Procedures
Appendix 7	- Health and Safety Information
Appendix 8	- Lone Working
Appendix 9	- Premises Work Equipment
Appendix 10	- Flammable and Hazardous Substances
Appendix 11	- Manual Handling
Appendix 12	- Asbestos
Appendix 13	- Contractors
Appendix 14	- Work at Height
Appendix 15	- Display Screen Equipment
Appendix 16	- Lettings
Appendix 17	- Play Safety
Appendix 18	- Blood Borne Viruses
Appendix 19	- Statutory Compliance
Appendix 20	- Emergency Planning
Appendix 21	- Legionella
Appendix 22	- Work Experience
Appendix 23	- Noise
Appendix 25	- Housekeeping
Appendix 24	- Personal Protective Equipment (PPE)
Appendix 26	- New and Expectant Mothers
Appendix 27	- Managing Violence and Aggression
Appendix 28	- Pest Control



**General Risk Assessments**

The school risk assessments will be co-ordinated by the School Business Manager.

These risk assessments are available for all staff to view on their respective google drives.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

The EYFS and ASD should undertake a daily visual risk assessment of their area and report anything amiss to the site staff.

**Individual Risk Assessments**

Specific risk assessments relating to individual staff members are held on that person's file as well as the main office RA file and will be undertaken by the School Business Manager along with the individual staff member and their line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work as this may warrant a RA. The line manager should then inform the School Business Manager for a RA to be drawn up if necessary, this will be reviewed on a regular basis.

**Curriculum Activities and Educational Visits**

Risk assessments for curriculum activities will be carried out by the member of staff relating to that particular activity. They will be responsible for researching the relevant codes of practice and legislation relating to that activity and these will be kept on record.  
(see also Policy for Education Visits)

The following publications should be used as sources of information:

(For DT) Make it safe (5<sup>th</sup> edition) NAAIDT

Be Safe! Health and Safety in primary science and technology, 3<sup>rd</sup> Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport Association of PE 'afPE'

<http://www.afpe.org.uk/>

**Fire Risk Assessments**

A specific Fire Risk Assessment is carried out each year by a specialist company.

A general inspection of the site will be conducted **termly** and be undertaken by the Head Teacher, the Site Manager and the School Business Manager.

Class Teachers will visually monitor the safety of their individual areas at the beginning of each day. The EYFS and ASD areas will consult a specially drawn up checklist when monitoring their area each morning.

The H&S Governor will be involved/undertake an inspection on a **termly** basis, which could be included within a learning walk and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

The Head Teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is readily available online and reviewed on an annual basis or after any building changes, incident of fire, or concerns with fire safety.

### **Fire Evacuation Procedures**

These documents are made available to all staff and included in the establishment induction process. This is reviewed at least annually.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### **Fire Drills**

Fire drills will be undertaken termly, and a record kept in the health and safety matrix;

### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should make sure they are aware of the type and location of portable firefighting equipment available.

### **Details of service isolation points**

Water: Whole building - Corner of Cray Valley Rd/Hayfield Rd (north) (near school water meter)

Gas: Old block - Old block boiler house

New block - Forest School area

EYFS block - basement boiler house

Electricity: Old block - Electric Cupboard in Year 1 Corridor

New block - New plant room

EYFS block - basement boiler house

### **Details of chemicals and flammable substances on site:**

Cleaning Contractor:

Main block - cupboard by Year 6

New building - by lift

EYFS block - in reception and nursery lobbies

School supplies:

- Caretakers office

- First floor hygiene room

- Nurture room kitchen

Kitchen Contractors:

- Kitchen store room (dining room, new building)

### **Staff Training**

Staff receive annual H&S and fire training for schools which, is completed online via the National College Online Safety websites. PTPs and ISAs will receive face to face Fire Warden training by the School Business Manager which is specific to the school and our fire evacuation procedures.

**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Manager and/or Assistant Site Manager and a record kept in the fire testing folder which is kept in the School Business Office. This test will occur on Fridays between 4.30-5.30pm.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer (details can be found in the fire testing folder).

A fire alarm maintenance contract is in place with TFS (as from November 2023) Fire and Security and the system is tested annually by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

TFS (as from November 2023) Fire and Security undertake an annual maintenance service of all fire fighting equipment.

Weekly visual checks of all fire fighting equipment is made by the Assistant Site Manager to see if there is any obvious evidence of tampering and that they are in their correct place. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Assistant Site Manager and recorded as monthly flick tests in the fire log and annually by TFS (as from November 2023) Fire and Security.

Test records are located on the H&S Matrix on google drive.

**MEANS OF ESCAPE**

All staff should keep a constant check for any obstructions on exit routes throughout the day. The Assistant Site Manager should, daily, ensure all final exit doors are operational and available for use.

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Poverest Primary School aim to provide an adequate number of competent first aiders. This will be a mixture of Paediatric, Emergency and First Aid at Work qualified people (a Paediatric first aider will be placed in the EYFS areas and will accompany school trips).

A First Aider will be present when the school is open during term times.

A First Aider will be present during Breakfast and After School Clubs.

External Clubs/bookings will be expected to provide their own First Aid arrangements.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

- Main Office
- Classrooms (except in the ASD Provision where it is kept in the Hygiene Room)
- Portable pack available in main office for school trips
- Entrance to KS1 and KS2 playgrounds

Classroom staff are responsible for regularly checking that the contents of their first aid boxes are complete and replenished as necessary. A check should be made at least termly.

Administrative Assistant is responsible for regularly checking the contents of the main first aid cupboard and ordering new supplies.

A record of First Aiders is kept in the school office and posted around the building.

The Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Teachers that are taking their class on a school trip are responsible for ensuring that they have first aid provisions and first aiders with them.

**Transport to hospital:** If the first aider or Head Teacher considers it necessary, any injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents, or family member in the case of a member of staff, cannot be contacted.

The school will follow the HSE regulations for Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

**ADMINISTRATION OF MEDICINES** - See separate Policy – Administration of Medication.

#### **HEALTH CARE PLANS**

Individual Health care plans are in place for those children with complex medical needs, e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually or when felt necessary by either the SENCO or Family Liaison Officer and written precautions/procedures made available to staff.

If relevant, staff undergo specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

General accidents will be recorded in the school's accident books.

The Head Teacher, or their nominee, will investigate accidents that are over and above the general scrapes and bumps of a primary school and will take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Children's local accident books are located by the first aid boxes at each playground entrance, Breakfast Club, classes and the main office.

Staff incidents should be recorded in the Adult section of the local accident book held in the main office.

School accident records will be monitored for trends and a report made to the Governors, as necessary.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported to the HSE within 10 days.

These incidents would include:

- Accidents which result in death or a specified injury.
- Accidents which prevent the injured person from continuing their normal work for more than seven days.

Up to date details of accidents which should be reported can be found on the 'Incident reporting in schools (accidents, diseases and dangerous occurrences), Guidance for employers found on the HSE website.

The school will investigate any accidents/incidents that are deemed to be more than a basic first aid issue using a school AR3P form. These will be sent to the H&S Consultant to look at to consider if a report should be made to the HSE.

**Consultation**

The Governing Body's Resources Sub-Committee meets once a term. Health and Safety is a standard item on the agenda and a Health and Safety/Premises report is presented and discussed, along with any welfare issues affecting staff, children or visitors. Action points from these meetings are brought forward for review by school management.

**Communication of Information**

The Health and Safety Law poster is displayed on the door of the School Business office and in the staff room.

The Health and Safety Consultancy, Rosherville Safety Solutions Ltd, are happy to provide competent health and safety advice ([safety@rosherville.org.uk](mailto:safety@rosherville.org.uk)).

**Health and Safety Training**

Health and Safety Induction Training will be provided and documented for all new employees by the School Business Manager.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Annual H&S Training (via the National College online system)
- Annual Fire Training (via the National College online system)
- Induction training;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, Fire Warden etc.)
- Refresher training where required.

Training records are held by the School Business Manager and is booked on request/agreement from the Head Teacher. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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Members of staff are encouraged not to work alone in school.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

A lone worker is an individual who spends some or all of their working hours working alone. This may be:

- Working in an isolated location during school opening hours.
- Working in an isolated location out of school hours or during school breaks.
- Visiting pupil or staff homes alone.

Work carried out unaccompanied or without immediate access to assistance should be considered and deemed necessary before undertaking the task. Ensure someone knows you are working alone, how long you expect to take and that you report back to them when you finish/they will raise the alarm if you do not report back in good time.  
(see Lone Working Risk Assessment)

Where lone working cannot be avoided staff should:

- Read and understand the Lone Working Risk Assessment.
- Obtain the Head Teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur. They should notify the site staff on duty as/when they enter and are leaving the premises.
- The school will be closed to staff during period where no site staff are on duty.
- They should use the signing in and out system each time they enter or leave the building.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc. or have someone ready to raise the alarm if you do not report back in good time.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. (staff undertaking home visits to obtain as much background information as possible about the child/family being visited)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".



**Statutory Inspections**

The Site Manager will arrange for regular inspection and testing of school equipment by appropriate contractors according to timescales specified by HSE. Records of such monitoring will be kept in the main office.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

The Site Manager is also responsible for ensuring that equipment restricted to those users who are authorised and have received specific training is recorded in the Health and Safety folder in the School Business Office.

All members of staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

**Curriculum Areas**

All teachers are responsible for ensuring that curriculum equipment in their areas is safe and maintained.

**Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance to HSE requirements, conducted by an appropriate contractor or qualified member of staff.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

**External Play Equipment**

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and a formal inspection by an appropriate contractor will take place annually.

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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (the COSHH Regulations).

Within curriculum areas the Teachers are responsible for COSHH and ensuring that the Site Manager has been provided with the Data Sheets and that a Risk Assessment is in place.

The Cleaning Contractors will be responsible for their own substances, data sheets and Risk Assessments and will keep them securely locked away.

In all other areas the establishments nominated person responsible for substances hazardous to health is Site Manager.

The Site Manager shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. (Remember the safety data sheets are not your risk assessments for that chemical but information only)
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Suppliers, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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A generic risk assessment for regular manual handling operations are undertaken and relevant staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site Manager, and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### **Paediatric and Postitive Handling (Restraint) - Moving and Handling**

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

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The school complies with the Health and Safety at Work Act.

The asbestos register, along with the school's management plan, is held in the main office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Areas where asbestos are present will be marked/labelled.

The Establishment's Asbestos Authorising Officer is Mark Watling, Site Manager.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the Site Manager.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the Site Manager before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Site Manager with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.**

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will obtain advice on how to deal with the damage.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the main office.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge.

Site staff will ensure that contractors have been issued with, and signed the contractors visit book which shows a copy of the H&S Policy.

Contractors that have not provided adequate DBS clearance/ID will be supervised whilst on site.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and children.

### **School managed projects**

Where the school undertakes projects, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head Teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days AND 20 persons on site at any one time **OR** 500 person days of work. In addition, two specific and specialist roles of Principal Designer and Principal Contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

## PERMIT TO WORK

**For all operation involving flame, welding and hot cutting**

**This permit is valid only for the job described and the timescales provided**

Description of work:
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Building:	Floor:	Room:	Location:	
Date required (max 1 day):		Valid From (time):	To:	

### Contact Details (method of Contact)

Mobile Phone:		Site telephone:		Company office:	
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Potential Hazards			
Control Measures			
Other Identified Hazards		Controls Measures	

### Mandatory Safety Requirements

**Actioned**

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Site Manager notified	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	

Persons entering work area:	
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Permit issued by:		Date:		Time:	
Permit Received by:		Date:			

### Permit cancellation (Estates Dept.):

Name		Date		Time	
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'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

*HSE Website May 2020.*

All working at height (WAH) activities within the school should be properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The person undertaking the work is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- the condition of the surface being worked on. However there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

### Competence

The person organising the work must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

### Must do's

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

### Safe Use of a Ladder

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by the Site Manager or Assistant Site Manager and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;

- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

### **Roof Work**

The roof of the main school and EYFS block does not have any height safety equipment and so should not be accessed.



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All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, Finance Manager, Senior leadership team etc. should have an assessment.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Those staff identified as DSE users are asked to complete an online certificate in Display Screen Equipment followed by a DSE assessment of their working areas.

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Lettings are managed by The School Business Manager in accordance with the School's Lettings Policy.

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The indoor and outdoor play equipment is serviced by an authorised company annually.

Each day the Site Manager/Assistant Site Manager will visually inspect the outdoor play equipment to see that:

- play equipment is not damaged
- play equipment is free of algae, weeds etc.
- there are no potentially dangerous trees (e.g. broken or dead branches)
- there are no accessible drains or damaged drainpipes
- sheds and other storage areas are secured so children may not get unauthorised access
- all rubbish has been removed – in particular sharps such as hypodermic needles
- dead animals are removed
- vermin control boxes are suitably stocked and have not been tampered with
- fences are intact and secure
- no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves. Laburnum, bind weed or Chinese knotweed etc.

However, those members of staff supervising/working with children should also give a visual inspection of any equipment that is to be used. This is especially important in the **EYFS, ASD and Sports** areas.

#### **General advice**

- Any pooling water following rainfall or leaks should be cleared or cordoned off.
- Where there may be ice or snow, clear paths should be made using grit/salt and shovelling should be carried out as necessary to reduce the level of water.
- Annual safety checks of trees should be made by a professional arboriculture specialist.
- Attention should be given to ensure that any pesticides used on sports fields or cleaners/Algaecides used on playground equipment are not accessible to children either before or after application and are included in the COSHH register where appropriate.

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by consulting the Occupational Health undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

### **Staff immunisation**

All staff should undergo an occupational health check prior to employment.

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

### **Preventing or controlling the risk**

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Use good basic hygiene practices, such as hand washing.
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves.
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment.
- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them.
- Control contamination of surfaces by using body fluid spillage powder.
- Dispose of contaminated waste safely.

### **Coughing and Sneezing**

Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

### **Handwashing**

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- use soap and water, under running warm water.
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails.
- rub hands together for at least 10-15 seconds.
- rinse and dry hands; if towels are used these should be disposable.

### **Cleaning**

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, COSHH, correct decontamination of cleaning equipment.

Cleaning contractors should ensure their staff are appropriately trained with access to Personal Protective Equipment PPE.

### **Cleaning of blood and body fluid spillages**

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. Spillage powder and disposable gloves are available for blood spills.

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

Disposable non powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids. (E.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

### **Children soiling**

Any clothing soiled by children should be sent home with the child in a plastic bag. PPE should be worn when handling soiled linen or helping to clean a child/change nappies.

### **Clinical waste**

Always segregate domestic and clinical waste in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bin and removed by a registered waste contractor.

### **Immediate action to take after exposure to blood or other body fluids**

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water.
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water.
- wash out splashes in your eyes using tap water or an eye wash bottle.
- wash out your nose or mouth with plenty of tap water, do not swallow the water.
- report the incident to your line manager or other manager.
- **Immediately**, if your first aider deems it necessary, go to the nearest Accident and Emergency (A&E) department.
- **Immediately** seek advice from your Occupational Health service provider (see School Business Manager).
- the Head Teacher to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP)
- record the incident in the accident folder and report, if necessary, to the School Business Manager who will seek advice from the Health and Safety Consultant.

The Site Manager and School Business Manager are responsible for managing and organising the maintenance and record keeping of the H&S Matrix and reporting back to governors. This covers:

# Poverest Primary School

## Health & Safety Matrix

Frequency
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Solar Panel Maintenance	???????
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Fire Alarm Tests	Weekly
Flushing (as per LRA and increased during holiday periods)	Weekly

Accessible Toilet Alarm Check	Monthly
Asbestos Management Checks	Monthly
Emergency Lighting Checks	Monthly
External Lighting Checks	Monthly
Fire Escape Signage Checks	Monthly
Fire Extinguisher Checks (in place, in date, and complete)	Monthly
Lift Phone Check	Monthly
Means of Escape & Final Exit Door Checks (operate and clear)	Monthly
Meter Reads (add to Laser portal)	Monthly
Perimeter Fence & Gates Checks	Monthly
Play Equipment Visual Checks (indoors and outdoors)	Monthly
Premises Inspection	Monthly
Site Walk (inside and outside)	Monthly
Water Temperature Testing	Monthly

COSHH Register Review	3 Monthly
Door Hold Back Device (battery & magnet)	3 Monthly
Fire Drill	3 Monthly
Gas Proving System Check (including gas tap visual inspection)	3 Monthly
Glazing Unit Operational & Safety Checks	3 Monthly
Roof/Gutter/Rain Water/Drain Checks (remove debris)	3 Monthly
Shower Head Clean & Disinfection	3 Monthly

AHU Filter Checks	6 Monthly
Evac Chair	6 Monthly
Fire Door & Shutter Inspections	6 Monthly

Hoist check	6 Monthly
Ladder Register Review & Inspections	6 Monthly
Lift Servicing	6 Monthly

Access Control (main building)	12 Monthly
Access Control (pre-school)	12 Monthly
Air Conditioning Service	12 Monthly
Asbestos Inspection/Reinspection	12 Monthly
CCTV Policy	12 Monthly
CCTV Service	12 Monthly
DEC Certificate (Main Building)	12 Monthly
Emergency Lighting (3 Hour drain down by authorised company)	12 Monthly
Fire Alarm Service & Maintenance	12 Monthly
Fire Equipment Service	12 Monthly
Fire Management Plan	12 Monthly
Fire Risk Assessment	12 Monthly
Gates Service	12 Monthly
H&S Policy	12 Monthly
Height Safety Equipment	12 Monthly
Intruder Alarm	12 Monthly
Kitchen Appliances Certificate	12 Monthly
Kitchen Ventilation Certificate (clean and service)	12 Monthly
Lightening Protection (Main Building)	12 Monthly
Lightening Protection (Pre-School)	12 Monthly
<i>Outdoor Gym Equipment Checks by qualified company FROM NEXT YEAR DO ALL EQUIPMENT TOGETHER</i>	12 Monthly
PAT Testing (push/Pull items)	12 Monthly
Play Equipment Checks by qualified company (indoors and outdoors)	12 Monthly
PUWER Risk Assessment Review	12 Monthly
Salt Store Checks	12 Monthly
Tree Survey	12 Monthly
Underfloor Heating Service	12 Monthly

Legionella Risk Assessment	2 Yearly
PAT Testing x2 separate certificates - 1 for Pre-School, 1 for School	1 Yearly 3 Yearly
Electrical Certificate (Fixed Wiring)	10 Yearly
DEC Certificate (EYFS Building)	10 Yearly
Pest Control	As/When

Please see separate Business Continuity Plan.



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The school complies with the Health and Safety at Work Act as it extends to the risks from legionella bacteria which may arrive from our activities.

As an employer, or a person in control of the premises, we will:

- identify and assess sources of risk;
- manage any risks;
- prevent or control any risks;
- keep and maintain the correct records; and
- carry out any other duties that we may have.

The school complies with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and water log records.

A water risk assessment of the school has been completed and the Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified
- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- conducting necessary water temperature checks (monthly)
- disinfecting/descaling areas where water droplets are formed (quarterly)
- Thermostatic mixing valves (TMVs) to form part of the regular test and inspection process and procedure
- microbiological testing of the system, in accord with the risk assessment e.g. every six months
- annual chlorination of the water system
- the Legionella risk assessment to be reviewed at least every two years by a competent person/company.

The Site Manager will organise for:

- Water temperature to be checked to ensure compliance
- Unused taps/showers/toilets are flushed through weekly.
- All systems are flushed through weekly during school breaks.

### Useful link

The Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8) contains practical guidance on how to manage and control the risks in your system and can be found on the HSE website.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- No work experience placement will go ahead if deemed unsuitable.
- The school has an appointed coordinator (the Deputy Head Teacher, EYFS) for ensuring that work experience placements have met the school's criteria.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive any necessary health and safety information relating to their area of placement.
- Emergency contact arrangements are requested from the student in order that a member of school staff can contact them should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser and main office at the earliest possible opportunity.

**Noise at Work**

The school try to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put on place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs
- line managers responsible for any processes, plant and equipment, coming within the scope of the Regulations, must ensure that noise hazards are addressed
- reduce or minimise noise levels according to the hierarchy of controls as stated in the Regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment
- reduce time exposure wherever possible
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort
- put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended)

For further information relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy. For further information relating to PPE refer to the relevant section of this Policy.

**Housekeeping**

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

**Departments**

Every employee is responsible for his/her own work area on a day-to-day basis.

Bulky items should be broken down into manageable loads, where possible and put into the bins. If excessive/heavy volumes of waste requires disposal, each employee/department should make arrangements to get the waste cleared with the Site Manager/Assistant Site Manager.

No waste materials may be placed in walkways or any fire escape route.

Each teacher is also responsible for the safety of his/her class room and any area that their class uses for 1:1 support, including housekeeping matters.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchen and Cleaning staff should place their waste in the bins provided in the bin store.

**Staff Kitchen Area**

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Site Manager/Assistant Site Manager who will arrange for remedial action to be undertaken.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

**Staff Room, Teaching Rooms and Offices**

Staff room and meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high risk areas.

**Food Safety**

Food items – if you bring in any food/drink, you are responsible for disposing of it by its use-by/best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserve the right to dispose of uncovered or other food/drink stored or found on the premises if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

**Personal Protective Equipment (PPE)**

It is school policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

**Common Selection and Use of PPE**

- PPE should be labelled to show what it protects against and is resistant to.
- Always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2002 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting
- the level of protection provided by the PPE
- suitable PPE accessories and appropriate spare parts
- limitations on use
- the obsolescence period for the PPE or certain of its components

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- Reuse disposable PPE
- Leave contaminated work areas without removing the contaminated clothing in appropriate changing areas
- Store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment
- Use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it

For further information relating to COSHH refer to the relevant section of this Policy.

**Pregnant Workers and Nursing Mother**

It is school policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

**Notification**

The Line Manager, on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, should inform the School Business Manager who will then undertake a New and Expectant Mothers risk assessment.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the Local Authority's Occupational Health provider.

The Line Manager will then make sure that a regular review of this assessment is completed throughout the pregnancy (especially if they feel that there has been any changes to the environment or the expectant mother) and when they return to work as a nursing mother.

**Rest Room**

We will provide somewhere for pregnant or breastfeeding employees to rest and lie down. Although there is no legal requirement for us to provide an environment for staff to express and store milk, please direct any enquiry of this nature to the School Business Manager.

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All work-related violence and intimidation is unacceptable and the school will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

It is recognised that even with proactive measures, incidents of violence may still occur, therefore the school has support mechanisms for all members of staff who may be subjected to incidents of violence during their work (see Code of Practice, Behaviour Policy).

The HSE define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessments the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- the environment
- physical security precautions
- means of raising an alarm
- emergency response procedures
- safe systems of work
- training and information
- individual measures identified in specific risk assessments such as new and expectant mothers etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The school recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection, however, the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The school will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident the Family Liaison Worker and/or a member of the SLT will be expected to immediately provide initial sympathetic support to affected members of staff. This may include

ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Head Teacher and/or a member of SLT will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary)
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible
- a member of staff attending Hospital must be accompanied by a member of staff
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future
- the Head Teacher must be informed of the incident as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi. (NB dependant on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The school will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents the Family Liaison Officer, SLT and/or the Head Teacher.

Ideally this should include all incidents of swearing or verbally abuse to staff. However it is appreciated that some people can swear or be verbally abusive during without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

For incidents where e.g. parents or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc.).

All reported incidents of violence should, as soon as possible, be investigated by the Family Liaison Officer, member of SLT or Head Teacher as deemed appropriate by the Head Teacher to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

If the Head Teacher feels it is appropriate, incidents will be reviewed by the Governing Body to ascertain if any further follow up or more detailed investigation is needed.



**Pest Control**

A pest control contract is in place and the contract is monitored by the Site Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Site Manager.

The school is responsible for confirming that all pest control activities are in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Biocidal Products (BPR) Regulations i.e. disinfectants and pest control products.

For further information relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.