



Highbury Primary School

‘Valued as Individuals, Inspired and Nurtured as Learners’

Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

Health and Safety Policy

Highbury Primary and Nursery School’s mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

The purpose of this Health and Safety policy is to ensure that there is a plan for how health and safety is managed and organised at the school.

The school will ensure that employees are made aware of all their responsibilities and that there are arrangements in place to ensure the safe levels of health and safety.

This Health and Safety Policy will be:

- Reviewed and updated every year
- Approved by the senior leadership team and the governing body
- Made available to all members of staff by email, on the staff pool and a copy on the health and safety noticeboard

Part of the induction process for all new members of staff

The policy is divided into three parts as follows:

Part 1 - Statement of intent. The School’s health and safety aims and objectives.

Part 2 – Organisation. The school’s staff’s responsibilities for health and safety

Part 3 –Arrangements. The School’s arrangements for health and safety.

Health and Safety Policy

Part 1 – Statement of intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Local Authority departments, and the University of Chichester Multi Academy Trust in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters, to remove or reduce the possibility of accidents and injuries or ill health
- Develop our health and safety management system to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation

Health and Safety Assistance and Advice is used from a variety of recommended bodies, however for Highbury Primary School, RW Safety Solutions is the competent source for safety guidance for the school as required under Reg. 7 of the Management of Health and Safety at Work Regulations 1999. Where issues, advice or concerns arise then advice from RW Safety Solutions shall be sought.

Part 2 – Organisation

Employer Responsibility

The overall responsibility for health and safety at Highbury Primary School is held by *the Governing Body* who will:

1. Ensure that health and safety has a high profile
2. Ensure adequate resources for health and safety are made available
3. Consult and advise staff regarding health and safety requirements and arrangements
4. Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is the Headteacher who will act to:

1. Develop a safety culture throughout the school
2. Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
3. Assess and control risk on the premises as part of everyday management
4. Ensure a safe and healthy environment and provide suitable welfare facilities
5. Make operational decisions regarding health and safety
6. Ensure periodic safety tours and inspections are carried out
7. Ensure significant hazards are assessed and risks are managed to prevent harm
8. Ensure staff are aware of their health and safety responsibilities
9. Periodically update governing bodies/partnerships as appropriate
10. Ensure that local safety policies and procedures are produced, monitored and periodically reviewed.

All Staff (including volunteers)

All staff and volunteers have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

1. Supporting the school premises health and safety arrangements
2. Ensuring their own work area remains safe at all times
3. Not interfering with health and safety arrangements or misusing equipment
4. Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
5. Reporting safety concerns to their staff representative or other appropriate person
6. Reporting any incident that has led, or could have led to damage or injury
7. Assisting in investigations due to accidents, dangerous occurrences or near-misses
8. Not acting or omitting to act in any way that may cause harm or ill-health to others

Site Manager

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of, the Headteacher.

These will include:

1. Legionella temperature and flushing checks
2. Ladder, Stepladder and Stepstool inspections
3. Fire door checks – monthly
4. Fire extinguisher checks - monthly
5. Emergency lighting tests – monthly
6. Fire alarm tests – weekly

7. Asbestos management
8. PAT testing
9. Carrying out minor repairs
10. Carrying out risk assessments
11. Assessing and controlling risk on the premises as part of everyday management
12. Ensuring a safe and healthy environment and providing suitable welfare facilities
13. Ensuring periodic safety tours and inspections are carried out
14. Ensuring significant hazards are assessed and risks are managed to prevent harm

The site manager is to attend a Legionella, Fire Marshal, Asbestos Management, Working at Height, Manual Handling and Risk Assessor training course every three years. He is to attend other safety related courses as appropriate. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Health and Safety Officer.

Health and Safety Officer

The Health and Safety Officer will manage, advice and co-ordinate local safety matters on behalf of, and under the direction of, the Headteacher. In particular, she will;

1. Maintain all health and safety records
2. Manage the health and safety training requirement
3. Manage the updating of risk assessments and health and safety policies
4. Carry out the induction training for all staff, student teachers and parent volunteers

The Health and Safety Officer is to attend health and safety courses and to work within her level of competence and seek appropriate guidance and direction from the Headteacher and the Health and Safety Advisor as required. The Business Manager is the Health and Safety Officer.

All Teachers

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and learning support assistants. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Other employees including Support Staff

Employees have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors and safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

Local Governing Body

A health and safety working party consisting of the Site Manager, the Business Manager, the Headteacher, and the health and Safety governor will meet once a term in order to review health and safety within the school and set actions in order to ensure health and safety compliance. The purpose of this is to report health and safety considerations to the Governing Body.

During the year they shall audit the accidents and near-misses, review the Health and Safety policy as well as other policies that link to health and safety.

There will be a named governor responsible for Health and Safety who will complete a half termly inspection alongside the site manager. These visits will be written up and fed back to the Headteacher.

The LGB will recommend a health and safety audit every three years in order to maintain compliance.

Accident Investigator

The on-site trained accident investigators are the Business Manager, Headteacher, Deputy Head and Assistant who will lead on all accident investigations. They are to attend training every three years and all training records are to be retained.

Educational Visits Co-ordinator (EVC)

The EVC is a member of the teaching staff and will receive training every three years.

PEEP Manager

The Business Manager is the PEEP manager.

Fire Safety Co-ordinator

The Site Manager is the fire safety co-ordinator and shall attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties, and the upkeep and annual review of the fire safety manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate

guidance and direction from the Health and Safety Advisor and the local fire authority as required.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to complete a Legionella training course every three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) School and legislative requirements. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and school Health and Safety Advisor as required.

Asbestos Competent Person

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Governing Body to provide the necessary competence to enable asbestos to be managed safely. The Site Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with 'The Control of Asbestos Regulations' of 2012. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

He is to attend training every three years and all training records are to be retained. He is to work within his level of competence and seek appropriate guidance and direction from the Health and Safety Advisor as required.

Other specific responsibilities:

Site Manager

- Check security procedures for opening and closing school premises, including windows and fire exits.
- Regularly checks proper operation and function of school alarms and fire equipment.
- Daily, weekly and monthly Site inspections.
- PAT testing of all portable electrical appliances.
- Reports acts of theft or vandalism to Headteacher and informs police as required.
- Reports all defects which need specialist repair to Wings.
- Checks that the school premises are kept clean with particular attention to maintaining health and safety standards for pupils and staff and ensures materials and equipment are safely and appropriately stored at the end of the cleaning session through completing weekly checklists.

Cleaning Staff

- Clean designated areas with particular attention to maintaining health and safety standards for pupils and staff.
- Ensure materials and equipment are correctly and safely used and appropriately stored at the end of the cleaning session.

Special Needs Co-ordinator

- Safely develops and adapts any conventional teaching aids to meet the individual needs of pupils;
- Trained in using any specialist equipment and facilities.
- Advises and recommends health and safety issues to be considered in any activity or on out-of-school activities for SEN pupils.
- Complete risk assessments for individual pupils.
- Update staff on behaviour training.

Business Manager

- Produces any health and safety documents as required to maintain this policy for the Governing Body.
- Provides documents efficiently when required and stores confidential items securely.
- Calls emergency services when required and communicates to persons on issues of health and safety.
- Carries out support role during evacuations of the building and ensures key documents are brought from office.
- Periodically check logs of medicines delivered by staff.

First Aid trained staff and Appointed Persons

- Treat casualty, assess severity of injury and if further first aid required.
- Identify reason for accident and inform Headteacher of any manageable and workable action that could have been done to avoid the accident.
- Complete accident report book and any further documents as required.
- Supervise and log any medicines required.

Health and Safety Advisor

The Health and Safety Advisor for the school is Ray West of RW Safety Solutions. As a chartered Health and Safety Consultant he is able to provide advice on all aspects of health and safety related to schools. The Health and Safety Officer is to arrange for Ray West to provide annual refresher health and safety training as required.

Part 3 – Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 2012. These arrangements set out all the health and safety provisions for Highbury Primary School and are to be used alongside other current school procedures & policies which are listed in Annex A.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Health and Safety Assistance and Advice

RW Safety Solutions is the competent source of safety guidance for the school as required under Reg 7 of the Management of Health and Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the Health and Safety Advisor must be sought. Please see Annex B for a full list of roles and responsibilities.

Accident/Incident Reporting & Investigation

1. **Adults** Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Accident Report book held in the School Office.
2. The appointed Health and Safety Governor will audit the completed Accident Report sheets termly in order that repetitive causal factors may be identified to prevent reoccurrences. The completed Accident Report Sheets are kept by the Health and Safety Officer.
3. Any accident that is notifiable to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations 2013 is to be reported using the F2508 Report Form found on the HSE website, and must be discussed with the Health and Safety Advisor prior to online completion.
4. **Children** All accidents to pupils are to be recorded in the accident books held in the office and bum bags for lunchtime. The appointed Health and Safety Governor should audit termly the completed sheets which are kept by the Health and Safety Officer.
5. When a child has a bumped head it is recorded in the Accident Report Book, parents are to be notified by a StudyBugs message or phone call by the office and the child is to be given a bumped head sticker.
6. **Investigations** All significant accidents and incidents are to be immediately reported to the senior Leadership team. The accident investigator is to conduct a documented investigation into more serious incidents. Advice may be sought from the Health and Safety Advisor if there is any difficulty in completing the accident investigation, the purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.
7. The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature and the results of any subsequent investigations.
8. Premises hirers and community users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.
9. **Near Misses** Near misses are reported in the office in a 'Near Miss' folder. These are investigated and comments made on proposed actions to rectify the problem. These are discussed with the Headteacher at the end of each half term. Completed forms are to be kept by the Health and Safety Officer. Any changes to procedure will be communicated to staff by email.
10. Each half term the completed near misses will be reviewed in order that repetitive causal factors may be identified to prevent reoccurrences. The LGB will review near misses to ensure that any actions taken have resolved the problems.

Administration of Medicines and Supporting Children with Medical Conditions

- 1) For more information please see the school's Supporting Children with Medical Conditions policy.
- 2) The School Office will inform the class teacher when a child is required to take medication.
- 3) One adult will check the administration of medication. When the medication has been taken by the child the Medicines Record sheet, kept in the medical (bag – if out of school) or office, is to be completed.
- 4) For asthmatics who are able to take their own medication only one adult is required to supervise the child. The adult should sign the entry of the Medicines Record sheet. For further information, please see the school's Asthma policy.

5) Storage of medicines. Medicines are stored in a locked cupboard in the office. Where medicines have to be refrigerated they are stored in a locked cooler bag, in the school office. Inhalers are kept in the first aid bags in classrooms. Epi-pens are kept in the school office.

Asbestos Management

- 1) The Asbestos Register as issued by PCC is kept in the School Office. The School Office staff are to ensure that the Asbestos Register is shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on the building.
- 2) Any changes to the premises' structure that may affect the information in the Asbestos Register will be notified to PCC in order that the asbestos register may be updated accordingly.
- 3) Only the Site Manager shall drill or affix anything to walls that may disturb materials and only after checking the Asbestos Register. Under no circumstances must other staff drill or affix anything to walls that may disturb materials.
- 4) Any damage to the school buildings that is identified as containing, or possibly containing, asbestos should be immediately reported to the Headteacher and the asbestos competent person who will immediately act to cordon off the affected area and contact the PCC Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and asbestos competent person.
- 5) **Training.** The Site Manager who is also the Asbestos Competent Person is to attend an asbestos awareness training course every three years. The Health and Safety Officer is to record the training in the diary and file the certificates.

Child Protection

- 1) Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding Policy.
- 2) To help with preventing unsuitable people from working with children at Highbury Primary School the following will take place:

a) Disclosures

- i All teaching staff are checked by the Disclosure and Barring Service (DBS). The School Office initiates the procedure and keeps all disclosure records.
- ii Volunteers undergo a disclosure check based on the criteria set by the DBS.
- iii Student Teachers are validated by the course provider.
- iv External Groups if they regularly carry out activities at the school will undergo a DBS check. If the external group, only visit occasionally, a DBS check is not required, but they are supervised at all times while in the school.

b) **Recruitment.** When recruiting new staff, the recruiting panel will ensure that one member has a valid certificate for the Safer Recruitment Workshop. This is presently the Headteacher, Assistant Headteacher, the Business Manager, and the Nursery Manager and Nursery Deputy Manager.

3) **Guidelines.** All adults working with children are to follow these guidelines to safeguard children:

- a) If working with a pupil on their own always ensure that the door is left open or that you can be visible to others.
- b) No photographs are to be taken unless requested by the teaching staff.
- c) Do not exchange e-mails or text messages, or give out your own personal details to pupils.

4) Day and Residential Visits. There are occasions such as day and residential visits when parent volunteers may be required to ensure that the ratio of adults to children meets the recommended guidelines or to provide one to one assistance.

- a) Where groups of children will be with an adult out of sight of other groups the parent volunteers should have a DBS check
- b) Where groups of children will be in sight of each other parent volunteers do not require a DBS check

Community Users/Lettings/Extended Services

The Business Manager and site manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed by the provider
- The premises are safe for use and are always inspected prior to, and after, each use
- Means of general access and egress are safe for use by all users
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

1) University of Chichester MAT approved contractors are to be used for contractual work on the premises, if possible. Where non approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will be required to provide adequate risk assessments and method statements to demonstrate their safe working practices for specific work being undertaken.

2) All contractors must report to the School Office where they will be asked to sign the Visitors Book and Asbestos Register, and will be given emergency evacuation information. All contractors must be issued with a health and safety leaflet that includes all relevant details of fire safety procedures and local safety arrangements.

3) The Site Manager is responsible for monitoring work areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises.

4) If contractors have to carry out work in areas that are recorded as having or possibly having asbestos then the contractor must provide a method statement and risk assessment. The work should normally be carried out by an asbestos trained person using appropriate Personal Protective Equipment and methods for the safe working and disposal of any asbestos encountered.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Chichester Trust. Subject leads and the appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Defect Reporting Log

Any defects are to be reported immediately and logged in the logbook in the admin office or Nursery office. The Site Manager will check the log daily. If the work cannot be carried out by the Site Manager, they will arrange for a contractor to do the work.

Display Screen Equipment

1) The use of Display Screen Equipment (DSE) is to be managed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Though the majority of staff use DSE at school or on work at home the following users satisfy the criteria of using DSE as a significant part of their normal work:

Business Manager School Office
Admin Officer School Office
SIMS Manager School Office
Administration Assistants School Office
Headteacher
Deputy Headteacher
Assistant Headteacher
SENCO
Teachers

Workstation assessments will be carried out annually for the designated DSE users using the VDU Workstation Checklist produced by the HSE. The Health and Safety Officer will provide guidance as required and ensure that any shortcomings as a result of the assessment are rectified.

- 2) The Health and Safety Officer will file the completed VDU Workstation Checklists and record the dates in the diary.
- 3) DSE users will be provided with a computer chair each having 360 degree swivel, tilt function and adjustable height. Other aids such as footrests will be provided as required.
- 4) Though not classified as DSE users, if required, class teachers have been provided with a computer chair to allow for easier changing of position without having to twist.

All users must complete the *display screen equipment e-learning course* every year without exception.

Dress

Staff should dress appropriately to the school environment. Jeans and spaghetti strap tops are not permitted to be worn in school. No flip flops should be worn and all shoes should have backs to them due to the uneven stairs and floor in the building and outside uneven surfaces.

Electrical Equipment

- 1) Electrical equipment in the school is to be used and maintained in accordance with the Electricity at Work Regulations 1989 (EAW). These Regulations apply to all work activities involving electrical equipment.
- 2) Before use all portable electrical equipment should be checked by the user for damaged plugs and cables and loose or worn controls.
- 3) Defective or suspected defective equipment, systems of work, fittings etc. must be reported in the Defect Reporting Book and immediately taken out of use until repaired.
- 4) The Site Manager will carry out all PAT testing on portable electrical appliances. Fixed electrical appliances will be serviced and PAT tested by outside contractors. Portable electrical equipment will be inspected and tested annually based on the HSE leaflet "Maintaining portable electric equipment in low-risk environments". All moveable items will be inspected annually. Static electrical items will be tested every three years. The Health and Safety Officer is to monitor the period that electrical equipment is tested by a competent person and keep a record of all PAT tests for 6 years. This is recorded on the H&S diary.
- 5) Private electrical equipment may not be brought onto the premises and used without permission from the Headteacher. If equipment is within its warranty period, it may be used at school without being PAT tested. If it is out of its warranty period, it may not be used until it is PAT tested. The user of the equipment is responsible for checking plugs and cables and for its safe operation.
- 6) The Site Manager is to be informed about any new electrical equipment received into the school so that it can be added to future PAT testing schedules.

Emergency Procedures

General emergency procedures are to be carried out in accordance with the Highbury Primary School Emergency Plan. The Emergency Plan covers procedures for evacuation of the school in the event of a fire, bomb warning, lock down or gas leak. Emergency procedures also cover attacks by a member of the public and accidents on day and residential trips.

1) **Information.** All staff will receive a brief on the Emergency Plan at induction, and they will be provided with a yearly updated on information as amendments are made to the Emergency Plan.

2) **Evacuation.** If the building has to be evacuated the fire alarm will either automatically sound or will be manually activated using the fire alarm call points. The Assembly Point is on the playground area for all years. The evacuation of the building is to be practiced once each term.

3) **The Emergency Bag.** The Emergency Bag, kept in the School Office, will normally be taken to the Assembly Point by the Admin Officer. If it is still in the School Office when the Fire Marshals complete their sweep they will take it to the Assembly Point.

4) **Malicious Attack.** In the event of a malicious attack a lockdown procedure will be activated in which the outer doors will be closed and classroom doors will be closed until emergency services arrive or until sufficient information is available to decide on an evacuation plan. A bell is played throughout the school to signal a lockdown procedure.

5) **Day and Residential Visits.** In the event of an accident on a day or residential visit information about the situation will be confirmed by the Headteacher. All parents will be informed through the website, email, telephone or Study Bugs and parents of the children involved will be invited to the school to wait for further information. A School Emergency Reaction Team may be set up to deal with the situation.

6) **Personal Emergency Evacuation Plans (PEEPS).** PEEPS are to be completed for any children who may have difficulty in the event of an evacuation. Class Teachers are to ensure that classroom staff and volunteers are aware of any PEEPS to ensure a safe, assisted evacuation in the event of an emergency.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the Site Manager and is the immediate point of contact for all fire safety related enquiries on site.

1) **Fire Evacuation Procedures.** Fire evacuation procedures are to be practiced once a term at different times and days. This is to make staff and children familiar with the sound of the alarm, the evacuation routes and the location of the Assembly Point. It is also to give practice for the Fire Marshals in sweeping their areas.

2) The Fire Evacuation Drill Observation Sheet is to be completed and actions taken to rectify any shortcomings. The completed observation sheet is to be kept by the Health and Safety Officer who is to record the date of the evacuation fire drill in the diary.

3) **Training.**

a) Fire safety information and procedures are included in the staff induction training.

b) All staff should complete the annual fire safety refresher training.

c) The Site Manager will attend Fire Marshall and Extinguisher training every 3 years.

d) The Health and Safety Officer is to keep a record of all training undertaken and to record the dates in the diary.

4) **Fire Safety Notices.** Fire safety notices are posted in the main corridor and the staff rooms in all buildings. Evacuation routes and the Assembly Point is posted in every classroom.

5) **Staff Responsibilities.** Staff have a responsibility to know the location of fire points and fire exits. They should also know the location of the Assembly Point and how to get to it in the event of fire. Staff should be aware of the flammable potential of materials that they use and take the appropriate precautions and check the cable and plug of any portable electrical equipment before use. After use staff should switch off electrical equipment.

6) **Inspections and Tests.** Inspections and tests are to be carried out as follows:

a) Fire alarm – checked weekly by the site manager using a different fire alarm call point each week to activate the fire alarm - serviced annually by a contractor

b) Fire extinguishers – checked monthly by the site manager - annually inspected by a contractor

c) Fire doors – checked daily by the site manager

d) Emergency Lighting – checked monthly by the site manager - serviced 6 monthly by a contractor

7) **Fire Manual.**

a) The Fire Manual is to be reviewed annually by the LGB

b) The Risk Assessments are to be reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or changes are identified.

8) **Housekeeping.** The corridors and doorways are to be kept free of rubbish and obstacles. The cleaners are to empty the waste and recycling paper bins.

First Aid

1) A First Aid Needs and Risk Assessment is to be completed by the Health and Safety Officer and reviewed annually by the Governors. Arrangements regarding first aid provision are set out in the First Aid Policy.

2) The First Aid Room is situated in the School Office. The medicine cabinet, First Aid box and a sink are situated in this room. First Aid bags are kept in each classroom in the school building as well as the school office. Inhalers are kept in the medical bags in each classroom. Epi pens are kept in the school office.

3) At least one first aid trained person should be available during the school day. The list of names of the first aid trained staff is on the wall of the First Aid Room.

4) First aid should not normally be administered by anyone except First Aid trained staff with in-date training certification, operating within the parameters of their training.

5) Minor cuts and abrasions sustained on the playground by children can be cleaned and a plaster put on by any member of staff. The incident is to be recorded in the first aid book located in bum bags.

6) Where possible, teachers, TAs and lunchtime assistants will be trained as Emergency Paediatric First Aiders with refresher training provided every three years.

7) All bumps to the head should be recorded in the Accident Report book, which is kept in the First Aid Room or bum bags, the child given a bumped head sticker and parents informed by Study Bugs or phone call.

8) The medical rucksacks are to be taken on day or residential visits. The office staff are to carry out half-termly checks of the bags. First aid boxes around the school are checked every 3 months by the admin office.

9) **Asthma.** Children who are asthmatic should have inhalers in school. All inhalers are kept in the medical bags in the children's classrooms. A separate policy is kept for asthma including the use of emergency school inhalers and these inhalers are kept in the school office.

10) **Suspected Serious Accident or illness.** All staff are to be made aware of the procedure to be followed in the case of a suspected serious accident or illness, which is as follows:

(a) Keep calm. DO NOT move the injured person.

(b) Send for First Aider. This may be done by sending a child or adult to the School Office.

(c) Ensure that onlookers are kept at bay.

(d) Give comfort to the injured person.

The First Aider will assess the situation and determine the next steps.

If there is a serious accident an ambulance is to be called and parents informed immediately.

If an accident requires hospital treatment, parents or emergency contacts are to be notified. In the absence of a parent, the Business Manager or a senior member of staff is to accompany the child to the hospital and remain there until a parent arrives.

An Accident Form is to be completed at the earliest opportunity.

Incidents involving body fluids should be dealt with wearing disposable gloves.

If there is a serious accident or there is an injury to the head of an adult the same procedure for children will apply and their next of kin will be informed.

Head Injuries

Injuries to the head, even if very minor, should be recorded in the accident book, the child given a bumped head sticker and the incident reported to the parent by text message. In the case of more significant injuries the parent will be informed by telephone and if necessary asked to collect their child. Children that have injured their head over lunchtime will be recorded and a message sent round to the teachers at the beginning of the afternoon.

General Equipment

1) All general equipment requiring statutory inspection and/or testing on site (eg. boilers, water heater, water cooler, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under the Service Level Agreement.

2) Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported in the defect book and immediately taken out of use until repairs can be carried out or a replacement received.

3) The Site Manager with the Health and Safety Officer is to keep all certificates and to record the inspection dates in the diary.

4) Climbing equipment is to be inspected weekly by the Site Manager and annually by an external inspector.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction

- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- The hall floor is cleaned two to three times a week

Hazardous Substances

1) Where possible hazardous substances, materials, chemicals and cleaning liquids used by school staff and children should be replaced with non-hazardous equivalents. Where this is not possible a Control of Substances Hazardous to Health assessment should be carried out by the COSHH Assessor. The Site Manager is the COSHH Assessor.

2) The COSHH Assessor will list all hazardous substances used by the school staff and children and obtain the Data Sheets. COSHH assessments will be carried out and the record kept by the Health and Safety Officer. Any impact on working practices will be notified to all staff. COSHH Sheets will also be kept on the school network in Staff Admin / Health and Safety.

3) The following items have a COSHH Risk Assessment that may be used by teachers or TAs:

Fairy dishwasher tablets – staff room, Heads room

Whiteboard spray/ fixatives/ spray paint are kept stored securely with COSHH risk assessments completed.

Staff should ensure that they are aware of the contents of the COSHH Risk Assessment if using any of the above items.

4) No new substances that have a hazard warning sign are to be used by staff unless a documented COSHH assessment has been undertaken by the COSHH Assessor, and the product has been approved for safe use on site by the COSHH Assessor.

5) When using a COSHH substance, staff must ensure that they follow the safe working practices and use the protective equipment identified in the COSHH Risk Assessment. If they are not clear about how to use the substance then they are to ask the COSHH Assessor for assistance.

6) All hazardous substances are to be stored in the secure and signed storage areas when not in use:

a) Cleaner's cupboard next to the Junior toilets

b) Cupboard in corridor to staff room

c) Container in outside store cupboard

These are to remain locked at all times. Dishwasher tablets shall be kept in the staff room and Headteachers room. Washing powder shall be kept in the Nursery kitchen in the cupboard under the sink.

7) The COSHH Assessor shall attend a COSHH Assessor course every three years. The Health and Safety Officer will keep a copy of the certificate and record the training in the diary.

Health and Safety Diary

We diarise all aspects involving the management of Health and Safety, this ensures we are maintaining a high level of Health and Safety provision across the school and that all policies and risk assessments are updated and checks are completed. When these are done they are marked off in the H&S diary.

Hot Drinks

Any hot drinks taken between the staff room and other areas of the schools must be transported using a lid to cover the top of the mug to avoid spillage and scalding.

Hot Food

Any hot food being transported between the staff room and other areas of the school must have a lid on the container to avoid spillage and scalding.

Inspections and Monitoring

- 1) Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises Defect Report log and checked daily by the Site Manager.
- 2) Monitoring and inspections of individual classrooms will be carried out by teachers and TAs.
- 3) Routine documented inspections of the premises will be carried out every half term using the Half Termly Premises Safety Checklist. Defects identified during these routine documented inspections are to be recorded in the Defect Report log. Any identified high level risks or safety management concerns are to be actioned by the Governor's Resources Committee.
- 4) Annual detailed inspections of the premises' safety management system will be carried out every year by members of the Governing Body. These documented inspections will examine all areas of the safety management system and will be carried out using the Annual Health and Safety Inspection Checklist. They will be carried out as a rolling inspection with some elements inspected each term.

Kitchens

- 1) **Main Kitchen.** The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority for local management of the main kitchen and responsibility for those procedures lies with Local Authority Caterers. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the kitchen supervisor prior to entry and must strictly adhere to the kitchen safe working practices.
- 2) **Staffroom Kitchen Area.** All children using the kitchen shall be supervised in accordance with the Risk Assessment.

Legionella Management

- 1) **General.** Legionella is a generic term of bacteria (legionellae) which is common in natural and artificial water supplies. It thrives at temperatures between 20°C and 42°C.

Managing the Risk

a) The Headteacher will:

- i. appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- ii. ensure that suitable and sufficient training is provided to the member of staff nominated as the competent person and for those who carry out the monitoring checks.
- iii. ensure that records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

b) The Legionella competent person will manage and undertake all procedures regarding Legionella in accordance with Legionella Approved Code of Practice (L8) and HSE274.

Risk Assessment. The Legionella competent person will annually review the Legionella Risk Assessment or at any time that building works may change the hazards or risks. They are to identify and assess sources of risk, which includes checking whether conditions will encourage bacteria to multiply, water temperature is between 20–42 °C, if there is a means of creating and disseminating breathable droplets and if there are 'at risk' susceptible people who may be exposed to contaminated aerosols.

2) **Control and Monitoring.** The Site Manager is to carry out and record the results of the following control measures:

- a) When flushing hot and cold water sources they are to be flushed for at least two minutes at a reasonable flow rate.
- b) Weekly flushing for low use hot and cold water sources identified.
- c) Flush all taps and water sources after half term or end of term holidays.
- e) Descale taps / water fountains as required.
- f) Monthly checks on the water temperature for the cold and hot water sentinel taps as shown on the schematic drawing of the school water system at Annex D.

3) Record Keeping

- a) The Site Manager is to record all the results on the appropriate forms.
- b) The Site Manager is to keep a record of all the Legionella checks.

4) **Training.** The Site Manager, Health and Safety Officer and deputy head are to attend a Legionella training course every three years. Appropriate training will be provided for any new measures that are introduced to control legionella.

Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedure below.

- 1) Wherever possible lone working is not to take place. Arrangements should be made so that more than one person is in school at the same time.
- 2) Where non key holders need to come into school it will be arranged for the Site Manager to open and close the school.
- 3) If lone working happens, the person lone working should make contact with another adult every hour to ensure that they are safe.
- 4) If any electrical equipment is used it should be turned off after use.

Mobile Phones – Possession and Use

Mobile phones are a part of modern society and the school accepts that many children will possess mobile phones. They are a useful tool, especially where the issue of safety during an unaccompanied journey to and from school is concerned. The school acknowledges that parents and children would want to be able to achieve this. An outright ban would result in a loss of these benefits. However, it is the school's responsibility to promote the safe and responsible use of mobile phones.

Mobile phones in schools present a number of challenges. These include:

- a) Mobile phones interrupting lessons and disrupting the learning of others.
- b) Possible theft of mobile phones.
- c) The ever increasing sophistication of mobile phone technology which increases the possibilities of inappropriate use.
- d) The need for children to be responsible with regard to the care of their possessions.
- e) The use of mobile phones for cyber bullying.
- f) Peer pressure over the type and sophistication of mobile phones.

Children

Children may bring mobile phones to school, handing them in to the office – they are stored away in a drawer. They are kept in the office until the end of the day where they are then handed back to the child.

Staff

Mobile phones should not be used during class time and should be put on silent during the school day. They may be kept on if a personal call is needed to be taken but it should be agreed with the Headteacher before the call takes place. Staff should be diligent in keeping their mobile phone safe during the school day. They must refer to the school social media policy for further guidance.

Moving and Handling

- 1) All staff responsible for regularly moving or handling items must complete the moving and handling refresher course every 3 years.
- 2) Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.
- 3) Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Off-site Activities

- 1) Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance which are located on the intranet. Advice can be given by the trained Outdoor Leaders.
- 2) Risk assessments should be looked at before the activity takes place to ensure that the appropriate hazard control measures are instigated. A generic risk assessment

may exist such as walking around the local area. If the activity requires a new risk assessment speak with the Health and Safety Officer or one of the Risk Assessors. A list of risk assessments can be found on the Health and Safety Diary.

3) All risk assessments for offsite visits must be uploaded to the Evolve website and be authorised by the Headteacher. All activities considered adventurous must be submitted to Evolve at least 6 weeks in advance of the trip in order to gain approval from Hampshire.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy. Physical intervention is defined as:

a) **Physical Contact.** Situations in which proper physical contact occurs between staff and pupils, e.g. in games or P.E. or in the supervision of children. It may be appropriate to hold the hand of a child if the child is very distressed or ill. At all times members of staff will act as a responsible parent would.

b) **Physical Intervention.** This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by hand, arm or shoulder with little or no force.

c) **Restrictive Physical Intervention.** This will involve the use of reasonable force to physically intervene when there is:

- i. an immediate risk to pupils or staff, or
- ii. a risk of significant damage to property.

All such incidents will be recorded on C poms. Training will be provided for members of staff if there is a need.

Provision of Information

1) The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff briefing, staff meetings, e-mail and training days.

2) When staff attend training sessions or have read key documents they are asked to sign to say they understand their duty, roles and responsibilities. A copy of these is kept by the headteacher.

3) Information for volunteers and parents is through induction training, meetings, newsletters and the school website.

4) Contractors will have information given to them before they start; leaflets on safeguarding and fire evacuation will be given out by the site manager, when on site.

5) Local health and safety advice is available from the Health and Safety Officer, and the school Health and Safety Adviser can provide both general and specialist advice.

6) There is a Health and Safety Board located in the staff room on which the Health and Safety Law poster and other safety related information is displayed.

7) Policies and other key documentation can be located on the shared drive.

Risk Assessments

1) General risk assessment management will be co-ordinated by the Site Manager and Health and Safety Officer and when required in consultation with the school Health and Safety Adviser. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

- 2) The Health and Safety Officer will ensure that there is a minimum of two risk assessors. She will keep a copy of the course certificates and record the training dates in the diary.
- 3) The school has trained risk assessors who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by all staff for classroom, curriculum and offsite activities. Staff that have the appropriate knowledge and understanding in each area of work will oversee the content.
- 4) All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.
- 5) The Site Manager will file the completed risk assessments. Risk assessments will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the school's bring-up diary system maintained by the Health and Safety Officer.

Security

- 1) Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy and procedure.
- 2) All visitors to the school must read the safety and security information situated at the front desk in the School Office, sign to say they have read the leaflet and fill in the visitors' book.
- 3) Though there is open access to the reception area entry into the school is controlled by key pad entry. Only staff have the key pad login.
- 4) Keyholders. Please see annex B for a full list.

Smoking

Smoking is not permitted on the premises (including electronic cigarettes and vapes).

Stress & Wellbeing

- 1) Highbury Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.
- 2) Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the current Health and Safety guidance and requirements.
- 3) On-site arrangements to monitor, consult and reduce stress situations are through staff meetings. The school business manager is the staff 'Wellbeing Lead' and is a qualified Adult Mental Health First Aider.
- 4) Staff are given information on how to access the Care First wellbeing service with a reminder that they can talk to someone if needed.

Traffic Management

No vehicles (except bicycles being pushed) are allowed on the main drive between 7.45am and 9.00am (drop off times) and 3.00pm and 4.45pm (pick up times). Emergency access is allowed at the top end of the school drive at all times.

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures and include:

- 1) Vehicles are not allowed on the main drive during identified periods of the day
- 2) No parent is allowed to park or turn in the staff car park unless permission has been given by the Headteacher
- 3) All catering deliveries are before school starts or after the gate opens
- 4) Waste management visits are organised either before or during the school day
- 5) Police and community liaison officers are a periodic presence.

Training

- 1) Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Health and Safety Induction Checklist.
- 2) The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. Training needs will be discussed at performance review and a health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.
- 3) All staff will be provided with the following as a minimum training provision:
 - Induction training regarding all the requirements of this health and safety policy
 - Appropriate local training regarding risk assessments and safe working practices
 - Updated training and information following any significant health and safety change
 - Specific training commensurate to their own role and activities
 - Periodic refresher training that will not exceed three yearly intervals
 - Appropriate annual refresher courses to meet ongoing training requirements
- 4) Training records are held by the Health and Safety Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

- 1) Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Highbury Primary School.
- 2) Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.
- 3) Violent incident recording is completely confidential. Violent and aggressive incidents are to be recorded and held in the Violent Incident folder held by the Health and Safety Officer.

Visitors

Visitors to the premises:

- must sign in to the school at reception and read the guidance leaflets they are given
- must wear a red visitors lanyard for the duration of their stay if they are not DBS checked or wear a green visitors lanyard for the duration of their stay if they are DBS checked and sign out when leaving
- must gain permission from the reception staff before entering the building
- should be accompanied to their destination as appropriate
- must be made known to appropriate member of school staff
- are not permitted to enter unauthorised areas of the school
- must initially report to the School Office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Welfare facilities

The School will undertake to ensure compliance with the relevant legislation with regard to welfare provision for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities. In particular, the following facilities will be provided:

1) Toilet and Washing Facilities

a) Toilet facilities and washrooms for staff are to be separate from those provided for pupils. Facilities are provided for disabled people on the ground floor.

b) Separate toilet facilities are to be provided for male and female pupils. The ratio of toilets and washbasins to pupils will be at least as required by Statutory Instrument No. 2 'The Education (School Premises) Regulations 1999' and School Premises (England) Regulations 2012.

c) Sufficient toilet and washing facilities for staff, in accordance with the Approved Code of Practice, are provided near the School Office. The disabled toilet is used by male staff.

d) Facilities will be kept clean, adequately ventilated and lit. Washing facilities will have running hot and cold or warm water, soap and paper towels/air dryers.

e) Washing facilities are to be cleaned, maintained and flushed in accordance with guidance in the Legionella Approved Code of Practice (L8) and HSE274.

2) **Provision of Drinking Water.** An adequate supply of drinking water will be provided by:

a) Drinking water stations in each class.

b) Taps – designated cold taps in the school provide drinkable water.

c) Pupils bring in their own bottled water and are able to refill during the day.

3) **Accommodation for clothing and facilities for changing**

- a) Cloakrooms are provided for pupils' outdoor clothes.
- b) Pupils change for PE in classrooms. Both the library and the spare classroom can be used, as can classrooms and a mixture of both.
- c) The disabled toilet and the female toilets are available for staff to change for PE.

4) **Pupils' meal facilities**

- a) The children having school meals or packed lunches eat in the School Hall and are to be supervised by members of staff.
- b) Sometimes it is necessary to change usual practice, therefore, occasionally, the children may eat in classrooms or outside. The hall, outside and in classrooms, will be supervised by members of staff.

5) **Staff facilities for rest and to eat meals**

A staff room with hot beverage facilities, sink, microwave and refrigerator is provided for the use of school staff and volunteers as a rest and eating area by inside and out.

Work Equipment

1) **Definition.** Work equipment is any machine, appliance, apparatus or tool used at work by a member of staff in order to carry out their assigned tasks. It includes any new, second-hand, leased or hired equipment. The use of the equipment includes any activity such as starting and stopping equipment, repair, modification, maintenance, servicing and cleaning.

2) **Management.** The Site Manager and Business Manager will:

- a. Ensure that risk assessments are carried out.
- b. Approve the proposed acquisition of all work equipment and ensure that it meets any required specifications (e.g. British Standards).
- c. Ensure that appropriate staff training is provided.

3) **Information, Instruction and Training**

- a. The Headteacher will make arrangements for suitable induction training for staff that includes the use of any work equipment involved in their job before they use any such equipment.
- b. Any staff issued with new work equipment, or a change of task that involves different work equipment, must have appropriate training and be given instructions to ensure a full understanding of the use, adjustment and care of the equipment.
- c. The Business Manager is to maintain a record of all training given.

4) **Appropriate Supervision**

- a. The Headteacher will provide appropriate supervision where any workplace activity or task involving work equipment has been identified as being in need of some specific on-the-job instruction and training. The person appointed must be competent in all aspects of that supervision.
- b. Supervision is provided for all young person's using work equipment and for anyone else who through unfamiliarity with the working environment or some kind of disability needs extra care and attention to ensure their health and safety.

5) **Staff Responsibilities.** Staff have a responsibility to co-operate by:

- a. Attending relevant training, and using work equipment for its proper purpose following any recommended procedures and instructions issued to them.
- b. Reporting any loss or defect of work equipment.
- c. Not tampering with or altering work equipment in any way which may inhibit its effectiveness.

- d. Not introducing into the workplace, or using, any unauthorised equipment or spare parts.
- e. Helping to keep work equipment clean and in good condition by treating it with respect and care.
- f. Reporting all accidents and near misses.

6) Selecting Suppliers

- a. Wherever possible work equipment should be purchased using suppliers approved through County Supplies.
- b. The Headteacher will ensure that any equipment purchased from external suppliers is fit for the intended purpose and complies with the appropriate Standards.

7) Maintenance of Work Equipment

- a. A key aspect of providing safe work equipment for staff to use is the arrangement of suitable maintenance:
 - i. Electrical Equipment – PAT inspection
 - ii. Access Equipment – Monthly inspection
 - iv. Stepstools and step ladders – 6 monthly inspection
 - v. PE equipment – Annual inspection
 - v. Other equipment – User inspects prior to use
- b. Staff are not allowed to carry out maintenance tasks without appropriate training and instructions.
- c. Any work equipment that is defective or not fit for purpose is to be removed from use and the site manager informed.

The Site Manager will maintain records of work equipment.

Work at Height

- 1) Work at height is always to be undertaken in accordance with the policy of working at heights. At Highbury Primary School, general work at height will be undertaken in accordance with the on-site risk assessment RA15 – Work At Height, which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
- 2) The competent person for work at height on the premises is the Site Manager. He is to attend a Ladder & Stepladder training course every three years. He is authorised to:
 - a) Use step stools, stepladders and leaning ladders in accordance with the training.
 - b) Carry out and record periodic inspections of all on-site ladders, stepladders and step stools.
 - c) Remove access equipment from use if defective or considered inappropriate for use.
- 3) No members of staff are permitted to use any access equipment for work at height without specific training.
- 4) Work at height on the premises is only permitted to take place under the following conditions:
 - a) Any work to be carried out at height must be underpinned by a risk assessment.
 - b) Access equipment selected for work at height must be in accordance with the risk assessment.
 - c) Any staff working at height must be appropriately trained to use the access equipment: normally stepladders or step stools.

- d) Any safety concerns about a work at height task must be raised prior to work starting.
- e) The Lone Working policy is also adhered to, which precludes working at height if no others are present close by.
- 5) Staff are not to improvise or use alternative access methods of their own choice. Use of any furniture, including tables and chairs, is forbidden for any work at height.
- 6) Staff may only use leaning ladders if they have personally attended the Ladder & Stepladder Safety half-day course and are currently in-date. (also refer to 4.E)
- 7) Access equipment used on site such as ladders and stepladders must only be the ones that are provided. They are never to be lent to, or borrowed from third parties or contractors.
- 8) Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Safekeeping of Children in Our Care

Children will be supervised from 8.30am to 3.15pm and during the lunchtime play sessions. All classroom day to day activities involving health and safety will be managed by the teaching staff responsible for their room.

If for any reason a child needs to leave the school during the school day, (other than on an educational visit), the adult collecting the child must sign the child out at the office. No child may leave the school without permission. In the case of routine appointments e.g. visit to the dentist, the Administrative staff will ensure that the child is signed out.

If a child becomes unwell it may be recommended by a first aider that parents will be contacted and asked to collect the child.

Any change to normal collection arrangements should be in writing where possible. On the occasions when a parent telephones to notify the school of changed arrangements during the day, the teacher will be informed and in turn inform the child. All children and parents are made aware that if there is not someone there to collect them at the end of the day they must return to the office and wait with the adult on duty.

Moving Around the School

All pupils and staff should walk around the school quietly at all times. Stairs must be used in single file when going up and down. Staff will supervise classes whilst moving throughout school.

Safe Working Procedures

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work

- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment and method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Collection by Taxi

Written permission from the parent must be given if a child is to be collected by taxi.

All taxi drivers are required to report to the school office and show their authorisation badges. No child will be released to a driver without identification. Taxis will adhere to vehicle movement restrictions in place on the driveway.

APPENDICES

Annex A

- A. Supporting Pupils with Medical Needs policy
- B. Child Protection Policy
- C. Safeguarding Policy
- D. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Behaviour Policy (including Physical Intervention guidance)
- G. Security Policy and Procedures
- H. On-Site Traffic Procedures
- I. Lone Working Procedures

Annex B

Health and Safety Roles and Responsibilities:

Health and Safety Governor – Loreley Lawrence
Health and Safety Officer – Samantha Tindall
COSHH Assessments – Eric Barker
Asbestos trained –Eric Barker & Samantha Tindall
Legionella trained – Eric Barker
Risk Assessor Trained – Eric Barker
PAT test trained – Eric Barker
IOSH Trained – Ray West
Fire Marshall Trained – All staff
EVC – Geography Lead
Outdoor Leaders – Sarah Fuller / Jenny Bowdery

Key Holders:

Jo Watson– Headteacher
Eric Barker – Site Manager
Stana Boulton – Deputy Head

Approved by the Governing Body: _____

Approved: 24 January 2023

Review: January 2026
