



Health, Safety and Welfare Policy

Reviewed by Michelle Marchant

Date: 14th March 2023

Next Review Date: March 2024

Ratified by the Governing Body on: 28th June 2023

Contents

Introduction

1 **Policy Statement**

1.1 Professional Advice

2 **Organisation and Responsibilities**

2.1 Duties of the Governing Body

2.2 Duties of Responsible Person (Headteacher)

2.3 Duties of Health and Safety Coordinator

2.4 Duties of all Staff

2.5 Work Experience/Teaching Practice Students

2.6 Premises Manager

2.7 Cleaners

2.8 School Business Manager

2.9 First Aiders

2.10 Midday Assistants

2.11 Club Staff

2.12 Educational Visits Coordinator

2.13 Fire Wardens

2.14 Safety Representatives

3 **General Arrangements for implementing the Health, Safety and Welfare Policy**

3.1 Accident/Incident Reporting & Investigation

3.2 Asbestos Duty Holder

3.3 Breaktime Safety

3.4 Cleaning

3.5 Communicable Diseases

3.6 Consultation with Employees

3.7 Control of Contractors

3.8 Control of Substances Hazardous to Health

3.9 Display Screen Equipment

3.10 Driving

3.11 Electricity at Work

3.12 Education Visits

3.13 Fire Safety

3.14 First Aid

3.15 Gas Safety

- 3.16 Health & Wellbeing (including Employee Assistance Programme)
- 3.17 Information, Instruction and Training
- 3.18 Legionella
- 3.19 Lifting Operations & Lifting Equipment (LOLER)
- 3.20 Lone Working
- 3.21 Manual Handling
- 3.22 Medicines
- 3.23 Monitoring – Audits & Inspections
- 3.24 New & Expectant Mothers
- 3.25 Personal Protective Equipment
- 3.26 Playground / Play Equipment
- 3.27 Risk Assessment
- 3.28 Safety, Signs & Signals
- 3.29 Security
- 3.30 Smoking
- 3.31 Slips and Trips
- 3.32 Traffic Management
- 3.33 Violence/Personal Safety of Staff
- 3.34 Waste including Waste Electrical & Electronic Equipment (WEEE)
- 3.35 Work Equipment
- 3.36 Work Experience
- 3.37 Working at Height
- 3.38 Workplace (Health, Safety & Welfare)

4 **Access to Policy Statement**

5 **Names of Key Staff**

Health, Safety & Welfare Policy

Policy Statement

Odessa Infant school is committed to ensuring health, safety and welfare is adhered to across the whole school. We take our responsibility for the health, safety and welfare of our staff, pupils, visitors and anyone else on our premises responsibly in accordance with the Health and Safety at Work, etc Act 1974 (s.2(1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment, but who may be affected by it are not exposed to risk to their health and safety.

The Local Authority as the Employer as the overarching body, we have the 'Health and Safety Statement of Intent', which provides an overarching set of principles for setting and reviewing our health and safety objectives.

As a school we will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in:

- a) Management of health and safety, especially through risk assessment
- b) Control of substances hazardous to health (COSHH)
- c) First-aid equipment, facilities and staff
- d) Fire precautions
- e) Maintenance of electrical systems
- f) Personal Protective Equipment (PPE)
- g) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- h) Use of display screen equipment (DSE)
- i) Manual handling operations
- j) Asbestos and Legionella
- k) Working at Heights
- l) Noise

1.1 Professional Advice

Odessa Infants School has a service level agreement with The Education Space who are available to assist in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within LBN who are able to provide advice on health and safety within their specialist areas (e.g. Asbestos, Legionella).

2 Organisation and Responsibilities

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.

2.1 Duties of the Governing Body

The Governing Body works in conjunction with the Head Teacher and the Local Authority to ensure the effective management of health and safety within the school.

Specifically the Governing Body should:

- Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation, and in particular the Management of Health and Safety at Work Regulations 1999.
- Ensure that there is an effective and enforceable policy for the provision of health and safety
- There are adequate arrangements for managing activities.
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.

- That the School's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

2.2 Duties of the Responsible Person (Headteacher)

As well as the general duties which all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all people using the premises.

➤ The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

➤ In particular, the Head will:

- be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice or guidance
- ensure, at all times, the health, safety and welfare of those using the premises or taking part in school-sponsored activities
- ensure safe working conditions
- ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- consult with members of staff, including safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the identification of potential hazards
- Asbestos Duty Holder
- carry out or arrange periodic reviews and safety audits by competent persons
- identify the training needs of staff and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

- encourage all people using the premises and site to promote health and safety and comply with requirements and policies, taking action on non-compliance as required
- ensure that any defects in the premises or its plant, equipment or facilities that relate to or may affect health and safety are made safe without delay
- encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor incidents and trends
- ensure all new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;

2.3 Duties of Lead Health & Safety Coordinator

- All lead staff members (e.g. Phase leaders, heads of departments, coordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- In addition to the general duties that all members of staff have, they will be directly responsible to have overall day-to-day responsibility for the implementation and operation of the health and safety policy within their areas of responsibility.
- They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.
- As part of their day-to-day responsibilities they will ensure that:
 - safe methods of working exist and are implemented throughout their area of responsibility
 - health and safety regulations, rules, procedures and codes of

practice are being applied effectively

- staff, pupils, volunteers and others under their jurisdiction are instructed in safe working practices
- new employees are given instruction in safe working practices, including fire arrangements
- regular risk assessments and safety inspections are made of their area of responsibility as required by the Head or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all premise's users
- all plant, machinery and equipment are adequately guarded and in good and safe working order
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
- toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- they monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards of health and safety
- they report, as appropriate, any health and safety concerns to the appropriate individual.

2.4 Duties of All Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

➤ In particular all members of staff will:

- be familiar with the safety policy
- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- report any defects in the premises, plant, equipment and facilities which they observe

- take an active interest in promoting health and safety and suggest ways of reducing risks.
- an employee is to their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of both the employee and unborn child.

2.5 Work Experience/Teaching Practice Students

Work Experience and Teaching Practice Students are responsible for:

- attending an Induction Session with the Deputy Headteacher or Health and Safety Coordinator which will cover Health and Safety, Child Protection and classroom practices;
- signing in and out using the schools electronic system each day
- reporting non-attendance to their own school (Work Experience only);
- familiarising themselves with the responsibilities of the Class Teacher (Teaching Practise students only).

2.6 Premises Manager

The Premises Manager is responsible for ensuring the health and safety of the site, in particular the Premises Manager is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking and recording the weekly test of the fire alarm system;
- Organising the monthly test of the emergency lighting system;
- Undertaking and recording the monthly test of the magnetic door release mechanisms;
- Organising the monthly water temperature tests and weekly flushing regimes
- Checking emails for repair requests and hazard concerns at least daily, rectifying those issues within their authority and notifying the Head teacher of any unresolved issues;
- Supervising the cleaning staff and ensuring safe working practices are followed.
- Obtaining COSHH data sheets for new products from suppliers and updating the online spreadsheet.
- Health and Safety for all areas throughout the school
- Using equipment such as ladders and tools safely and in line with the risk assessment;
- Using appropriate manual handling techniques and equipment when

lifting and moving items.

- Acting on behalf of the Asbestos Duty Holder to ensure all contractors working in the building sign the Asbestos Log
- Ensuring a record is maintained of all premises related maintenance and inspection reports

2.7 Cleaners

The cleaners are responsible for:

- using the Personal Protective Equipment provided;
- using appropriate safety signs including wet floor cones;
- being vigilant for hazards and building repairs and reporting them to the Premises Manager.

2.8 School Business Manager

The School Business Manager (SBM) is responsible for ensuring the health, safety and welfare of the Office Staff; in particular the SBM is responsible for ensuring that:

- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.
- an up-to-date medication list and medication is available at all times;
- an up-to-date parent contact list is available at all times;
- notifiable diseases are reported to the Health Protection Unit
- the safe storage of equipment in the office and that all office store rooms/areas are kept tidy
- all information is kept secure

2.9 First Aiders

Trained first aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- maintaining and replenishing First Aid kits throughout the school which conforms to regulations and also preparing First Aid Kits for use off site;
- dealing with Injuries to pupils and staff as necessary and in accordance with LA procedures;
- in the case of a serious injury or illness, calling the emergency services and informing the Head teacher or Deputy Head teacher of the situation without delay;
- the safe storage of equipment, medicine and information

- completing appropriate accident reporting forms, ensuring the online recording of accidents is completed
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

2.10 Midday Assistants

The midday assistants are responsible for:

- the general safety of pupils in the dining areas throughout lunchtime;
- the general safety of pupils in the playground during lunchtime or classroom in the event of wet dinner times;
- supervising the immediate evacuation of the pupils if the fire alarm sounds during the lunchtime
- making sure that all pupils are lined up in their correct classes during an evacuation ready for checking registers;
- administering and recording first aid for minor injuries.

2.11 Club Staff

All Club staff are expected to:

- know the emergency procedures in respect of fire, first-aid, food hygiene and health and safety procedures to be followed and to ensure that they are applied;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures in the Club;
- administer and record first aid for minor injuries (if qualified to do so);
- be vigilant for hazards, deficiencies and repairs needed and report them to the Headteacher and Premises Manager;
- ensure the safe storage and use of items in the Club including training children in the correct use of equipment.

2.12 Educational Visits Coordinator (EVC)

The EVC is responsible for ensuring that all trips and visits have a suitable and sufficient risk assessment completed by the visit leader. The EVC is to approve all visits prior to the visit.

2.13 Fire Wardens

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
 - Ensuring the safe evacuation of everyone in their area of responsibility
 - Checking all rooms in their area of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
 - Where possible, closing windows and doors as each room is checked;
 - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
 - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensuring they attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

2.14 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises*. The training of Safety Representatives is the responsibility of the appropriate trade union. The Establishment will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

* Normally displayed on the "Health and Safety Law – What you need to know" poster.

3.1 Accident, Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

- Minor accidents are reported to the school office.
- The online accident report is completed.
- A letter goes home reporting the accident to the parent.

- All incidents should be reported via the online portal by the School

Business Manager (SBM).

- The Headteacher or deputy are to be informed.
- The SBM will liaise with the schools H&S authority to determine if RIDDOR* reportable.
- All reporting, investigations and actions to be completed within **10** days of the incident.

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

3.2 Asbestos Duty Holder

The Control of Asbestos Regulations places a duty on the “Asbestos Duty Holder” to manage any asbestos or asbestos containing materials located within the premises.

The school has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises, the location, the type of asbestos and its condition

Written asbestos management systems are in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works, will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had

access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;

- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

Please note that the Asbestos Register was compiled following a management asbestos survey. Any intrusive work will require a Demolition/Refurbishment asbestos survey to be carried out prior to the work commencing.

Any queries regarding asbestos in the premises, or how to arrange for a Demolition/Refurbishment survey, should be referred to the Asbestos Duty Holder, who will consult with the Council's Asbestos Team.

.

3.3 Breaktime Safety

Playtimes

A minimum of three members of staff should be on duty in the playground. They are responsible for patrolling all areas and stopping or averting incidents, as well as dealing with accidents in the first instance.

On hearing the bell at the end of play, the children should stand still and await the second bell or their class name. They should then walk quietly to their designated area to line up. All staff should enforce this.

During adverse weather, the children remain in their classrooms.

Any apparatus defects should be dealt with immediately or the apparatus put out of order and a contractor called.

All fixed apparatus are subject to quarterly inspections.

Lunchtimes

The Midday Assistants are responsible for the supervision of the children in the dining hall and the playgrounds. A minimum of two members of staff should be on duty in each playground area.

Midday Assistants are responsible for dealing with accidents and administering first aid for minor injuries. They should send any child who has sustained a significant injury or who reports a blow to the head to the School Office immediately.

Hot Drinks

Hot drinks are permitted during playtime duty when using safety beakers.

3.4 Cleaning

The cleaners work under the direction of the Premises Manager and are responsible for cleaning the buildings. Cleaning schedules are organised by the Premises Manager in consultation with the cleaner in charge who has the responsibility of ensuring high standards are maintained and the specifications met.

The Premises Manager and/or cleaner in charge are responsible for the ordering and safe storage of all necessary cleaning materials and supplies, for ensuring that the cleaners use the Personal Protective Equipment provided and that safe working practices are followed.

3.5 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

Public Health England have produced 'Guidance on infection control in schools and other childcare settings' is available in in the school office.

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

3.6 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health

- and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This establishment will consult with staff in the following ways:

- Weekly staff meetings
- Emails
- Periodic bulletins

3.7 Control of Contractors

This School recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the school.

The School Business Manager or Premises Manager are responsible for ensuring that all contractors on site are aware of the asbestos log and the fire and emergency evacuation procedures. The Premises Manager to inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Headteacher, Deputy or Premises Manager

of any hazards arising from their activities which may affect occupants of the school.

Contractors must comply with the following procedures:

- Contractors should report to the office on arrival, sign into the Visitors System and to read and sign the Asbestos Log (if required). They should return to the School Office before leaving site to sign out;
- If the school is not in session, the contractors should report initially to the Premises Manager who will provide access;
- A site meeting should be held prior to works starting to discuss Health and Safety issues;
- Contractors should be advised that the safety of pupils and adults on site is paramount.
- Potentially dangerous activities such as grass cutting or hedge trimming should cease while children are using the grounds for playtimes, lunchtimes or games activities;

The Catering staff are responsible for the safety of the kitchen and must notify the Premises Manager or Head Teacher of any hazards.

3.8 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

This Establishment will ensure that COSHH data sheets are held on all hazardous substances prior to use. The COSHH data sheets provide information on specific hazards, first aid measures, personal protective equipment etc. and will be reviewed as appropriate, or every five years, whichever is the sooner.

3.9 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire.

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- Health and safety training and information is provided.
- DSE assessments are stored in personnel files

3.10 Driving

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity. Evidence of insurance must be held with the permission slip for the duration of the activity.

3.11 Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment should be visually inspected before use, equipment used and moved regularly such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Portable Appliance Testing (PAT) is carried out by PSB annually and the records kept in the School Business Managers office.

Fixed electrical installations should be inspected by a competent person at least every five years. Records are held in the Premises Managers Office.

Staff and pupils may not bring their own personal electrical appliances into the School.

3.12 Educational Visits

The school follows guidance from the DfE in regards to the Health and Safety on Educational Visits. This includes all educational visits, whether local, national or international.

In accordance with this guidance this school has 2 appointed Educational Visits Coordinators and developed a school Educational Visits Policy based on the DFE guidance.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the EVC and Head Teacher.

3.13 Fire Safety

The Regulatory Reform (Fire Safety) Order places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

The Responsible Persons for this School are the Director of Children's Services, the Chair of Governors and the Headteacher.

The Headteacher has delegated duties to the Premises Manager and/or the School Business Manager to include:

- Fire alarm systems are fully operational

- Evacuation procedures are in place
- Liaising with the emergency services
- Ensuring adequate fire wardens are assigned
- Fire drills are conducted termly and recorded
- All fire safety checks are completed and recorded in accordance with statutory guidance
- All fire equipment is maintained
- Fire Risk Assessment is reviewed annually
- Personal Emergency Evacuation Plans (PEEP's) are in place

Any fire that occurs within the premises, however minor, must be reported to the Head Teacher and to the Local Authority Health & Safety team.

Fire Evacuation Procedure:

- Any person discovering a fire should raise the alarm by breaking the nearest break glass call point
- On hearing the fire alarm, everyone will evacuate the building in accordance with the instructions notices displayed in each room. Doors should be closed as rooms are emptied
- All persons should assemble at the Assembly Point which is the main playground. Children should line up in their class groups
- The fire wardens will sweep through the building to ensure all persons are out and will report to the Head that their area is clear or the location of any smoke or fire
- The school office staff will take out the class registers and print the staff and visitors' evacuation log from Inventry, so that checks may be made to ensure no one is left in the building.
- No one must re-enter the building unless told to do so by the Fire Brigade (if in attendance) or the Headteacher. Preserving life should take priority over saving property

Suspicious Packages

Any package considered suspect should be isolated and under no circumstances should it be opened or touched in any way. The Police and Fire Brigade should be summoned immediately. The Head teacher should decide if school evacuation procedures are necessary and take appropriate action.

Bomb Threat Calls

Any threats or warnings received as to the placing or presence of a bomb on the premises must be taken seriously and the following should happen:

- The School should be evacuated – see Total Evacuation of the Site below
- The Police should be summoned immediately
- The Head teacher should inform the Local Authority at once by telephone and this should be followed later by a written report
- No one should be allowed to re-enter the School until the Emergency Services have declared it safe.

Total Evacuation of Site

If total evacuation of the site becomes necessary the children will be taken to the park in Wellington Road. Each class will walk with their teacher and, if possible, at least one other member of staff.

A notice should be posted at the school gates informing parents of the whereabouts of their children and stating that they should be collected as soon as possible;

The school office staff should take the parent contact list containing children's addresses and phone numbers so that parents may be informed.

3.14 First Aid

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public. However, areas that provide a service for others, including schools, should include the public, pupils and others on their premises when making their assessment of first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc

Notices are displayed throughout the premises advising the names of the first aiders. All first aiders have both First aid at work and paediatric first aid certificates.

First Aid Boxes are sited in the following locations:

Main Office

Mobile housing class 7 & 8

Medical Room

Nursery Kitchen

Any member of staff, child or visitor to the School who requires first aid should go to the School Office.. If the injured party is unable to go to the School Office due to the extent of their injuries, the School Office should be informed and they will send a First Aider to the scene.

Any accidents requiring first aid must be recorded using the accident reporting procedure.

3.15 Gas Safety

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances could only be carried out by persons registered with the Gas Safe register.

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

The School Business Manager / Premises Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by either South Park or Maybrick. Records are held by the Premises Manager and held in the Premises Managers Office.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

3.16 Health & Wellbeing of Employees

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The

Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The school procures the Schools Advisory Service (SAS) offering all current staff support. Staff can access this service by downloading the app from the SAS web page at schooladvice.co.uk or telephoning one of the listed numbers:

- Medical Operations Enquiries – 01773814400
- Stress Counselling – 01773814402
- Relationship Counselling – 01773814402
- Physiotherapy – 01773814403
- Cancer Support Service – 01773814404
- 24 Hour GP Helpline - 08454031037

Where necessary, the school can refer the employee to Occupational Health for assessment and further guidance.

3.17 Information, Instruction and Training

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This establishment is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the School Business Manager and are located in the electronic Health and Safety file and staff personnel file.

3.18 Legionella

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

A Water Risk Assessment has been undertaken by HSE and is located in the Premises Manager's Office.

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by South Park .

Records will be maintained by the Premises Manager

3.19 Lifting Operations and Lifting Equipment (LOLER)

LOLER applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

This Establishment requires that all lifting equipment be clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate

its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of the Premises Manager to ensure all lifting equipment and accessories are marked with the safe working load.

This Establishment also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

It is the responsibility of the Health & Safety Coordinator to risk assess, plan and supervise all lifting operations to ensure they are undertaken safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of the Health & Safety Coordinator to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained. Records are located in the H&S training folder in the Extended Leadership Team office.

This School requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

It is the responsibility of the Premises Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

Examination records will be held in the Premises Manager's office.

All defects of lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

This School requires that the following documentation is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
 - Before first use, the examination reports of the lifting equipment

should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.

- o Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
- o Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Lifting equipment documentation is kept by the Premises Manager and kept in the Premises Manager's office.

Further information and guidance on LOLER can be found in the following documents:

- "Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998" HSE INDG 290.
- "Thorough examination of lifting equipment - a simple guide for employers" HSE INDG 422.
- "Thorough examination and testing of lifts - simple guidance for lift owners" HSE INDG 339.

3.20 Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This Establishment will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

It is the responsibility of the Health & Safety Coordinator to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the Health & Safety Coordinator.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of the Health & Safety Coordinator to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance is available in the HSE document Working Alone.

3.21 Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that can't be avoided; and

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters. Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website www.hse.gov.uk

INDG 143- Getting to grips with Manual Handling.

3.22 Medicines

In general, medicines must not be brought into school. However if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the Establishment and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

Registers should be clearly marked to alert supply teachers of any pupils with medical needs.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A Medication Administration consent form must be completed and signed by the parent or guardian, and a Medication Administration Record Sheet completed each time medicines are administered.

More detailed information can be found in the Department for Education

document 'Managing Medicines in Schools and Early Years Settings'.

A list of pupils with medical conditions and their care plans can be found in the Main Office. Prescribed medicines are stored in a locked cupboard in the Main Office.

3.23 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This Establishment will carry out the following monitoring:

- Daily checks by the Premises Manager in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the establishment or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by governing body to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School's health & safety management system.

This Establishment will also carry out a formal inspection at least twice a year using an inspection checklist

The Health and Safety team will arrange for a formal audit at this Establishment on a periodic basis.

Records of maintenance checks, inspections etc are located in:

Record Type	Location	Responsible Dept/Person
Accident records	Safety Cloud	Office Manager
Premises Manager's inspections	Google drive - Building	Premises Manager
H&S Coordinator inspections	Google drive	H&S Coordinator
6 monthly inspections	Google drive - Building	Premises Manager
Audit reports	Extended Leadership Team Office	School Business Manager

3.24 New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website www.hse.gov.uk:

HSG 122 – New and Expectant Mothers at Work – An Employers Guide

3.26 Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

3.27 Playground / Play Equipment

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis and a monthly inspection is also undertaken by the Premises Manager. These checks will be recorded and signed by the person responsible for undertaking them.

3.28 Risk Assessment

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The School Business Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed.

Copies of current risk assessments are located in the electronic Risk Assessment file on Google drive.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

3.29 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This Establishment will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of H&S Coordinator to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the H&S Coordinator

Further information on safety signs and signals can be found on HSE website www.hse.gov.uk:

HSE leaflet INDG184 "Signpost to The Health and Safety (Safety Signs and Signals) Regulations - Why do we need these Regulations?"

HSE leaflet INDG 352 "Read the Label – How to find out if chemicals are dangerous"

3.30 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The health and safety Coordinator within the school may assume the responsibilities for school security. Alternatively schools may wish to appoint a school security Coordinator who will develop a knowledge and understanding of security issues within the premises.

The Premises Manager and the School Business Manager have responsibility for school security issues.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.

- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

3.31 Smoking

The Smoke free Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result this establishment is a strictly no smoking establishment.

The Regulations require the displaying of no-smoking signs in all smokefree premises and vehicles.

No-smoking signs, which meet the requirements of the law, are displayed throughout the school premises

Further information can be found on the Smokefree England website and in the London Borough of Newham Smoking Policy.

3.32 Slips and Trips

The Health & Safety at Work Act requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

This establishment recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly the following measures will be taken to ensure good housekeeping:

Informal workplace inspections will be undertaken by the Premises Manager and School Business Manager

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of the communal areas of the school will be undertaken by the Premises Manager.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by the School Business Manager.

3.33 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure

- effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
 - By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
 - Install clear signs to tell drivers and pedestrians about the routes they should use;
 - Where signposts are used, they should be constructed to Highway Code Standards; and
 - Make sure the signs are kept clean and visible.

A copy of the traffic management risk assessment is located in the electronic Risk Assessment folder located on the Teachers Drive.

Further information on workplace transport is available from www.hse.gov.uk/workplacetransport/

3.34 Violence/Personal Safety of Staff

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated and the School fully endorses the London Borough of Newham Personal Safety of Staff Policy and procedures. Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

The School Business Manager is responsible for undertaking a risk assessment to cover potential violence at work. A copy of the current risk assessment is located in the Risk Assessment folder in the Extended Leadership Team Office.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of H&S Coordinator to ensure that staff are provided with

appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. See the relevant section of this policy for further information.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a 24-hour confidential helpline.

3.35 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by this Establishment will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be

kept by the Establishment.

Waste disposal from the School will be organised by the School Business Manager

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector	Contact details
Daily waste	Weekly	LBN Waste	Juniper - 020 3373 7541
Medical waste	As needed	PHS	

ICT and electrical items	As needed	Via - The Education Space	The Education Space
--------------------------	-----------	---------------------------	---------------------

Members of staff must not take waste in their own private vehicles or in any vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

3.36 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training; and
- Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work

Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The Establishment will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

This Establishment requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to the Premises Manager

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times. It is the responsibility of H&S Coordinator to arrange staff training, and to ensure that records of staff training are maintained.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination. Annual inspection and maintenance will be carried out by the Premises Manager or other professional body and records held in the Premises Manager's office

This Establishment only permits designated staff to undertake modifications to equipment. The Health & Safety Coordinator holds a list of designated staff and the limits of their authority to undertake such work.

Staff and pupils may not bring their own personal electrical appliances into the School.

The Health & Safety Coordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

3.37 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The Deputy Head Teacher will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The establishment will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Any pupil undertaking work experience at this Establishment will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located in the Extended Leadership Team Office

3.38 Working at Height

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'.

Under the Management of Health and Safety at Work Regulations the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This establishment will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Premises Manager or School Business Manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the Premises Manager

This establishment has a Ladder Checklist and a TASS Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in the Premises Manager's Office and will be maintained by the Premises Manager.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website www.hse.gov.uk/

Advice for teachers and classroom assistants is available in the HSE document "Keeping safe when working at height"

The HSE document "Practical guidance for schools on working at height"

The Ladder Association "Ladder Book"

3.39 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This Establishment will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

Workplace inspections will be undertaken by School Business Manager and Premises Manager on a six monthly basis

Workplace inspection records will be kept by the School Business Manager and

are located in the electronic Health and Safety Archive

The responsibility for building and equipment maintenance lies with the School Business Manager and Premises Manager and any building or equipment defects or hazards should be reported to them.

4 Access to Policy Statement

A copy of this statement is available on the shared staff Google Drive - Health and Safety folder - H&S policy file

4 Names of Key Staff

Designation	Name
Head Teacher	Clare Barber
Deputy Head Teacher	Sue Tindling
Health & Safety Coordinator	Michelle Marchant
COSHH Coordinator	Paul Marchant
Educational Visits Coordinators	Sue Tindling – Tim Richards
Premises Manager	Paul Marchant