



## Health and Safety Policy

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

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## **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. Legislation**

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## **3. Roles and Responsibilities**

### **The local authority and governing board**

Cambridgeshire County Council has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **The Governing Board**

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **Link Governor**

- Supporting the Headteacher with their roles
- Monitoring the health and safety policy and its implementation

### **Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Assistant Headteacher's assume the above day-to-day health and safety responsibilities.

### **Health and safety lead**

The nominated health and safety lead is the Business Manager. They will support the Headteacher with their duties.

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

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be 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.

### **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

**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 (Site Manager and Business Manager)** - 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.

**Pupils and parents/carers** - Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

**Contractors** - Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

**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.

**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'.

## **4. 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

## **5. 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.

### **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.

### **School Transport**

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

### **Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

### **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- It should be recognised that climbing on anything to gain height is not permitted in school

### **Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

The school is 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.

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

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager is a key holder and will respond to an emergency.

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**

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

### **Hazardous Substances (Control of substances hazardous to health – COSHH)**

Risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Schools are required to control hazardous substances; our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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.

### **Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **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).

## **6. Premises**

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

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Business Managers 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 2023. 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.

### **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 Site Manager, manage the routine daily cleaning of the school.

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.

### **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**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **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)**

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.

### **Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### **Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

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 Site Manager 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 Site Manager.

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.

## **7. Fire, Medical and Emergency**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are located in the staff car park
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher will take a register of all staff using Handsam
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

### **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 as instructed. 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 are located at the First Aid Point and in Nursery. All staff are trained to use Handsam to log any first aid incidents

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

All accidents are recorded on Handsam, and staff have received training on how to log an incident.

- Handsam incident reports will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be stored on Handsam
- Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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 Site Manager.

### **Reporting to the Health and Safety Executive**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs

- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

**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.

## **8. 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. A health and safety audit was conducted in December 2023 with a list of recommendations to be worked on throughout 2024.

### **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

## **9. 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.

### **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

## **10. Health and Wellbeing**

### **New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### **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.

### **Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### **Voice care for teachers and school staff**

Voice care refers to caring for the voice by paying attention to signs such as hoarseness, croakiness or a husky voice, changes in voice pitch and burning or dry sensations. Noticing signs is the first step to initiating strategies to protect and care for voice health. Preventive strategies can also be used to avoid symptoms occurring or developing.

Managing the risk of developing voice fatigue or injury is a shared responsibility between the staff and the Headteacher. The school will maintain, so far as is reasonably practicable, a safe and healthy working environment for school staff to care for and maintain voice health, preventing the development of voice fatigue or injury while working.

All staff must take reasonable care for their own health and safety, and the safety of others who may be affected by their actions or omissions while at work, which includes caring for and managing their voice health to avoid voice fatigue or injury. If experiencing voice issues, school staff must notify the Headteacher. Any concerns regarding an individual's voice must be logged on Handsam.

New employees will be given an induction pack which will include ways to manage voice care and how to raise concerns.

### **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.

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **Specialist equipment**

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

### **Menopause**

We undertake to comply with our legal obligations when dealing with menopause at work, as set out in Acts and will follow the Spring Meadow Menopause policy;

Health and Safety at Work etc. Act (1974) and The Equality Act (2010)

## **11. 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.

## **12. 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. The last inspection was conducted in 2023 and received a 5 star rating.

## **13. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

### **Keeping rooms well ventilated**

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **14. Reporting to child protection agencies**

The Headteacher will notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

**This policy will be reviewed by the Headteacher and Business Manager every year.**

**At every review, the policy will be approved by the Headteacher and full governing board.**

## 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<br>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:-<br>How staff can locate H&S information on the Education Portal (Resource id 3904)<br><br>Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where Management meet with employee reps (union or otherwise)<br><br>Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Display Screen Equipment (DSE)</b>                                                                                                                                                                                                                                                                                                                                                      |                          |                          |                 |
| If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--|
| Provide new starter with leaflet 'Working with VDU's'<br>Explain eyesight test provision entitlement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                          |  |
| <b>Fire &amp; Emergency Procedures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                          |  |
| Explain:- <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> Show:- <ul style="list-style-type: none"> <li>Emergency exit routes, alarm call points</li> <li>Location of extinguishers</li> <li>Assembly point</li> </ul> If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>First Aid Provision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                          |  |
| Explain:- <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> Show:- <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                          |  |
| Provide new starter with copy of local H&S policy and summarise its contents, particularly:- <ul style="list-style-type: none"> <li>Responsibility of governing body, headteacher, managers</li> <li>Employers &amp; Employees Duties under health &amp; safety legislation</li> <li>Participation of employees</li> <li>Local arrangements section</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Housekeeping Arrangements &amp; Defect Reporting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                          |  |
| Explain:-<br>Principles of good housekeeping, particularly<br><b>Fire safety</b> <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> <b>Electrical safety</b> <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> <b>General workplace safety</b> <ul style="list-style-type: none"> <li>Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                          |                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <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>                                                                                                                                                                                                                                                                                       |                          |                          |                                                                                                                                              |
| <b>Infection Control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                          |                                                                                                                                              |
| <p>Explain:-</p> <ul style="list-style-type: none"> <li>Principles of good hygiene.</li> <li>Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B</li> </ul>                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                              |
| <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><b>Explain: -</b></p> <p><b>School procedures and EVC's role.</b></p> <p>All Offsite Visit activities must be risk assessed using relevant CCC forms, these assessments are monitored and reviewed by the Headteacher.</p>                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                              |
| <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</li> </ul> <p>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</p> | <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, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Workplace Facilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |  |
| <p>Show: -</p> <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"/> |  |

|                                                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><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></p> |  |
| <p><b>Name of Employee:</b></p>                                                                                                                                                            |  |

|                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <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?                        |   |   |     |                   |
| <b>Glazing</b>         |                                                                                                            |   |   |     |                   |

| Item                  | Question                                                                                                 | Y | N | N/A | Remarks / Actions |
|-----------------------|----------------------------------------------------------------------------------------------------------|---|---|-----|-------------------|
| 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.                     |   |   |     |                   |
| 16                    | Are the Playground surfaces in good condition and free from any trip hazards.                            |   |   |     |                   |

| Item               | Question                                                                                                                         | Y | N | N/A | Remarks / Actions |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------|---|---|-----|-------------------|
| <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.                                                                      |   |   |     |                   |
| 26                 | Good general housekeeping is encouraged in all office areas.                                                                     |   |   |     |                   |

| Item | Question                                                                                                                              | Y | N | N/A | Remarks / Actions |
|------|---------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|-------------------|
| 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?                              |   |   |     |                   |
| 37   | Is there a system for reporting faults and problems with plant, equipment and premises?                                               |   |   |     |                   |
| 38   | Does the school shall have a wholesome supply of water for domestic purposes including a supply of drinking water?                    |   |   |     |                   |

## Action Plan

[illegible]