



## Ashton St. Peter's Church of England VA Primary School

### **HEALTH AND SAFETY POLICY**

Updated January 2023

#### **STATEMENT OF INTENT**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction, and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role, and the Governing Body recognises the mutual benefits that will arise from supporting their work.
- A Health and Safety Management System will be created to ensure the above Commitments can be met.

All Governors, staff, contractors and pupils will play their part in its implementation.

#### **Review Procedures**

The School's policy will be reviewed

- Annually -normally in January
- When the School wishes to review the policy.
- If amendments are required by the LA

Ratified by:

Date:

Headteacher

## **ORGANISATION**

### **INTRODUCTION**

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

An organisational chart for H&S Management is attached at Appendix A.

### **THE GOVERNING BODY**

The Governing Body has the responsibility to ensure that:

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

### **THE HEADTEACHER**

The Headteacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction, and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as identified.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.

- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- Regularly reporting to the Governing Body on the Health and Safety performance of the school.

### **THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR is the Site Manager**

He/she is responsible for:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process – See Appendix C.
- Making provision for the inspection and maintenance of work equipment and facilities throughout the school.
- Keeping records of all health and safety actions.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.
- Ensuring that the requirements of COSHH (Control Of Substances Hazardous to Health) are met and that relevant information is available and up to date.

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

Class teachers are expected to:

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

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher recognise the role of a 'Staff Health and Safety Representative'. This representative will report to the Headteacher and the H&S Governor.

## **OBLIGATIONS OF ALL EMPLOYEES**

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

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils, and other persons.
- Observe all instructions on health and safety issued by the LA, School, or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and “near misses” in accordance with current procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager (normally the Headteacher) of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school’s health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the Headteacher, Health and Safety Governor, or appointed Health and Safety Representative, and the Enforcement Officers of the Health and Safety Executive.

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

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

## **PUPILS**

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

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

## PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### Recording and Reporting of Accidents and Ill Health

All staff are required to ensure that all accidents, incidents and “near misses” are reported to The Headteacher and a suitable record made. The administrator for the procedure is either the Clerical and Medical Officer or Headteacher. Reportable incidences and any identified trends in accidents/injuries are reported verbally or via email to the H&S Governor & included in the report given to each full governing body meeting.

### Statutory Requirements:

- Under the RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995), some accidents must be reported to the HSE
- The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

### Procedures:

- All children/staff requiring first aid from “First Aid in the Workplace” qualified staff or the Headteacher (who has completed online training) , must have their names entered in the Accident Record Book located in the medical room. It is essential that name, date, time, reason for visit, treatment, and outcome are recorded, together with a signature, as a true record of incidents.
- Minor accidents or incidents that occur in the playground or classroom are recorded on the spreadsheet on the ‘First Aid’ Google Drive.
- On the spreadsheet page, the following details must be recorded in case of incident/accident:
  - ☐ Date and time
  - ☐ Name of child
  - ☐ Outline of incident/accident
  - ☐ Initials of adult recording incident/accident

The record should include:

- ☐ Any significant injury
- ☐ Any bangs/bumps to the head
- ☐ Inappropriate behaviour
- Such minor accidents will not be reported to parents.
- The class teacher will be informed verbally by the person who dealt with the incident
- The Medical Officer will determine whether or not it is necessary to inform parents and whether any further action should be taken
- Parents should be notified if a child has been seriously injured or received any knock to the head. The parent/carer will be informed verbally, or a ‘Head Bump Letter’ will be completed and given to the child with a ‘Bumped Head’ sticker too. Attached to this is guidance to ensure constant monitoring by parents/carers linked to signs and symptoms of concussion once the child has left school.

- If children become unwell at school a decision will be made to send them home and parents/carers will be contacted.
- If a child is vomiting and /or has diarrhoea they must go home as soon as possible.
- If a child has been sent home due to vomiting and/or diarrhoea they must be kept away from school for a period of no less than 48 hours from the last episode of diarrhoea or vomiting. This has been taken from the guidance sent to schools by The Health Protection Agency.
- The Health Protection Agency guidelines are on display in the Medical Room.
- A comprehensive list of medical notes on all relevant children is compiled annually from the Admission Forms and distributed to all members of staff. This document is of the utmost importance to ensure that children in need of immediate/emergency treatment are promptly dealt with.
- Individual pupil 'Care Plans' are displayed, with parental consent, in the Medical Room, Staff Room, Child's Classroom and are taken to any major incident involving the child.

### **Asbestos**

The school building has no Asbestos in its construction.

### **Audit**

The H&S Governor together with a member of SMT and the Site Manager, conduct termly H&S audits of the whole school site. A report on their findings is prepared and presented to the Governing Body. Any faults or areas of concern are actioned by the Site Manager. The Site Manager conducts a daily site walk round and attends to any issues.

### **Behaviour Management/Bullying**

These are subjects of whole school policies which should be consulted in case of any query.

### **Catering**

School meals are provided every day prepared on site, Catering carried out by a separate contractor who have responsibility for Food Hygiene and Health and Safety within the Kitchen.

### **Caretaking and Cleaning**

The Site and buildings are maintained by the school Site Manager who is responsible for the site cleaning and caretaking staff or contractors.

### **COSHH**

All staff that use chemicals in school have COSHH training as part of their induction and refreshed as required. The Site Manager is responsible for maintaining the 'COSHH Register' and keeping the 'Hazard Data Sheets' and 'COSHH Risk Assessments File' up to date. These are all reviewed annually or if there are any changes to requirements.

### **COVID-19 & Epidemics etc.**

We will take all possible steps to keep the school as covid free as possible.  
We will have introduced all of the recommendations that the government has given us where possible and will update these as and when necessary.

- All classes may have staggered start times and finish times for the school day.
- Pupils may enter from different locations to keep the years separate.
- Playtimes and lunchtimes may all be staggered.
- Signage posted around the school and entrance.
- Each class will have their own hand sanitiser and washing facilities.
- Hand sanitiser etc will be made available in various locations throughout the school.
- A full risk assessment will have been completed by the school to cover the staff, children and any visitors.
- Visitor numbers will be kept to a minimum.
- Ventilation is maximised where possible and practicable.
- The use of facemasks and/or other precautions will be kept under review.

### **Contractors**

All contractors must sign in and complete a 'Local Site H&S Rules for Contractors' form, available from the school office. Information will be obtained detailing the responsible person with regard to Health and Safety and proof of Public Liability Insurance. This information will be held on file. The Site Manager is responsible for monitoring contractors and liaising. Regular update meetings are held with the SMT to provide feedback.

When any contractor attends site for first time the Site Manager should hold an induction meeting to provide information on fire and evacuation procedures and to obtain a method statement and risk assessment if required.

### **Large Scale Construction**

On large construction projects the contract manager must receive a 'school site induction' led by the School Site Manager. The contract Manager is then responsible for sharing this information with all contractors that work on the construction site. They would be expected to adhere to any fire alarms and/or evacuations and they will be responsible for adhering to the CDM Design and Management Regulations 2015. Contractors will respect the school rules and policies and abide by them.

Regular meetings will be held with the School Site Manager or Appointed School Representative to ensure any concerns from either party are addressed. Notes from all meetings will be kept and signed.

### **Curriculum Safety**

There are specific risk assessments in place which are reviewed regularly linked to various learning activities across the school. These are held in the Risk Assessment File and should be consulted and adapted as required.

### **Display Screen Equipment**

There is a risk assessment in place for regular users of display screens. They also read and sign a specific form relating to safety use. These are held in the Risk Assessment File.

### **Educational Visits and Journeys**



The Educational Visits and Journeys Co-ordinator is a member of the Senior Leadership Team. All trips are planned using the LA guidance 'Educational Visits and Journeys Policy' September 2014. In place are: (see Risk Assessments-Trips File')

- A Risk Assessment for 'Transport to and from Activities'
- A Risk Assessment initiated by the coach company being used
- Off-Site Activities
- Travel and Personal Injury Insurance Policy

### Planning a Trip

- Class teacher to make an initial pre-visit/contact if venue has not been visited before
- Class teacher to complete a Pre-Visit Risk Assessment on 'Evolve' at least two weeks prior to the trip - this will include the list of pupils 'At Risk – medical or IEP Needs' attached
- Headteacher to check, sign and pass to the Chair for approval
- Prior to the trip the class teacher shares the risk assessment with parents/carers/staff who are going on the trip
- Mobile numbers are exchanged
- Parental authorisation is obtained by parents when pupils join the school, for local visits and additional authorisation is sought for those trips requiring transport
- Medication and first aid kit(s) is prepared by the medical officer and given to the class teacher
- All class teachers and support staff have received basic First Aid Training (see list displayed in medical room)
- All adults have basic first aid resources – plasters and wipes for example
- Supervision ratios are:
  - ☐ Year R = **1:4**
  - ☐ Years 1.2 and 3 = **1:6**
  - ☐ Years 4.5.and 6 = **1:10**

These Ratios are higher than those recommended by the local authority.

### **Residential Trips**

When planning a residential trip, a risk assessment is written, and the LA guidance 'Educational Visits and Journeys Policy' September 2014 is referred to.

### **Emergency Procedures**

Please refer to the 'Emergency Planning File'.

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

The Site Manager is responsible for implementing Portable Appliance Testing (PAT) annually and any defects rectified. All electrical items are visually checked before use and any faulty equipment removed from use and the fault reported in the Maintenance Log. Personal electrical items are not permitted in school unless they are new or have been PAT tested.

All fixed wiring is inspected by approved outside contractors every 5 years from the date of installation.

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

The 'Fire Risk Assessment' is kept in the 'Fire Management File' (in school Office) and reviewed annually by the Headteacher and the Site Manager along with the 'Emergency Plan' document (stored in the Headteacher's Room). These are shared with Governors and Staff.

The Fire Alarm is tested weekly by activating one Break Glass Point on a rotating basis. The System is inspected and maintained by outside contractors every six months. Emergency lighting is checked monthly implementing a "flick" test, and twice yearly with a three-hour drop. Fire Extinguishers are inspected annually by outside contractors. Results of all the test and inspections are held in the 'Fire Management File'. A daily visual check is carried out of all extinguishers, signs and fire exits.

Upon discovering a fire, employees should observe the following procedures:

- Break the nearest Fire Alarm Break point. An audible 'Continual Bell' alarm will sound.
- Everyone must leave the building immediately, using the nearest fire exit, and make their way to the Assembly Point

On hearing the Alarm bell, the school administrator will:

- Ring the Fire Brigade
- Take the visitor register and attendance registers to the Assembly point
- Pass the attendance registers to the class teachers and check the visitor register.

Roll Call:

- The class teacher will take the class register to ensure that all children are accounted for and will immediately inform the Headteacher if anyone is missing
- The Finance Manager will check that all staff and visitors are accounted for and will immediately inform the Headteacher if anyone is missing. (Admin staff will have obtained the "quick print" list from the electronic visitor record system.)

Employees must not attempt- under any circumstances - to re-enter the building until the Headteacher/ member of the SMT in charge or member of the Fire Brigade advises them that it is safe to do so.

In the event of any other emergency, such as a bomb threat, or the escape of toxic fumes, which may require the building to be evacuated, the procedures described on hearing the Fire Alarm should be followed.

Staff are required to report defective or missing firefighting equipment to the Headteacher immediately.

Fire exits, routes and firefighting equipment must not be obstructed at any time. Any damage to fire doors must be reported to the Headteacher immediately.

Fire Extinguishers: are situated at intervals along all emergency exit routes

Break Glass Points are on all designated emergency exit points of the building

Emergency Exits -Fire exits are clearly identified from within the building by green Fire Point Exit signs and are also shown on the site maps situated in each classroom and at main exit points around the school.

### **First Aid**

A list of the following trained staff members is displayed in the Medical Room and Staff Room:

First Aiders in the Workplace - 2-day course plus Paediatric First aid

Basic First Aiders – 1 day course

Epi-Pen trained

Asthma Training

Epilepsy Training

There are First Aid boxes in all rooms except for the Headteacher's Room and the Medical Officer is responsible for checking and re-stocking the contents

Individual pupil's Epi-Pens are stored in clearly marked containers in the child's classroom and in the Medical Room. The Finance Officer/Headteacher/or other identified person will be responsible for calling an ambulance and the Medical Officer and Headteacher to accompany child to hospital if required.

### **Grounds Maintenance**

Grounds maintenance is carried out by the Site Manager. Risk Assessments are in place for 'Grass Cutting' and 'Snow and Ice Clearance' and are stored the 'Risk Assessment File'.

### **Ice and snow**

During icy weather the following policy has been adopted. The caretaking staff will salt those parts of our paths that are close to the building, and we know are likely to be slippery. We cannot salt the playgrounds or other areas. We would therefore recommend that staff, parents, and pupils treat all path and playground areas as potential slip hazards and take appropriate precautions in cold weather. The Site Manager or someone they delegate will check whether these procedures are needed.

**Inclusion** - Please see 'Inclusion Policy'

### **Legionnaire's disease**

The school has no stored water, it is all mains fed. The hot water boiler for the kitchen and the one in the Pavilion are kept above 60 degrees and they are checked monthly, and they are serviced twice a year the main one having them drained down. Water temp checks are done monthly and recorded on a spreadsheet which is termly printed out and added to the folder.

Legionella tests are carried out fully every other year - and a test certificate completed. The showers and shower heads are cleaned regularly.

**Lettings/shared use of premises/use of Premises Outside School Hours** -Please see 'Lettings Policy'

**Lone Working** - Please See Risk Assessment for 'Lone Working'

### **Lockdown Procedure (Also see Appendix B for more details)**

In the event of an incident that may endanger the pupils and staff i.e., an intruder, or incident local to the school, such as a fire, causing toxic fumes, the pupils and staff shall be sheltered within the school and the following procedure shall be followed:

- On identifying the threat inform the Headteacher who will arrange for the lockdown signal to be activated (two rings on the school bell).
- All children and staff to return to their relevant classrooms immediately.
- TA or member of staff to ensure that all external doors are locked.
- Headteacher to arrange for relevant services to be contacted i.e., Police, Fire Brigade etc.

- Headteacher arranges for parents, carers to be informed of situation when appropriate.
- Headteacher to advise Chair of Governors if lockdown procedure has been implemented.
- If the lockdown procedure is implemented a review of the effectiveness of the procedure shall be conducted as soon as practical after the incident.

**Managing Medicines** - Please see 'Managing Medicines Policy'

**Manual Handling and Lifting** - Please see Risk Assessment

### **Outdoor Play Equipment and PE Equipment**

All outside play equipment is inspected termly by the Site Manager and any defects reported and repaired, records are kept of these inspections in the Health and Safety Files. All faults/defects are recorded in the Maintenance Request File and are dealt with by the Site Manager.

All Play and PE equipment is checked six monthly in-house and annually by an approved external provider – See Health and Safety File for evidence.

The PE Subject Leader co-ordinates training as required.

Please see Risk Assessments – these are held in the Risk Assessment File

### **Risk Assessments**

The Site Manager is responsible for Risk Assessments in general however the Head Teacher is responsible for any Risk Assessments involving pupils with health issues, trips and staff related issues. All Risk Assessments are reviewed annually or sooner if the task/situation changes. He/she can seek advice from the LA and/or local training providers.

**School Transport** - See Risk Assessment 'Transport to and from activities and visits'

### **Security/Violence**

The Site Manager is responsible for the security of the site. The site is unlocked at 7.00 a.m. and locked by 5.30 p.m. Individual arrangements are made through the Site Manager/Headteacher for after school lettings.

The school operates a zero-tolerance policy regarding violence or aggression towards members of staff, incidents of parental aggression, rudeness or insulting behaviour towards Governors or other parents will not be tolerated.

The School will follow the procedure outlined below to respond to such inappropriate behaviour:

- The person will be asked to leave the School premises.
- The incident will be reported to the Headteacher and recorded on our "Incident report form".
- The matter will then be delegated on the Governing body who may suspend the right of access to school site to the concerned person.
- Following discussion between all parties and a review of the situation, the ban from access to school can then be lifted or extended – possibly indefinitely.

If the incident is of a violent and threatening nature, or recurrent, the Police will be called upon and the incident will be formally recorded. The School will take legal action if necessary.

### **Site Maintenance**

Site Manager is responsible for the upkeep of the site and buildings including signage and security of the site. Hazard reporting should be made directly to the Site Manager/Headteacher and recorded in the 'Maintenance Request File'.

### **Smoking (including the use of electronic vaporisers etc.)**

The School Buildings and Grounds is a No Smoking Zone and signage is displayed to relate this to visitors and staff. Those who wish to smoke are required to stand outside the perimeter of the school grounds and are asked to be out of the sight of pupils.

### **Substance Abuse**

There is little difference between the misuse of alcohol and the misuse of other substances, and the Governors will adopt the same approach whatever the type of substances involved.

The decision to use legal addictive substances is a personal matter that does not concern the Governors. The Governors are however concerned, if these habits have a detrimental effect on job performance, work relationships, security and/or the reputation of the school. If an employee is working on the site under the influence of drink or drugs that have not been legally prescribed, they will clearly be in breach of their duty to take reasonable care for the health and safety of themselves and others around them.

Employees with these habits are encouraged to seek help and advice voluntarily before their job performance is affected, by contacting the Headteacher. The Governors cannot condone illegal activities and will take immediate action where offences under the Misuse of Drugs Act 1971 come to light. It may be that an employee will be deemed to be committing an act of gross misconduct and therefore be summarily dismissed.

### **Staff Training & Development**

At the beginning of each academic year all staff are fully briefed on health and safety and safeguarding procedures. All staff then sign to confirm that they have read and understand all policies and procedures. The School Staff Handbook is also available the staff room.

**Stress** - Please see 'Stress Management Policy'

**Swimming** - All swimming is carried out off site see 'Swimming Risk Assessment'.

### **Unscheduled School Closures**

Should it be necessary to close the school due to bad weather, no heating, insufficient numbers of staff being able to get to school etc, the school will endeavour to:

- Contact the Chair of Governors
- Send a 'Parentmail' message to all parents
- Inform the area education office at the LA of the closure
- Register the closure on the SOS Site in order for those parents who have registered be informed.
- Put a message on the school website
- Place a message on Heart Radio and Three Counties Radio stating that the school is closed
- Place a message on the telephone answering machine stating that the school is closed
- A member of staff will ensure that any child arriving unaccompanied at school will be cared for until the parents of the child can be contacted.

## **Visitors**

The School has a duty of care to all visitors to our site, whether they are relatives, contractors, repair/maintenance personnel or people delivering goods/mail.

Office staff will ensure the following:

- Arranging that the arrival/departure of visitors to the school site (other than parents collecting/delivering children) is entered into the visitors' system in reception. This is vital as it is used to produce a checklist in case of an emergency such as a fire.
- Ensure that all visitors read our 'mobile phone and fire evacuation procedure card'
- Ensure that they receive and wear their visitor sticker
- Ensuring that cars not parked in designated parking places have completed their vehicle details in the designated book
- Ensuring that parents collecting or bringing their child to school during the school day, have signed in/out of the relevant book
- Contractors are to be given a set of site rules for contractors before entering the site

Employees hosting visitors are responsible for ensuring their safe evacuation in the event of fire or any other event necessitating departure from the building.

## **Work Experience and Volunteers in School**

Please see 'Work Experience Students in School' Policy, 'Trainee Teacher and Childcare Student Placement in School Policy' and 'Volunteers in School' Policy and Risk Assessments

## **Working at Height Awareness**

Please see 'Working at Height' Risk Assessment. Working at height procedures are shared with staff as part of their induction and refreshed as required.





## Appendix A

### Organisational Chart of Responsibilities

Fire Safety	Nick Arthur
First Aid	Sharon Hogan, Teresa Gardner and Jackie Neale
Medical Officer	Sharon Hogan
COSHH	Nick Arthur
Electrical Safety	Nick Arthur
Playground Equipment	Nick Arthur
Display Screen Equipment	Nick Arthur
Visitors	Karen O'Geare
Contractors	Nick Arthur
Health and Safety Liaison Officer	Headteacher- David Bower
Health & Safety Governor	David Harper

## Appendix B



### **Ashton St. Peter's VA Primary School** **Lockdown Procedure**

This Lockdown Procedure is to be implemented in the event of an incident that potentially could endanger the pupils and staff of the school. This could be a localised incident in the vicinity of the school like an intruder on the site or a fire causing toxic fumes and smoke, a dog loose in the grounds or by instruction of the Emergency services.

This procedure will minimise the disruption to the children's learning while ensuring their safety.

- Any member of staff who identifies a potential threat should immediately inform the Headteacher or senior teacher who will take the decision to implement the Lockdown Procedure.
- The School Bell should be sounded twice
- An Emergency Team will be appointed consisting of the Headteacher and or Senior Teacher, Office Manager and Site Manager.
- On hearing the bell staff should immediately bring all children into their classrooms and close and lock all doors, windows, and blinds.
- Children should calmly be asked to get under the tables and stay away from all doors and windows until such time as the type of threat has been identified.
- If safe to do so the class registers should be taken to the classrooms and any missing staff or children should be reported missing to the emergency team via telephone where possible or to a runner, but no one should leave the classroom.
- The Headteacher will decide if the emergency services need to be alerted and undertake to do so.

- Parents and carers will be notified when appropriate that the school is in lockdown, but no children will be allowed to leave while the lockdown is in progress.
- If safe to do so a member of the emergency team will act as runner to convey information to classes and inform when it is safe to leave the classrooms or inform of the “All Clear”
- Once the situation is over a debrief will take place and any amendments to this procedure will be noted and implemented. The Chair of Governors will also be informed of the need to action the Lockdown Procedure.
- The effectiveness of this procedure will be tested annually, and notes kept.

Signals	
Signal for lockdown	Two rings on school bell
Signal for all-clear	Communication from Head Teacher or Senior Teacher

Lockdown	
Rooms most suitable for lockdown	
Entrance points (e.g., doors, windows) which should be secured	Main entrance doors, kitchen doors, all classroom doors, double doors at the bottom of the main corridor, hall doors & all window
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Site Managers Office / office / Headteacher</li> <li>▪ Mobile phones</li> <li>▪ Instant messaging / email</li> </ul>
Notes	Registers to be taken to classroom by office staff (if safe to do so) and checked by Class teacher /TA to ensure all pupils are present.

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response – lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building – take class register.	
L2	Lock / secure entrance points (e.g., doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack:	

	<ul style="list-style-type: none"><li>▪ Block access points (e.g., move furniture to obstruct doorways)</li><li>▪ Sit on the floor, under tables or against a wall</li><li>▪ Keep out of sight</li><li>▪ Draw curtains / blinds</li><li>▪ Turn off lights</li><li>▪ Stay away from windows and doors.</li></ul>	
L5	Ensure that pupils, staff, and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff, and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

## SCHOOL SITE INSPECTION SAFETY CHECKLIST & SITE MANAGER TASK SUMMARY

The areas in the checklist below are given as examples of areas for consideration during the school's regular H&S inspections of the site and should be adapted and adopted to suit each school's specific circumstances.

Whilst a termly inspection period is suggested this frequency may be adjusted to suit the school's size / level of risk for example larger sites may decide to inspect a different area(s) or block(s) ensuring that the whole site has been inspected over the course of a 12-month cycle.

This checklist is focussed on operational risk rather than overarching management systems, any identified actions arising from this should be reported to the H&S Governor / Governing body as part of the heads reporting. For annual assurance and consideration of H&S management systems then Governors and SLT may use a suitable checklist.

**SCHOOL NAME:** *Ashton St. Peter's VA Primary School.*    **AREA(S) INSPECTED**.....

**DATE INSPECTED**.....

**INSPECTED BY**.....

FIRE PRECAUTIONS	Y	N	N/A	COMMENTS / ACTIONS NEEDED		
Fire alarm call points are tested weekly (call points numerated, different call point tested each week in rotation) and recorded?					Weekly	
Termly fire drill conducted and recorded (occupants able to evacuate to place of safety in a reasonable time < 3mins)?				DATE OF LAST DRILL:	Termly	
Fire alarm is audible in all areas?					Weekly	
Emergency lighting tested monthly (in house) and recorded?					Monthly	
All final exit doors operational, immediately available and unobstructed?					Weekly	
Where electromechanical / electromagnetic locking devices are used on fire escape routes do they release automatically on operation of fire alarm / loss of power? <i>This should be verified and recorded as part of the weekly test</i>					Weekly	
Are all key internal fire doors (e.g. cross corridor and stairwell) in place, in good condition and fully closing?					Weekly	
Fire evacuation notices posted in each classroom and fire action notices adjacent to call points?					Weekly	
Emergency exits / routes clearly signed and unobstructed?					Weekly	
Appropriate fire extinguishers in place, available for use and unobstructed?				Tested /checked every 12 months	Weekly	

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Boiler room and electrical intakes are free of combustible materials?					Weekly	
<b>FIRST AID / MEDICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
Accident records are kept locally and monitored for trends? <i>School accident records should not be solely focussed on outcome/ treatment but also enable the cause/ location of the incident to be identified.</i>				MT/BS responsibility	Half termly	
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?				MT	Weekly	
Are medicines stored appropriately and in original containers?				MT	Weekly	
Check expiry dates on pupil medication, are all these within date?				MT	Weekly	
Are all prescribed medicines labelled with the name of child / dose and frequency of administration?				MT	Weekly	
Is all emergency medication (asthma inhalers, epi-pens etc) readily available and not locked away?				MT	Weekly	
<b>CLEANING AND HYGIENE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
Supervise cleaning staff on a daily basis to ensure high standards of cleaning are maintained particularly with Covid precautions					<b>Daily</b>	
Ensure that the caretakers' room/cleaning storage is kept clean and tidy					Daily	
Contact the headteacher if there is any cause for concern with standard of cleaning.					Weekly	
Ensure that all cleaning materials are stored and used in line with COSHH and county regulations					Weekly	
Ensure that litter is removed from the school premises & grounds					Daily	
<b>HOUSEKEEPING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
All work areas & walkways are free from rubbish and obstructions?					Weekly	
Flooring is in good condition and free of slip / trip hazards (e.g., no ripped carpets, broken tiles)?					Weekly	

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Ensure the furniture, fittings and equipment are checked regularly, effecting repairs and replacements where necessary					Weekly	
Items stored at height (e.g., files/folders on shelves) are accessible, secure and safe?					Weekly	
Sufficient storage space is available and reasonably tidy, no accumulation of materials in working areas?					Weekly	
Supplies of products checked and ordered?					Weekly	
<b>ELECTRICAL / GAS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
All emergency shut offs are clearly identified, accessible and functioning?						
Are there any portable electrical appliances which have not been tested by a competent person according to relevant timescales? <a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a>				Every two years		
Plugs, sockets, switches etc are in good condition ( not broken, cracked or loose etc) and are checked pre-use by staff?					Termly	
Leads and cables are not strained/causing trip hazards?					Weekly	
Fixed electrical equipment (cookers etc.) hard wired rather than using plug and socket?					Termly	
The use of extension leads is kept to a minimum, not overloaded and not 'daisy chained'. <i>(note: only double insulated/fused extension leads should be used)</i>					Weekly	
<b>TOOLS / EQUIPMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
Are tools & equipment (including ladders) stored securely & out of reach of unauthorised persons?					Weekly	
Have higher risk power tools (e.g. strimmer, circular saw etc.) been identified on an equipment list / inventory?					Weekly	
Are all manufacturers' handbooks available? <a href="#">Handbook provides all information regarding noise and vibration level, servicing requirements, PPE, guarding required, etc.</a>						

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## SCHOOL SITE INSPECTION SAFETY CHECKLIST & SITE MANAGER TASK SUMMARY

Ladder register and checklist in place and reviewed termly?					Termly	
Is there sufficient access equipment to allow staff members to reach high areas safely?					Weekly	
<b>HAZARDOUS SUBSTANCES</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>		
Is the inventory of all chemicals, including cleaning and maintenance products up to date?					H/Termly	
Are safety data sheets available for each product identified?						
Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a specific COSHH risk assessment conducted?					N/A	
Are all hazardous substances stored appropriately e.g., secured out of the reach of children and all containers clearly labelled and marked (e.g., irritant, flammable)?					Weekly	
<b>WELFARE</b>						
Drinking water available and taps labelled if risk of drinking non potable water exists?					Weekly	
Seldomly used water outlets have been identified and are flushed through weekly to prevent build-up of legionella bacteria?					Weekly	
Water system flushed through after holiday periods?					Weekly	
Monthly temperature checks (of sentinel outlets i.e., those nearest and furthest away from the calorifier on each system) are being conducted and recorded in the water log book?					Monthly	
Where non-compliant temperatures are identified what other actions been implemented to reduce risks? e.g., increase in flushing regime, raising calorifier temperature etc.					Monthly	
<b>Showers</b> Are all showers being flushed through weekly? <i>(If shower areas are currently used for storage how will this be done)</i>  Are all shower heads descaled quarterly?					Weekly	
Hot water temperatures are controlled e.g., via thermostatic mixer valve (max 43° C in areas where vulnerable pupils may come into contact)?					Monthly	

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Fingerguards are in place and maintained in good condition on vulnerable gates / doors i.e., toilet & classrooms in nursery, KS1 / special schools etc..?					Weekly	
Adequate toilet provision with liquid soap, towels/ dryers, and hot water available?					Daily	
<b>GENERAL WORK ENVIRONMENT</b>						
Adequate space for size of class and activities conducted?					Weekly	
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?					Weekly	
Lighting adequate for activities taking place?					Weekly	
Windows opening onto external walkways / play areas are restricted / barriers in place to prevent pupils running into them?					Daily	
Safety glazing installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? <i>E.g. Panes which are &gt;250mm wide in/ adjacent to doors, any glazing below 800mm from floor level, areas where PE is conducted etc. must be safety glazing.</i> <i>If glazing is not clearly etched / labelled then further assurance will need to be sought from the supplier.</i>						
Is there sufficient equipment to assist with manual handling tasks? (e.g. trolleys, sack trucks, hoists)					Weekly	
<b>OUTDOOR AREAS</b>						
Are pathways / walkways stable underfoot and without significant trip hazards? (eg no potholes, no raised /sunken slabs)					Weekly	
Has the outdoor play equipment <a href="#">termly checklist</a> been completed and all equipment is maintained in good condition?					H/Termly	
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person? <i>In particular for gates these must be serviced at least annually and assurance sought that key safety features (force limitation etc.) are being checked and working properly as part of that process.</i>					Termly	
Are there effective arrangements to segregate pedestrians and vehicles?					Weekly	
Ensure access to the school in the event of bad weather					Daily	

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## SCHOOL SITE INSPECTION SAFETY CHECKLIST & SITE MANAGER TASK SUMMARY

- Ensure paths are clear of snow, ice and leaves						
<b>SECURITY/ SAFEGUARDING</b>						
Clear signage directing visitors to reception / other services on site?					Termly	
Is access to buildings adequately controlled?					Daily	
Check that doors and windows are secured and that heaters are switched off at night					Daily	
Gates and perimeter fencing of adequate height (1.8m) and well maintained?					H/Termly	
Gates locked when school not in use?					Daily	
Number of entrance points onto school site minimised (ideally restricted to one during school day)?					Daily	
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?					Daily	
Are there any unsecured doors which allow immediate access to pupils?					Daily	
Is external lighting adequate?					Daily	
Access to low roofs restricted? <i>Where there are vulnerable areas/ easy access then measures must be in place to minimise the risks e.g., anti-climb paint, anti-scale devices, additional security measures etc.)</i>  Where anti-climb paint is used is this signed?				Label anti climb paint		
Have fragile roofs been identified (for example canopy's with corrugated plastic sheets or flat roof with Georgian wired skylights)?  If there are fragile roofs are Caution Fragile Roof signs displayed?				Fragile roof signs		
Any external storage / waste bins are secured and located away from buildings?					Daily	
<b>HEALTH AND SAFETY</b>						

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Be aware of and adhere to all LA policies and procedures related to H and S					Ongoing	
Attend H and S training courses					Annually	
To action and complete audits and checklists					Weekly	
Carry out risk assessments					Ongoing	
<b>ANY OTHER ITEMS SPECIFIC TO YOUR SCHOOL</b>						
School premises free from excess wet leaves (path to school, outside ks1 area etc)				As and when needed		
Hedges cut back and neat and tidy				Every two months	Bimonthly	
Grass cut back to a reasonable length				Every two weeks	Fortnightly	
Carry out work specified by staff on the Jobs list on the server						
<b>ENERGY MANAGEMENT &amp; CONSERVATION</b>						
Ensure the school is at an appropriate temperature by 9am					Daily	
Ensure optimum use of heating system, manually shutting down when required					Daily	
Check room thermostats & thermostatic radiator valves					Weekly	
Ensure services are closed down during school holiday periods					Monthly	
Ensure the boiler house is kept clean and tidy, that no flammable materials are stored there, and that routine checks of time and temperature controls are carried out					Monthly	
Ensure that light bulbs and fluorescent tubes are replaced as necessary applying appropriate H and S regulations					Daily	
<b>PORTERAGE</b>						
Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required					Daily	
Undertake portorage of equipment, furniture and materials within the premises as required					Daily	

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MANAGEMENT OF LETTINGS						
Ensure that all lettings are serviced appropriately					Weekly	
Ensure that appropriate records are kept enabling lettings claims forms to be completed and so that reconciliation between lettings income and expenditure can be undertaken					Weekly	

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