



# SOKE EDUCATION TRUST

**SUSTAIN • EMPOWER • TRANSFORM**

## **HEALTH AND SAFETY POLICY**

**December 2021**

Review date: December 2022

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## **SECTION 1**

## **HEALTH AND SAFETY POLICY STATEMENT**

**This policy should be applied alongside the latest COVID-19 School Based Risk Assessment.**

The Trust recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities including the pupils of its Schools. Therefore, it is the policy of the Trust that it will, so far as is reasonably practicable:

- ensure the health, safety and welfare at work of all its employees;
- protect the health, safety and welfare of all its pupils;
- protect the health and safety of all contractors' employees working in its premises and on its land;
- protect the health and safety of all persons visiting its premises or land;
- protect the health and safety of all persons who may be affected by its activities.

To implement this policy, the Trust will take all reasonably practicable steps to ensure the provision and maintenance of: -

- safe workplaces, with safe access and egress;
- safe plant and equipment; and safe systems of work
- appropriate information, instruction and training for School employees and pupils;
- information to employees from an external employer on the risks to health and safety arising from School activities;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- adequate welfare facilities, in permanent and temporary locations.

The Trust adopts a planned and systematic approach, which includes: -

- identifying and assessing the hazards and risks associated with all of the Trust's activities, with the aim of eliminating, minimising or controlling the risks;
- systems for joint consultation with Senior Management, Safety Representatives and others;
- monitoring and reviewing to ensure that satisfactory standards are being achieved, both in the Trust's premises, land and on other sites utilised by the Trust;
- use of a Trust Portal for H+S – logging and follow up with the support of appointed health and safety advisers.

The Management of Health and Safety at Work Regulations 1999 requires the Trust to have access to competent health and safety advice re applying the provisions of health and safety law and portal. This advice and support is currently provided by B&H Services Group Ltd

The effectiveness of this policy will be monitored and reviewed as and when necessary but not less than once every two years.

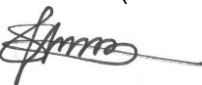
All people who work in or with the Trust and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

Signed .....

Date .....

Chief Executive (Soke Education Trust)

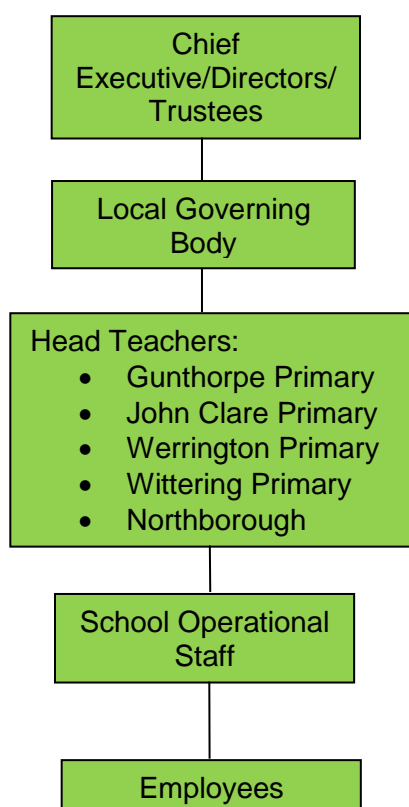
Signed



Date: December 2021

Head Teacher (Northborough Primary school)

## ORGANISATION AND MANAGEMENT STRUCTURE



Title	Responsibility
Chief Executive / Directors- Trustees	Overall responsibility for Health and Safety.
Local Governing Body	Responsible for viewing relevant documentation and ensuring the school is compliant with Trust policy, providing support and comment back to Trust.
Head Teachers	Responsible for co-ordinating activities through development of specific safety arrangements and ensuring that such arrangements are complied with for day-to-day safe management.
School Operational Staff	Responsible for completing H+S related activities as directed by the Head Teacher in addition to their role specific job description and comply, with all relevant safety procedures and site specific requirements.
Employees	Responsible for familiarising themselves with and implementing specified safety arrangements and instructions.

A more detailed and descriptive explanation of the specific responsibilities of the duty holders under this policy are set out on the following pages.

## **SPECIFIC RESPONSIBILITIES**

### **Main Duties of the Chief Executive and Directors/Trustees**

The Chief Executive is the most senior duty holder responsible for the implementation of the Trust policies and has overall responsibility at officer level for the health and safety matters associated with the Trust's programme of work and the way in which this is undertaken.

- To ensure that the declared Health and Safety Policy statement is achieved, for the health and safety and welfare of all Trust employees and others affected by our work activities, so far as is reasonably practicable;
- To ensure that all Trust employees are made aware that health, safety and welfare are regarded as having equal ranking with other management responsibilities;
- To ensure that the Health and Safety Policy is reviewed and appropriate changes made when necessary, and that it is circulated to all Directors and Head Teachers;
- To establish and maintain an effective health and safety organisation in order that the Trust meets its obligations as detailed under the Management of Health and Safety at Work Regulations 1999;
- To ensure that Directors and Head Teachers are fully aware of their responsibilities with respect to the health, safety and welfare at work of Trust employees;
- To liaise with the appropriate Trade Unions and employees on all policy matters concerning health, safety and welfare at work;

The Chief Executive is authorised to devolve these responsibilities from Directors/Trustees for the services provided by the Trust and Head Teachers for those services provided at individual schools.

### **Main Duties of the Local Governing Body**

Governors have a direct influence on the culture, management arrangements and health and safety performance of The School therefore expects the Governing Body to:

- Adopt and comply with the Health and Safety Policy;
- Support the School's organisation, arrangements, procedures and resources for implementing the policy within the School;
- Be aware of specific health and safety responsibilities when purchasing goods, maintaining equipment, activities undertaken on the premises and when employing contractors;

### **Main Duties of Head Teachers**

- To ensure they are familiar with their responsibilities and meet the declared aims of the Trust's Health and Safety Policy;
- To meet statutory requirements particularly with regards to the Management of Health and Safety at Work Regulations 1999;
- To monitor and appraise the effectiveness of health and safety performance within their area of responsibility and improve areas of low performance;

- Ensure that budgetary provisions are made for health and safety matters;
- To advise their managers on new regulations, or proposed changes in existing regulations;
- To seek the advice and guidance as appropriate from the appointed competent health and safety advisory service;
- Ensure effective fire precautions are implemented throughout their area and the Responsible Person under the Fire Safety Order 2005 duties are fulfilled;
- To monitor accident/ violence at work reports accordingly.
- To comply with all current legal requirements concerning the health, safety and welfare of employees;
- To ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable;
- To ensure risk assessments are completed on the work activities/ tasks within their school;
- To ensure effective First Aid arrangements are established in relation to work activities and anyone who may be affected by that activity;
- To ensure appropriate fire evacuation processes and procedures are in place relevant to the fire precautions;
- To determine what financial resources are required to provide safe plant, work equipment, personal protective equipment, health and safety training etc;
- To ensure safe systems of work which ensure that safe plant, substances, equipment and protective clothing are provided from the resources available;
- To ensure procedures, are in place so that all accidents, major incidents or near misses are reported;
- To ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers;
- To seek the advice and guidance as appropriate from the appointed competent health and safety advisory service;
- To ensure all employees receive adequate and appropriate information, instruction and health and safety training taking into account their capabilities;
- To implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and rectified, so far as is reasonably practicable;
- To take appropriate action with regards to any of their employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training, instruction, or endanger any of their colleagues through their acts or omissions;
- To ensure so far as is reasonably practicable that their school's work activities do not endanger any persons including pupils and work carried out by appointed contractors;
- To liaise with and provide information to Safety Representatives and act upon matters arising from any reports submitted;

**Main Duties of Operational Staff** (In addition to Main Duties of Employees below)

- To ensure they are familiar with their Job Role responsibilities and those additionally delegated by the Head Teacher;
- To meet the declared aims of the Trust's Health and Safety Policy;

**Main Duties of Employees**

- To take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions;
- Co-operate with their employer to comply with statutory duties for health and safety;
- Remain competent and attend Health and Safety training as required;
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given;
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity;
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventative measures defined within the risk assessments for the use of those substances;
- Familiarise themselves with procedures for emergencies at all locations where they are working;
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified or equipped;
- Report all accidents, incidents and dangerous occurrences (to enable upload to the Klik Portal by the responsible person at School).



## **SITE SPECIFIC HEALTH & SAFETY ROLES**

At: Northborough Primary School

Health & Safety Lead: Stuart Mallott (*Headteacher*)

Person ultimately responsible for health, safety and welfare provisions at this site.

Health & Safety Appointed Person: Stuart Mallott (*Headteacher*)

Person delegated to oversee the implementation of health, safety and welfare provisions at this site.

Health & Safety Governor: Lindsey Taylor

Person from governing body responsible for reviewing the appropriate implementation of health, safety and welfare provisions at this site.

Appointed Risk Assessor: Stuart Mallott (*Headteacher*)

Suitably trained person appointed to assist all other staff with completing risk assessments for site specific roles and activities.

Emergency Co-Ordinator: Stuart Mallott (*Headteacher*) / [Jonathan Taylor (Caretaker) for fire alarm testing and general site checks]

Person delegated to review emergency procedures, check provisions (extinguishers, first aid kits, etc) and monitor drills.

## **SECTION 2**

# **SAFE SYSTEMS AND PROCEDURES**

## **PUPIL SAFETY**

### **Curriculum**

Good safety habits are to be taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English, Technology and Citizenship, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health-related topic such as smoking.

Each school will encourage pupils to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is to be maintained at each school, with healthy options at lunchtime, and only healthy break time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

There will be a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc which every pupil is taught to appreciate and accept.

### **Physical education**

For any physical activity, children are to change into shorts and T shirts. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. Children shall not be permitted to wear any form of jewellery apart from stud earrings, for safety reasons. All jewellery/watches must be removed for organised sports events including swimming.

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

### **Pupils moving equipment**

In the normal day to day running of our schools, there are certain situations where children may need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the site team will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### ***Items children should NOT move***

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

### **Trips and visits**

In accordance with LA safety regulations, educational visits are to be carefully planned in advance, with staff visits made if possible. Details are then to be sent to parents. Pupils are to wear appropriate clothing for the activity planned. The correct adult / child ratio shall always followed, and a first aid kit and list of emergency phone numbers taken.

The Head Teacher for each school will approve all trips but firstly seek competent advice on visits involving adventure activities, foreign travel or residential stays from Stephen Brown Cambridgeshire and Peterborough Outdoor Education Adviser and through the **Evolve** logging system [www.cccpccvisits.org.uk](http://www.cccpccvisits.org.uk).

## **RISK ASSESSMENT**

**This policy should be applied alongside the latest COVID-19 School Based Risk Assessment.**

Risk assessment is one of the Trust's key tools for managing health and safety. Risk assessments will be carried out for:

- Curriculum activities
- Work carried out by staff or volunteers
- The Trust's premises
- Trips and visits

All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

Area	Risk Assessment Required
All work activities	Management Risk Assessment Pandemic Risk Assessment
Using chemicals or hazardous substances	COSHH Assessment
Using Display Screen Equipment (e.g. VDU's)	Workstation Assessment

Manual Handling or People Handling	Manual Handling Assessment
Using Personal Protective Equipment	PPE Assessment (to be referenced on associated Management Risk Assessment) Pandemic Risk Assessment
Using Work Equipment	Management Risk Assessment
All workplaces	Fire Risk Assessment

## INCIDENT REPORTING PROCEDURE

A Trust Portal (Clik) for reporting and following up health and safety matters is to be used. Currently this is provided by B+H Services Group Ltd.

This procedure is to be used for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences even where no injury occurs. The system for reporting shall be accessible by anyone and made freely available from the main office(s).

The procedure shall be followed in the event of;

- An incident involving a Trust employee, or person working for or on behalf of the Trust, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of the Trust (e.g. a pupil) where the injury **is caused by** activities or premises or sites under the Trust's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse.

### Accidents

For all accidents, no matter how minor or trivial the person's injuries may seem, an accident report should be completed. As much information as possible about the injured person, the circumstances of the accident and the names of any witnesses in addition to that where prompted by the reporting form will be gathered and recorded.

All incidents shall be reported not later than 3 days after the occurrence; this can be done by either the injured person or someone acting upon their behalf.

However, injuries sustained by pupils during play activities in playgrounds arising from collisions, altercations, slips and falls, etc are not reportable unless they are attributable to:

- Organised sporting activities
- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the premises
- The lack of proper supervision

### Incident Investigation

It is the responsibility of the Head Teacher to ensure an appropriate investigation is conducted following the report of an incident and in certain circumstances the Trust's appointed Health and Safety advisory service may also carry out their own investigation to ascertain causation.

## **Dangerous Occurrences**

If any member of staff becomes aware of any incident/situation which they consider to be dangerous to occupants of any of the Trust's premises they shall immediately inform the office manager/site manager. If the Dangerous Occurrence appears in the following list then an incident report shall also be completed and the Head of Department notified immediately.

- The collapse of, the overturning of, or the failure of any load bearing part of any;
  - a) lift or hoist;
  - b) fork lift truck
  - c) mobile powered access platform;
  - d) access cradle or window cleaning cradle;
  - e) excavator.
- The failure of any closed vessel (including a boiler or boiler tube) where the failure has the potential to cause death to any person.
- Any unintentional incident in which plant or equipment either;
  - a) comes into contact with an un-insulated overhead electric line; or
  - b) causes an electrical discharge from such a line by coming in close proximity to it.
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.
- Any unintentional explosion, misfire, or ignition of explosives.
- Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- Any incident in which breathing apparatus malfunctions.
- The complete or partial collapse of any scaffold.
- Any other incident with the potential to cause death or major injury to any person.

## **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require that certain injuries, diseases and dangerous occurrences are notified to the Health and Safety Executive on form F2508. Where necessary B&H Services Group Ltd will carry out this reporting upon receipt of the completed incident report.

Any queries with respect to completing the Incident report shall be referred through to the Health and Safety advisory services.

## **Violence at Work**

For the purpose of this policy Violence is defined as;

*"Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."*

The Trust does not tolerate violence to employees. If an employee should find themselves subject to abuse e.g. swearing, name-calling etc., the employee must point out to the person that this behaviour is unacceptable. In the event of a telephone call, which is abusive or becomes abusive, the caller must be told that the abusive behaviour must cease immediately. The service provided by the staff member will only be continued if the person can be civil.

## **Violence Reporting Procedure**

Every employee **MUST REPORT**, using the afore mentioned reporting procedure, **ALL INCIDENTS OF VIOLENCE** occurring in the course of, or out of the performance of their work including incidents arising away from the work place.

A copy of any other relevant information, such as written statements, should also be attached to the report. The Head Teacher must complete an incident investigation as necessary or where prompted.

Prevention is always the best option and the primary aim of the Trust however employees shall be fully supported by the Trust and School Management in all reported cases of violence.

## **ACCIDENTS AND FIRST AID**

### **Incident reporting**

Staff are to complete a report form for any incident, or injury sustained, whilst undertaking their work processes regardless of whether they were on Trust premises at the time of the incident.

All pupils are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most incidents involving pupils are normally minor and can be dealt with by any member of staff. A number of fully equipped first aid boxes will be kept on site at each Trust premises. If the accident is more serious, the aim is to get the injured person qualified medical attention as quickly as possible and, if necessary, an ambulance sent for. Parents will be informed as soon as is practicable.

A report form is to be filled in for any pupil accident requiring professional medical attention or caused by any defect in the school or its equipment using the "INCIDENT REPORTING PROCEDURE" detailed in a previous section of this policy.

### **Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments, it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that Trust employees are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For a school to agree to assist in long term medication:

- Parents must first write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **First Aid in school**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the DFE document "Guidance on first aid in schools".

During lesson time first aid is administered by the trained teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground shall request the assistance of a trained First Aider as appropriate.

If there is any concern about the first aid that should be administered, then the qualified first aiders must be consulted.

The qualified first aiders are:

Lisa Turner

Claire Belson

Stuart Mallott

### **Safety/HIV Protection**

Appropriate personal protective equipment such as disposable gloves will be provided for staff when treating any accidents/incidents that involve body fluids. Appropriate disposal bags and bins will be provided for any waste (wipes, pads, paper towels etc) which are to be fastened securely and then disposed of appropriately. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All details of any first aid administered must be recorded in the First Aid Treatment book; an incident report form should also be completed as per the "INCIDENT REPORTING PROCEDURE" detailed in a previous section of this policy.

Any incident involving a knock or bump to a child's head shall be recorded and the details disseminated to all relevant staff members who shall monitor the child throughout the school day for any ill effects; a letter shall also be sent home to inform the parents of the incident.

### **First aid boxes**

The location of first aid boxes is to be marked by a green cross, the main box is situated in Year 5/6 wet bay area.



Contents will be regularly checked by an appointed person and shall include:

- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

### **First aid box content**

Lisa Turner is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the designated staff member if the supplies in any of the first aid boxes are running low.

### **Allergies/Long Term Illness**

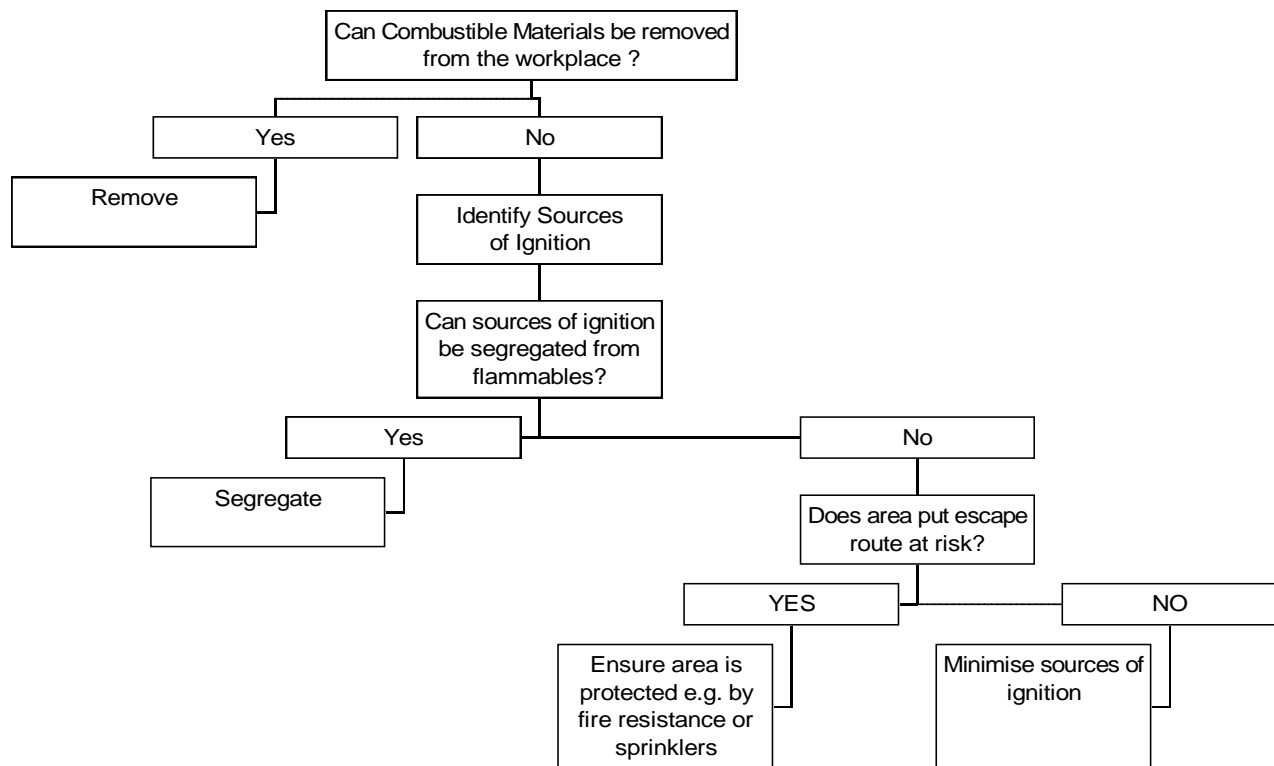
A record shall be kept in the school office, in the child's class and, where necessary, in the school kitchen of any allergy to any form of medication or food stuff (if notified by the parent), any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

## **FIRE PRECAUTIONS**

Fire precautions must be implemented and maintained to ensure that the risk of fire is reduced so far as is reasonably practicable. Such precautions may include but will not be limited to:

- No smoking signs;
- Electrical testing;
- Adequate and timely maintenance of systems and equipment;
- Identification and control of all possible sources of ignition in the workplace, including the potential for arson;
- Appropriate storage of combustibles and flammables;
- Good housekeeping practices;
- Adhering to the Trusts 'No Smoking' Policy.

## Basic Fire Risk Assessment



## Evacuation Procedures

All Trust employees must receive instruction and information to ensure that they know and understand the fire evacuation procedures of all the premises they may work within or visit.

Provisions must be put in place to ensure that all occupants are able to be evacuated safely.

These will include:

- Statutory testing of fire detection, alarm and emergency lighting systems;
- Inspection and maintenance of sufficiently wide fire evacuation routes;
- Provision, inspection and maintenance of sufficient fire breaks and fire doors;
- Appropriate and sufficient 'person in motion' fire route signage;
- Sufficient alarm call points with appropriate signage;
- Provision, inspection and maintenance of sufficient first aid fire-fighting equipment;
- Practiced emergency evacuation procedures;
- Designation of an appropriate and safe evacuation Assembly Point.

Fire Action posters must also be clearly displayed at numerous appropriate locations throughout each premises. Information required on these notices must include:

- What to do on discovering a fire;
- What to do when the alarm sounds;
- Where the assembly point is located.

Other appropriate signage will be required within certain premises, which may include but will not be limited to:

- Extinguisher identification;

- Specific hazard identification, e.g. flammables;
- Evacuation mattress/ chair location and assisted evacuation Assembly Point;

The various premises occupied by the Trust all differ by design and usage to such an extent as to require emergency evacuation procedures specifically designed and implemented for individual locations.

Written emergency evacuation procedures, which may include other emergencies such as a bomb threat, must be devised to ensure that **all** occupants of the premises can be safely evacuated in a timely fashion; this will include employees, pupils, members of public, visitors and contractors.

Included within any emergency evacuation procedure must be the facility to check that all persons are accounted for and the premises is totally unoccupied. If this is discovered not to be the case there must be the means to liaise with the Fire Authority and indicate the areas of concern.

Set procedures will be devised in case of an emergency in each individual premises, such as a fire or bomb alert, when the building needs to be evacuated. Drills will be carried out at least once a term to practice these procedures. All staff and pupils shall be made aware of these procedures, and instructed on exit routes, place of assembly and roll call requirements.

### **Assisted Evacuation Procedures**

Evacuation procedures will include the consideration of persons with disabilities, which may mean they are unable to evacuate without assistance. Contingencies will be in place to ensure assisted evacuation of any such person is always available for example a Personal Emergency Evacuation Plan (PEEP) when required.

Not all disabilities are physical or can be immediately identified. Evacuation plans will therefore take into account a variety of difficulties that people with a wide range of impairments may face when attempting to exit the premises, especially in an emergency situation.

### **Site Specific Procedures for Northborough Primary School**

#### **The standard procedure is:**

1. EVERYONE to evacuate the building taking inhaler bags with them.
2. School Office staff to hand register boxes to class teachers once lined up on the playground.
3. Head/ Deputy/ Senior member of staff in charge to check the area the alarm panel has triggered to confirm whether it is a real fire.
4. In the event of a REAL fire the School Office will call 999 and children/ staff will proceed to the church. The school office holds the church key in the orange Fire Evacuation Plan file in the first tall cupboard in the office, top shelf.
5. Class teachers to hold register boxes above their heads when children have been accounted for.
6. Head/ Deputy/ Senior member of staff in charge TO CHECK THE AREA OF SUSPECTED FIRE. NO ONE SHOULD RE ENTER THE BUILDING UNTIL IT IS DEEMED SAFE.
7. Head/ Deputy/ Senior member of staff in charge to give the OK to re-enter the building.

#### **The lunchtime procedure is:**

- As above coordinated by lunchtime supervisors for point 5

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Headteacher or person designated must:

To follow standard procedure above then:

In the event of a REAL fire or bomb alert the School Office will call 999 and children/ staff will proceed to the church. The school office holds the church key in the orange Fire Evacuation Plan file in the first tall cupboard in the office, top shelf.

## **SMOKING**

All Trust sites shall be deemed as a no-smoking/no vaping areas, smoking or vaping (e-cigarettes) is not permitted in any area of these premises by staff, parents or visitors.

## **CAR PARKING**

Car parking is identified as a potential hazard for those who use the Trust's premises and for neighbours who live within the vicinity. Drivers parking cars at the Trust's premises, near it or dropping/collecting children should at all times have consideration for the safety of pedestrians, other road users and the immediate community. The road markings near each premises should be observed at all times.

Staff parking on site at schools will only be accessible outside of school start and end times to ensure vehicles and pedestrians remain segregated. Visitors parking at the schools will be requested to leave a note of their car registration number within the visitor signing in book in case the car has to be moved etc.

There will be provision for disabled parking and only disabled badge holders should use these spaces.

## **SECURITY**

Key holders will be designated for each School (usually Head Teacher, Office Manager and Site Manager/Caretaker/Cleaner in charge) and are responsible for the security of the building.

Daily site security checks are to include:

- All locks and catches are in working order
- All fire exit doors are operable
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

And

Before leaving the premises, that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

All visitors are required to report to the school reception and sign in on the visitor's book.

## **LONE WORKING**

Lone Workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations, for example:

- one person in an office that is isolated from the main work area;
- people who work separately from others;
- people operating outside normal working hours;
- mobile workers working away from their base; travelling;
- people responding to an emergency situation.

Depending on the task and location it will also be a consideration whether two, or even more, employees working in isolation can also be at risk.

The Trust and the individual School management teams shall ensure that any member of staff who is required to undertake lone working has the appropriate support to control the associated health and safety risks. All relevant Trust employees will receive instruction and information to ensure that they know and understand the procedures for remaining safe whilst lone working.

These will include:

- Risk assessments undertaken for lone working activities
- Identification of activities deemed not safe to be carried out by a lone worker
- The relevant control measures that have been implemented and the process for monitoring their effectiveness
- Training in lone worker procedures and relevant risk assessments
- Procedure for reporting issues and requesting assistance

## **CONTRACTORS**

All work will be co-ordinated by the Office Manager or appointed School staff and monitored by the Site Manager/Caretaker/Cleaner in charge, any concerns should be reported to the Office Manager who will contact the contractor's parent company and the appropriate facilities management provider.

- Contractors are encouraged to telephone and make appropriate arrangements with the Office Manager prior to visiting the school.
- All contractors must report to the reception. The Site Manager will then be informed of their arrival
- All contractors will be shown the asbestos register and asked to sign it
- Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

### **Contractor site rules**

Contractors are prohibited from:

- Smoking or vaping in the building or in the grounds as we are a no-smoking/no-vaping school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment unattended
- Playing music during school hours

Any problems or queries shall be directed to the Site Manager or Office Manager.

### **Control procedure (4I's - Induction, Information, Initiation, Inspection)**

This procedure will ensure that the Trust's appointed person at each premises and any visiting contractors co-operate and co-ordinate before, during and after any contracted works to be carried out on Trust premises.

Communication between both parties is essential to ensure that all known hazards are firstly identified and secondly appropriately controlled throughout the term of the contract.

By following this procedure only competent contractors will be permitted and therefore be able to carry out any work on Trust premises.

<b>4 I's</b>	<b>The following bullet points are examples of the requirements under each of the 4 headings.</b>
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<b>Induction</b>	<i>Trust's appointed person to explain and ensure completion of:</i> <ul style="list-style-type: none"> <li>• Site rules</li> <li>• Emergency procedures</li> <li>• Visitors log + ID</li> <li>• Local contacts</li> <li>• First aid points</li> <li>• Parking</li> <li>• Security</li> </ul>
<b>Information</b>	<i>Trust's appointed person and visiting Contractors to share information on:</i> <ul style="list-style-type: none"> <li>• Contract details and specification (e.g. start, end, scope)</li> <li>• Contractor competencies (e.g. qualifications, certification)</li> <li>• On site hazards (e.g. Asbestos register)</li> <li>• Hazards introduced by proposed work (e.g. dust, noise)</li> <li>• Contractor responsibilities (e.g. work site security, contractor control)</li> <li>• Site test/inspection records and certificates (e.g. premise hazard manual)</li> <li>• References and instruction packs</li> <li>• Site risk assessments and required control measures</li> </ul>
<b>Initiation</b>	<i>Trust's appointed person and visiting Contractors to share information and ensure the following are in place:</i> <ul style="list-style-type: none"> <li>• Contractor risk assessments and method statements including Control measures (e.g. PPE, fencing)</li> <li>• Written Health &amp; Safety plan (CDM)</li> <li>• F10 (CDM approval to start on site form)</li> <li>• Permits to work</li> </ul>
<b>Inspection</b>	<i>Trust's appointed person and visiting Contractors to share information and ensure the following are completed:</i> <ul style="list-style-type: none"> <li>• Completion certificates</li> <li>• Hand over Information</li> <li>• Contractor inspection records</li> <li>• Site specific acceptance records</li> <li>• Any residual problems or inspection requirements (e.g. further hot work inspections)</li> </ul>

## HAZARDOUS SUBSTANCES

Any substance required for use by staff on Trust premises will be ordered by the Site Office and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in a locked store.

Any member of staff using chemicals will be appropriately trained on the correct and safe manner in which to work, they must always:

- Read and follow the COSHH assessment for the substance
- Be aware of procedures for avoiding exposure and for control
- Inform the Site Office or Site Manager of any issues or problems

## MANUAL HANDLING

All manual handling operations shall be appropriately managed in accordance with the requirements of the Manual Handling Operations Regulations 1992 (as amended).

Where the manual handling of articles or items cannot be avoided then an appropriate assessment will be made to identify how the associated risks can be reduced and the individual protected. Appropriate equipment will be provided, as necessary, to enable the operation to be undertaken safely.

Where deemed necessary, employees will be provided with relevant training and instruction on appropriate control measures and correct lifting techniques.

## **ASBESTOS**

All staff and contractors will be made aware of the contents of the associated asbestos register and location of known asbestos within the premises. Any contractor appointed to carry out intrusive work on the fabric of the premises shall be requested to sign to acknowledge they have read the register before they shall be permitted to start work.

The School Leadership/Management representative and Site Manager/Caretaker/Cleaner in charge shall undertake a regular inspection of the condition of any known asbestos on site and record their findings. All staff are instructed to report any concerns they may have in relation to asbestos to the Site Office.

## **WORK AT HEIGHT**

All work activities conducted at height will be appropriately planned and managed in accordance with the requirements of the Work at Height Regulations 2005.

The Trust acknowledge that the duties under these regulations will be applicable to all work at height where there is a risk of a fall liable to cause personal injury.

Relevant information and training will be provided to all employees expected to work at height with the most suitable access equipment acquired to ensure the work can be carried out safely.

Any access equipment provided will be of the appropriate standard relevant to the work process and individual expected to use it. Regular inspections will be carried out on the equipment to ensure its continued suitability for use.

Employees will also be instructed to check that any access equipment as provided by others, such as scaffolding, has been installed, inspected and certified safe to use before attempting to access the work area.

## **WORK EQUIPMENT**

The Company acknowledges the requirements placed upon an employer within the Provision and Use of Work Equipment Regulations 1998 (PUWER) and will provide work equipment which is safe and suitable for its intended purpose. In addition, all such work equipment will be maintained in an efficient state and good working order with suitable information and training provided to all employees required to use equipment for work purposes.

The range of what is work equipment used by Trust employees is very diverse and covers everything from a ladder, to a knife to a photocopier to a work vehicle.

The Trust will ensure that equipment is purchased new and only from reputable suppliers; all equipment will be checked that it carries the appropriate CE marking and conforms to relevant British Standards. A set of instructions, in English, on how to operate the equipment will be obtained and copies provided to any employee expected to use it.

All members of staff are expected to carry out a basic visual check of equipment before they use it, to include checking:

- Cables and plugs are not damaged;
- Equipment casing is in good order;
- The equipment has not been tampered with or temporary repairs made to any part of it;
- An in-date test sticker is attached to portable equipment;

All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects are be reported immediately and the equipment removed from use. All repairs shall be undertaken by a competent person.

The following table of testing requirements has been produced, in line with relevant legislation and industry guidance, as a reference to establish what testing is necessary, and when, for all plant and equipment used by Company employees or fitted at any Company operated or controlled premises.

Item	Frequency	Comments
Boiler Pressure Test	Annually	If required by insurers
Cooling towers (air conditioning)	As per legionella risk assessment <b>(S)</b>	By contractor (inspect and test)
Electrical Wiring (fixed)	5 yearly	Subject to previous inspection reports
Emergency Lighting	Daily Monthly 6 Monthly Annually	By user (visually inspect power lamps) By user/contractor (short duration test) By contractor (1/3 discharge test) By contractor (full discharge test)
Extract equipment	14 monthly	By contractor (inspect and test)
Fire Alarms	Daily Weekly <b>(S)</b> Annually <b>(S)</b>	By user (visual check of alarm panel) By user (operation of alarm) By contractor (inspect and test)
Fire Doors	Weekly 6 Monthly	By user (auto door operation) By user (inspect and test)
Fire Extinguishers	Annually <b>(S)</b> 5 yearly <b>(S)</b>	By contractor (inspect and test) By contractor (discharge – NOT Co2)
Fire Risk Assessment	As specified <b>(S)</b>	Subject to previous report or following change.
Fixed Electrical Installation	Annually	By contractor (inspect and test)
Gas Appliances (incl bottled gas)	Annually <b>(S)</b>	By contract (gas safe)
Goods Lifts	Annually <b>(S)</b>	By contractor (inspect and test)
Hose Reels.	Monthly Annually	By user (visual) By trained person (operation test)
Hot water systems	14 monthly <b>(S)</b>	By contractor (provide examination schedule)
Kitchen extract	As per fire risk assessment <b>(S)</b>	By contractor (inspect, clean & test)
Lightning Conductors	Annually	By contractor (inspect and test)
Oil Boilers	Annually <b>(S)</b>	By contractor (inspect and test)
Outdoor playground equipment	Annually	By contract (inspect and test)



Person Lifts (inc stairlifts, winches, etc.)	6 monthly <b>(S)</b>	By contractor (inspect and test)
Portable Appliance Testing	Regularly Annually or as prescribed <b>(S)</b>	By user (visual) By trained person (inspect and test)
Powered Pedestrian Doors	Annually <b>(S)</b>	By contractor (inspect and test)
Sprinkler systems	Weekly 6 Monthly <b>(S)</b> Annually <b>(S)</b>	By trained person (operational checks) By Contractor By Contractor (full inspect and test)
Steam ovens (high pressure)	14 monthly <b>(S)</b>	By contractor (provide examination schedule)
Water Quality Legionella Testing	As per legionella risk assessment	By contractor (test and lab samples)
Water Temperature	As per legionella risk assessment	By trained person (test)

## **RESTRAINT**

It is very occasionally necessary for members of staff to restrain pupils either for their own safety or to prevent them causing injury to another. The school's policy on restraint is that this should only be done in extreme circumstances.

Relevant members of staff are trained and authorised to use restraining techniques.

## **SWIMMING POOL**

Where a school has an outdoor swimming pool used for swimming lessons, the pool is to have its own Normal Operating Procedures and Emergency Action plan which are to be located within the school office and pool plant room. All staff are to be appropriately trained to undertake their specified roles with regard to swimming pool activities.

### **Maintenance**

All maintenance and monitoring of the pool and water quality shall be undertaken by an appropriately trained and competent person only. Records of all activities associated with the pool water management and quality shall be recorded daily in the pool maintenance record sheet in accordance with the associated written operating procedures.

### **Swimming lessons**

Swimming activities will be subject to an appropriate risk assessment and the requirements set out under the Normal Operating Procedure for pool activities. Lessons will be supervised by sufficient number of qualified staff members at all times, any incidents or accidents shall be co-ordinated as per the requirements of the pool Emergency Operating Procedure.

## **PLAYGROUND SAFETY**

The arrangements for supervision in the playground is detailed within the associated risk assessment and a copy kept in the school office.

## **SITE SAFETY TOUR**

A full tour of the school premises and associated grounds will be regularly undertaken by the school management team and relevant Governors to check safety and security using the following inspection checklist.

The findings of these tours will be recorded locally and a copy sent through to the Directors/Trustees for comment. Appropriate actions are then to be discussed and agreed at Local Governing Body meetings.

### **CHECK SHEET**

#### **Inspection Checklist - ✓ Satisfactory - X Action required.**

<b>Circulation Areas</b>	<b>✓</b>	<b>X</b>
<p><b>Corridors</b></p> <ul style="list-style-type: none"> <li>• Floor surfaces even and not slippery</li> <li>• Adequately lit</li> <li>• Mats etc. positioned in the correct way to avoid tripping.</li> </ul> <p><b>Doors and Windows</b></p> <ul style="list-style-type: none"> <li>• Doors are not obstructed.</li> <li>• Windows have toughened or laminated glass.</li> </ul> <p>Doors do not have: -</p> <ul style="list-style-type: none"> <li>• Loose or broken hinges</li> <li>• Damaged or sticking catches.</li> <li>• Broken wooden or glass panels.</li> <li>• Loose or stiff handles.</li> <li>• Doors are not allowed to swing freely without restraint.</li> </ul> <p>Windows are not:</p> <ul style="list-style-type: none"> <li>• Broken or cracked.</li> <li>• Are easily opened without undue force.</li> <li>• Do not jut out when opened.</li> <li>• Are cleaned regularly</li> <li>• Have no broken fasteners</li> <li>• A window pole is available where necessary.</li> </ul> <p><b>Heating &amp; Ventilation</b></p> <p>Check that</p> <ul style="list-style-type: none"> <li>• The heating system is regularly serviced and the fan assisted heaters are clean.</li> <li>• Large areas of glass have venetian blinds.</li> <li>• Windows open easily to allow ventilation.</li> </ul> <p><b>Fire Safety</b></p> <p>Check that</p> <ul style="list-style-type: none"> <li>• The fire exits and routes are clear from obstructions</li> <li>• Fire doors are unlocked while people are on the premises.</li> <li>• The doors open outwards and are never wedged open</li> <li>• Fire exits are clearly marked.</li> <li>• Staff and children are familiar with evacuation procedures.</li> <li>• Staff are familiar and adequately trained in the procedure to be followed when using fire fighting equipment.</li> <li>• Evacuations and fire drill are held termly.</li> </ul>		

- Fire fighting equipment is that recommended by the LEA and Located accordingly.
- Fire alarm systems are tested regularly and are audible throughout the building.
- Flammable substances are stored correctly away from any source of heat

### **Electrical Equipment**

Check that

- The main supply can meet the maximum demand.
- Distribution system is suitable for the type of work being carried out.
- Isolating switches are marked, well sited and accessible and are known to the staff.
- Circuit breakers are used and regularly tested.
- All electrical equipment is disconnected before carrying out maintenance.
- All equipment is correctly wired and earthed and has the right fuses for the appliance.
- All equipment is maintained and regularly tested by a specialised body as required.

### **Lighting**

- All light fittings are working and are in a clean condition.
- No light switches are broken

Lighting is adequate for the type of work being undertaken.

### **Plugs Sockets & Leads.**

- Plugs are all in perfect condition.
- Sockets have no cracks or pieces missing.
- All screws and mountings are secure and in a safe position not subject to damp.
- Indicator lights on sockets function correctly.
- Leads are not cracked, frayed incorrectly joined and are reasonably free from kinks.
- Leads of the correct length are being used.
- Multi point adapters are not being used.
- Leads and flexible cables are securely fixed at both the equipment and plug ends.

### **Equipment**

- Fixed and portable electrical equipment is not damaged and operating correctly.
- Manufacturers' Manuals and instructions are available.
- Equipment is being used for its intended purpose.
- All equipment is switched off and unplugged when not in use.
- Main isolating switches are easily accessible and known to staff.
- On off switches function, properly
- Heaters have thermal cut-out as well as thermostat.
- All electrical equipment is properly and regularly maintained.

### **Use of Gas**

- Gas isolator valves are known
- Gas appliances are regularly tested
- Gas bottles are appropriately stored, connected and inspected.

### **First Aid**

Notices are displayed in prominent positions detailing

- Names of first aiders
- Location of boxes
- Procedures for calling ambulances etc.
- First aid boxes are stocked according to regulations.
- Accident book is available and kept up to date.
- Hygiene control guidelines are followed

### **Classrooms.**

Check that:

- Class rooms are not overcrowded
- All fixtures and fitting are secure and stable
- No damage to furniture – sharp edged or corners.
- Furniture is positioned safely.

### **Staff Facilities**

- Staffroom is clean and well lit.
- Staff sanitary facilities are adequate and clean
- Provision to make tea and coffee.
- Enough seating is provided.

### **Sanitary Facilities for pupils.**

- Sanitary facilities are suitable, sufficient and properly cleaned.

### **Outside Areas**

- There are no uneven/broken/cracked paving slabs or paths
- Outside steepes are secure and handrails fixed properly
- Sound and well-maintained roofs, guttering, drainpipes etc.
- All play areas are clean and free from glass and debris.
- Outside play equipment and PE Appliances are safe and well maintained. Goal post holes are covered when posts are not in position.
- Outside lighting works and is sufficient.
- Parking areas and cycle sheds are safe in regard to the presence of pedestrians.
- All maintenance equipment is securely housed.

### **Swimming Pool**

- The swimming pool fence is in good condition
- The pool and surrounding area are kept clean
- The Chemical store and plant room are secure.

### **Offices**

- Chemicals for duplicating/photocopying machines are stored correctly and the room where these machines are used is well ventilated.

### **Kitchen Areas**

- The kitchen /dining areas are clean.
- The floors are sound and non-slip when wet
- A first aid box is available in the kitchen.
- All machines are adequately guarded

### **Boiler Rooms**

<ul style="list-style-type: none"><li>• No combustible waste is stored in the boiler room (e.g. oily rags).</li><li>• All safety devices are working properly.</li><li>• The boilers are regularly maintained by a competent person.</li><li>• Cleaning materials are securely stored.</li></ul>		
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