HEALTH AND SAFETY POLICY

for adoption by all CDAT schools

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

Policy Template Approved by	Date	Review Schedule	Date of next review
Finance and Operations Committee	March 2026	Annually	March 2027

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1. Introduction

This health & safety policy is for CDAT schools and incorporates the Smartlog® program to ensure compliance.

Instructions on completing this Health & Safety Policy

This health & safety policy has been designed to provide schools with the information they need to manage health and safety in their school.

To be effective this document must be tailored to reflect 'how things are done safely in our school'. This then makes it your 'go to' guidance in school for you and your team.

Throughout the document we have left blanks with [insert name] or [insert location] to make you personalise the document.

When we say, [**insert name**], please insert the role i.e., School Business Manager, Caretaker, Curriculum Lead etc. Do not use actual names as the document will soon become historic and require review regularly.

If any sections do not apply, they can be removed e.g. minibuses or swimming pools.

Smartlog®

The Smartlog® compliance program is a cloud-based effective management system that guarantees health and safety compliance for your school and CDAT when implemented and followed in accordance with their guidance. Smartlog® is designed with the singular purpose of keeping you compliant with health & safety law.

Used correctly it will help CDAT schools:

- Generate compliance reports for your school and CDAT.
- Detailed compliance breakdown to address and fix deficiencies.
- 24 e-learning courses – centrally schedule and allocate employee training.
- Download training certificates and access employee training history anytime.
- Access to more than 30 detailed risk assessment templates
- Record risk assessments and audits
- Record and track all work-related accidents and incidents.
- Track assets, inventory, equipment, licenses and service certificates
- Schedule and log all checks and tests e.g., fire alarms, PAT, NICEIC, emergency lighting, fire and water risk assessments, asbestos and water checks, fire drills, defect log, inspections.

Smartlog®

Where relevant at the end of each Arrangement we have included a box with instructions for school to follow to integrate Smartlog® into your school's health & safety management system and ensure compliance.

Where you see:

UPLOAD – please upload the latest documents to the system.

LOG - this instructs school to create a reminder to carry out a recurring task or training. Essential to ensure compliance

Communication of this health & safety policy

Once the document has been signed by the Chair of Governors, it should be circulated to all employees to read and sign to say they have received it. This can be captured in writing or electronically.

2. Statement of intent

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

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

School is committed to:

- Providing a productive and safe learning environment.

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

3. Legal framework

This policy has due regard to the Health and Safety at Work etc. Act 1974 and other statutory and common law duties

This policy also has due regard to national guidance including, but not limited to:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- HSE (2014) 'Sensible health and safety management in schools'

4. Roles and responsibilities

Local Governance Committee of maintained schools along with academy trusts that have not delegated responsibilities for health and safety to the local governing board.

The governing board, in conjunction with the Headteacher, will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

Smartlog®

Health & Safety at Work – all staff to complete this **Smartlog®** online course

Managing safety – managers to complete this **Smartlog®** online course

5. Accident reporting

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the Local Governance Committee and Headteacher will report:

- Accidents, dangerous occurrences, and near misses.
- Incidents of physical violence and verbal abuse

School will use the template forms available to all CDAT schools at:
www.jeannefairbrotherassociates.com

COMPASS (individual pupil record) is used to record all minor incidents to children and young people.

Accident statistics will be monitored for trends and a report made to the governors/senior management team termly.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

a. Near misses

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

b. Reporting to the Health & Safety Executive

If an incident occurs at school from the table below it will require reporting to the HSE. The Headteacher will contact the school's Health & Safety advisers as soon as is reasonably possible for advice and next steps.

RIDDOR (Staff) **Certain injuries and absence MUST be reported to the Health & Safety Executive**	Work related deaths, major injuries (*Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn),* work related diseases *(must have a doctor's note which confirms the diagnosis)*, a work related injury which results in hospitalisation *(whether for treatment or observation).Over 7 day injury category, where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the accident).* ***Contact Health & Safety Advisors for assistance***
RIDDOR (Non staff) **Where a visitor, contractor or other non-employee is injured on school premises or elsewhere and is taken from the scene to a hospital.**	The guidance requires that in addition to being taken to hospital, the accident must arise 'out of or in connection' with work. The factors determining this are whether the accident was caused by the manner of conducting our undertaking e.g. supervision, safe systems of work, competence of employees or was attributable to the condition of the equipment or premises. E.g. unsafe conditions, poor condition of premises.
Lost Time Accidents (Staff)	Accidents which prevent the injured person from continuing their normal work for more than seven days (not including the day of the accident but including weekends and rest days). Must be reported within 15 days

c. Accident investigation

All accidents, however minor, will be investigated by the health and safety coordinator/Headteacher. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid recurrence of the accident.

Smartlog®

Accident reporting and accident investigation documents.

Upload accident statistics to the system

Using Smartlog® will provide you with termly accident data to report to governors.

6. Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- An annual examination of documents to ensure compliance with standards.
- Inspection of premises, plants and equipment at frequencies to be agreed.

External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

a. Monitoring and review

The effectiveness of this policy will be monitored continually by the Headteacher and the Local Governance Committee. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is March 2027.

The school's health & safety advisors will carry out an annual audit. The resulting action plan will be shared with governors to monitor results.

7. Asbestos management

In accordance with the control of Asbestos at Work Regulations 2012, any school built before 2000, must have an asbestos management plan in place. the Headteacher on behalf of the Local Governance Committee is the 'responsible person' and will ensure:

- A current and valid asbestos survey has been carried out by an accredited UKAS contractor A&L Consultants (arranged via DBE Services).
- There is an Asbestos Management Plan held on site together with an action plan, provided by the UKAS contractor.
- This Asbestos Management Plan will be reviewed every 6 months to ensure any changes to site, roles, staff or legislation are accurate.
- The school has the responsibility to manage asbestos on site.
- All school staff have all completed Asbestos Awareness in Smartlog®
- All staff are made aware of the presence and location of asbestos in school and provided with the asbestos register to view.

- The responsible person and/or their delegate will ensure they have sufficient knowledge of Regulation 4, CAR 2012, the duty to manage asbestos on the school site.
- The school will follow the information in the management plan and asbestos register and complete regular inspections of known or believed areas containing asbestos materials to ensure they are in good condition and no unauthorised work has taken place.
- Only contractors licensed by the HSE will be used for the removal of asbestos containing materials.
- Advice will be sought prior to commencing any work from Facilities Management provider or a UKAS approved asbestos surveyor.
- To ensure that no fibres are released during the works, only competent contractors who are UKATA registered will be used for 'notifiable non-licensed' and 'non-licensable work' of asbestos-containing materials and a Permit to Work authorizing the works will be completed prior to starting. Advice will be sought prior to commencing any work from the Facilities Management provider or a UKAS approved asbestos surveyor.
- The person who assists the Headteacher in the management of asbestos within the school is the School Business Manager & Site Manager who is responsible for:
    - Maintaining the Asbestos Management Plan and ensuring that it is available for inspection (usual retention policy 40 years). Reviewed six monthly.
    - All remedial actions have been carried out.
    - The asbestos register is held in The School Office and will be made available to all staff, visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities who will sign the 'signing in' sheets. These will be held in the Asbestos Management Plan.
        - Note: areas such as those above 3m in height, ceiling voids, etc. will not have been surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise. This includes even small jobs such as installing telephones or computers, putting up shelving, display boards or installing security services.
    - **Ensuring that under no circumstances staff drill or affix anything to walls without first obtaining specific approval.**
    - They minimise the potential for accidental exposure when work is to commence on assumed or identified asbestos that is not licensable works by controlling working methods of staff and contractors through the completion of a risk assessment and a permit to work.
    - The asbestos log is maintained and that any changes are notified to our UKAS accredited contractor. This will be held in the Asbestos Management Plan.

- If there is a potential to disturb asbestos containing materials (ACM), all relevant employees are clear on the location. Time, date and persons notified will be held in the Asbestos Management Plan.

- All work on the fabric of the building or fixed equipment by school staff or contractors is entered in the Asbestos Management Plan and signed by those undertaking the work.

- Together with the Headteacher, they receive training every 3 years to ensure they can fulfil their responsibilities and maintain records in the Asbestos Management Plan. The nominated person should receive asbestos awareness and the Headteacher should receive asbestos management training.

- An annual visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log and may Headteacher be sent to the asbestos contractor. These will be held in the Asbestos Management Plan.

- The Asbestos Register and Management Plan is retained for future inspection.

Smartlog®
All school staff have completed the Smartlog Asbestos Awareness training.
Upload a copy of asbestos survey, any subsequent asbestos R&D reports, air clearance certification, consignment notes for the disposal of asbestos material.
This includes annual reminder and uploading of asbestos condition log information and training.

8. Construction and maintenance of the premises

The Headteacher on behalf of the Local Governance Committee recognises that the use of contractors in the school environment has the potential to introduce additional hazards and risks that are not normally present.

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering, or engineering construction work.

The Headteacher, who acts as the Client, will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the school wants built or maintained
- The site and existing structures
- Information about hazards, such as asbestos
- Timescales and budget for the build
- How the school expects the project to be managed
- CDM appointments of principal contractor/principal designer
- Welfare arrangements
- Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction, or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up to date by the health and safety coordinator, and is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold an initial pre-site meeting, where all site rules, local arrangements, site specific concerns, timings of the commencement of work, deliveries, demarcation of the site is set out. Thereafter, weekly progress meetings are held with the project team to ensure that all members are carrying out their roles as required. All meetings will have minutes recorded and circulated. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992, Control of Asbestos Regulations 2012 and other relevant health and safety legislation.

Smartlog®

Upload all documentation from contractors regarding any onsite work i.e., risk assessments, Permits to Work, copies of schedules of work and any additional work-related documentation.

Upload risk assessments for bespoke work completed by premises team such as a large painting scheme.

9. Chemical Safety- Control of substances hazardous to health (COSHH)

Under the Control of Substances Hazardous to Health Regulations 2002 the Headteacher on behalf of the Local Governance Committee has a responsibility to ensure:

- Substances identified as presenting a significant risk with a hazard symbol (for example, swimming pool chemicals) have a specific COSHH risk assessment completed.
- Hazardous substances and cleaning materials are sourced from an approved supplier to ensure non-hazardous substances or substances that present the lowest level of risk are used.
- There is an inventory of all chemicals on site that are identified as hazardous substances kept on site including science, biology, swimming pools etc.), reviewed annually.
- Relevant Manufacturers Safety Data Sheets are available for all cleaning/education/maintenance substances and these have been communicated to those employees who use them with records of this information sharing available. Paper copies should be held alongside the chemicals with details of emergency first aid.
- Employees using the substances are appropriately competent.
- All hazardous substances stored appropriately with no unauthorised access e.g., secured out of the reach of children, and all containers clearly labelled and marked (e.g. flammable materials stored in appropriate flammables cabinet).
- Personal protective clothing (PPE) is issued, maintained, examined and replaced when required. Records will be kept of issuing PPE.
- if required health surveillance is available.
- substances used during Science and DT lessons will be covered by CLEAPSS risk assessments and advice.

Smartlog®

Upload all safety data sheets, an inventory of substances held in school and COSHH risk assessments.

Log an annual inventory of all substances held in school.

All staff to complete online **Smartlog®** COSHH Awareness
See PPE section

10. Display screen equipment

The Headteacher on behalf of the Local Governance Committee is responsible for ensuring that all employees that are computer users complete the Display Screen Equipment Self-Assessment Checklist.

- Employees are considered to be computer users if DSE is normally used continuously for more than one hour every day as a significant part of their normal work.
- Employees identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).
- It is the responsibility of the Line manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

Smartlog®

Upload all habitual computer users DSE self-assessments. Ensure any new starters complete a DSE self-assessment form

Log an annual review and upload new forms.

All staff who use a computer for more than one hour daily to complete **Smartlog®** online course DSE Users.

11. Driving

The Headteacher on behalf of the Local Governance Committee recognises that employees who drive their own private vehicles while on work business or those that drive minibuses present a foreseeable risk in a school environment and will ensure:

- Risk assessments have been undertaken to identify the hazards associated with driving private vehicles at work and the operation of school vehicles.

- The validity of their licenses, MOT and insurance is checked annually, and this information kept on file.

Employees who drive their private vehicle for work (this includes any activity in which a private vehicle is driven for the purpose of work, including travelling from the normal place of work to another location for a meeting) must also have the following checked and recorded annually using the CAR 10 form (or equivalent).

Smartlog®

Log an annual checklist of driving documents for those staff who drive in the course of their work including driving licence, MOT, motor insurance for business use, and road fund tax.

12. Emergency Planning

Definition: "An event – or events – usually sudden, which involves the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is likely to have emotional and organisation consequences."

The Headteacher on behalf of the Local Gomanufactvernance Committee will ensure that,

- There is a school emergency management plan (SEMP) in place which firstly considers various types of emergencies and how the school is placed to deal with them, and secondly to give the school community confidence when faced with a crisis.
- The school has lockdown procedures in place.
- Staff will be briefed on the contents of the school's emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.
- Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur.
- The school will carry out a tabletop exercise, simulating an emergency, at least once per year.

Smartlog®

Upload a copy of the school emergency management plan (SEMP).

Log an annual review

13. First aid

From time to time whilst children are in school (or taking part in school-activities outside of school) they will get injured or become unwell and so require first aid. When this happens, any member of

staff is considered to be in 'loco parentis' and so will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances.

As well as fulfilling this core role, all CDAT schools also have members of staff who have been trained in first aid at different levels. These staff have a key role to play in ensuring that all CDAT schools provide a high standard of first aid care. Appropriate first aid equipment is available in school, to be used in the child's best interest and with great care. Where it is judged necessary the emergency services will be called or the child will be escorted to hospital. Our first aid practice is informed by current government guidance on best practice in first aid in schools, as laid out here: https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

While school staff may take on the role of parent 'in loco parentis', all CDAT schools recognise that it is essential that parents/carers are kept fully informed whenever a child has received first aid. Schools all have suitable systems for recording accidents/first-aid incidents and for informing parents. In some schools, these systems are electronic.

The Headteacher is responsible for ensuring that adequate first aid provision and first aid facilities are in place in line with the requirements of the Health & Safety (First Aid) Regulations 1981. They will nominate a First Aid Coordinator Jo Mulla (SBM) who will ensure that:

- A first aid needs assessment is carried out in order to determine the provision of appropriate First Aiders during periods before and after the school day, during events, holidays and when lone working takes place.
- There are at least 2 members of staff with current, up to date paediatric first aid certificates – one of whom should be available at all times to support staff and pupils in EYFS.
- There are at least 2 other members of staff with current, up to date first aid certificates (e.g. first aid at work) – in larger schools the number of first-aid trained staff should be proportionately larger.
- Staff are trained to deal with any known specific conditions that may leave a pupil vulnerable to a medical emergency (e.g. trained to use an EpiPen if a child is known to be prone to severe allergic reactions). This is further detailed in our Allergen and Anaphylaxis Policy.
- First aiders have a current certificate and attend refresher training as required. Details of staff training are kept.
- There are checks every term that the contents of first aid boxes by Anna Curran (School Office) and, if required, defibrillators are complete and replenished as necessary.
- A travel first aid kit is available and is taken by an appointed member of staff when taking a group of children out of school.

Where the first aider or Headteacher considers that hospital treatment is required office staff summon the emergency services for transport by ambulance and contact the pupil's parents.

The names of the school's first aiders should be displayed in a number of places around school, including the staffroom, the school hall and any doors used as entrances/exits to/from playgrounds. This is to ensure that anyone who needs to find a first aider can quickly check the up-to-date list, and that lists are displayed in the most appropriate areas.

Transport to hospital

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, only in these exceptional circumstances arrange to transport the injured person using their school staff transport.

There must be an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

First aid kits

First aid kits are located as follows, and the named staff members are responsible for their secure storage and use:

- Medical Area - main supplies and refills
- School Entrance - green first aid bag
- Little Acorns - smaller kit for WAC
- Sports Kit - for off site activities *(orange bag staff room)*

Smartlog®

Upload training matrix for first aiders

Upload first aid needs risk assessment

Log annual review

14. Fire safety

Under the Regulatory Reform (Fire Safety) Order 2005, the Headteacher on behalf of the Local Governance Committee is the 'responsible person' and is responsible for ensuring:

- A current fire risk assessment is in the Fire Logbook located in the School Office and is readily accessible.
- Remedial actions identified in the Fire Risk Assessment have been completed and signed off.
- The fire risk assessment is reviewed on an annual basis or when there are changes to the building.
- Written fire/emergency procedures are made available to all staff and included in the establishment's induction process and refreshed annually.

- An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site.
- All emergency exits, fire alarm call points, fire appliances and assembly points are clearly sign posted with signs conforming to the "Health & Safety (Safety Signs and Signals) Regulations 1996.The locations of the above are identified on plans in the Fire Logbook.
- The school will provide appropriate information, instruction and training on the establishment's emergency procedures and emergency contact details to all third-party providers and hirers of the premises.
- All staff are fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge.
- Fire drills are carried out termly and performance recorded on the Fire drill evaluation sheet and retained in the fire logbook.
- The school will maintain an inventory of all substances on site within the fire log book and review this annually, indicating on site plans their location within the building.
- All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance.www.cleapss.org.uk
- Displays- the Fire Authority recommends a maximum of 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.
- All documentation relating to fire safety including inspection, service, maintenance and repair records will be maintained in the school's fire logbook in the School Office.
- Emergency contact and key holder details are maintained by Jo Mulla (SBM) and provided to Atlas Security remote call centre.
- The following local checks are carried out and logged by Bill Ross (Site Manager):
    - Daily checks of fire evacuation routes to ensure that they are clear.
    - Weekly fire alarm call point tests.
    - Monthly check of emergency lighting.
    - Monthly Fire Marshal Inspection Checklist to include:
        - Fire doors to ensure they are in a good condition and easily opened.
        - Emergency escape routes.
        - Firefighting equipment to ensure that it is the correct location and not discharged.
- The following inspection and maintenance requirements are carried out by a contractor and inspection records/certificates are available:

- Maintenance and service of the fire alarm system.
- Maintenance and inspection of the emergency lighting and batteries, including full discharge test.
- Annual firefighting equipment inspection.
- 6 monthly testing of fire shutters and annual maintenance.

a. Personal Emergency Evacuation Plan (PEEP)

A personal emergency evacuation plan (PEEP) should be established with the co-operation of the person (and parents of pupils) with the impairment. The aim is to be sensitive to the needs of staff and to ensure that the dignity and safety of the member of staff is maintained at all times. All members of staff and pupils with impairment that might affect their ability to evacuate the building in an emergency should participate in a risk assessment that will determine the arrangements necessary to ensure their safe and speedy evacuation.

The Headteacher on behalf of the Local Governance Committee will ensure that PEEP is conducted as required.

b. General Emergency Evacuation Plan (GEEP)

A general emergency evacuation plan is a general PEEP and should be available for any temporary occupants of school such as a visitor with a mobility restriction.

Smartlog®

Upload annual fire risk assessment

Upload service documentation including extinguishers, alarm emergency lighting

Upload training records

Log monthly Fire Marshal checklist inspection and upload

All staff to complete Smartlog® Fire Awareness module.

Nominated staff to complete **Smartlog® Fire Warden** module

15. Gas Installations and Appliances

School will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual. Maintenance of Gas Equipment Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the

manufacturer's recommendations. All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- identify all gas fired appliances and create a maintenance schedule for each.
- arrange for servicing in line with the schedule and keep records.
- prepare a gas leak emergency procedure.
- highlight all gas shut-off points.

Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999.
- Evacuate the buildings and move staff, pupils and visitors to a distance of at least 250 metres away. Nominate members(s)to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.

If it is safe to do so:

- Put out naked flames.
- Open doors and windows.
- Turn off the gas supply DO NOT TURN ELECTRICAL SWITCHES ON OR OFF.
- If the general public in the neighbourhood are at risk contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

16. Health Surveillance

The benefits of health surveillance are that it can provide information so you can detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs and check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what it might be.

As a result, it is the responsibility of Headteachers on behalf of the Local Governance Committee to ensure that they:

- Have access to Occupational Health Services that can provide health surveillance.

- Identify the employees that may be at risk from being exposed to any specific hazards.
- Reduce or control the risk arising from the identified hazard to such a level that it is not harmful to health.
- Arrange health surveillance for employees exposed to health hazards.

17. Housekeeping and cleanliness

The Headteacher on behalf of the Local Governance Committee is responsible for ensuring maintaining good standards of housekeeping across all areas of the school by carrying out regular site inspections.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

There's no legal minimum or maximum temperature. Schools should follow government guidance on workplace temperatures, which requires a 'reasonable' indoor temperature. For classrooms (i.e. places where people aren't doing physical work) the guidance says this is a minimum of 16ºC.

Smartlog®

Log all regular site inspections to create reminders

Upload completed inspections to the system

Staff to complete **Smartlog®** Slips, Trips and Falls in Education

18. Infection control

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

- maintaining high standards of personal hygiene and practice
- maintaining a clean environment
- a suitable risk assessment is in place which identifies:
    - the hazards including Covid 19 (infectious/contagious disease)
    - the people at risk (staff, public, visitors etc.)
    - the risk control measures in place.

- procedures are in place for the safe disposal of discarded needles, syringes and sharps.
- Any spillages of bodily fluids are cleaned immediately with a combination of detergent and disinfectant, and always wearing PPE.
- employees receive adequate information, instruction and training (see Infection Control toolbox talk) on infection risks and controls prior to undertaking their work duties and emergency procedures / first aid procedures in case of accidental infection.
- employees are provided with suitable protective equipment for undertaking their duties. (Latex gloves should not be used as some individuals may develop an allergy).
- suitable cleaning arrangements to prevent cross contamination are in place for the building, work areas etc.
- suitable arrangements are in place for the storage and replacement of personal protective equipment.
- staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

The school keeps up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

See UKHSA guidance on specific diseases:
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Smartlog®

Upload infection control risk assessment

All staff to complete **Smartlog®** Generic Infection Control module.

19. Inspections

Proactive monitoring involves actively looking for hazards and identifying risks on a regular basis in order to rectify them before they can cause harm. Headteacher on behalf of the Local Governance Committee will ensure that a schedule of proactive monitoring is in place, which includes the following as a minimum standard:

- A general workplace inspection of the site will be conducted termly and be undertaken / co-coordinated by a group of stakeholders e.g. governors, Headteacher, health & safety coordinator, staff representatives, site manager, business manager etc.
- The person(s) undertaking the inspection will complete a report and action plan in writing and submit this to the Headteacher.

- Responsibility for following up items detailed in the safety inspection report will rest with Jo Mulla (SBM).
- Monitoring inspections of individual classrooms or areas of the school building will be carried out by nominated staff. Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT).
- An annual inspection, using the School's Inspection Checklist or similar, by Jo Mulla (SBM), Louise Grant-Jones (Headteacher), Bill Ross (Site Manager) and H&S Governor will be undertaken and an action plan created, this will be reported back to the full Local Governance Committee meetings.

Smartlog®

Log all site inspections at an agreed frequency

Upload all site inspections i.e., playground and play equipment, ladders etc.

20. Legionella

In accordance with the requirements of the HSE's Approved code of Practice for the control of Legionella L8, the Headteacher on behalf of the Local Governance Committee will be the 'responsible person' and will ensure:

- That the use of systems that give rise to a foreseeable risk of legionellosis is avoided or, where this is not reasonably practicable, written schemes for minimising the risk from exposure are prepared, implemented and monitored
- A current legionella risk assessment is in place and a management control programme implemented.
- The risk assessment is reviewed every 2 years or when there is significant change to the system or use of the building.
- A copy of the risk assessment should be retained at school.
- Ensure appropriate statutory and evidential records are maintained for each premises on site, including:
    - findings of the risk assessment
    - implementation details of the written scheme
    - the results of any monitoring, inspection or test including dates and conducted by whom.
- The risk assessment must be available for any contractor who requires it.

- Statutory monitoring will be covered by regular checks undertaken by the nominated competent person and will address any issues that are highlighted by the Risk Assessment.
- Additional checks will be required particularly where there are showers and after periods of non-use e.g., summer holidays and these requirements will be addressed by Bill Ross (Site Manager).
- Seldom used taps/outlets will be identified in consultation with the competent person.
- Bill Ross (Site Manager) records the running of all seldom used outlets for a minimum of 2 minutes weekly.
- Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.

Smartlog®

Upload the school water risk assessment

Log two-year reminder for review of water risk assessment

Upload monthly temperature checks

Upload of weekly checks of seldom used outlets

All identified staff to complete **Smartlog®** Legionella Awareness module – Head Teacher, School Business Manager and premises team,

21. Extended school and lettings

The Headteacher on behalf of the Local Governance Committee will ensure any Lettings are managed by Jo Mulla (SBM) following a Lettings Agreement.

School will hold a formal termly meeting with all third parties on site and minutes are kept.

The school will request risk assessments and exchange fire risk assessments with any third party who rents part of school.

Smartlog®

Upload risk assessments from third parties

Upload insurance details

22. Glazing in schools

The Headteacher on behalf of the Local Governance Committee will ensure that the glazing standards in school are suitable and sufficient.

Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 apply. If window glazing constitutes a risk, reasonably practicable measures must be taken to rectify the situation.

Regulation 14 states that all windows, or other transparent or translucent surfaces in a wall, partition, door, or gate should be of a safety material or be protected against breakage where necessary for reasons of health and safety.

Critical locations

British Standard BS 6262: Part 4: 2005 and Section N1 of Approved Document N of the Building Regulations outlines that all glazing that is fitted in 'critical locations' within a building should either:

If broken, break in such a way which is unlikely to cause injury, or

- Resist impact without breaking.
- Be shielded or protected from impact.

Critical locations include low level glazing (below shoulder height) and windows and glazing that are adjacent to doors. However, this is the minimum requirement and in locations of special risk, such as schools, gyms, sports halls, or colleges, it is recommended that safety glazing is installed on all glass panes.

Risk assessments should be carried out in these critical locations taking into account activities that take place in these areas, the volume of traffic these areas see and whether or not any previous incidents have taken place. It may be necessary to put up barriers to protect the windowpanes, re-organise heavy traffic routes or modify the panes by adding a safety film.

Safety film

Glass safety films are designed to protect from damage caused by shattered glass. The film works to hold shattered glass together in the event of breakage whilst also making it more difficult to break in the first place. Because of this, glass safety film is commonly used in schools and colleges to protect children and young adults.

Smartlog®

Upload glazing survey if relevant

Upload risk assessment if appropriate

23. Lone working

The Headteacher on behalf of the Local Governance Committee encourages employees not to work alone in the school and where it cannot be avoided.

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Obtain permission from the Head teacher and notify him/her on each occasion when lone working will occur.
- Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc.) should not be undertaken whilst working alone.
- Ensure employees 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.
- When working off site, (e.g., when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and to pre-plan the route if the premises are unfamiliar).

Smartlog®

Upload a lone working risk assessment

24. Manual handling

Under the Manual Handling Operations Regulations 1992 the Headteacher on behalf of the Local Governance Committee will ensure all manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will ensure:

- Where it is not reasonably practicable to eliminate these activities, a risk assessment involving objects or people will be carried out and the risk reduced as far as is reasonably practicable in accordance with the Manual Handling Operations 1992.
- When a risk assessment indicates that employees may be lifting loads above the recommended safe lifting levels, a specific assessment must be carried out identifying suitable control measures following the hierarchy of control.
- The assessment must be recorded in writing shared with employees.
- Specific training will be provided to employees that are required to carry out manual handling of loads and manual handling of people. For objects this needs to be refreshed every 3 years whilst for people it needs to be annually refreshed.

- Information and instruction are provided to employees on the health risks associated with manual handling.
- Employees are not expected to carry out manual handling operations which are unsafe or beyond their individual capabilities (managers must take account of employees' concerns with regards to manual handling, reviewing the risk assessment if necessary).
- Any equipment provided to eliminate manual handling e.g., hoists, cranes, pallet trucks, etc are inspected as per the manufacturer's recommendations.

Smartlog®

All staff to complete **Smartlog®** Manual Handling module.

Upload manual handling risk assessments for any significant manual handling operations in school.

Upload people manual handling records and training records.

25. Minibuses - N/A at OSS

[insert name] is responsible for undertaking checks and annual servicing and maintenance of the minibus, including MOT and road tax. The following drivers can drive a minibus:

- Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward.
- Drivers who have passed category B driving test before 1 January 1997.
- Drivers who have passed a driving test on or after 1 January 1997 and held a category B licence for at least 2 years.

The Headteacher on behalf of the Local Governance Committee will ensure:

- Through the risk assessment process, identify essential safety training needs and ensure that it is delivered as required including refreshers.
- Suitable health and safety awareness training is provided to those in management or leadership roles.
- Training records are available for all employees.
- There is a formal induction for permanent /temporary/supply /volunteer employees to bring their attention to their health and safety responsibilities and the arrangements in place for health and safety. This includes risk assessments for the activities they will carry out in school.
- Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.
- The minibus will carry strictly one person per seat and seat belts will be worn at all times.

- Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

The following staff members hold the required license and have completed specific training allowing them to drive the minibus:

Smartlog®

Upload service documentation

Upload any certification i.e., MOT.

Upload any vehicle check list.

Upload list of authorised drivers

26. New and Expectant Mothers

The Headteacher on behalf of the Local Governance Committee will ensure that risk assessments on new and expectant mothers will be undertaken by the respective line manager.

- It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.
- This is supported by the production of the form maternity certificate (form MAT B1) issued by the GP/midwife after 20 weeks of pregnancy.
- The Headteacher or their delegate should complete a role-related risk assessment with considerations to pregnancy and identify work related potential hazards.
- The risk assessment will be reviewed on a regular basis as the pregnancy progresses.
- It is for the pregnant colleague to update the line manager of any changes to the pregnancy, and they should when required produce information from the GP/midwife to support any reasonable adjustments.
- The risk assessment is then paused whilst the colleague is absent.
- Upon notification that they are to resume after maternity leave, the line manager or delegate should arrange to interview the colleague to check on welfare and any supporting actions when they do resume.
- The Headteacher or delegate will ensure that if the employee is still breast feeding, that there are facilities to express milk, store in a secure fridge and a rest area is available if required. The risk assessment is reviewed and updated with any matters pertaining to the change of circumstances and it remains live until the colleague resumes normal duty.

Smartlog®

Upload copy risk assessments and keep original with personnel files.

Log reminders for risk assessment review.

27. Noise

Under the Control of Noise at Work Regulations 2005 the Headteacher on behalf of the Local Governance Committee will identify activities e.g., use of machinery, power tools, or petrol strimmers by premises/caretaking staff, etc., that expose their employees and others to the damaging effects of noise e.g., hearing loss. A simple guide to establish whether a workplace requires a detailed noise risk assessment is:

- If employees must raise their voices to carry out a normal conversation when about 2m apart for any part of the day.
- Employees use noisy powered tools or machinery for more than half an hour each day (including employees and pupils in DT lessons).
- Employees are exposed to impact noises such as pneumatic impact tools or hammering.
- Employees and pupils playing of loud music in music lessons; and
- Employees have raised their concerns about noise levels within the service area and have requested the use of/or wear hearing protection.

It is the responsibility of the Headteacher to ensure:

- A competent person carries out a suitable and sufficient noise risk assessment if a requirement is identified.
- New plant or equipment is assessed prior to procurement, for the lowest reasonable noise emitting levels. Headteachers should request specific information from manufacturers/suppliers prior to purchase/hire to ensure so far as is reasonably practicable that noise exposure is below the 2nd action level and seek guidance from the HSR Team where this cannot be achieved.
- They prevent personal exposure to noise levels exceeding the upper exposure limit values.
- They provide employees (and pupils) with adequate hearing protection and enforce its use when noise levels are above the upper exposure action value, where such exposure cannot be reduced at source.
- Hearing protection is available to employees upon request when noise levels are above the lower exposure action value.
- They arrange routine noise health surveillance within their service area when the noise risk assessment indicates a risk to employees' health.
- They arrange pre-employment health screening for all new 'at risk' employees.
- 'At risk' employees within their service area are given suitable information, instruction, and training on noise risks and the appropriate controls.
- Any conflicting issues that they cannot resolve are escalated to a senior manager.

Smartlog®

Upload a copy of noise risk assessment

Upload audiometric testing results

28. Personal protective equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 1992 (as amended) the Headteacher on behalf of the Local Governance Committee will ensure that there are arrangements to ensure:

- A full risk assessment is carried out to identify specific hazards and the most appropriate risk controls.
- The assessment also identifies whether any PPE is required by employees to protect against residual risks.
- PPE is provided as a last resort, collective measures are preferable over individual measures (engineering controls, safe systems of work).
- Employees are not charged for PPE which they are issued with (including replacement PPE).
- Replacement PPE is readily available for those who require it and it is easily obtained.
- A signed record is available for the issuing of PPE to employees.
- A system is in place for the maintenance, testing and cleaning of PPE that follows the manufacturer's/supplier's instructions.
- Suitable storage is made available to prevent damage, sunlight, heat, loss and contamination.
- All employees are provided with Information, instruction, and training on the risk(s), which the PPE will protect, the correct application, use, maintenance and cleaning of PPE. (Manufacturer's guidance is suitable).
- When issuing PPE you take account of the ergonomic factors of each individual's requirements e.g. beards, face size, hand size etc. (not a one size fits all approach) and Face Fit Testing is carried out.
- The PPE does not create another hazard by wearing it (limiting visibility, movement).
- Any PPE which is provided to employees bears the CE mark.
- Employees are supervised to ensure they wear PPE, if PPE has been identified as a risk control measure, then it must be worn at all times.

Smartlog®

Upload issue of PPE forms

29. Play equipment

The Headteacher on behalf of the Local Governance Committee recognises that playground and sports equipment present foreseeable hazards in a school environment and will ensure:

- Risk assessments are undertaken to identify all hazards and control measures and shared with staff supervising in the playground.
- External play equipment will only be used when supervised.
- Daily visual inspections are carried out as part of the daily general site inspection by Bill Ross (Site Manager).
- Pre-use inspections are carried out by all supervising adults e.g., mid-day staff, teaching staff on playground duty etc.
- Half termly formal inspections are carried out by Jo Mulla (SBM) as a minimum and recorded *
- Annual inspection will be carried out by a suitably competent contractor organised by DBE services.
- Records of all inspections to be kept on site.

* Or as recommended by the installer/manufacturer of the play equipment

Smartlog®
Upload risk assessments
Upload inspection reports
Log frequency reminder
Log annual inspection reminder

30. Portable Electrical Appliances and Fixed Electrical Systems

The Headteacher on behalf of the Local Governance Committee will ensure that portable and transportable (PAT) electrical equipment and fixed electrical systems are safe for use by employees and visitors by:

- Ensuring that there is an inventory of electrical appliances.
- Portable and transportable electrical equipment is included in risk assessments.
- All portable items of electrical equipment will be subject to PAT (portable appliance testing), conducted by Calbarrie.

- There are records of formal test/inspection results for all electrical appliances.
- Employees who operate electrical equipment carry out visual checks prior to use.
- Personal items of equipment (electrical or mechanical) will not be brought into the school without prior authorisation and subjected to the same tests as school equipment.
- Manufacturer's instructions are available for higher risk electrical equipment, and these are shared with staff.
- The fixed wiring and electrical system is inspected by an electrical contractor on a five yearly basis and the inspection reports are available. All remedial actions are completed.

Smartlog®

Upload PAT and 5 year fixed electrical system records and certificates

Log reminder re PAT and 5 year fixed electrical system inspections

31. Pressure Vessels

A pressure vessel is a closed container designed to hold gases or liquids at a pressure substantially higher or lower than the ambient pressure. Examples include **glassware, autoclaves, pressure cookers, model steam engines ,compressed gas cylinders, compressors (including refrigeration)**, vacuum chambers and custom designed laboratory vessels.

Due to the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations 2001. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation we will:

- establish the safe operating limits of the equipment.
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency.
- ensure that the equipment is properly maintained.
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment.
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme.
- keep adequate records of the most recent examination.

Autoclaves and pressure cookers require periodic inspection under the Pressure Systems Safety Regulations. The annual examination is carried out by an inspector employed by the insurance

company who uses a written scheme of examination provided by the company. Records/certificates of examinations are kept.

32. Risk assessment

The Headteacher on behalf of the Local Governance Committee will assess the risks to the health and safety of their employees while they are at work in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

All risks around the building, grounds, rooms, workplace tasks, occupations, events, and equipment will be assessed and approved by the Headteacher. These risk assessments are available for all staff to view and are held centrally in: STAFF SHARED DRIVE - RISK ASSESSMENTS

Specific risk assessments relating to individual persons, e.g., an employee with a medical condition or young person/pupil are held on that person's file.

a. Curriculum Activities

Safety policies and Risk Assessments for curriculum activities will be carried out by relevant subject Leads using relevant Health and Safety Codes of Practice e.g., CLEAPSS for design & technology, science, art, and PE etc. Lesson risk assessments should be incorporated in either Schemes of Work or Lesson Plans and safety within lessons should be included in lesson observations.

b. Non-curriculum Activities

Risk assessments for non-curriculum activities will be carried out by competent persons in accordance with school guidance.

Risk assessments will be reviewed:

- on an annual basis
- when there has been a change in location, equipment, people and procedures.
- and always after a reported accident and/or near miss.

Staff carrying out activities should be made aware of risk assessments and any changes to risk assessments relating to their work.

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety coordinator will be consulted when risk assessments are being carried out.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- Version control must be maintained, **and** all previous versions retained.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

c. General Grounds Risk Assessments

The Headteacher on behalf of the Local Governance Committee will ensure that there are risk assessments for:

- Site Inspections (half termly as a minimum)
- Playgrounds
- MUGA pitches
- Ponds

This list is not exhaustive and other areas can be assessed based on the risks involved.

New risk assessments are to be carried out on an annual or termly basis or when there are changes to the grounds.

d. Personal Risk Assessments

Employees

The Headteacher on behalf of the Local Governance Committee will ensure that there are risk assessments for any employee returning to work after an accident, injury or period of ill health. This will be identified at the return-to-work interview and will be conducted by the Head of faculty or Line Manager. As with all risk assessments these will be kept under regular review as the employee's condition changes. Reviews will be diarised, and the risk assessment revised accordingly (version control). If the condition is temporary e.g., broken limb then the risk assessment will be closed once the employee is fully fit.

Students

The Headteacher on behalf of the Local Governance Committee will ensure that there are risk assessments for any student returning to school after an accident, injury, or period of ill health. As with all risk assessments these will be kept under regular review as the student's condition changes. Reviews will be diarised, and the risk assessment revised accordingly (version control). If the condition is temporary e.g., broken limb then the risk assessment will be closed once the pupil has recovered.

If necessary, an Individual Health Care Plan (IHCP) will be written with the assistance of the student, parents/guardians, and school staff.

Closing Risk Assessments

Any risk assessment created for a location, activity, role, or a bespoke individual assessment will remain live until it is no longer relevant. The risk assessment is a legal document. Once the need for the risk assessment has finished, the risk assessment should be endorsed by the Head Teacher or their representative that the risk assessment is no longer required and marked closed. This document should be archived in line with the school policy for the retention of documentation.

If the risk assessment is for a student or for an employee, a copy marked 'closed' should be held with their personal information. It should be retained to demonstrate the control measures implemented by the employer.

The individual employee subject of the personal risk assessment must be advised that the bespoke risk assessment is now 'closed' and they should follow the contents of their original role risk assessment.

Smartlog®

Upload all school risk assessments (not trips), buildings, locations, activities, equipment

Log annual review of risk assessments

All identified staff to complete **Smartlog®** Completing a Risk Assessment module

All identified staff to complete **Smartlog®** Completing a Risk Assessment module

33. School trips /educational visits

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils. EVOLVE is in use for the management of Learning Outside the Classroom (LOtC) and Offsite Visits, it is recommended that all schools use the EVOLVE system.

The Educational Visits Coordinator, Jo Mulla (SBM) will be required to implement the guidance as appropriate when the school undertakes offsite visits.

34. Security

The Headteacher on behalf of the Local Governance Committee will ensure that the security of the site is risk assessed to provide a safe and secure environment for children, employees, and visitors.

The Headteacher on behalf of the Local Governance Committee will ensure:

- There is a Security risk assessment and all actions have been implemented.
- The risk assessment is reviewed annually or when there are changes to the building.

- If necessary, expert advice is obtained to determine the security risks and precautions required to deal with them.
- The intruder alarm is monitored and inspected, and records are available.
- Employees are provided with enough resources, information and training to implement the security procedures.
- Ensure that all visitors, contractors and agency employees adhere to the security arrangements.
- CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Smartlog®

Upload the security risk assessment

35. Snow – adverse weather

The Headteacher on behalf of the Local Governance Committee recognises that snow and icy conditions could lead slips and falls and

- Has carried out risk assessments covering the hazards associated with snow and ice covering both the premises and the occupational risks in clearing the snow and ice
- Monitors weather conditions by visiting a weather service site such as the Met Office and takes action whenever freezing temperatures are forecast.
- Consider the weather conditions and if severe, or the situation becomes prolonged, then alternative provision for the clearance of snow and ice will have to be found or consideration given to site closure in the interests of safety.
- Prioritise areas that need gritting, e.g., access path from the highway to the main entrance of the school, the main route from the staff car park to the staff entrance, emergency escapes, etc.
- Ensure all staff are aware of the risks and their responsibilities for following the designated paths and access routes when such conditions exist.
- Continue to reassess what is reasonable for you to do as weather conditions can change quickly.
- Provide the necessary resources equipment to the site team including grit, shovel, and grit spreader.
- The Headteacher, in liaison with the governing board, will decide on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

Smartlog®

Upload adverse weather risk assessment

Upload site plan with gritting routes in school

36. Stress management

The Governors and Headteacher are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. The Headteacher on behalf of the Local Governance Committee will ensure:

- Organisational stress risk assessments will be carried out annually in line with HSE guidance.
- Any employee who informs their line manager that they are suffering from work related stress will be offered immediate support. This will be directed to both support the individual and maintain their presence in the workplace.
- Any employee who informs school that they are absent with work related stress initially with or without a GP's note must be contacted and offered support immediately including urgent access to occupational health support.
- The school should appoint a single point of contact to maintain a consistent approach to the employee.
- The school will complete a role related individual risk assessment for the employee considering the HSE Management Standards.
- The school will refer all employees who are absent from work to the OHU with a copy of their role related individual risk assessment.
- The school can utilise the HSE Stress Indicator Tool process to identify any work-related issues if work related stress is indicated.
- All employees have access to Occupational Health and counselling and advice. Where counselling is identified as a possible solution the employee is signposted to the Employee Assistance Programme (EAP) or equivalent.
- The school may need to take immediate action to review the employee's job role. Appropriate actions would be discussed with the employee affected to determine what work they feel they can undertake.
- An individual risk assessment will be carried out and any reasonable adjustments may be agreed and should be recorded.

Smartlog®

Individual stress risk assessments should be retained in personnel files.

37. Supporting pupils with medical conditions

The school's Supporting Pupils with Medical Conditions Policy will be read, understood, and always adhered to.

- The school will obtain notification from parents regarding any medication that pupils are required to take.
- Only trained staff will administer medication. Staff will receive regular training in supporting pupils with medical conditions.
- The school's Administering Medication Policy will be followed at all times.
- A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.
- All medication will be witnessed and counter-signed at the time of administration.

a. Allergens and anaphylaxis

Please refer to our Allergen and Anaphylaxis Policy.

Smartlog®

Upload the school's administration of medicines policy

Upload risk assessment

Upload staff training records

Log two-year training reminder for training refresher.

38. Swimming and Hydrotherapy Pools

The Headteacher on behalf of the Local Governance Committee recognises that pool operators of Swimming and Hydrotherapy Pools have a legal responsibility to provide a safe pool environment for bathers, staff, spectators and visitors. **As a result, they will ensure that there is a policy containing roles and procedures in line with HSG 179 in the safe management of swimming pools.**

Smartlog®

Upload swimming pool risk assessment

Upload copy of NOP and EOP

Upload testing information

Log reminder of annual review of risk assessment

39. Training

The Headteacher will ensure:

- Through the risk assessment process, identify essential safety training needs and ensure that it is delivered as required including refreshers.
- Staff do not use equipment unless trained to do so*
- Suitable health and safety awareness training is provided to those in management or leadership roles.
- Training records are available for all employees.
- There is a formal induction for permanent /temporary/supply /volunteer employees to bring their attention to their health and safety responsibilities and the arrangements in place for health and safety. This includes risk assessments for the activities they will carry out in school.

*Health and safety training may not mean attendance at training courses; it may simply involve providing staff with:

- Basic instructions and information about health and safety in the school
- Instructions on how a piece of equipment works
- A risk assessment for an activity.

Smartlog®

Upload a health and safety training matrix

Log annual review

40. Tree safety and grounds maintenance

The Headteacher on behalf of the Local Governance Committee recognises that the grounds of the school can present significant hazards if not managed and maintained in a safe condition and will ensure that:

- Risk assessments are undertaken on the grounds and the maintenance activities that are carried out. e.g. leaf blowing, mowing, strimming.
- Employees will only use equipment for which they are trained in line with the Provision and Use of Work Equipment Regulations 1999.
- Professional tree inspections and maintenance are carried out where applicable and that records of this work are available.

- Visual grounds inspections and maintenance are carried out as necessary and that records are available.

Smartlog®

Upload latest tree survey and remedial actions

Log a three yearly reminder of survey

41. Vehicles on site and use of private vehicles

The Headteacher on behalf of the Local Governance Committee recognise that the movement of vehicles presents a foreseeable risk in a school environment and will ensure: If pedestrian routes within the site are not clearly defined and segregated from vehicles a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.

- Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.
- School car park gates are kept shut between 6.00pm-6.30am. School pedestrian gates are closed during school hours with the exception of:
    - 8.40-9.00am (staffed by SLT)
    - 3.10pm-3.25pm (staffed by SLT)
- Children's and parents' access shall be kept clear of vehicles
- Access from the road shall be kept clear for emergency vehicles.

Smartlog®

Upload car park risk assessment

Log car park inspection termly

42. Vibration

Under the Control of Vibration at Work Regulations 2005 the Headteacher on behalf of the Local Governance Committee will carry out risk assessments of any activities that expose their employees and others to the damaging effects of vibration e.g., hand arm vibration syndrome (HAVS). Such activities might include use of machinery, power tools, or petrol strimmers by premises/caretaking staff.

- A competent person carries out a suitable and sufficient vibration risk assessment (contact The Health, Safety and Resilience Team for assistance).

- The risk assessment is reviewed annually or when you introduce new equipment or processes.
- If your risk assessment indicates that employees may be exposed above the exposure limit value or the exposure action value, any control measures which you implement are based on the general principles of prevention.
- If employees are likely to be exposed above the daily exposure value, immediate action is taken to reduce the exposure below the limit value.
- Records are maintained identifying what vibrating equipment employees use and how often they use them. Health surveillance is provided to employees who continue to be regularly exposed above the (EAV) and records are maintained (Contact the Health, Safety and Resilience Team for advice).
- Any health surveillance records are treated as confidential (and retained for a period of at least 50 years)
- Information and training is given to employees on health risks and the control measures which are in place.
- All new employees who are likely to be exposed to vibration complete the 'initial checklist' prior to undertaking their duties (contact Occupational Health Unit)
- All existing employees exposed to vibration complete the annual vibration checklist (contact Occupational Health Unit)
- Any new equipment which is procured has the lowest possible vibration magnitude, contact the manufacturers for this information.

Smartlog®

Upload a copy of risk assessment vibration issues

43. Violence and Aggression

The Headteacher on behalf of the Local Governance Committee recognises that violence and aggression is a foreseeable hazard in a school environment and will ensure:

- Risk assessments are carried out to identify all possible situations and tasks during which violence and aggression may occur and what precautions are in place to reduce the likelihood. e.g. lone working, responding to intruder alarms, working with pupils with challenging behaviour.
- Where it has been identified, employees will be provided with appropriate information, instruction and specific training for dealing with these situations e.g., Team Teach, MAPA, de-escalation training. Refresher training will be provided at a recommended interval.
- Suitable precautions are introduced e.g., zero tolerance notices, means of communication, CCTV, training.

- All incidents of physical assault from pupils where an injury is sustained by a member of staff or another pupil must be recorded on an M13 accident form.
- Any incidents of violence and aggression directed by third parties to staff are reported using form MV92 and follow guidance in the guidance below.
- Counselling is offered to employees following violent, aggressive or abusive behaviour.

Smartlog®

Upload the risk assessment for staff exposed to violence and aggression.

Upload staff training records for Team Teach or equivalent.

Log a reminder for refresher training

Identified staff to complete **Smartlog®** External Conflict Management module

44. Visitors to the school

The Headteacher on behalf of the Local Governance Committee recognises that visitors are a foreseeable hazard in a school environment and will ensure:

- All visitors and contractors will sign into reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- All visitors will be accompanied at all times unless with prior agreement of the Headteacher.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Smartlog®

Upload any risk assessments for visitors in school

45. Work Equipment

The Headteacher on behalf of the Local Governance Committee recognises that work equipment is a foreseeable hazard in a school environment.

Work Equipment is defined as:

Work equipment is **any machinery, appliance, apparatus, tool or installation for use at work** (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide. (Source HSE, PUWER 1998). It includes:

- **Lifting Equipment** is any work equipment, including any lifting accessories, used in lifting operations, such as hoists, goods and passenger lifts, vehicle tail lifts fitted to vehicles, cleaning cradles and its suspension equipment, tele-handlers. The regulations are relevant to all activities involving the lifting and lowering of loads, whether those loads are goods, equipment or people.

- **Pressure Systems** are concerned with equipment or systems which contain steam at any pressure, gases which exert a pressure in excess of 0.5 bar above atmospheric pressure or fluids, which may be mixtures of liquids, gases and vapours where the gas or vapour phase may exert a pressure in excess of 0.5 bar above atmospheric pressure. This could include, but would not be limited to, items such as compressors, air receivers, autoclaves, boilers and steam heating systems, pressure cookers and steamers, coffee machines and process plant and equipment.

- **Hand tools** can cause serious injuries through misuse, lack of training or poor maintenance. In accordance with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Pressure Systems Safety Regulations 2000 and will ensure:

    - A risk assessment of equipment is undertaken to take into consideration:

    - The individual hazards presented by the equipment

    - Appropriate selection of equipment for the task

    - Use

    - Inspection

    - Maintenance

    - Training

- All equipment conforms to EU requirements. (CE marked)

- Employees will only use equipment for which they have received adequate information, instruction and training.
- Note: other than the DT Dept, only basic DIY tools can be used, e.g., drills, sanders, jig saws, etc.
- Prior permission must be given by the Headteacher for operational staff to use higher-risk tools, e.g., angle grinders, circular saws, welding tools, wood turning lathes, chain saws, ride on mowers, etc.
- Only trained persons undertake any maintenance, repairs or modifications of work equipment.
- All dangerous parts of machinery/equipment designed with guards and protection devices are provided and used in line with manufacturer's instructions.
- There are documented local safe systems of work for the use of the equipment.
- Relevant warning signs are displayed by the equipment.
- Trained users carry out pre-use inspections.

Inspection and maintenance of work equipment

There must be regular and documented user checklists to inspect the equipment.

- Pre-use and annual recorded inspections.
- Bill Ross (Site Manager) will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.
- Employees are required to report to Jo Mulla (SBM) any problems found with plant/equipment, damaged electrical apparatus, or wiring - including portable equipment and permanent wiring.
- Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- All plant and equipment requiring statutory inspection and testing under health and safety legislation (i.e., steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors/insurance company at specific intervals including,
- Maintenance and inspection of work equipment is carried out as required within the manufacturer's / suppliers' instructions.
- Detailed and thorough examination of lifting equipment is carried out with a written report. These examinations must be carried out before use for the first time, after assembly and before use at each location, and regularly, while in service, as follows:
    - 6 months, for lifting equipment and any associated accessories used to lift people.

  - 6 months, for all lifting accessories.
  - 12 months, for all other lifting equipment.

- Whole-system maintenance programme for pressure systems that considers factors such as age, uses and the environment to be identified and detailed in a written scheme of examination. Where statutory inspections of pressure systems are required, these should be entered onto a database so that arrangements for qualified inspectors to inspect the equipment or systems can be made: such inspections would need to be repeated every 12 months.

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Smartlog®

Upload all servicing records, statutory inspection certificates, inspection records, staff training to operate equipment

Log reminders for servicing, inspection, maintenance, and staff training

46. Working at height – safe use of ladders and step ladders

In accordance with Working at Height Regulations 2005, the Headteacher on behalf of the Local Governance Committee has a responsibility to ensure:

- Work at height will be avoided where it is reasonably practicable to do so.
- Where this is not possible e.g. putting up displays, changing light fittings, etc. Jo Mulla (SBM) will ensure a risk assessment is conducted taking account of the fact that working from ladders and step ladders can only be carried for:
  - 'low risk' activities, e.g. change a light bulb, putting up displays, etc
  - light work (up to 10kg) and
  - less than 30 minutes for any activity
- Where this is not possible and there are site specific hazards, e.g., cleaning gutters, collecting balls from roofs, etc. Jo Mulla (SBM) will ensure a site-specific risk assessment is conducted prior to carrying out the work and the risk reduced as far as is reasonably practicable including identifying measures for fragile roofs, guard rails, planning for emergencies and rescue, etc.
- A copy of the assessments will be provided to employees authorised to work at height.

- Employees who are required to work at height will receive appropriate training that will be refreshed every 3 years.
- Employees who are required to work at height will have access to appropriate equipment, e.g.
  - Foot stool (elephants' foot) for teaching and support staff
  - Step ladders, ladders, platforms for the site team
- Employees who have access to the equipment will carry inspections prior to use.
- Regular inspections of all work at height equipment will be conducted by [Insert name]. All equipment must be tagged/numbered, and a ladder register maintained. Records will be kept.

Smartlog®

Upload ladder register

Upload staff training records

Log reminders for ladder checks

Upload staff refresher training recommended 3 years.

Identified staff to complete **Smartlog®** Working at Height Awareness