ST HELENS
BOROUGH COUNCIL

School Health & Safety Policy

Approved by Full Governing Body on	2/11/26
To be reviewed on or before	2/11/28

Signed _____ Chair of Governors

Signed _____ Headteacher

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GENERAL STATEMENT OF INTENT

1.0 INTRODUCTION

1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

1.2 General Statement of Health & Safety

This is a statement for St Julie Catholic Primary School.

St Julie Catholic Primary School accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

St Julie Catholic Primary School has adopted a risk-based approach to health and safety whereby resources will be targeted at hazards from which most accidents arise, or there is a potential for significant impact. As a minimum, we will take all necessary steps to comply with health and safety legislation and Approved Codes of Practice, with due regard to HSE Guidance and relevant British, European and International Standards.

The Headteacher and School Governors will take all reasonable steps to ensure that St Helens Borough Council's Health & Safety Policy and the accompanying Policies and Procedures are implemented and monitored throughout the school.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 and 8 of the Act in co-operating with management and taking care of themselves and other persons whilst at work.

2.0 ORGANISATION

Responsibility for the day-to-day implementation and monitoring of this Policy lies with the Headteacher so far as is reasonably practicable.

However, the Governing Body recognises that some of these duties may be successfully allocated to other employees; such as a Site Safety Co-ordinator, Heads of Department or School Business Manager, under guidance from the Headteacher.

3.0 RESPONSIBILITIES

3.1 The Governors

The Governing Body has a direct responsibility for health and safety in the school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day-to-day management, delegated to the Headteacher.

Governors will, however, ensure that they:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures, eg, through regular discussion at governance meetings.
- Ensure employees receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Approve the school Statement of Health and Safety Policy and ensure that it is brought to the attention of all employees;
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive.
- Allocate sufficient resources to implement this policy.

Governors will be expected to make reports on health and safety matters to:

- The LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;
- Parents, through Governors' Minutes, Annual Reports, etc.

3.2 The Headteacher

The overall responsibility for the School's health and safety management system and implementation of the health and safety policy rests with the Headteacher, who **shall**:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the employees have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Make sure that employees understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

- Set up arrangements in the school to cover all legal requirements for health, safety and welfare.

- Ensure that a programme of risk assessment, as required by the Management of Health & Safety at Work Regulations, has been carried out on behalf of the employer for all activities under their control.

- Ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools.

- Be available to any employee to discuss health and safety problems not solved at a lower level or through the established arrangements.

- Report to the Governing Body those instances in which the Head's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short-term measures to avoid danger pending rectification.

- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;

- Establish a Health & Safety Committee within three months of receiving a written request from two Trade Union Safety Representatives of the employees at the school;

- Ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;

- To review regularly i) the provision of first aid in the school;
  ii) the emergency (fire, emergency/terrorist plan) procedures;

- Monitor the dissemination of safety information throughout the school;

- Report to the Governors matters relating to health and safety;

- Ensure that all employees have received appropriate safety training and supervising Teachers have the appropriate qualifications/specialist training for the activities taught/equipment used.

- Co-operate with the Local Authority's H&S Manager, Advisor and Officers.

- Ensure that suitable and sufficient welfare facilities are provided for the number of employees and pupils intending to use them.

3.3 <u>The School Health and Safety Co-ordinator</u>

In some cases, schools may wish to appoint a school Health & Safety Co-ordinator, in these cases a School Health and Safety Co-ordinator shall:

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all employees, through appropriate meetings and consultation;

- Carry out inspections of the school at least **<u>once per term</u>** and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action has been taken;

- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;

- Disseminate safety information within the school;

- Ensure that new employees are inducted with regards to health & safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it;

- Ensure that employees promoted or given additional responsibilities, are briefed so they have a clear understanding of the role and the standards expected of them;

- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained;

- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;

- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;

- Liaise with the LA's appointed Health & Safety Manager, Advisor or Officers when carrying out and updating risk assessments;

- Ensure that health surveillance for employees is provided, when appropriate.

Should the school choose not to appoint a Health & Safety Co-ordinator, these responsibilities shall revert to the Headteacher.

3.4 **Heads of Department**

Heads of Department:

- Have a general responsibility for the application of the LA's and School's Health & Safety Policy within their own department or area of work and are directly responsible to the Headteacher for the application of safety measures and procedures within their department;

- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (eg, chemicals, boiling water, guillotines);

- Shall deal with any health and safety problems referred to them by an employee and refer to the Headteacher if they cannot resolve any of these problems;

- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Co-ordinator with a copy to the Headteacher;

- Shall 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 safety;

- Shall, where appropriate, seek advice and guidance from the relevant LA Health & Safety Manager, Advisor or Officer;

- Shall propose to the Headteacher or School Health and Safety Co-ordinator any requirements for safety equipment and welfare facilities;

3.5 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected;

- To take reasonable care of their own and other people's health and safety.

- To know the special safety measures and arrangements to be adopted in their own working/teaching areas and ensure they are applied;

- To co-operate with their employer, fellow employees, contractors and others to enable them to make and keep the workplace safe;

- To inform the Headteacher, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities;

- To report any health & safety concerns to the Headteacher, the School Health and Safety Co-ordinator or their Line Manager.

- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;

- To co-operate with other employees in promoting improved safety measures in their School;

- To co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

- To exercise effective supervision of the students, giving clear instructions and warnings as necessary and know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;

- To follow any instructions and warnings as required;

- To follow any training they have received when using any work items the employer has provided for them;

- To follow safe working procedures;

- To wear protective clothing when required;

- To make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;

- To regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety Co-ordinator.

3.6 Pupils

The pupils are expected;

- To exercise personal responsibility for their own safety and that of others (ie, employees, visitors, other pupils) and behave in accordance with the published school code of conduct;
- To observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- To observe all safety rules of the school and, in particular, the instructions of teaching employees given in an emergency;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

3.7 Parents

Have a responsibility to;

- Make provision for full-time education;
- Abide by/support the rules and regulations of the school;
- Comply with the School Health & Safety Policy **(this document);**
- Act as a 'reasonable parent'.

3.8 Visitors

Regular visitors and other users of the premises should observe the safety rules of the School. In particular, adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

3.9 Volunteers

Headteachers must ensure that all volunteers are aware of the School's Health and Safety Policy and practical safety issues as part of their induction, prior to working in the school. Records of inductions will be retained by the Headteacher.

4.0 ARRANGEMENTS

4.1 Risk Assessment

The school will ensure that suitable and sufficient risk assessments are undertaken for all significant activities, operations, premises-related hazards and foreseeable risks arising from its undertakings. Risk assessments will identify hazards, evaluate the level of risk, and establish appropriate control measures to reduce risks to a level that is as low as reasonably practicable.

The significant findings of all risk assessments will be recorded and communicated to relevant employees and other affected persons where appropriate. Risk assessments will be reviewed at least annually and sooner where necessary, including following an accident, incident or near miss, when significant changes occur to activities, processes, premises, equipment or personnel, or where concerns are identified indicating that existing control measures may no longer be effective.

The school recognises that some activities and circumstances require more specific risk assessments. These may include, but are not limited to, curriculum activities, educational visits, fire safety arrangements, manual handling activities, the use and storage of hazardous substances in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations, display screen equipment (DSE) assessments, assessments for new and expectant mothers, and assessments relating to individual pupils' medical conditions, health needs or support requirements. The school will ensure that such assessments are completed and reviewed by competent persons and that appropriate control measures are implemented and monitored.

4.2 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments, and require the employer to provide adequate and appropriate first-aid equipment, facilities and people to enable immediate first-aid to be rendered to their employees if they are injured or become ill at work. Pupils and visitors are not covered by the regulations, but these must still be considered when making provision for first aid.

First aid must be available when employees and pupils are working elsewhere on school activities including any off-site activity such as educational visits.

Headteachers **shall** undertake a First Aid Needs Assessment to determine the schools required provision, taking into consideration the circumstances of the site, the workforce and the hazards and risks that may be present.

First Aiders

The school will ensure that sufficient numbers of appropriately trained first aid personnel are available to provide assistance at all times the premises are occupied. Provision shall be based on the school's first aid needs assessment and shall include suitable cover during breaks, lunchtimes, employee sickness, training and annual leave, as well as for educational visits, off-site activities, and other school-related events.

Dependant on the circumstances and the type of injuries that may occur, it is normally recommended that at least **one trained First Aider for every 50 employees** always be available while people are at work, with additional provision considered to meet the needs of pupils and visitors.

To qualify as a first aider, individuals shall have undergone appropriate First Aid at Work or Emergency First Aid at Work training course delivered by a competent training provider and hold a valid first aid certificate.

Where a premises comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for schools and early years providers in Ofsted registered settings attended by young children (i.e. children from birth to the academic year in which a child has their fifth birthday), to provide at least **one Paediatric First Aider.** In order to maintain cover, these premises should ensure that they have a minimum of 2 Paediatric First Aiders.

First Aid Kits

Adequately stocked and clearly marked first aid kits **shall** be provided in easily accessible places, and all employees shall be made aware of their location. A suggested list of contents is contained within the Council's First Aid at Work Procedure.

There should be at least one fully stocked first aid kit for each school site, together with one in each laboratory, gymnasium/sports hall, workshop and food technology/catering area. These should be sited near hand washing facilities, where possible. Travelling first aid kit should also be available for off-site trips, as required.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

First aid kits should contain only the items that a first aider has been trained to use and they should not contain medication of any kind.

First Aid Information

Contact details of first aiders **shall** be displayed in prominent locations around the school.

Automated External Defibrillators (AEDs)

Where AEDs have been installed as part of the school's first aid equipment, it **shall** be ensured that:

- they are available for use and in good working order;
- they are positioned in readily accessible, highly visible and clearly signposted locations to enable rapid deployment, with the device brought to the casualty, activated and pads applied within approximately 3 minutes of collapse, where practicable.
- they are registered on 'The Circuit', the national defibrillator network linked to the North West Ambulance Service, to make them aware of the AED and their location;
- there are a sufficient number of employees fully trained in their use (free, interactive, online CPR and AED training is available via the British Heart Foundation's RevivR programme.
- a Resuscitation Action Plan is in place to facilitate a swift response to incidents of cardiac arrest which has been communicated to all employees;
- separate pads are provided for adult and paediatric use (pupils aged 1 to 8), as required;
- a suitable maintenance contract is in place for the device;
- pads, batteries and other consumables are replaced as necessary.
- regular inspections of AEDs are undertaken (weekly) to detect faults with the device.

Inspections of AED's will be undertaken by Jane Ashcroft on a recorded basis.

Further detail regarding First Aid provision can be found within the Corporate First Aid at Work Procedure, accessible via St Helens Schools Support (Secure) Web Page.

The DfE's have published new Guidance for Schools on AEDs and this can be found on their website or via the St Helens Schools Support (Secure) Web Page.

The School's First Aiders and AED operators are listed below.

First Aiders/AED Operators

1. Name: Mrs T Andrews
2. Name: Miss J Bennett

Paediatric First Aiders

1. Name: Mrs J Ashcroft Feb 2028
2. Name: Mrs C Balmer Feb 2028
3. Name: Mrs S Postlethwaite Jan 2028

First Aid at Work

1. Name: Mrs J Ashcroft June 2027
2 Name : Mrs A Gilchrist May 2028

Role of First Aiders

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.
4. To ensure that an ambulance or other professional medical help is called, when required.
5. To keep their skills up to date and attend refresher training when required.

4.3 Accident and Incident Reporting Procedures

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident records for the site.

Schools have a duty to record -

(i) any accident to any person occurring on school premises;
(ii) any accident to an employee at any location whilst on school business;
(iii) any accident to a pupil off-site whilst under the supervision of an employee, eg, school trips.

Completed Accident Support forms must be passed to the responsible person named in section 2.1 for inputting onto the electronic system.

Copies of the St. Helens Council Accident Support Forms are available via the St Helens Schools Support (Secure) Web Page.

Further details on Accident and Incident Reporting and Dangerous Occurrences Reporting Procedures are contained within the Health & Safety Policy and Procedures Section on the St Helens Schools Support (Secure) Web Page. Briefly they require:

Accidents involving Employees and Members of the Public

(i) All personal injuries to be recorded on St Helens Borough Council's online Accident and Incident Reporting System as soon as possible after they occur.

(ii) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the Health and Safety Executive (HSE) by the quickest available means (normally by telephone), followed up by submission of a fully completed online report form (F2508) within **10 days of the incident.**

(iii) Personal injuries to employees resulting in over 7 days absence to be reported to the HSE via their online reporting system within **15 days of the occurrence**.

In the cases of (ii) & (iii) above, the Headteacher **must** be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the HSE.

Pupil Accidents

(i) All minor pupil injuries will be entered into a suitable record book kept on site. An example sheet is appended to the Accident and Incident Reporting Procedure.

(ii) More serious pupil injuries **must** be recorded on the St Helens Borough Council online Accident and Incident Reporting System as soon as possible after they occur.

(iii) Any injury that arises ***out of or in connection with a work** activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment), **must** be reported to the HSE via their online reporting system within **10 days of the occurrence**.

**To decide whether an accident to a pupil 'arises out of or is in connection with work', the responsible person at the school should consider whether the incident was caused by:*

- *a failure in the way a work activity was organised (eg, inadequate supervision of a field trip);*
- *the way equipment or substances were used (eg, lifts, machinery, experiments etc); and/or*
- *the condition of the premises (eg, poorly maintained or slippery floors).*

(iv) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the HSE by the quickest available means (normally by telephone).

In the cases of (iii & iv) above, the Headteacher must be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the Health & Safety Executive (HSE).

Near Miss Incidents

A near miss incident is an undesired, unplanned event that doesn't result in harm but has the potential to cause injury, ill health, damage or loss. Some examples include: smoking near flammable gas containers, and person(s) on the roof of premises.

All near miss incidents should be reported to the Council's Health and Safety Section as soon as possible, using the Incident Form on the online Accident and Incident Reporting System, so that action can be taken to investigate the causes and to prevent recurrence.

4.4 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires a **"Responsible Person"** to be named, who will ensure that the premises comply with the Order. This has been determined to be the **Headteacher.**

The Responsible Person **shall** ensure that a Fire Risk Assessment has been completed for the site by a competent person and that it is audited on a regular basis, at least annually or following any significant changes, so that it remains valid. Where any structural or procedural changes occur, the assessment **shall** be reviewed by a competent person.

The assessment should be accessible and available for inspection by the Fire & Rescue Service.

At St Julie Catholic Primary school, regular fire drills and walk through inspections **shall** be carried out in order to ensure that basic fire prevention procedures are observed.
In addition, Building Bulletin 100 (BB100), Design for Fire Safety in Schools produced by the Department for Children, Schools and Families (DCSF), recommends that for each establishment a Fire Safety Manager is appointed. This need not be the Headteacher, but can be delegated to a member of the Senior Leadership Team.

The named **Fire Safety Manager** is **Ged Pendlebury**

The main duties of the Fire Safety Manager include:

✓ Managing the school to minimise the incidence of fire (fire prevention) eg, good housekeeping and security;

- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed;
- ✓ Ensure that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school employees or the security force acting on their behalf;
- ✓ Ensuring there are disability evacuation provisions within the Emergency Fire Plan.

Merseyside Fire & Rescue Service may carry out familiarisation and inspection visits to the schools and make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

Fire Awareness Training

The Headteacher shall ensure that all site-based employees undertake Fire Awareness training. Fire Awareness e-learning training is available on the Council's MyLearning portal.

Fire Drills

A schedule of fire drills has been established on the basis of **one drill per term**.

Helen Slocombe has been nominated to organise the fire drills.

A record of the fire drills and fire alarm tests using the St Helens Borough Council Fire Safety Logbook **shall** be maintained. The Responsible Person **shall** audit the logbook on a regular basis to ensure that all tests of fire-fighting equipment and fire safety critical systems within the premises are being undertaken at the recommended frequencies.

Fire Emergency Action

1. If a fire is discovered, raise the alarm via the nearest fire alarm call point, dial 999, ask for the Fire Service and report to the assembly point.

2. On hearing the fire alarm, all employees, pupils and visitors, **shall** leave the premises immediately and make their way to the fire assembly point.

3. If the fire alarm is activated without a fire being discovered, an investigation **shall** be undertaken, by at least 2 people, to determine whether it's a genuine fire, a fault, or a false alarm. This will include: gathering information from the fire alarm panel of the area to check and a cautious, systematic inspection of that location, checking for fire, smoke, heat, or smells.

   Should a fire be identified/suspected, the investigation **must** stop immediately and the emergency services called. The Headteacher or Deputy/Assistant Headteacher will telephone the Fire and Rescue Service or direct another employee to do so.

   If it is discovered to be a false alarm, further investigation will be carried out to prevent future occurrences by identifying and addressing the cause.

4. Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their Teacher/Manager.

5. Doors and windows should be closed as classrooms and corridors are vacated.

6. All laboratory, experimental equipment and apparatus should be turned off.

7. When the pupils are assembled, the roll will be called via the register. Should there be any absentees, the Fire & Rescue Service shall be notified immediately.

8. Until the Fire & Rescue Service arrives, the employees should, after the pupils are safely evacuated and accounted for, remain at the fire assembly point until re-entry of the building is allowed by the Fire and Rescue Service.

Means of Escape

Regular inspections **shall** be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs eg, direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible. Final exits and stairways must not be used to store furniture or other objects and must remain sterile and available at all times.

Fire Fighting Equipment

Fire-fighting equipment **shall** be provided and **shall only** be used by trained employees when they are confident in their ability to extinguish a small fire and there is a clear means of escape. In most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers **shall** be subject to an annual inspection by a competent contractor.

Fire-fighting equipment including extinguishers, blankets, sand buckets **shall** also be checked **weekly** for:

(i) Its correct location.
(ii) Vandalism.
(iii) Obstruction.
(iii) Sand buckets are full and don't contain any rubbish.

Mr G Pendlebury is responsible for the weekly checks of fire-fighting equipment.

Fire Alarm Systems

The fire alarm system **shall** be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. Where a link has been established between the alarm and monitoring service, this **must** be checked on each occasion to ensure it is fully operational. All tests **must** be recorded within the St Helens Borough Council Fire Safety Log Book.

Mr G. Pendlebury is responsible for the weekly alarm test at this site.

The day and time of the test is 3am on a Friday.

This will ensure that in addition to checking the system as a whole, all alarm call points are checked on a regular basis. Any sounding of the alarm outside of the agreed time, or if the alarm does not stop after the expected length of the test, should be treated as an evacuation. Any visitors or contractors should be informed of the tests.

The fire alarm system **shall** be subject of regular inspection and test by a competent contractor.

Emergency Lighting

A system functionality test, including the operation of all emergency lighting, **shall** be undertaken on a **monthly basis,** with the results recorded within the St Helens Borough Council Fire Safety Log Book.

Mr G Pendlebury is responsible for the monthly emergency lighting functionality test at this site.

The emergency lighting system **shall** be subject of regular inspection and test by a competent contractor.

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire and protecting the escape routes to allow time for people to escape a fire, but are only effective if they are maintained in a good condition and closed and stay closed during a fire.

Fire doors are often wedged or propped open with fire extinguishers, furniture or litter bins. Such practices are not acceptable and **must** be prohibited. Where it is necessary to hold fire doors open, hold open devices can be fitted that are linked to the fire alarm system and close upon alarm actuation, and in the event of power failure or fault will default to the closed position. Such devices must be subject to a recorded testing and maintenance programme by a suitably qualified competent person.

Weekly checks shall, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism shall be reported for immediate attention.

Mr G Pendlebury is responsible for the weekly checks of fire doors at this site.

A comprehensive inspection of all fire doors should be undertaken every six months, by a competent person, to assess the door system's integrity and functionality. The inspection must check for: appropriate sealing and gaps between the door leaf and frame, the condition and operation of vision panels, glazing, cold smoke seals, intumescent strips, the door's certification, the hinges and other hardware, the functioning of self-closing mechanisms and the presence and clarity of fire safety signage.

Mr G Pendlebury is responsible for the 6 monthly inspection of fire doors.

4.5 Electrical Safety

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.

- Where wiring is subject to damage and abuse (eg, surface wiring in temporary classrooms) and in external areas such as greenhouses, it should be similarly inspected every **three years**.

- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.

- The electrical circuits associated with stages/theatre halls should be inspected **annually**.

- Schools should keep an inventory of all electrical equipment (including portable and transportable items) and it should not be possible for apparatus previously discarded as defective to slip back into use.

The person responsible for ensuring that departmental inventories of equipment are drawn up is Mr G Pendlebury.

All electrical faults must be reported to Mr G Pendlebury

- Equipment which was not manufactured to current standards may require modification (eg. pottery kilns with exposed elements that can be touched).

- Home-made or modified equipment **shall not** be used.

- All electrical equipment operating at over 50 volts should be visually checked **each term** and any defective items rectified.

- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person **each year**.

- Any double insulated equipment (ie, no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.

- Where equipment is used outside the building via flexible cable, a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc, an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The majority of potentially dangerous faults will be picked up by formal visual checks, carried out by a competent person or by informal visual checks carried out by users.

Electrical testing, where the needs for such has been identified, **must** be carried out by a competent person. This will be an employee, such as a Technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

A detailed procedure on the testing and examination of portable electrical equipment is available on the St Helens Schools Support (Secure) Web Page.

4.6 Gas Safety

In accordance with the Gas Safety (Installation and Use) Regulations and other relevant statutory requirements, the school **shall** ensure that the potential risks associated with gas installations and gas-fired equipment are managed to prevent risks to employees, pupils, visitors and contractors.

The Headteacher **shall** ensure that gas appliances, pipework, boilers, meters, flues and catering equipment are subject to regular inspection, servicing, maintenance, and, where applicable, safety checks by competent persons. Appropriate records of inspections, servicing, repairs, maintenance and statutory checks **shall** be retained and made available for inspection as required.

Any defects, leaks, damage, suspected gas escapes or concerns relating to gas installations or equipment **shall** be reported immediately and appropriate action taken to isolate the equipment, evacuate affected areas where necessary, and prevent further use until the fault has been rectified and the equipment declared safe. Employees **shall** not interfere with gas installations or attempt repairs unless authorised and competent to do so.

4.7 Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations 2002, (as amended), require employers to assess the risks to the health of employees posed by the use of toxic, harmful, irritant and corrosive substances, these include many substances used in Design and Technology & Art Design, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet: Working with substances hazardous to health - A brief guide to COSHH (INDG136 rev5).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department, though the responsibility may be delegated to another person. In all but the most simplest of cases, the assessment must be recorded.

General risk assessments have been drawn up by CLEAPSS for most substances in use in Design and Technology & Art Design and Science.

For other substances not covered by these general assessments, a suitable & sufficient assessment must be completed by a competent person. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion are available on the St Helens Schools' Portal.

Secondary Schools should ensure that they have the following publications, all of which contain guidance on compliance with COSHH:-

G235 - Management of Risk Assessment in D&T: CLEAPSS
L196 - Managing Risk Assessment in Science: CLEAPSS
HazCards: CLEAPSS

4.8 Management of Asbestos Containing Materials

In accordance with the requirements of the Control of Asbestos Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Headteacher **shall** ensure that all site-based employees are made aware of the location of the asbestos report and understand its contents.

The Headteacher **shall** ensure that Asbestos Awareness training has been completed by those employees with responsibilities for the building, those who may undertake inspections or those who may work on the fabric of the building. Asbestos Awareness e-learning training is available on the Council's MyLearning portal.

The Headteacher **shall** also ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of known or suspected asbestos containing materials. The 'Confirmation of access sheet' provided with the survey should be signed by the contractor to evidence this.

A detailed procedure on the Management of Asbestos Materials is available on the St Helens Schools Support (Secure) Web Page.

4.9 Management of Legionella

The Health and Safety at Work etc Act 1974 (HSWA) extends to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions.

The Headteacher **shall** ensure that:

- A site-specific Legionella risk assessment with accompanying schematics has been undertaken to manage the risk of exposure to legionella bacteria on the premises by a competent person, and this is subject of regular review.
- Sufficient resources and budget are allocated to carrying out corrective action identified through the risk assessment process and these precautionary measures are completed within a reasonable timeframe.
- Relevant employees have completed Legionella Awareness training, ie, Caretaker/Site Manager, Business Manager, etc. Legionella Awareness e-learning training is available on the Council's MyLearning portal.
- Nominated contractors are allowed access to the school as and when required to routinely check, inspect and clean the water system, in accordance with the risk assessment.
- Pre-planned maintenance tasks are carried out at the correct frequencies by suitably competent people, ie, monthly temperature checks, weekly flushing of little used outlets, etc.
- Records of contractor water safety visits and any site duties identified during the risk assessment eg, flushing of little used outlets, are maintained and easily accessible.

A detailed procedure on the Management and Control of Legionella Risks is available on the St Helens Schools Support (Secure) Web Page.

4.10 Glass and Glazing

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey **shall** be updated as glass and glazing are replaced and kept in an accessible location and be available for inspection by enforcing authorities.

4.11 Pupils with Medical Conditions, Allergies and Health Needs

Wherever reasonably practicable, pupils with medical conditions, allergies and other health needs will be supported to access education safely and participate fully in school life. These arrangements are based upon the Department for Education's *Supporting Pupils at School with Medical Conditions* guidance, together with any relevant procedures, protocols and advice issued by the Local Authority, Integrated Care Board (ICB) and other appropriate healthcare professionals.

Where a pupil has a medical condition that requires ongoing support, the school will work in partnership with parents/carers, healthcare professionals and, where appropriate, the pupil, to identify their needs and implement suitable control measures. This may include the development of an Individual Healthcare Plan (IHP), risk assessment, emergency care arrangements, employee training, and the provision of appropriate supervision, support and access to medication.

The school recognises that severe allergies and anaphylaxis can present a potentially life-threatening medical emergency. Appropriate arrangements will be implemented to identify pupils with allergies, assess and manage associated risks, develop Individual Healthcare Plans (IHPs) and risk assessments where required, provide suitable information and training to employees, ensure timely access to prescribed and emergency medication, and minimise exposure to known allergens so far as is reasonably practicable.

The Headteacher **shall** ensure that a standalone Allergy Safety Policy is developed, implemented and maintained in accordance with the Department for Education's *Allergy Safety in Schools* guidance. The policy **shall** document the school's arrangements for managing allergies and anaphylaxis, including procedures for identifying pupils at risk, the safe storage and accessibility of prescribed and spare adrenaline auto-injectors (AAIs), staff training, emergency response arrangements, and the monitoring and replacement of AAIs before their expiry date. The policy will be communicated to all relevant employees and made available to parents/carers via the school's website.

4.12 Outdoor Learning, Off-Site Visits and Learning Outside the Classroom

The school recognises the educational value of outdoor learning, educational visits and learning outside the classroom (LOtC), including on-site activities, local area and off-site visits, residential visits and overseas visits, and adventurous activities. All such visits and activities **shall** have clear educational objectives and be planned, approved, organised and delivered in such a way as to minimise risks to pupils, employees, volunteers and others who may be affected.

LOtC activities **shall** be managed in accordance with relevant health and safety and safeguarding legislation, the Outdoor Education Advisers' Panel (OEAP) National Guidance and the LA's Outdoor Learning, Off-site Visits and Learning Outside the Classroom guidelines.

Suitable and proportionate arrangements **shall** be implemented for the planning, risk assessment, approval, supervision, monitoring and review of LOtC activities. Risk management **shall** focus on significant foreseeable risks and appropriate control measures, taking account of the nature of the activity; the environment; the age, ability, and needs of participants; medical and welfare requirements; supervision and transport arrangements; emergency and communication arrangements; and safeguarding considerations. Residential and overseas visits, adventurous activities and other higher-risk activities **shall** be subject to additional planning, scrutiny and approval proportionate to the risks involved.

LOtC opportunities **shall** promote inclusion and participation for all pupils. Pupils' special educational needs and disabilities (SEND), medical conditions, allergies, behavioural needs or accessibility requirements **shall** be considered during planning, with suitable arrangements made to support participation, wherever reasonably practicable.

The school **shall** ensure that any person or third party engaged to provide a service are competent and adequality insured and can provide evidence of both.

The school monitors and reviews LOtC visits and activities, including incidents, near misses, lessons learned and good practice, to inform future planning and support continual improvement.

Further information and guidance is available through the OEAP, the DfE's Health and Safety on Educational Visits guidance, and the Council's Outdoor Learning, Educational Visits and Learning Outside the Classroom Guidelines on the St Helens Schools Support (Secure) webpage.

4.13 **Fixed Play Equipment**

The Headteacher **shall** ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BS EN 1176 and B0S EN 1177. A post-installation inspection of new fixed outdoor play equipment **shall** be undertaken by an independent organisation, in consultation with Property Services/School Surveyors.

Whether new or existing fixed outdoor play equipment, the Headteacher **shall** ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment.

  Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.

- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to employees and pupils and should specify the level of supervision for each area.

- Inspections of fixed play equipment are undertaken at the following recommended intervals:

  Routine: Daily visual inspection - of the equipment **must** be carried out by the employee supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the

play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly recorded visual inspection by a site-based employee, ie, Caretaker or nominated employee. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and cleanliness of the playground.

Operational: Quarterly recorded operational inspection by a trained RPII Play Inspector. This inspection will look in more detail at the condition of the equipment, providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

Annual: Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

- Provisions are in place for repairs and maintenance.

4.14 **Infection Control**

The school aims to minimise the risk of infection and spread of infectious diseases and will:

- Maintain high standards of hygiene throughout the school, including promoting effective hand washing and respiratory hygiene/cough etiquette.
- Provide suitable hand-washing facilities, including warm running water and liquid soap, and hand-drying facilities in toilets, washrooms and changing areas.
- Regularly clean and disinfect the premises, equipment, and frequently touched surfaces, with enhanced or more frequent cleaning where there is an increased risk of infection transmission.
- Ensure the prompt and safe cleaning and disinfection of bodily fluid spillages, such as blood, urine and vomit, and implement suitable controls to minimise the risk of cross-contamination and infection. Where required, suitable infection prevention and control arrangements shall also be implemented for nappy changing, toileting, continence support and intimate care activities.
- Ensure appropriate PPE is available and used where there is a foreseeable risk of exposure to bodily fluids or infectious materials, with procedures in place for its safe removal and disposal.
- Ensure suitable arrangements are in place for responding to pupils, employees or visitors who become unwell, including the temporary separation of symptomatic individuals where appropriate, and the implementation of exclusion, return-to-school and other infection control measures for infectious diseases in accordance with current public health guidance.
- Maintain adequate ventilation of occupied indoor spaces to reduce the spread of respiratory infections, so far as is reasonably practicable, taking account of the nature and use of the space.

- Ensure suitable arrangements are in place for the safe handling, storage and disposal of contaminated materials and waste.

- Provide employees with appropriate information, instruction and training on infection prevention and control measures relevant to their role.

- Follow current guidance issued by the UK Health Security Agency (UKHSA), the local authority and other relevant public health authorities on the prevention and control of infectious diseases, and public health incidents.

- Support national immunisation programmes were delivered through schools and promote awareness of vaccination programmes.

In the event of an outbreak, pandemic or other public health incident, the school will undertake appropriate risk assessments, liaise with relevant public health authorities and implement any additional control measures required by current public health guidance.

Employees **must** comply with all relevant infection prevention and control arrangements, policies, procedures and guidance, including any additional measures introduced in response to outbreaks or other public health threats.

Refer to UKHSA guidance Health Protection in children and young people's settings, including education, Preventing and controlling infections in children and young people's settings and Managing outbreaks and incidents in children and young people's settings; HSE guidance Ventilation in the Workplace; and the Local Authority's Infectious Disease Guidance Pack for Educational Settings (Public Health) and Good Hygiene Practice (Infection Prevention and Control) Guidance Booklet on the St Helens Schools Support (Secure) Web Page for more information.

4.15 Contractors

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. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect employees and pupils and checking whether expected controls are in place and working effectively.

School managed projects

Where the school undertakes construction and building works projects directly, the Governing Body are considered the 'Client' under the Construction (Design and Management) Regulations (CDM) 2015 and therefore have additional health and safety responsibilities to consider before starting works. They **shall** ensure that:

- They are clear about their responsibilities?
- They have made formal appointments?
- They have checked that the Principal Designer or Designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?

- They have checked that the project team is adequately resourced?
- A project or client brief has been issued to the project team?
- The project team have been provided with information about the existing site or structure (pre-construction information)?
- They have access to project-specific health and safety advice?
- Suitable arrangements are in place to manage health and safety throughout the project?
- A schedule of the key activities for the project has been produced?
- Sufficient time has been allowed to complete the key activities?
- Where required, an online F10 notification form been submitted to HSE to notify them of commencement of work?
- They have checked that a construction phase plan has been adequately developed before work starts on site?
- They are satisfied that suitable welfare facilities have been provided before work starts on site?
- They have agreed the format and content of the health and safety file.

Such projects are managed by the Governing Body who will ensure that the school have obtained consent and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For maintained schools, the landlord is the Local Authority. Schools are required to notify the local authority when they are proposing works that will affect the layout or operation of the building.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 contact your School Property Officer.

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

Local Authority Managed Projects

Where a project is managed by the local authority, the above list of information will be the responsibility of the LA to determine.

4.16 Work at Height

Working at height can present a significant risk of injury to employees and others through falling or being struck by falling objects. Where such activities cannot be avoided, a risk assessment **shall** be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

In accordance with the Work at Height Regulations 2005, the Headteacher **shall** ensure that:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment is selected;
- any access equipment is inspected and maintained;
- any risks from fragile surfaces are properly controlled.

Portable Leaning Ladders and Stepladders

Where the risk assessment determines that portable leaning ladders or stepladders are the most suitable equipment for the task (ie, due to low risk, short duration of task, or where there are existing workplace features that cannot be altered), it **shall** be ensured that:

- appropriate leaning ladders/stepladders are used, that are suitable for intended use and meet the correct standard (EN131 Professional or the old BS2037/BS1129 Class 1 and EN131, if they are still in good condition and fit for purpose). Employees **must not** climb onto desks, chairs and tables to access storage areas or put up displays, etc;
- they are subject of annual inspection by a competent person on a recorded basis and marked/tagged appropriately;
- the manufacturer's instructions are made available to authorised users for reference;
- pre-use visual checks are undertaken by users to spot obvious defects;
- only authorised persons who have received appropriate information, instruction and training in their safe use may use them.

    - Face to face 'Safe Use of Ladders and Stepladders training' **shall** be completed by authorised users, ie, site maintenance employees, who need to use a portable leaning ladder, a stepladder outdoors or undertake heavy work on a stepladder. This can be arranged directly with the Health & Safety Section.
    - The Council's 'Safe Use of Stepladders' e-learning course **shall** be completed by all employees who only use a stepladder inside the building for light work, ie, Teaching Assistants. This can be accessed via the My Learning Portal.

- they are only used outdoors when the weather conditions do not jeopardise the health and safety of persons involved in the task.
- work at height is prohibited when users are working alone;

The HSE have produced guidance to help you comply with the law, see Working at Height: A Brief Guide for more information.

4.17 Manual Handling

Manual handling activities can give rise to musculoskeletal injuries and other health risks if not properly assessed and managed. Such activities may arise throughout the school, including caretaking, catering, administration, curriculum activities, the movement of equipment, furniture and resources, and the provision of physical assistance to pupils.

In accordance with the Manual Handling Operations Regulations, the Headteacher **shall** ensure that hazardous manual handling activities are avoided so far as is reasonably practicable. Where they cannot be avoided, suitable and sufficient risk assessments **shall** be undertaken to identify risks and determine appropriate control measures. The school **shall** seek to reduce risks through the provision of suitable equipment and mechanical aids, safe systems of work, and by ensuring that manual handling activities are appropriately planned, organised and supervised.

Employees undertaking manual handling activities **shall** receive appropriate information, instruction and training. They must follow safe working procedures, use any equipment provided, and report defects, injuries, incidents, near misses or concerns relating to manual handling to their Line Manager without delay.

Where pupils require physical assistance due to medical, mobility, behavioural or special educational needs, suitable individual risk assessments, handling plans and support arrangements **shall** be implemented in consultation with relevant employees, parents/carers and, where appropriate, healthcare professionals. These arrangements **shall** be reviewed regularly and whenever there is a significant change in the pupil's needs or circumstances.

The Headteacher **shall** ensure that manual handling arrangements are regularly monitored and reviewed.

4.18 Lifting Operations and Lifting Equipment

Lifting equipment is used in a variety of school circumstances and failures in equipment, maintenance, inspection or use can result in serious injury to pupils, employees, contractors and visitors. Where lifting equipment is provided, it **shall** be selected, installed, used, maintained and managed in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and other relevant legislation. This may include passenger lifts, platform lifts, goods lifts, hoists, ceiling track hoists, mobile hoists, slings and other lifting accessories.

The Headteacher **shall** ensure that all lifting equipment and lifting accessories are subject to planned maintenance, inspection and thorough examination by competent persons at the required intervals. Records of servicing, inspections, repairs and thorough examinations **shall** be retained and made available for inspection as required. Any defects, damage, deterioration, abnormal operation or failure of safety devices **shall** be reported immediately and the equipment removed from service where safety may be compromised until appropriate remedial action has been completed.

Lifting equipment **shall** only be used for its intended purpose and in accordance with manufacturers' instructions, risk assessments and safe working procedures. Employees involved in lifting operations **shall** receive appropriate information, instruction and training and only authorised persons **shall** operate such equipment.

Where lifting equipment is used to support pupils with mobility, transfer or physical handling needs, appropriate risk assessments, moving and handling plans, operating procedures and care arrangements **shall** be implemented to ensure lifting operations are undertaken safely and with due regard for the pupil's welfare, dignity and individual requirements. Lifting accessories, including slings, **shall** be selected, maintained, inspected and used in accordance with the manufacturer's instructions and relevant assessment findings.

The Headteacher **shall** ensure that arrangements are regularly monitored and reviewed to ensure equipment remains suitable, safe and effective.

4.19 Violence, Aggression and Personal Safety (including Lone Working)

Violence, aggression, abuse, intimidation, bullying, harassment and threatening behaviour can have a significant impact on employees' health, safety and wellbeing. Employees should not be expected to put themselves in danger and the school will not tolerate such behaviour towards its employees. The school will take all reasonably practicable steps to prevent and manage risks to arising from interactions with pupils, parents/carers, visitors, contractors and members of the public.

Employees **shall** report any incidents or concerns relating to personal safety to the Headteacher or their Line Manager without delay. Incidents **shall** be recorded using an Incident Report Form and investigated. Where any incident results in a physical injury, this **shall** also be recorded on an Accident Report Form. Both forms are available via the Council's online Accident & Incident Reporting System. The school will work in partnership with the Local Authority, Police and other relevant agencies, where appropriate, to address behaviour or conduct that compromises the safety of employees, pupils or visitors, or adversely affects the school's ability to provide a safe learning and working environment.

Where there is a foreseeable risk of violence, aggression or challenging behaviour, suitable and sufficient risk assessments **shall** be undertaken and appropriate control measures implemented. This may include behaviour support plans, individual pupil risk assessments, reasonable adjustments, additional staffing, training, environmental controls or other measures proportionate to the level of risk.

Following significant incidents, appropriate debriefing arrangements **shall** be implemented to identify lessons learned, review the effectiveness of existing control measures and determine whether additional actions are required. The school **shall** ensure that appropriate support is made available to employees affected by incidents of violence, aggression, abuse, intimidation, bullying, harassment or threatening behaviour.

Lone working

Lone working may increase risks to health and safety, and the school will seek to minimise lone working wherever reasonably practicable. Work carried out unaccompanied or without immediate access to assistance **shall** be risk assessed to determine whether the activity is necessary and whether suitable control measures are in place.

Work involving significant risks, such as work at height, certain manual handling activities, the operation of specific equipment or machinery, etc, **must not** be undertaken whilst working alone.

Employees working outside of normal school hours **must** obtain permission from the Headteacher or another authorised manager.

Where lone working cannot be avoided, suitable arrangements **shall** be implemented to ensure employees can summon assistance in an emergency, eg, access to a telephone, mobile phone or other effective means of communication, and that appropriate persons are aware of the employee's location, activities and expected time of departure, return or completion of work. Procedures **shall** be in place to ensure a timely response where an employee fails to make expected contact or requires assistance.

The Headteacher **shall** ensure that lone working arrangements are regularly monitored and reviewed and that employees are provided with appropriate information, instruction and guidance regarding personal safety and lone working precautions.

A detailed Standard on the Management of Violence and Aggression at Work and corporate Lone Working Procedure are available on the St Helens Schools Support (Secure) Web Page for more information.

4.20 **Display Screen Equipment (DSE)**

The use of DSE, including desktop computers, laptops, tablets and other screen-based devices, can present risks to health if workstations are not appropriately designed or used. In accordance with the Health and Safety (Display Screen Equipment) Regulations, the school **shall** take reasonable steps to ensure that employees who are identified as DSE users are provided with suitable workstations and work arrangements that minimise the risk of musculoskeletal disorders, visual fatigue, headaches and other associated health issues.

The Headteacher **shall** ensure that suitable and sufficient DSE assessments are undertaken for employees who habitually use DSE as a significant part of their work. Assessments **shall** consider the workstation, equipment, working environment, software and work routines, and appropriate action **shall** be taken to address any issues identified. Assessments **shall** be reviewed periodically and whenever there is a significant change to equipment, workstation layout, work activities or the employee's circumstances.

Employees **shall** be provided with appropriate information, instruction and guidance on the safe use of DSE, including the correct adjustment of chairs, desks, screens and other equipment, the importance of good posture, and the need to take regular breaks from screen-based work. Employees are responsible for following this guidance, setting up their workstations appropriately and reporting any concerns, discomfort or defects to their Line Manager.

A detailed procedure on the Safe Use of Display Screen Equipment and a template DSE Workstation Assessment Checklist are available on the St Helens Schools Support (Secure) Web Page.

4.21 Stress, Mental Health and Wellbeing

Work-related stress can adversely affect employee health, wellbeing, attendance, morale and effective operation of the school. The school **shall** promote positive mental health and wellbeing and take reasonably practicable steps to identify, eliminate or reduce workplace factors that may contribute to stress.

The Headteacher **shall** ensure that the principles of the Health and Safety Executive's Management Standards for Work-Related Stress are considered when developing management practices and arrangements within the school, ie, workload demands, employee control over work, support mechanisms, working relationships, role clarity and the management of significant organisational change.

Where work-related stress is identified as a significant risk, suitable and sufficient stress risk assessments **shall** be undertaken and appropriate control measures implemented. Employees are encouraged to discuss any concerns relating to workload, stress, mental health or wellbeing with their Line Manager at an early stage so that support can be provided and reasonable measures considered.

The school will promote employee wellbeing through appropriate support arrangements, which may include access to management support, employee assistance services, wellbeing initiatives, and referral to Occupational Health services where additional advice or support is required.

The effectiveness of the school's arrangements for managing work-related stress, mental health and wellbeing **shall** be monitored and reviewed periodically to ensure that they remain appropriate and effective.

Refer to the HSE's guidance on Stress and Mental Health at Work for further advice.

4.22 Trees

The school has a statutory 'duty of care' to members of the public and its' employees who must not be put at risk because of any failure to take all reasonable precautions to ensure their safety.

Therefore, the Headteacher **shall** arrange for a competent person to undertake inspections periodically and assess the risks posed by the trees on the school grounds, to identify any defects such as disease or structural integrity, and where they present a risk to life or property, take appropriate remedial action.

4.23 New and Expectant Mothers at Work

The school are responsible for providing a safe working environment while effectively managing risks to the health and safety of all new and expectant mothers.

The Headteacher **shall** ensure that an individual risk assessment is carried out for new and expectant mothers and suitable control measures are implemented to mitigate identified risks. This applies to employees who are: pregnant, have given birth in the last 6 months, or are currently breastfeeding.

A detailed procedure on New and Expectant Mothers at Work and accompanying template risk assessment form are available on the St Helens Schools Support (Secure) Web Page.

4.24 Personal Protective Equipment (PPE)

The school **shall** provide PPE to employees and pupils to protect them from hazards that cannot be controlled by other means.

PPE **must** be used and maintained in accordance with training and instruction provided. The Headteacher/Head of Department/Supervisor **shall** ensure proper fit and compatibility with any other PPE worn.

PPE **must** be cleaned, stored and kept in good order when not in use.

A detailed procedure on Personal Protective Equipment is available on the St Helens Schools Support (Secure) Web Page for further information.

4.25 Caretaking and Cleaning

The Headteacher/Site Manager/School Business Manager **shall** ensure that:

- Caretakers and Cleaners are suitably trained and qualified.
- Caretaking and cleaning tasks are appropriately planned, supervised and monitored.
- Suitable and sufficient risk assessments are carried out for caretaking and cleaning activities by a competent person and suitable control measures are implemented to mitigate identified risks. This includes: COSHH, Manual Handling, Noise, and Vibration, etc.
- Caretakers and cleaners are provided with relevant information, instruction and safe working procedures for their role.
- Caretakers and cleaners are provided with the necessary tools, chemicals, and PPE, which should be maintained, safely stored and issued on a recorded basis.
- Cleaning and maintenance specifications and periodic cleaning schedules are developed, and specialist technical advice is accessed when necessary (eg, floor care).

Where this function is contracted out, the standard required will be clear in the service level agreement.

4.26 **Waste Management**

The Headteacher **shall** ensure that:

- All waste produced by the school is stored, segregated, handled, and disposed of in a safe and legally compliant manner.
- Appropriate infrastructure, training, and oversight is provided to enable all members of the school to contribute to effective waste management.
- Waste collection services are monitored.
- Special consideration is given to the disposal of laboratory materials and medical and offensive waste.

4.27 **Premises, Security and Site Safety**

The Headteacher **shall** ensure that the school premises are maintained in a safe, secure and serviceable condition and that suitable arrangements are in place for the inspection, maintenance and repair of the site, buildings, facilities and equipment.

The school **shall** implement suitable arrangements for monitoring the condition of the premises, including procedures for reporting, recording and rectification of defects, damage, maintenance issues and security concerns. Regular inspections **shall** be carried out to identify hazards arising from deterioration, wear and tear, unsafe conditions, damage or security deficiencies, and maintenance requirements, and appropriate remedial action shall be prioritised and completed within appropriate timescales. Where a defect presents a risk to health and safety, the affected area, equipment or facility **shall** be taken out of use until it has been made safe.

Appropriate arrangements **shall** be implemented to control access to the site, prevent unauthorised entry and maintain site security during and outside normal school hours. Suitable procedures **shall** be established for visitor management, including signing-in arrangements, visitor identification and communication of relevant emergency procedures.

The Headteacher **shall** ensure that arrangements are in place for the safe management of vehicle movements, deliveries, contractors and other activities that may present risks to pedestrians or building users.

The school **shall** implement and periodically test appropriate emergency arrangements for security-related incidents, including lockdown procedures where required. These arrangements shall be communicated to relevant persons and reviewed periodically to ensure their continued effectiveness.

4.28 **Welfare Facilities**

Welfare facilities **shall** be provided for employees, pupils, visitors and other authorised users of the premises that comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and School Premises (England) Regulations.

The Headteacher **shall** ensure that suitable and sufficient sanitary and washing facilities are provided at readily accessible locations. These facilities **shall** be adequately ventilated and suitably lit, maintained in a clean, hygienic and serviceable condition, and subject to regular inspection, cleaning, maintenance and replenishment arrangements. Washing facilities **shall** be located in the vicinity of sanitary conveniences and, where appropriate, changing areas, and **shall** include an adequate supply of clean hot and cold, or suitably warm, running water, together with soap or other cleansing materials and appropriate means of drying.

Suitable privacy and dignity **shall** be maintained, including the provision of separate toilet facilities for male staff, female staff, boys and girls, or individual lockable facilities, where appropriate. Welfare facilities **shall**, so far as is reasonably practicable, be accessible and suitable for the needs of persons with disabilities and those with specific medical requirements.

An adequate supply of wholesome drinking water shall be provided and maintained at readily accessible locations separate from toilet facilities. Drinking water outlets shall be clearly identified, where appropriate, and hot water systems shall be managed to prevent the risk of scalding.

Suitable accommodation **shall** be provided for the medical examination, treatment and short-term care of sick or injured pupils, including access to washing facilities and nearby sanitary conveniences. Where pupils with complex medical or care needs attend the school, additional accommodation **shall** be provided as necessary to meet those needs.

Employees **shall** have access to rest facilities and facilities for the preparation and consumption of hot and cold food and drinks.

Defects, damage, cleanliness concerns or any other condition affecting the safety, hygiene, accessibility or availability of welfare facilities shall be reported promptly and appropriate remedial action taken without undue delay. Where welfare facilities become unavailable, suitable temporary arrangements shall be implemented until normal provision is restored.

4.29 Adverse Weather

Adverse weather conditions may present risks to the health, safety and welfare of pupils, employees and visitors and may affect the safe operation of the premises.

The Headteacher **shall** ensure that suitable arrangements are in place to monitor and manage risks arising from adverse weather conditions, including snow, ice, flooding, storms, high winds, extreme temperatures and heatwaves. Appropriate risk assessments **shall** be undertaken where necessary and control measures implemented to reduce risks so far as is reasonably practicable.

Control measures may include gritting and snow clearance, restricting access to affected areas, inspecting structures and trees following severe weather, modifying outdoor activities, increasing ventilation, implementing heat management measures and communicating safety information to employees, pupils and parents/carers as appropriate.

4.30 School Transport and Minibus Safety

Where the school operates, hires or uses minibuses, or other vehicles as part of its activities, the Headteacher **shall** ensure that suitable arrangements are in place to manage the associated risks.

Vehicles **shall** be maintained in a safe and roadworthy condition and be subject to appropriate inspection, servicing and maintenance in accordance with legal requirements and manufacturer's recommendations. Daily or pre-use checks **shall** be undertaken, where appropriate, and any defects reported immediately and rectified before further use where safety may be compromised.

The school **shall** ensure that drivers hold the appropriate licence entitlement, insurance, permits, authorisations and competencies required for the vehicle being operated and receive appropriate information, instruction and training. Suitable arrangements **shall** be in place to verify drivers' eligibility and continued suitability to drive on behalf of the school.

Drivers **shall** comply with the Highway Code, road traffic legislation and school procedures and must ensure they are fit to drive. Vehicles **shall not** be operated by any person whose ability to drive safely may be impaired by alcohol, drugs, medication, illness, fatigue or any other condition that could affect safe driving.

Suitable arrangements **shall** be implemented to plan, assess and manage risks associated with school transport operations and work-related travel, taking account of passenger needs, route selection, weather and traffic conditions, journey duration, driver welfare, communication arrangements and emergency situations. Appropriate procedures **shall** be established for responding to and reporting vehicle breakdowns, road traffic collisions, medical emergencies and other incidents. Adequate rest breaks **shall** be taken, where required.

Where pupils are transported, appropriate safeguarding measures **shall** be implemented. The school **shall** ensure that drivers and accompanying adults are suitably vetted, where required, pupils are appropriately supervised, seat belts are provided and worn, where fitted, suitable child restraints are used where legally required, and relevant risk assessments are undertaken for pupils with identified medical, behavioural or additional support needs. Except in exceptional circumstances, such as a medical emergency, pupils **shall** not be transported alone in a vehicle by a member of staff or other authorised adult. Where this cannot be avoided, appropriate safeguarding measures and management authorisation **shall** be implemented.

5.0 CURRICULUM SAFETY MATTERS

The following sections apply primarily to Secondary Schools, although Section 5.3 Physical Education, School Sport and Physical Activity applies to all schools.

5.1 Design and Technology & Art and Design

Both Design and Technology and Art and Design in schools encompass a range of material areas, including food, textiles, resistant materials, graphics, ceramics, and ICT/computing.

- A *Design and Technology & Art and Design Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety

Policy. The Departmental Policy should be provided to all employees, ie, Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.

- Risk assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These **must** be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment **must** be communicated to all relevant employees on a recorded basis.

- An audit of the Design and Technology & Art and Design Department is undertaken on at least an annual basis to ensure that it is running effectively and safely. An audit of teaching, preparation and storerooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.

5.3 Physical Education, School Sport and Physical Activity

- A *Physical Education Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Policy should be provided to all employees working within the Department on a recorded basis.

- Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the Association for Physical Education (afPE) Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2025).

- Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.

- Gym equipment is within current test period and adequately maintained and inspected before use. The inspection **shall** be organised on behalf of the school by the school's Property Services Officer.

- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.

- Checks of goalposts (rugby/football) are being undertaken before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

The Class Teacher shall ensure that:

- They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of physical education, school sport and physical activities.

- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.

- Areas used for physical education, school sport and physical activity are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

- Goalposts (rugby/football) are checked before use and on a regular basis following the Football Association's Guidelines issued to the school.

5.5 Work Experience/Placements

The school recognises the educational value of work experience and will take reasonable steps to ensure that placements are arranged with organisations that provide a safe and suitable environment for participating pupils. Prior to placements commencing, proportionate checks will be undertaken to obtain assurance that appropriate health and safety management arrangements, employers' liability insurance, supervision, and induction, instruction and training arrangements are in place. Responsibility for managing workplace risks and ensuring the health, safety and welfare of pupils during the placement remains with the placement provider.

The school will have regard to relevant HSE guidance on Young People at Work and Work Experience. In planning placements, the school will work with employers, pupils and parents/carers to ensure that the pupil's age, maturity, experience, capabilities, medical conditions, disabilities and any additional needs, are appropriately considered, The school will seek assurance that significant risks have been identified, suitable control measures and supervision arrangements are in place, and that pupils and, where applicable, their parents/carers have been provided with appropriate information regarding those risks and the measures implemented to protect them.

Appropriate arrangements will be established for the approval, monitoring and review of work experience placements. Pupils will receive suitable pre-placement information on expected standards of behaviour, health and safety responsibilities, reporting arrangements and the importance of following workplace instructions and safe systems of work. Any accidents, incidents, concerns or significant health and safety issues arising during a placement will be reported to the school and, where appropriate, investigated and reviewed in liaison with the placement provider to identify lessons learned and inform future placement arrangements.