



## HEALTH AND SAFETY POLICY

DATE OF LAST REVIEW :

October 2024

REVIEWED BY :

Governing Body

DATE OF NEXT REVIEW :

October 2025

Signed \_\_\_\_\_

Chair of Governors

Date : 01/10/24

Signed

Executive Head Teacher

Date : 01/10/24

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## PURPOSE

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Gorse Ride Schools are committed to providing and maintaining a safe and healthy working environment for our staff and for ensuring that the Schools' premises and activities do not adversely affect the health and safety of our pupils or any other people. The Schools' aim to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior leadership team and governing body to ensure this is the case. In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately. We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LA;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision which includes regular liaison with parents and staff to minimise the risks to pupils arriving at and leaving school
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.
- to regularly review this policy to ensure health and safety arrangements are still adequate.

- to be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- administer appropriate procedures according to fire regulations

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

## **RESPONSIBILITIES OF INDIVIDUAL CLASS TEACHERS**

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- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safety tools and equipment
- Report any incidents, assaults or 'near misses'
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Ensure that pupils' bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PHSE and C curriculum.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed
- Ensure that pupils are made aware of existing and new health and safety information.

## **RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)**

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Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- New members of staff receive health and safety information as part of the induction policy.
- Draw the attention of the EHT to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The EHT or school site manager is informed of any difficulties that occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions
- They ensure up-to date training to comply with current health and safety standards

## RESPONSIBILITIES OF THE GOVERNING BODY

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- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor and Head teacher
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

## RESPONSIBILITIES OF THE HEAD TEACHER

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- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building during an annual Governors' meeting
- To undertake risk assessments as and when required and review regularly
- To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
- To act upon referrals from employees
- To ensure staff and pupils comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- To ensure that temporary/ supply staff are informed of health and safety practice
- To report matters of health and safety to the governing body
- To report on any audits/ inspections to the governing body and follow-up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided
- Health and safety team to include staff, governors and school council carry out safety walks at least twice per year to identify potential issues and act on them

## SITE MANAGER

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The Site Manager carries the following responsibilities. These are recognised in the job description and are decided by the Executive Head Teacher.

- ensure the maintenance of all plant and equipment and report any concerns to the EHT/SBM
- daily inspection of premises prior to the start of the school day
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible, or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- ensure regular water temperatures are conducted in line with the control of legionella
- maintenance
- use of tools
- monitoring communal areas
- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out;

- keeping the site manager's maintenance log book up to date;
- moving furniture and equipment, carrying stationery supplies and deliveries, moving milk

## RESPONSIBILITIES OF VISITORS

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Regular visitors and other users of the school will be required to observe the safety rules of the school. The EHT will ensure that visitors are informed of health and safety matters which may affect them during their visit. Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

## PROCEDURES / CODE OF PRACTICE

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The Governing Body and Executive Head Teacher have agreed that the following procedures / codes of practice shall be followed within the school:

### Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Site Manager or Head teacher
- The Site Manager, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by contacting property services via the hotline, school technical services or other competent contractor. Minor defects to be rectified by the site manager.
- Details of significant defects will be recorded by the site manager
- Any member of staff discarding a faulty item or electrical item must ensure this item is removed from the Inventory

### Accident Reporting

All serious accidents that occur on the site should be recorded on a Local Authority recommended accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, a member of the senior leadership team should be informed immediately and action taken to ensure the location of the accident is still safe to use.

### Electricity

The testing of portable appliances is arranged by the site manager as part of statutory testing. Registers are kept in the office itemising each appliance and details of tests carried out. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

### COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the main school offices which includes all cleaning materials. All COSHH materials have a data sheet which is kept in the main school office.

## Access Equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. All possible risks assessed.

## Risk Assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the school office. These are reviewed annually. Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

## Manual Handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the moving of dinner tables, the carrying of books, the movement of audio/ visual equipment and musical equipment. Children should be taught how to safely move P.E. equipment. They should not be required to move heavy objects and should only move awkward objects with appropriate supervision. Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

## Educational Visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents and school staff are involved in the preparation.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

## PE Equipment

The PE equipment is inspected annually. The PE co-ordinator is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose. Any significant findings must be reported to the site manager. The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs or disabilities. It may be necessary for additional TA support to be given where there are concerns. Risk assessments are carried out for all areas used for PE.

## Contractors and Visitors

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

## Asbestos

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available.

## Fire

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills



## Responsibilities during fire drill

EHT / DHT	Supervision of evacuation Evaluation of procedures Training and guidance
Teachers (teaching assistant / mid-day supervisor)	Roll call Take absence books outside
Office Staff	Registers Checking visitors Calling the fire brigade

Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the junior school playground standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way

Reporting – registers will be taken out on to the playground by office staff and handed over to class teachers.

Once the register has been checked teachers will hold up an A4 laminated sheet with either a green tick to signify that the class are all present or a red cross to alert that either a child or member of staff has not arrived at the assembly point.

The same procedure will be used in the event of any other emergency where evacuation of the school building is needed.

## Tests and Checks

Frequency	Responsibility	Duty
Daily	Site Manager	On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly	Site Manager	Test fire alarm systems and record in log
Monthly	Site Manager	Check extinguishers are in the correct place Check emergency lighting and record in log
Termly	Executive Head Teacher	Fire drill – on occasions to include the blocking of an exit, removal of child and lunchtime evacuation Fire notices are contained in each room
Six monthly	Statutory Testing (external company)	Check emergency lighting and record in log
Annually	Statutory Testing (external company)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers Check emergency lighting and record in log

## Lone working and personal security

Gorse Ride Schools, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

## Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be
- If police are attending the incident then wait for the police to arrive before entering the site.
- If the police are not attending:
- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

## Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the EHT's office, main office or mobile phone
- Always be alert when leaving the building

## Key holders managing lettings

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

## Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

## In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation

- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

### **In the event of an abusive parent/ adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

### **In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **Reporting Incidents**

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

### **Informing people of this policy**

New members of staff receive health and safety information as part of the induction policy.

### **Control of Legionella**

Regular checks are made by a commissioned contractor and recorded in the Health and Safety file in the main school office.

### **Movement of Vehicles**

Vehicular access will not be permitted when children are entering or leaving school. Vehicular access will only occur in the event of an emergency. Gates will be closed at 8.30am and access denied between 8.30am and 9 am. The gates remain closed until 3.30pm.

### **School Security**

Security of the school is maintained by:

- Perimeter fencing
- External Doors being locked during school hours
- CCTV
- Signposting
- Security lighting
- The school is fenced off and gates are locked during lesson time.
- The main entrance door (except the door to the foyer in the Infant School) and all side doors are locked during the school day.
- All visitors to school are issued with a badge and are required to sign in and out and to confirm whether or not they have had a DBS check.
- Burglar alarm
- EHT / Site Manager and SBM are the only school staff to have keys to all areas of the building.

Staff are encouraged to be vigilant and report any unknown adult in school who is not wearing a badge to a member of staff. Children are not permitted to allow anyone into the school whether the person is known or not known.

The Site Manager is responsible for checking the locking of all doors and windows.

The Site Manager is responsible for regularly checking external lighting and burglar alarms within school. Any faults will be reported to the EHT/SBM or the school office.

All money collected in school is promptly dispatched to the school's safe until it can be banked.

Home visits are usually carried out at the start of each school year or when a new pupil starts at the school. Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school-based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.

The Nursery teachers carry out home visits with at least one other member of staff. Other staff are informed of their whereabouts and regular contact is maintained with School.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of SLT immediately. The EHT will ask the intruder to leave the school site straight away. If the EHT has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

### **Violence, Behaviour, Bullying and Harassment**

Efforts will be made to train staff how to handle violent and aggressive situations.

If faced with a violent aggressor, eye contact should be avoided, voices should not be raised and aggressive stances should not be taken. Nothing should be done or said to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone will be taken to ensure assistance could be summoned quickly in an emergency. Before pupils are taken to such areas, ensure a mobile phone signal is available (if reasonably practicable to do so).

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', will be considered.

The school will address good pupil behaviour and will address bullying and harassment involving staff by implementing school behaviour policy.

### **Medicines**

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a head teacher/teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence.

Children may require support for acute, short term and long term medical conditions. Short term conditions are for example finishing a course of antibiotics. Long term conditions (chronic conditions) are for example epilepsy, diabetes, asthma or allergy leading to anaphylactic shock.

The Governing Body will establish an effective management system which provides support to children with medical conditions.

The EHT will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.

The EHT will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

See administration of medicines policy for more details.

### **Safe Plant and Equipment**

The Site Manager is responsible for identifying all equipment that require regular inspection, servicing and maintenance, both by school staff and by third parties e.g. play equipment.

The EHT / SBM are responsible for ensuring effective maintenance procedures are drawn up.

The Site Manager and SBM are responsible for ensuring that all identified maintenance is carried out. Any problems found with equipment are reported to the Site Manager.

The SBM will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are PAT tested by PHS

Where appropriate, residual current devices are used with all electrical equipment.

No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment

### **Safe Handling and Use of Substances**

The Site Manager will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Workplace Solutions (cleaning contractors) are responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments for all cleaning products.

The SBM will check that new substances can be used safely before they are purchased.

### **Competency for Tasks and Training**

Induction training will be provided for all employees by the EHT or DHT.

Job specific training will be organised by the DHT and will be carried out by an outside expert.

Specific duties requiring special training are:-

- Ladder use
- Manual handling
- Cleaning – COSHH awareness
- Administration of medicines
- Fire Marshalls
- EVC
- SENCO
- Managing asbestos
- Preparing and/or handling of food on or off site

Training records are kept in the main office. Training will be identified, arranged and monitored by the EHT/SLT.

### **Accident, First Aid and Work Related Ill Health**

Names of all first aiders are displayed by first aid boxes around school and on notice boards. The first aid boxes are kept in the school office / PPA room (infant school) and school office and KS2 classrooms (junior school).

All accidents and cases of work-related ill health are to be recorded in the accident log book /accident forms which located in the school office.

Head injuries are communicated to parents as soon as possible by text message/telephone.

All serious accidents/incidents will also be reported to the LA.

The EHT is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These accidents/incidents/diseases must be reported in writing to the HSE within 10 days.

All serious accidents/incidents will be investigated in order to prevent a recurrence of the accident/incident.

Major accidents/incidents e.g. asbestos fibre release, fatality, fire etc., are still investigated by the Local Authority's Emergency teams.

The EHT/DHT and the Governing Body are responsible for investigating work-related causes of sickness absences.

### **Health and Safety in the Office**

Offices will be safe to work in and any risk to health and safety will be reduced as far as is reasonable practicable and the managed accordingly.

Office personnel are expected to report any hazards e.g. a loose wire on a piece of electrical equipment. Where it is safe to do so, staff are expected to isolate the hazard and/or remove it e.g. spilt liquid on the floor (slipping hazard).

A Display Screen Equipment (DSE) assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').

Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test.