Chalkwell Hall Infant School
Health and Safety Policy

We have adopted Southend City Council's Model Policy

Approved by the Governing Body: Autumn 2026
Review date: Autumn 2028

HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.

2. The model policy is based upon Southend City Council's criteria for schools where it is the employer, it is for the governing body of Foundation, and VA schools to determine whether to adopt such arrangements and schools should ensure this is customised to fit their individual circumstances.

Writing a Policy Statement

3. Under the Health and Safety at Work Act, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.

4. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

5. The safety policy should be signed and dated by the head teacher / chair of governors.

7. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Head teacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, Head of Year, Other Line Manager Roles, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to readily demonstrate communication lines are in place enabling staff to participate in health and safety.

It should be decided whether you require a safety committee in the establishment. (small establishments and primary schools are unlikely to need a safety committee.) Where such a committee exists, then you should describe briefly its constitution and functions.

Part 3 Arrangements

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details some of the key areas for which local arrangements may be required and should be customised to the school's individual circumstances, depending on the nature of the risks not all may be relevant.

Arrangements for policy review

8. Governors are required to take steps to ensure that they are kept informed of the City Council's advice and guidance on health and safety matters.

9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc).

10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)

11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

12. For further information and guidance contact: the Health and Safety Team

13. DfE advice on legal duties – Annex A contains key elements of a H&S policy

HEALTH AND SAFETY POLICY
Chalkwell Hall Infant School

PART 1. STATEMENT OF INTENT

The Governing Body of Chalkwell Hall Infant School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of, and/or issued to, all members of staff A reference copy is kept in the main reception area and on the shared drive.

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

This policy statement supplements:

- Southend City Council's (SCC) Health and Safety Policy.
- Asbestos Management Policy
- Children's mental health and wellbeing policy
- Control of Infections Policy
- Doorstep Visit Procedures
- Driving for Work Policy
- Drug and Alcohol Misuse Policy
- Educational Visits Policy
- Fire Safety Management Policy
- First Aid Policy
- Lone Working Policy
- Managing Contractors Policy
- Premises Management Policy
- Stress Management Policy
- Working off Site Policy
- Supporting Pupils with Medical Conditions Inc. Allergies
- Physical Intervention
- Behaviour





Joe Knowler, **Chair of Governors**	Sarah Clements, **Headteacher**
14/10/2026	14/10/2026

PART 2. ORGANISATION

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

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

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards.

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

The school's health and safety governor is Tom Mustafa.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Health and Safety Team, email: victoriascott@southend.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable

condition.

- Reporting to SCC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Office Manager.

Responsibilities of other staff holding posts of special responsibility

Senior Staff, Line Managers and Team Leaders/Supervisors must ensure that all new employees are made aware of the school's Health and Safety Policy and relevant procedures at their induction briefing.

Line managers are also responsible for:

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

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy.

Appendix 1 - Risk Assessments

Appendix 2 - Offsite visits

Appendix 3 - Health and Safety Monitoring and Inspections

Appendix 4 - Fire Evacuation and other Emergency Arrangements

Appendix 5 - Fire Prevention, Testing of Equipment

Appendix 6 - First Aid and Medication

Appendix 7 - Accident Reporting Procedures

Appendix 8 - Health and Safety Information and Training

Appendix 9 - Personal safety / lone Working

Appendix 10 - Premises Work Equipment

Appendix 11 - Flammable and Hazardous Substances

Appendix 12 - Moving and Handling

Appendix 13 - Asbestos

Appendix 14 - Contractors

Appendix 15 - Work at Height

Appendix 16 - Display Screen Equipment

Appendix 17 - Vehicles

Appendix 18 - Lettings

Appendix 19 - Stress

Appendix 20 - Legionella

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Office Manager and are approved by the headteacher.

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

Individual Risk Assessments

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

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Year Group Leaders using the relevant codes of practice and model risk assessments detailed below.
Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

All LA schools have a subscription to CLEAPSS and their publications[1] are used as sources of model risk assessment within science and DT.

In addition the following publications are used within the school as sources of model risk assessments:

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD) http://www.nsead.org/hsg/index.aspx]
- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE' http://www.afpe.org.uk/]

[1] CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance

The LA must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Kerrie Lawton who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

A separate policy for offsite Educational visits exists here.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Office Manager and Headteacher.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the headteacher / Office Manager Responsibility for following up items detailed in the safety inspection report will rest with the Office Manager.

A named governor, Tom Mustafa will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

Emergency Procedures

Fire and emergency evacuation procedures are detailed in Fire Safety Management Policy and a summary posted in each classroom, office and shared area. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the Office Manager.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Details of service isolation points

Location	**Gas**	**Electric**	**Water**	**Boiler House/Plant**
New Build	No gas supply	Internal electrical cupboard in breakout area	Stop Cock for water for airpump system for underfloor heating in caretakers workshop Mains water supply	Airpump - Caretakers Workshop Point of use heater in class Finland toilet area

Main Building	External wall outside main school office	SLT Office (bottom of stairs)	Main School Office (next to medication storage)	Main Infant Toilets (calorifier inside cupboard) Point of use heater in stock cupboard opposite disabled toilet (water only) Point of use heater in nursery (water only)
Dining Hall/Kitchen/Treehouse/Wales	External boiler house outside EYFS 2 cut off valves in main school kitchen (for main kitchen only) 1 electronic cut off switch in main school kitchen (for main kitchen only)	Main Kitchen (main kitchen only - opposite pantry) Treehouse electrical cupboard (for the rest of the location)	Treehouse - next to electrical cupboard	External boiler house (outside EYFS/Wales) External Bin Area back of Main School Kitchen Point of use heater in EYFS toilets

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Caretaker, Catering Contractor and Cleaning Supervisor as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday afternoons. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Blake Contractors Ltd – 01702 613641.

A fire alarm maintenance contract is in place with Blake Contractors Ltd and the system tested 6-monthly by them.

FIRE FIGHTING EQUIPMENT

The Caretaker carries out weekly in-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering.
Blake Contractors Ltd undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Blake Contractors Ltd - 01702 613641.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Blake Contractors Ltd – 01703 613641.

MEANS OF ESCAPE

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

APPENDIX 6

FIRST AID AND MEDICATION

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

Name	Position	Expiry Date	Level
Kerrie Lawton	Office Manager	18/03/2028	Designated - First Aid at Work, Level 3
Emma Howe	Receptionist	30/3/2028	Designated - First Aid at Work, Level 3
Kelly Jenkins-Hoare	Finance Manager	17/5/2027	Paediatric First Aid
Shelley Cooper	Attendance Officer	25/4/29	Paediatric Infant & Child First Aid Level 3 (VTQ)
Katie Stevens	SENCO	29/01/2027	Paediatric First Aid
Grace Dalgarno	EYFS Lead/Nursery	16/11/26	Paediatric First Aid
Charlotte Woolf	Nursery Teacher	29/11/27	Paediatric First Aid
Danielle Maynard	Year 1 Lead	29/1/2027	Paediatric First Aid
Viv Graham	Family Liaison Officer	28/06/29	Paediatric First Aid
Kendal Craymer	HLTA	20/3/28	Paediatric First Aid
Helen Morley	HLTA	25/4/29	Paediatric Infant & Child First Aid Level 3 (VTQ)
Sharon Bygrave	HLTA	4/12/26	Paediatric First Aid
Carol Cross	UT	1/2/2027	Emergency First Aid at Schools
Elizabeth Alsop	LSA	20/3/28	Paediatric First Aid
Gareth Lewis	LSA	4/12/26	Paediatric First Aid
Sophie	LSA	28/11/28	Paediatric First Aid

Livermore			
Laura Shinn	**LSA**	**16/11/26**	**Paediatric First Aid**
Imogen George	**Nursery Practitioner**	**21/4/26 8/12/28**	**Paediatric First Aid Designated - First Aid at Work, Level 3**
Emma Whybrow	**Nursery Practitioner**	**17/9/28 21/07/2027**	**Designated - First Aid at Work, Level 3 & Paediatric First Aid**
Danielle Nuzzo	**Nursery Practitioner**	**31/8/28 28/06/29**	**Emergency First Aid at Work Paediatric First Aid**
Beatrice Scott	**Nursery Practitioner**	**25/4/29**	**Paediatric Infant & Child First Aid Level 3 (VTQ)**
Danielle Kemp	**Nursery Practitioner**	**18/1/28**	**Paediatric First Aid**
Bethan Robbins	**Asst Playteam/office**	**26/04/28**	**Paediatric First Aid**
Melanie Elves	**Playteam Member**	**26/04/28**	**Paediatric First Aid**
Brenda Gillespie	**Playteam Member**	**24/01/2029**	**Emergency Paediatric First Aid**
Dawn McCarthy	**Playteam Member**	**9/11/2027**	**Paediatric First Aid**
Hayley Brown	**Playteam Member**	**9/11/2027**	**Paediatric First Aid**
Ellen Highman	**Playteam Member**	**9/11/2027**	**Paediatric First Aid**
Keely Prince	**Playteam Member**	**25/11/26**	**Paediatric First Aid**
James Skeggs	**Playteam Member**	**17/7/27**	**Emergency First Aid at Schools**
Amy Spiers	**Playteam Member**	**28/4/28**	**Paediatric First Aid**
Angharad Webb	**LSA**	Training scheduled for November 26	

Jenny Booker	**Playteam Member**	**3/3/2028**	**Paediatric First Aid**
Hollie Durrance	**LSA**	**12/9/2029**	**Paediatric First Aid**

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

A defibrillator (AED) is located in the dining hall and is checked monthly to ensure it is ready for use in an emergency.

LifeVac devices are located in the nursery and dining hall and are available for emergency use.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Outside the main school office
- Kitchen (off the dining hall)
- New Build
- Nursery

The Receptionists (AM & PM) is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits) are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647 (now 111)) and, in the case of a pupil with the parents/carers.

Administration of medicines
All medication will be administered to pupils in accordance with the DfE document ***"Managing Medicines in Schools and Early Years Settings"***

The school will, at the request of the parent / carer and with the consent of the Headteacher, administer medication prescribed by a medical practitioner.

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

The school office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
Records of administration will be kept by the school office.

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in their classroom and the medication will travel with them in person, and clearly labelled.

Health Care Plans
Parents / carers are responsible for providing the school with up to date Information regarding their child's health care needs and providing appropriate

medication.

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

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

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees
Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
A local accident reporting and recording book is kept in the school office and is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to SCC using the SCC Accident Reporting Form.

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

All major incidents will be reported to the headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries.
Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)
Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the LA's Health and Safety team on victoria.scott@southend.gov.uk .

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

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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The governing body meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative for staff is Danielle Maynard.

Communication of Information

The Health and Safety Law poster is displayed in the Staff Room.

The Health and Safety Advisory Team, Email: victoriascott@southend.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

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

Training records will be kept by the Office Manager, who is responsible for co-ordinating health and safety training needs and
for including details in the training and development plan. This includes a system
for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission from the Headteacher and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

WINNS are our nominated key holders. They attend the school premises to check security and safety outside of school hours in the event of our intruder alarm sounding.

Our fire alarm is monitored by Blake Contractors Ltd. If the alarm is triggered, the fire brigade will be automatically notified.

Nominated key holders attending empty premises following an alarm activation should do so with a colleague whenever possible. They should **not** enter the premises unless they are certain it is safe.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Office Manager.

The Office Manager and Caretaker are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is detailed in relevant risk assessment.

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

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.
This inspection and testing will be conducted by an appointed qualified contractor frequency of inspection and testing.

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

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

A fixed electrical installation test (fixed wire test) will be conducted by Blake Contractor Ltd on a 5 year cycle.

External play equipment

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

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within the School Kitchen, the catering contractor is responsible for COSHH and ensuring an up to date inventory. Within the site team, the caretaker is responsible for COSHH and ensuring an up to date inventory. In all other areas the school nominated person responsible for substances hazardous to health is the Office Manager.

They shall ensure:

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

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

APPENDIX 12

LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

An asbestos management plan is in place for the school in accordance with SCC's Asbestos Management Policy.

The school's asbestos log is held in Reception by the Office Manager and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are the Office Manager and Caretaker and refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Office Manager who will contact SCC's asbestos team

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Office Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Office Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM[2] regulations will apply.

To ensure contractor competency the school uses an SCC property framework contractor as a method of procuring works.

These contractors have satisfied the City Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of SCC's frameworks, the Office Manager will undertake appropriate competency checks prior to engaging a contractor.

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

[2] CDM refers to the Construction (Design and Management) Regulations 2007and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.
In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

WORK AT HEIGHT

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

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

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders
http://www.hse.gov.uk/pubns/indg405.pdf.

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

The establishment's nominated person responsible for work at height is the Office Manager.

The nominated person(s) shall ensure:

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall complete DSE assessment and complete DSE training.

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

APPENDIX 17

VEHICLES ON SITE

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

The vehicle access gate must not normally be used for pedestrian access. Here is the risk assessment.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Office Manager.

A letting policy is in place detailing any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.

APPENDIX 19

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school participates in a comprehensive wellbeing programme, led by the school's Wellbeing Coordinators Kara de Garston Webb and Shelley Cooper. Staff wellbeing is further supported

through performance management and mentoring opportunities, open communication with the Headteacher and senior leadership team, and access to an Employee Assistance Programme.

APPENDIX 20

LEGIONELLA

A water risk assessment of the school has been completed by Evolution the Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. This risk assessment should be reviewed where significant changes have occurred to the water system / the Caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

Operational checks include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)
- water tanks being inspected for compliance and safety on an annual basis