




# Health and Safety Policy

September 2022

<b>Lead author/initiator(s):</b>	Maria Higgins
<b>Next Review Date:</b>	September 2023
<b>Version No:</b>	
<b>Ratified by:</b>	Spring Meadow Infant and Nursery School Local Governing Body
<b>Date Ratified:</b>	11/10/2022
<b>Signed:</b>	
<b>Review Timetable:</b>	Annually
<b>Review:</b>	
<b>Purpose of Document:</b>	To describe the measures in place regarding first aid for children and adults in the education setting.
<b>Links to other policies</b>	
<b>Impact on;</b> Safeguarding Equality & Diversity SEND	
<b>Implementation:</b>	
<b>Dissemination:</b>	

## **Spring Meadow Infant and Nursery School Health and Safety Policy**

### **Contents:**

- 1.** Policy and Statement of Intent
- 2.** Organisations
- 3.** Arrangements
- 4.** Risk Assessment
- 5.** Premises
- 6.** Medical/Fire and Emergency Arrangements
- 7.** Monitoring and Review
- 8.** Training
- 9.** Health and Wellbeing
- 10.** Environmental Management
- 11.** Catering and Food Hygiene

### **1. Policy and Statement of Intent**

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to embedding safety within its culture by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored. The safety system will be reviewed by the school's Governing Body and Headteacher through regular Governor Liaison visits and an annual audit of all facilities by the local authority.

In particular the Governing Body and Headteacher are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Maintaining safe access to and egress from the premises;
- Preventing accidents and work related ill health;
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;

- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

## **2. Organisation**

### **Introduction**

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Governing body will appoint a H and S liaison Governor who will work with the school in ensuring the H and S policy is properly implemented.

### **The Duties of the Headteacher**

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents and near misses in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **Teaching and Support Staff**

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Safety Policy

Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Support Staff, such as the Caretaker and Kitchen staff are responsible for ensuring that the areas under their control are well maintained and any safety concerns are reported.

### **Teaching Assistants**

Teaching assistants have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

### **Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

### **The Duties of Facilities Team**

The Facilities Team has a day-to-day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

### **Parents and visitors**

Parents and visitors should be aware of the Safety implications for pre-school children and school age pupils when being delivered or collected at the start and end of the school day, particularly with regard to appropriate supervision. Any safety concerns should be reported to the Headteacher.

## **3. Arrangements**

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

### **Communication**

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc through briefings, weekly meetings and school policies.

### **Consultation with Employees**

The school recognises the importance of consulting with employees on health and safety matters during briefings, weekly meetings and development of school policies.

## **Job Descriptions**

Health and Safety responsibilities are to be included in the Job Descriptions for the Head Teacher, Facilities/Site Manager with responsibility for (H & S) and Caretaker. This is to be reviewed in the annual appraisals.

## **Induction**

All new staff are to complete the H and S induction sheet (Appendix A) which is to be stored in the central record

## **4. Risk Assessments**

The school uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically (no more than annually) or where there is a change in circumstances. The responsibility is to be shared between all members of the staff as far as practical.

## **School Trips/Offsite Visits**

The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.

## **Working at Height**

The risks associated with working at height are identified through risk assessment. Staff should not be working at height unless they have received appropriate training. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

## **Violence to Staff**

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.

## **Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process. All external doors, with the exception of the main entrance which is monitored by the school office staff, are kept shut during the day and can only be opened from the inside. All visitors must report to the School Office, sign in and wear a Visitors badge whilst in school. At the end of the school day children are always given into the care of a responsible adult.

## **Personal Security/Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

## **Hazardous Substances (Control of Substances Hazardous to Health CoSHH)**

Where any product e.g. anti bac sprays that are considered to be hazardous to health are used,

it is the staffs responsibility to keep them out of the children's reach. Hazardous substances must have appropriate CoSHH assessments. All Cleaning products used by the catering staff or cleaning contractors are locked away. Any products used by the Facilities Team are locked away securely. Where teachers and TAs need to use cleaning products they must ensure appropriate CoSHH assessments are in place, and only use products authorised by the Office Manager who is responsible for day to day health and safety.

### **Personal Protective Equipment**

Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.

### **School Transport**

Risk assessments have been carried out for assisting children arriving and going home on School Transport.

### **Manual Handling (typical loads and handling pupils)**

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks.

### **Curriculum Safety (including extended schools activity)**

It is the Phase Leaders responsibility to ensure resources are checked, maintained and stored correctly and all Fire Exit routes are kept clear.

### **Work Experience Placements**

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.

### **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. Any staff that work regularly at a fixed station are to complete the DSE assessment at [Health and Safety Schools Hub - NEW DSE Self Assessment form 2013.pdf - All Documents \(sharepoint.com\)](#) which is to be kept on record. If a member of staff is experiencing difficulties in accessing DSE equipment they should speak to the Headteacher.

### **Parent Staff Association**

The school offers support to the Parent Staff and Friends Association (PSFA). Risk assessments are carried out for PTA run events and adequate insurance is in place. (Currently there is no PSA in place).

### **Playground Supervision/Play Equipment and Maintenance**

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.

## **5. Premises**

### **Mechanical and Electrical (fixed and portable)**

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Facilities office.

### **Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment.

### **Asbestos**

The school was last surveyed for Asbestos in July 2011. Subsequent works were arranged by the County Council and carried out in the boiler house and meter cupboard. To minimize the risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos;
- the Facilities Team complete the asbestos monitoring check (as per the Asbestos Regulations 2012) every 6 months
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named officer who has responsibility for implementing the Asbestos Management Plan.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school.
- Contractors are required to sign in using the 5C's Hazzard Register (The system called the 5Cs Control of Contractors System reflects its aims in the title in helping to ensure Co-operation, Communication, Co-ordination, and Control of contractors, as well as ensuring their Competence) which contains the Asbestos Register, the County Councils Health and Safety Briefing and Induction for visitors and the Contractor Rules for Safe Working at County Council Premises.

### **Service Contractors**

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

### **Building Contractors**

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site. It is the responsibility of the contractor to ensure risk assessments are carried out



ahead of the commencement of work and for the duration of the works. Unaccompanied contractors on site are required to provide evidence of a recent DBS check and proof of ID. Where possible, works are booked in for out of school hours or during the holiday periods.

### **Lettings**

It is the Governors' policy that use of the school's physical resources outside the school day, for non-educational purposes should not be permitted as the school building does not lend itself to such activity. Please see the schools Lettings Policy.

### **Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Facilities Team. All staff are expected to be vigilant and aware of possible hazards.

### **Cleaning**

A cleaning schedule is in place which is monitored by the School Business Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

### **Transport Arrangements (on-site)**

The main school gates are kept locked and managed by a combination padlock allowing staff, education transport, Children's Centre staff and regular delivery drivers access. No delivery vehicles are allowed access down to the front of the school during drop off or collection periods (8.30a.m. – 9.30a.m./11.30a.m. – 12.45p.m/3p.m. – 3.45p.m.) Prohibitive signage is in place.

### **Caretaking and Grounds Maintenance**

The school identifies risks associated with caretaking and grounds maintenance through the risk assessment process. Good housekeeping is encouraged throughout school and any building defects or grounds issues are reported to the Facilities Team. The Facilities and Operations Manager, manage the routine daily cleaning of the school.

CGM Group arrange for a planned cycle of maintenance to grass, shrub and flower beds, trees and land. This service is managed through a Service Level Agreement. Monitoring of standards, which has been agreed in consultation with CGM, is carried out during a school walk about and at intervals determined by the Facilities Team.

All contracted staff following the schools Health and Safety procedures whilst in school and report any areas of concern to the Facilities Team but are also closely monitored by their supervisors.

### **Gas and Electrical Appliances**

Any necessary work and testing of gas and electrical appliances are carried out by qualified tradesmen. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection. The kitchen appliances are all electric and the annual servicing

of the gas boilers is carried out by HP2g Ltd.

### **Glass and Glazing**

All glass replaced is of safety standard and non-safety glass is protected with window film ensuring it meets safety standards. It is the responsibility of staff to report any cracked or broken glazing to the Facilities Team so that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during regular site inspections.

### **Water Supply/Legionella**

An effective water hygiene management plan is in place to control the risks of legionella to staff and members of the public. We have a Service Level Agreement with IWS. Their engineer has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. Any actions should they arise are reported to the Facilities Team.

All water outlets that are accessed by the children have blender valves fitted and are serviced and recorded by HP2g Ltd.

### **Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available. The school has also purchased a Snow Blower to aid the clearing of the school site.

## **6. Medical/Fire and Emergency Arrangement**

### **Infectious Diseases**

The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

### **Dealing with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

### **Drug Administration**

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's

medical condition. Parents obtain details from their child's General Practitioner (GP) or Pediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff. Typically only prescription medicines will be administered by school staff, although there may be times where the Headteacher (or Deputy Headteacher in the absence of the Headteacher) can sanction the use of non-prescribed medication such as paracetamol if it is in the best interests of the child and the parent has completed a consent form. All medicines are kept in the office fridge and administered at noon each day. Medicines are only administered when the child's parent has completed a parental consent form. Asthma inhalers and auto injectors (often called epipens) are kept in the child's classroom in a clearly labelled container. Parents of children with long-term special medical needs will need to discuss these in detail with the Headteacher so that, exceptionally, specialist provision (and possibly staff training) can be arranged.

### **First Aid**

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. A list of First Aiders is displayed throughout school. First Aid boxes and books are located at the First Aid Point and in Nursery.

### **Reporting of Accidents, Hazards, Near Misses**

All accidents are recorded in the Accident Books kept with the First Aid boxes either at the KS1 First Aid Point or in Nursery. Any notifiable accident/incident should be recorded online using the LGSS Online reporting system. All staff are encouraged to report accidents, incidents and near misses, firstly to their phase leader, to investigate so they can implement means to prevent a recurrence and if further action needs to be taken to the Facilities Team.

### **Fire Safety and Emergency Evacuation**

A Fire Safety Risk Assessment has been carried out by the County Council (April 2016) and a safety management plan is in place. The school has upgraded the ventilation in the school kitchen and has since had a Compliance Check Record from the Cambridgeshire Fire and Rescue Service (October 2016).

There is an established fire routine in place; the alarms are tested weekly by the Facilities Team and CamAlarms service the system quarterly. A fire drill is carried out termly. Every member of staff has a copy of the fire drill in the Staff Handbook and a copy is displayed throughout school.

### **Crisis and Emergency Management**

A Crisis Management Team (consisting of the Senior Management Team) is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

### **School Closure**

The decision to close the school is taken by the Headteacher in conjunction with the Chair of

Governors. In the event of closure during the school day, due to adverse weather conditions or any other unforeseen event, parents will be contacted and requested to collect their children as soon as possible. Supervision will be arranged for those children not able to be collected. If the decision not to open the school is made before the school day, parents will be contacted via the text system and an announcement will be made on local radio.

### **Critical Incident**

'An incident becomes critical when it constitutes a serious disruption, arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions' ( Incident Management Plan)

A separate Critical Incident Plan is in place and is reviewed in line with current legislation which details the actions to be taken following a critical incident. The policy also refers to the County Critical Incident Guidance which has been adopted by our Governing Body.

## **7. Monitoring and Review**

### **Monitoring**

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. Health and Safety is discussed in Full Governing Body meetings. Any identified remedial actions required resulting from other specialist personnel (such as Fire, Security, Property or other safety specific specialists) advice that has not previously been budgeted for will require the authorization of the Governing Body. Staff are encouraged to raise any issues of concern with the Facilities Team or to contribute ideas for raising standards.

### **Inspections**

The School undertakes active monitoring and review of health and safety which includes termly health and safety checks of each section of the school by the Facilities Team and a Health and Safety Governor, supplemented by various 'ad hoc' and un- planned checks and inspections. The Health and Safety Governor shall complete the School Health & Safety Inspection Checklist (Appendix B) during the termly visit.

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

### **Performance Indicators**

At the end of each term, the school is to present to the Governors for review:

- Incident statistic trends are to be presented.
- Details of the Risk Assessment review completed in term

## **8. Training**

### **Staff Health and Safety Training/Competence**

The school is committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

### **Supply and Student Teachers**

The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

## **9. Health and Wellbeing**

### **Pregnant Members of Staff**

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

### **Health and Well Being Including Absence Management**

The school subscribes to the services of EPM for their HR and Payroll and has access to their Counselling and Occupational Health Services. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

### **Smoking on Site**

Smoking on site is not permitted and suitable signage to that effect is in place.

## **10. Environmental Management**

### **Environmental Compliance**

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

### **Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

## **11. Catering and Food Hygiene**

The school employs their own catering staff and ensures that a food hygiene management system is in place and that the management of the kitchen is compliant with environmental health and safety guidelines.

## Appendix A

[Spring Meadow]

### Health and Safety Induction Checklist

*When induction health and safety training is completed, the relevant box (es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.*

*The new starter and person providing the induction should both sign the form and keep a copy*

<b>Name:</b>		<b>Job Title:</b>	
<b>Department:</b>			
<b>Start Date:</b>			
<b>Accident and Hazard Reporting</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Explain: - <ul style="list-style-type: none"> <li>• Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace</li> <li>• Location and use of local accident book</li> <li>• Use of CCC Incident forms (IRF (96))</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Asbestos Log</b>			
Explain:- <ul style="list-style-type: none"> <li>• Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised.</li> <li>• Location of any known asbestos</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COSHH</b>			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Communication &amp; Consultation on Health &amp; Safety</b>			
Explain:- How staff can locate H&S information on the Education Portal (Resource id 3904)  Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Management meet with employee reps (union or otherwise)</p> <p>Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted</p>			
<b>Display Screen Equipment (DSE)</b>			
<p>If a new starter is to use DSE as a significant and essential part of daily work (&gt; 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate</p> <p>Provide new starter with leaflet 'Working with VDU's'</p> <p>Explain eyesight test provision entitlement</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire &amp; Emergency Procedures</b>			
<p>Explain:-</p> <ul style="list-style-type: none"> <li>Frequency of fire drills (termly)</li> <li>How to raise the alarm in the event of an emergency</li> <li>Evacuation procedure</li> </ul> <p>Show:-</p> <ul style="list-style-type: none"> <li>Emergency exit routes, alarm call points</li> <li>Location of extinguishers</li> <li>Assembly point</li> </ul> <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid Provision</b>			
<p>Explain:-</p> <ul style="list-style-type: none"> <li>Names and locations of First Aiders ( 4 day 1<sup>st</sup> aid at work, paediatric first aid, emergency first aid)</li> </ul> <p>Show:-</p> <ul style="list-style-type: none"> <li>Where to go for first aid assistance</li> <li>Location of first aid boxes/equipment</li> <li>Issue of 'Travelling First Aid Kits'</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and Safety Policy Statement</b>			
<p>Provide new starter with copy of local H&amp;S policy and summarise its contents, particularly:-</p> <ul style="list-style-type: none"> <li>Responsibility of governing body, headteacher, managers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	



<ul style="list-style-type: none"> <li>Employers &amp; Employees Duties under health &amp; safety legislation</li> <li>Participation of employees</li> <li>Local arrangements section</li> </ul>			
<b>Housekeeping Arrangements &amp; Defect Reporting</b>			
<p>Explain:- Principles of good housekeeping, particularly</p> <p><b>Fire safety</b></p> <ul style="list-style-type: none"> <li>Storage of combustibles</li> <li>Signing in &amp; out system</li> <li>Keeping corridors &amp; exit routes clear of obstructions</li> </ul> <p><b>Electrical safety</b></p> <ul style="list-style-type: none"> <li>Regularly checking for obvious faults such as loose wires</li> <li>Not using obviously defective equipment and procedures for taking out of service</li> <li>How to identify an appliance that has been PAT tested and the frequency of testing.</li> <li>Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager</li> </ul> <p><b>General workplace safety</b></p> <ul style="list-style-type: none"> <li>Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes</li> <li>Keeping workplace clean &amp; tidy as far as possible</li> <li>Procedure for reporting any building /maintenance defects and concerns relating to health &amp; safety.</li> </ul> <p>Show:-Location of defect report log book (if any)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Infection Control</b>			
<p>Explain:-</p> <ul style="list-style-type: none"> <li>Principles of good hygiene.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B</li> </ul>			
<b>Job Specific Training Needs</b>			
<p>Discuss specific training needs with new starter to identify additional training or instruction s/he may need e.g.:-</p> <ul style="list-style-type: none"> <li>Manual handling</li> <li>Use of specific machinery</li> <li>Specialised work activities</li> <li>Risk assessments</li> </ul> <p>Familiarise new starter with equipment and machinery that s/he will commonly use</p> <p>Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lone Working/Personal Safety</b>			Lone working means work carried out unaccompanied or without immediate access to assistance.
<p>Explain school procedures for lone working</p> <p>Work involving significant risks ( e.g.work at height) not to be undertaken whilst working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Medicines</b>			
<p>Explain:-</p> <ul style="list-style-type: none"> <li>School policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings'</li> </ul> <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
<b>Mobile Phone Use</b>			
<ul style="list-style-type: none"> <li>Using a hand-held mobile phone whilst driving is against council policy and will be breaking the Law.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	You are not required to use any type of mobile phone whilst driving on council business
<b>Offsite visits</b>			
<p>Explain: -</p> <p><b>School procedures and EVC's role.</b></p> <p>All Offsite Visit activities must be risk</p>	<input type="checkbox"/>	<input type="checkbox"/>	

assessed using relevant CCC forms, these assessments are monitored and reviewed by the Headteacher.			
<b>Personal Protective Equipment</b>			
<ul style="list-style-type: none"> <li>• Arrange for necessary clothing/equipment to be ordered</li> <li>• Explain:- <ul style="list-style-type: none"> <li>◇ Why clothing/equipment needed</li> <li>◇ How to request replacement equipment/clothing</li> <li>◇ How to wear properly (if necessary)</li> <li>◇ How to store properly</li> <li>◇ How to check for and report defects</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk Assessments</b>			
<p>Explain and/or show as appropriate:</p> <ul style="list-style-type: none"> <li>• Principles and location of school risk assessments</li> <li>• Site/premises hazards</li> <li>• Procedures for safe systems of work</li> <li>• Lone working – reporting/buddy systems</li> <li>• New &amp; expectant mothers risk assessment (if applicable)</li> <li>• Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Specific Hazards</b>			
Local Manager to explain (See site Hazard Register)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wellbeing</b>			
Explain systems in place within school for responding to individual concerns ( e.g. performance management, use of Employee Assistance Programme, membership of Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Work at Height</b>			
Detail restrictions on staff using steps and ladders, rules on using access equipment,	<input type="checkbox"/>	<input type="checkbox"/>	

arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.			
Workplace Facilities			
Show: - <ul style="list-style-type: none"> <li>• Tour of workplace, including all common areas if workplace is shared with other occupiers</li> <li>• Toilets</li> <li>• Kitchen</li> <li>• Tea/Coffee/Drinking Facilities</li> <li>• Staff/rest room</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.</b>	
<b>Name of Employee:</b>	
<b>Job Title:</b>	
<b>Employees Signature:</b>	
<b>Managers Name:</b>	
<b>Position:</b>	
<b>Managers Signature:</b>	
<b>Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.</b>	

### Appendix B - School Health & Safety Inspection Checklist

<b>School/Area</b>	
<b>Inspection carried out by</b>	
<b>Accompanied by</b>	
<b>Date of Inspection</b>	

Item	Question	Y	N	N/A	Remarks / Actions
<b>School Building</b>					
1	Is the general condition / maintenance of the building(s) acceptable?				
2	Are floor coverings in good condition and free of trip hazards?				
3	Are corridors / gangways and other internal pedestrian routes kept clear of obstructions?				
4	Are materials and equipment stored in an orderly, safe and suitable fashion?				
5	Are stairs even, unworn and adequately lit?				
6	Are the toilet/welfare facilities adequate for the number of employees/pupils and hygienically maintained?				
7	Is there safe access to and egress from the school building and / or working areas?				

Item	Question	Y	N	N/A	Remarks / Actions
<b>Glazing</b>					
8	Has glazing been assessed and protected in higher risk areas?				
9	All windows/mirrors are in sound condition and are not cracked or broken				
10	Windows are fitted with restrictors where applicable i.e. 1 <sup>st</sup> floor and above.				
11	Windows, skylights or ventilators do not open into an area where a person is likely to collide with them				
<b>School Grounds</b>					
12	Is the general condition / maintenance of the grounds acceptable?				
13	Are external pathways well maintained and free of trip hazards?				
14	Are trees in or overhanging the grounds safe and in good condition?				
15	Outside equipment inspected regularly by a competent person and the checks recorded.				

Item	Question	Y	N	N/A	Remarks / Actions
16	Are the Playground surfaces in good condition and free from any trip hazards.				
<b>Fire Safety</b>					
17	Are fire exits signed, free of obstruction and available for use?				
18	Are fire extinguishers of the appropriate type located at suitable points within the work area?				
19	Is the fire alarm system audible throughout the building?				
20	Furniture is fire retardant where need identified.				
21	Is the fire fighting equipment and alarm / emergency lighting system checked and inspected on a regular basis with records kept?				
22	Are fire evacuation practices carried out at least once a term and records maintained?				
<b>General</b>					
23	All radiators, heaters, hot pipes and flues are effectively guarded to prevent contact burns where need identified.				
24	First Aid notices are displayed in prominent locations detailing the first aiders and first aid equipment.				
25	Furniture and fittings are in good working order and clean.				

Item	Question	Y	N	N/A	Remarks / Actions
26	Good general housekeeping is encouraged in all office areas.				
27	Have finger protection devices been fitted to door hinges where identified as a requirement in the risk assessment?				
28	Is the ventilation (natural or powered) suitable and sufficient for the area / work activity being undertaken?				
29	Is the heating suitable and sufficient?				
30	Are ramps of a suitable gradient and non-slippery?				
31	Appropriate access equipment (stepladders, kick-stools etc.) is available to access shelving, put up displays etc.				
32	Car parks/pathways are provided with adequate lighting to allow safe access and egress (See Vehicle Movement on Site Risk Assessment)				
33	Are all hazardous substances stored and used in accordance with the COSHH assessments?				
34	Is the Asbestos survey for the premises available for reference by contractors? (5Cs Hazard Register)				
35	Are lighting levels adequate for the work areas?				
36	Can a reasonable working temperature within the classrooms, (18°C) be achieved within a reasonable time?				



