

THE HARLINGTON AND SUNDON ACADEMY TRUST



HARLINGTON LOWER SCHOOL **HEALTH AND SAFETY POLICY**

Approved by Premises, Health & Safety Trustee Committee: November 2021
Approved by Board of Trustees: January 2022
Next review: November 2022

PART 1. STATEMENT OF INTENT

The Board of Trustees of Harlington Lower School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff; a reference copy is kept in the statutory policy file on the Learning Platform.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:
Central Bedfordshire Council's (CBC) Health and Safety Policy.
Supporting Pupils with Medical Needs
Allergy Awareness Policy
Behaviour Policy
Educational Visits on Evolve website
Employee Wellbeing Policy

Signature:

Signature:

Mr T Kingham, Chair of Board of Trustees

Mrs Connie White, Head Teacher

Date:

Date:

PART 2. ORGANISATION

In The Harlington and Sundon Academy Trust (HASAT), the responsibility for health and safety rests with the Board of Trustees as the employer.

At a school level duties and responsibilities have been assigned to staff and Trustees as detailed below.

Responsibilities of the Board of Trustees

The Board of Trustees are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Board.

The Board of Trustees will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Board will seek specialist advice on health and safety which the establishment may not feel competent to deal with. In HASAT, the Board of Trustees as the employer provides access to competent H&S advice via The Facilities and Assets Management Team at Central Bedfordshire Council and Sheryl Cousins at Cousins Safety Limited as required by the Health and Safety at Work etc. Act 1974.

Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in accordance with the Board of Trustees health and safety policy and procedures rests with the Head Teacher.

The Head Teacher has responsibility for:

- Co-operating with the Board of Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Head

Teacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head Teacher to the Site Agent.

Responsibilities of other staff holding posts of special responsibility

This includes Deputy Head Teacher, Early Years Leader, Office Manager, Network Manager, Senior Mid-day Assistant and Site Agent. They will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Health and Safety Organisational Chart is at Appendix A.

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Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the General Assistant and are approved by the Head Teacher.

Risk assessments are available for all staff to view and are held centrally on the ***Learning Platform***, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Class Teacher or Head Teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Subject Leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use, for example, scheme of work, lesson plans, syllabus etc.

The Health and Safety Executive and The Key are used as sources of model risk assessments, including:

- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

APPENDIX 2

OFFSITE VISITS

- Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.
- The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator. The EVC will check the documentation and planning of the trip and if acceptable **initially** approve the visit before referring to the Head Teacher.
- Central Bedfordshire do not approve visits as it is the Academy's responsibility as the employer to do so.
- The Head Teacher will give **final** approval to all trips referred by the EVC.
- Higher level trips which include residential, adventurous and overseas visits paperwork **must** be signed off by the Chair of Board of Trustees following final approval by the Head Teacher.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

An internal and external inspection of the site will be conducted on a termly basis and be undertaken by the Site Agent and H&S Trustee.

The person(s) undertaking inspection will complete a report in writing and submit this to the Head Teacher and the Premises, Health & Safety committee of the Board of Trustees. Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher.

The H&S Trustee will also be involved in an audit of the school's health and safety management systems on a termly basis and report back to both the relevant sub-committee and full Board of Trustee meetings.

Inspections will be conducted jointly with the Site Agent.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire, emergency evacuation and lockdown procedures are detailed in the Emergency

Plan, the Staff Handbook and summary sheets posted throughout the site next to every emergency exit. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Grab bags are situated under the desks of the Head Teacher and Network Manager. These must be collected in all emergency situations.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Office Manager. The LA also maintains a register. The school operates a Groupcall system for contacting parents, staff and Trustees

Fire and Lockdown Drills

- Fire drills and Lockdown drills will be undertaken termly and results recorded in the Fire Log book and Lockdown register.

Fire Fighting

If a fire is detected, the alarm will sound by using the nearest 'Fire Alarm Call Point'.

- The person who detects the fire will either set off the fire alarm or nominate a responsible person to do this, such as the Office Manager or Site Agent. The school is directly linked to a central station that will raise the alarm.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- On evacuating the school, the Office Manager will ensure registers/visitors book are taken, all children, staff and visitors will be checked and accounted for.
- Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use annually and on induction. Training is recorded in the Fire Log Book.

Details of service isolation points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	In the school boiler house
Electricity	In the school electrical cupboard in the main school hall
Gas	In the school boiler house

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Agent as appropriate, for consultation.

Lockdown policy

Lockdown procedures are important and would be used as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

In order to warn of these dangers, we use a Klaxon or intermittent whistle alarm system.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- * Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- * Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- * Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- * Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told

“ the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...”

See Appendix Emergency Lockdown procedure

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Office Manager is responsible for ensuring that the school's Fire Log Book is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the School Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Agent and a record kept in the Fire Log Book. This test will occur on Friday mornings, between 7:00 am and 7.30am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer, Complete Detection Systems: 01162725142.

A fire alarm maintenance contract is in place with Complete Detection Systems and the system tested quarterly by them.

FIRE FIGHTING EQUIPMENT

Weekly the Site Agent checks in-house that all fire-fighting equipment remains available for use and operational.

Churches undertake an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Agent who will contact Churches.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Site Agent and quarterly a full discharge test and certification of the system is undertaken by Complete Detection Systems. Test records are located in the site's Fire Log Book.

MEANS OF ESCAPE

Daily the Site Agent checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) .

TRAINED TO FIRST AID AT WORK LEVEL :

Clare Wilmington

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Mrs Helen Holmes

Mrs Beverley Galvin

Charlie Kean

Clare Hicks

Ann Hart

Sam Nightingale

Caroline Cullis

Alex Georgescu

Michelle Puntrello

First aid qualifications remain valid for 3 years. The Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The School Office and EYears classroom (Oak).

The Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes and MSA first aid bags are complete and replenished as necessary. A check should be made at least termly.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a pupil with the parents/carers.

Dial 999

Luton and Dunstable Hospital 01582 491166

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the Office Manager.

All non-emergency medication kept in school are securely stored in the school Office/EYears Classroom (Oak) with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the school Office/EYears classroom (Oak) and clearly labelled.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Office Manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school Office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

By law and in accordance with the reporting procedure employees must report all accidents, violent incidents, dangerous occurrences, and near misses.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book in the School Office and all classrooms is used to record all minor incidents to pupils, employees and non-employees.

All knocks to the head will be notified to the parent by a standard letter and the child will be given 'I bumped my head' green wrist band, even if the child recovers quickly and passes all checks made. Some other injuries such as nose bleeds will also be reported to parents via a standard letter.

More significant incidents as detailed below, are recorded by completing a paper accident form, which is kept at the school. Paper reports should be completed within 24 hours of any accident by an authorised member of staff and then signed by the Head Teacher or Deputy Head Teacher. Details of the accident are uploaded onto the online system,

AssessNET.

The AssessNET administrator, the Office Manager will input all accidents/incidents online within 3 days.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Head Teacher and H&S Trustee. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

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

Reporting to the Health and Safety Executive (HSE)

Certain categories of accidents/incidents are classified as 'reportable' under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and should be notified to the Health and Safety Executive (HSE). This can be done automatically via the AssessNET system.

Incidents involving a fatality or major injury will be reported **immediately** to the Health and Safety Executive (HSE) on 0845 345 0055

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8

NO SMOKING POLICY

Harlington Lower School is a totally smoke-free school. The No Smoking policy also applies to visitors to the school – for example, parents, suppliers, supply or temporary staff, and contractors. This policy also includes E-cigarettes.

It is a legal requirement that no smoking shall be permitted on the school property at any time.

The No Smoking policy will be referred to when the damage caused by active and passive smoking is discussed when children study that part of Health Education which deals with a healthy lifestyle.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Premises, Health and Safety Committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Health & Safety is an agenda item at all meetings and action points from meetings are brought forward for review by school management.

Communication of Information

The Health and Safety Law poster is displayed in the staff room.

In HASAT, the Board of Trustees as the employer provides access to competent H&S advice via the Facilities and Assets Management Team at Central Bedfordshire Council and Sheryl Cousins at Cousins Safety Limited required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held on the Data Management System (Integris G2).

The Head Teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head Teacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromise the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- obtain permission of the Head Teacher and notify him/her on each occasion when lone working will occur.
- ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.
- ensure they do not put themselves or others at risk.

When working off-site (eg when visiting homes) staff should:

- notify a colleague of their whereabouts and the estimated time of return.
- obtain as much background information as possible about the child/family being visited.
- where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Attendance to all call outs should be made by Arena Security Limited 01462-481811.

Staff should report any incidents or situations where they may have felt 'uncomfortable'.

APPENDIX 11

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Agent any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Agent is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training, this is detailed in the training register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors within appropriate timescales. Records of such monitoring will be kept in the Health and Safety file in the school office by the Office Manager.

Curriculum Areas

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

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Agent.

All portable items of electrical equipment will be subject to portable appliance testing (PAT), formal inspection and testing. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by (varies each time), annually.

The General Assistant is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by (varies each time) on a 5 year cycle

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and Sportsafe will conduct a formal annual inspection of the equipment. PE and Play equipment is subject to an annual inspection by Sportsafe.

APPENDIX 12

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular science and DT) Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Agent.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, The Site Agent is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 13

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with CBC Asbestos policy. The school's most recent asbestos management survey was conducted on 08/06/2017.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school Office. Survey data is registered on-line using CBC's Frontline.

The Head Teacher will ensure that all school staff, including those such as catering employed by others, are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Site Agent, contact will be made with Cambridge County Council's Asbestos Consultancy Services helpdesk on 03450 450 500.

The school's asbestos authorising officers are the Head Teacher, Office Manager and Site Agent and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Frontline and Board of Trustees.

APPENDIX 14

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice, including the provision of adequate insurance against public liability.

All contractors must report to the School Office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, local management arrangements and vehicle movement restrictions. All contractors will be required to complete the Contractor's Liability form before commencing work.

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

School managed projects

Where the school undertakes projects direct, the Board of Trustees are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Head Teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses CBC registered contractors. These contractors have satisfied the LA that they understand and abide by health and safety regulations. The Head Teacher/ Board of Trustees will ensure appropriate competency checks are undertaken prior to engaging a contractor.

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

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The academy's nominated person(s) responsible for work at height is the Site Agent.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;

¹ CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 17

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out by the IT Network Manager.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 18

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through the entrance.

APPENDIX 19

BICYCLES and SCOOTERS ON SITE

Bicycle and scooter access to the school is restricted to staff, parents/carers and pupils only when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not be used for bicycle or scooter access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Bicycles and scooters must be stored safely in the designated bicycle racks at the front of the school.

APPENDIX 20

LETTINGS/ SHARED USE OF PREMISES

Lettings are managed by the Head Teacher/Office Manager/Finance Manager following schools Lettings policy.

APPENDIX 21

STRESS/ WELLBEING

The school and Board of Trustees are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and academy's management standards.

- Details of support available are on the noticeboard in the Staffroom headed 'Wellbeing'.
- Employee Wellbeing Policy

LEGIONELLA

The school complies with advice on the potential risks from legionella.

A water risk assessment of the school has been completed by Swiftclean and the Site Agent is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Swiftclean.

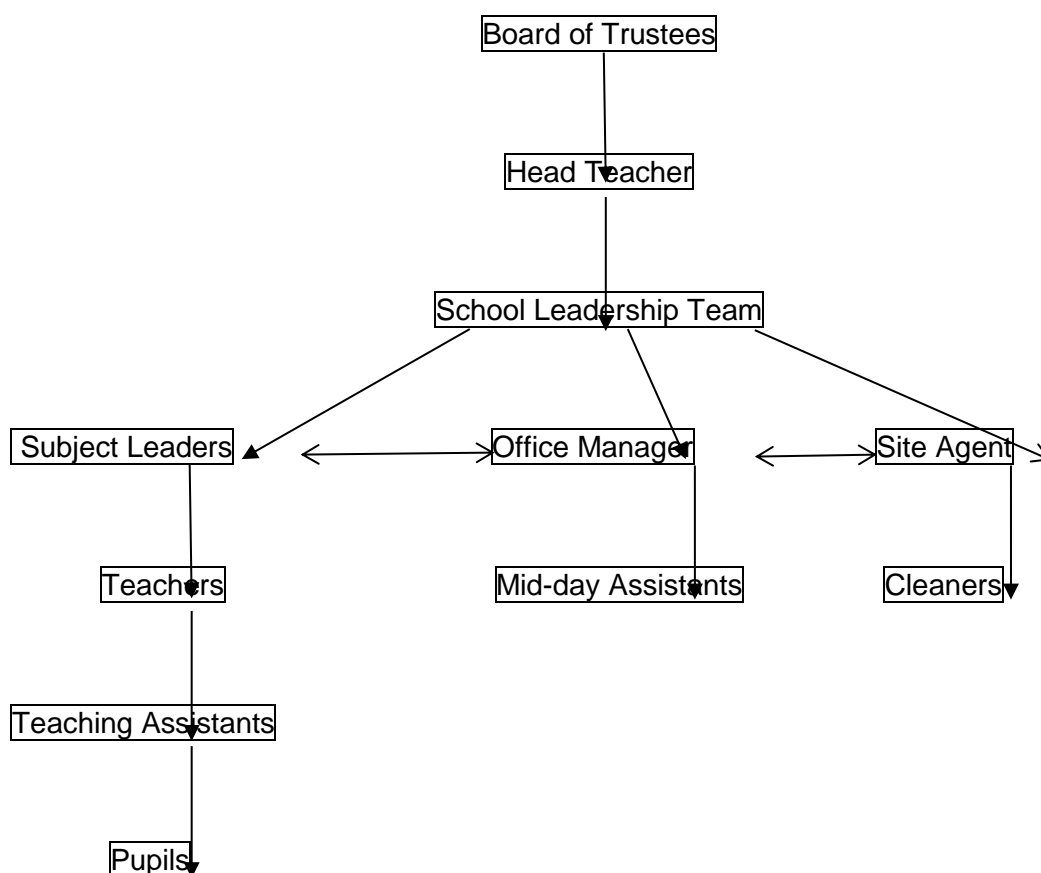
WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. The Head Teacher is responsible for managing and co-ordinating work related learning within the school, in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s). No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Health and Safety Organisational Chart



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.

EMERGENCY LOCKDOWN PROCEDURE

Should a situation arise to create a school lockdown, please follow the instructions:

FULL LOCKDOWN

- Staff will be alerted to the activation of the plan by the sound of a 'pulsing' Klaxon(sited in school office). In the event of the Klaxon failing a 'pulsing' whistle will be blown.
- Pupils who are outside of the school buildings should be brought inside as soon as possible
- Those inside the school should remain in their classrooms, if in the IT suite move under the desk top. Rowan and Beech classes to evacuate to the top end corridor, if it

is free, if in the school hall remain in the hall away from the doors. When and if it is safe to do so an adult to shut the curtains and blinds

- All external doors and, as necessary, windows are locked. Window blinds should be drawn, lights turned off and the pupils sitting quietly out of sight (eg: under a desk)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing). Use the Learning Platform or personal mobile to raise the alert
- Once the children are settled and **IF** it is safe to do so an adult to check windows in nearby toilets are closed
- Agreed lines of communication should be kept open but not make unnecessary calls to the school office as this could delay more important communication
- Staff should encourage pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- Central Bedfordshire Council should be notified via the 'School Emergency' phone number : 0300 300 8193
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils will not be released to parents during a lockdown
- Should it become necessary to evacuate the building the fire alarm will be sounded
- Staff should await further instructions
- The school bell will be rung to show the 'all clear'. A phone call will be made to 'The Conifers' to notify of the all clear.

PARTIAL LOCKDOWN

Partial lockdown is a precautionary measure but puts the school in a state of readiness should a situation escalate.

- All outside activity to cease immediately, pupils and staff return to building. Communication will be via a school mobile phone.
- Partial lockdown will be verbally communicated to those inside the building
- All staff and pupils remain in building, external doors and windows to be locked
- Free movement within the school may be permitted depending upon circumstances
- The Head Teacher and senior staff will conduct an on-going and dynamic risk assessment based upon advice from the Emergency Services. This will then be shared with the staff.
- In the event of air pollution all air vents should be closed
- Verbal communication of 'all clear' will be given

Dated: 2nd February 2016