

 Maidensbridge Primary School

 Health & Safety Policy

# Section1: Statement of School’s General Health & Safety Policy

The purpose of this policy is to define how Maidensbridge School will comply with:

The requirements of the Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999, The Fire Regulations (Workplace) Regulations 1997 and other specific Health and Safety legislation

## LA Health and Safety

This policy appliestoall employees, pupils, visitors and contractors in or on the school site. The employer is the Dudley Education Authority, which has corporate responsibility under the Health and Safety at Work Act 1974 and the subsequent regulations for providing, so far as is reasonably practicable, a safe and healthy working environment.

The Headteacher and Governors of Maidensbridge School recognise that on behalf of the employer they have overall responsibility for the organisation and implementation of a Health and Safety Policy. They will implement the LA Health and Safety Policy and guidance.

The school management will ensure, as far as is reasonably practicable, the health, safety and welfare of all employees. The management will maintain safe premises, plant, and systems of work. The school management will ensure, as far as is reasonably practicable, the health and safety of other persons who are not their employees. (Pupils, visitors, parents, outside agencies, contractors etc)

*Any personal data recorded under sections of this policy will be treated under the General Data Protection Regulations and retained in accordance with the Record Management Policy Appendix 1.*

Maidensbridge School is committed to the provision of health and safety information and training for employees.

The management will consult with all staff on health and safety matters and will consult individuals before allocating particular health and safety functions and provide information, instruction, training and supervision.

The management will seek expert advice from the Local Authority Safety Officer and others, where necessary, to determine and assess risks to health and safety and to advise on the safe conduct of activities within the school.

Ensure that:-

There is safe access and egress to all parts of the school premises.

Safe systems of work are defined, implemented and managed

The handling and use of substances and articles is safe at all times and procedures exist for their safe use

Adequate welfare facilities exist at all times

Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high Profile within the school the governing Board will within its allocated resources from the devolved capital set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

It is Maidensbridge School policy that the Governing Board, Headteacher, Deputy Head, Assistant Heads & Site Manager have prime responsibility for the implementation.

The Governing Board requires the support of all staff to adhere to policy guidelines to enable the maintenance of high standards of health and safety in all the school’s activities.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the schools governing Board.

This policy has been updated (May 2020) following guidance from the government and LA in preparation for the phased re-opening of schools during the **Covid-19** pandemic.

A school risk assessment that addresses all areas of risk with the disease has been provided by the LA as a template and has been added to by the Headteacher and senior leadership team with details relating specifically to Maidensbridge Primary School. This has been shared, and agreed to by all Governors and has been shared with all staff to ensure everyone knows their own responsibilities.

 Signed: Date:

Chair of Governing Board

 Signed: Date:

Headteacher

**Section 2: Organisation of School’s General Health & Safety Policy**

##  2.1 Responsibilities of the Governing Board

The Governing Board is responsible for Complying with the Dudley LA Health and Safety policy, guidance and other relevant legislative requirements introduced through Act’s, Regulations or Guidance and undertaking to provide, so far as is reasonably practicable the following. The Council, as the LA, may take action where a governing Board does not discharge this duty appropriately under the scheme of delegation.

* Formulating and ratifying the Health and Safety Statement and health and safety plan for Maidensbridge School, assisting the Headteacher to produce and implement an effective Health and Safety Policy.
* Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary ensure that the organisational structures are effective and meets the needs of the school.
* Ensuring, so far is reasonably practicable, that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school’s delegated budget
* To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
* To receive through the Headteacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
* To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
* To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
* To establish as a matter of good practice committee’s that deal with health and safety matters e.g. Site and Premises Committee, fire risk committee or similar designated committee.
* To receive minutes of the committee’s and to confirm or recommend the appropriate action necessary.
* To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
* To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
* Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
* Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees
* Prioritising action on health and safety matters where resources are required from the establishment’s budget, seeking further advice where necessary and ensuring that action is taken
* Reporting to the LA any hazards which the establishment is unable to rectify from its own budget
* Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
* Promoting high standards of health and safety within the establishment
* Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports

##  2.2 Responsibilities of the Headteacher

The Headteacher is responsible for the establishment and implementation of a suitable Health & Safety Policy, which must include the organisational arrangements to make the policy effective, and;

* Oversee the day to day management of health and safety matters in the Maidensbridge School in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice
* The day to day management of health and safety matters in the Maidensbridge School in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice
* Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees, pupils or other persons
* Ensure the **Covid-19** risk assessment is evaluated and added to if necessary and then shared with all stakeholders
* To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
* To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
* To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures, including **Covid-19** procedures.
* To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
* To ensure there is a designated member of staff (which may be the Headteacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
* To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff**.**
* To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
* Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Health and Safety Committee
* Ensuring that remedial action is taken following health and safety inspections
* Ensuring that information received on health and safety matters is passed to the appropriate people
* To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
* To encourage and support the health and safety training for school staff and pupils. To prepare health and safety reports of a technical or financial nature as required.
* To receive health and safety reports prepared by school staff and to act upon them as appropriate.
* To receive health and safety and maintenance reports from the authority’s safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
* To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
* To draw up a programme of work in conjunction with the school governors to implement
* health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.

**To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.**

* Co-operating with and providing necessary facilities for trades union safety representative.
* Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
* To consult with the councils Safety Officer or West Midlands Fire Service Officer’s prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
* To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
* To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.
* To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
* To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
* To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.
* Seeking specialist advice on health and safety matters where appropriate, including the local authority and PHE if necessary.
* Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
* To consult with the Local Authority regarding the implementation of health and safety requirements where the responsibility lies outside the school.
* To ensure an effective fire procedure and hold regular fire drills to test the effectiveness of the procedure
* The first aid procedure within the school, including the availability of first aid

equipment and trained staff.

* The fire evacuation procedure within the school and arrange for regular fire drills

to test the effectiveness of the procedure.

* To receive health and safety reports prepared by the school staff and to act upon

them as appropriate.

* Promoting health and safety matters throughout the school and assisting the

Headteacher in the implementation of the LA and Maidensbridge School’s Health

and Safety Procedures

* Ensuring that the correct accident reporting procedures are followed and that

where appropriate accidents are investigated and governors advised accordingly.

* Arranging termly health and safety inspections and ensuring follow up action is

completed and that completed reports are sent to the Health and Safety

Committees

* To instigate an effective fire procedure and hold regular fire drills to test the

effectiveness of the procedure

* To agree safety procedures for special events which involve the use of temporary

equipment being brought onto the premises.

* Identifying staff health and safety training needs and arranging for them to be

Undertaken, including sharing updated policies based on **Covid-19** response.

* Ensuring appropriate procedures for authorisation of school visits is followed.
* Be available to accredited Safety Representatives and to co-operate with Safety

Representatives in carrying out inspections of the workplace

* Ensuring staff health and safety training records are up to date.
* Ensuring that emergency drills and procedures are carried out regularly and

monitored for effectiveness

* To attend, as appropriate, The Committee of the Governing Board responsible for

Health and Safety preparing agenda items and safety reports.

**Note**: in the absence of the Headteacher these responsibilities fall to her immediate deputy.

**2.3 School Management Team** (this includes Deputy Head & Assistant Heads).

In addition to the general duties of staff, supervisory staff will be directly responsible to the Headteacher or a member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school’s health and safety policy within their relevant departments and areas of responsibility.

In particular they will ensure for their areas of responsibility that:

* Safe methods of work exist and they are implemented.
* Staff, pupils and others under their area of responsibility are instructed in safe

 working practices.

* Health and Safety rules and procedures and hygiene and social distancing are applied effectively and complied with.
* Risk assessments are conducted for all leisure, work and experimental activities and

 information on the risk assessments is disseminated to relevant persons.

* Safety inspections are regularly made and reports are provided to senior managers

 on the findings so that resources can be allocated to correct deficiencies.

* Guarding fitted to all plant and equipment is adequate for the task and regularly

 inspected.

* Signs are displayed advising of authorised use only for plant and equipment and

 that unauthorised use is prevented at all times.

* Appropriate facilities in the form of personal protective equipment and fire/ first aid

 facilities are available at all times. The day to day management of health and safety

 within their area of the school in accordance with the health and safety policy;

* Ensuring that the termly health and safety monitoring inspections of their areas of

 the school are carried out by the appropriate staff, and that these are forwarded

 as necessary.

* Ensuring follow up and remedial action is taken following health and safety

 inspections

* Passing on health and safety information received to the appropriate people;
* Acting on health and safety reports from within the school
* Hazardous, flammable and highly flammable substances are stored correctly.
* Any Health and Safety concerns are reported to the Headteacher immediately

 identified.

##  2.*4 Responsibilities of the Health & Safety Co-ordinator*

* *Monitoring contractors on site and ensuring they consult the asbestos log. (M Bott)*

###  2.7 Class Teachers

Class teachers are responsible to:

* Exercise effective supervision of their pupils
* Understand the fire evacuation procedures for the school and assembly points to evacuate to, **as well as updates while school is only partially open**
* Understand the first aid and accident reporting procedures and to comply with them.
* Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS, social distancing guidance and hygiene rules.
* Personally follow safe working procedures and ensure pupils follow good examples of safe working, including safe hygiene and social distancing as much as possible.
* Ensure the use of Protective equipment and guarding as required.
* Report to the Head or Head of department any safety issues or omissions identified so that they can be rectified.
* Only work with equipment supplied by the school.
* Undertake a general safety inspection of electrical equipment before use.
* **Ensure all accidents incidents and near misses are reported through the normal channels.**

###  2.8 Responsibilities of the site manager;

The day to day management of health and safety matters in the Maidensbridge School in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

* Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
* To liaise with the Headteacher and, where appropriate seek further advice on:

The implications of safety legislation, codes of practice and approved safe working procedures.

* The health and safety aspects of new plant, equipment and personal protective clothing.
* To liaise, where appropriate, with the councils Safety Officers, the Health and

Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.

* To support the investigation of accidents, dangerous occurrences and near misses

occurring on the school premises and reporting the findings to the Headteacher as appropriate

* Compliance with the control of substances hazardous to health Regulations 2002

(COSHH)

* To assist the Headteacher to plan, implement and assess the Health and Safety

Policy and Organisational arrangements and regularly review the system of risk

assessments as required by the relevant regulations.

* To inform new or temporary staff of their Health and Safety responsibilities and

duties and to provide the necessary information and advice for them to carry out

* their duties.
* To support the Headteacher to follow up and progress the actions of reports

received from council safety officers, health and safety executive inspectors, West

Midlands fire service officers, environmental health officers and other service

providers.

* To advise Headteacher or senior leaders to STOP IMMEDIATELY any work process,

plant or equipment (including contractor’s operations) where it is considered there

is a serious breach of health and safety legislation, or where a hazard has been

created likely to affect the safety of staff, pupils or visitors to the school.

* Ensure maintenance of equipment and materials and ensuring that it complies with current health and safety standards
* Monitoring contractors and ensuring that only competent, approved contractors

are engaged to work on the school site

* To agree safety procedures for special events which involve the use of temporary

equipment being brought onto the premises.

* Identifying staff health and safety training needs and arranging for them to be

Undertaken.

* Be available to accredited Safety Representatives and to co-operate with Safety

Representatives in carrying out inspections of the workplace

Ensuring staff health and safety training records are up to date.

* Test the fire alarm system and record findings
* Daily check site for needles, drugs, residue of fox’s meals remove any items which would pose a danger to pupils.
* Test the emergency lighting system monthly and report findings.
* Daily ensure all fire exits are clear of obstacles and unlocked.
* Ensure all combustible materials are removed from the building daily.
* Ensure showers are run weekly by cleaners and following any close down before use by staff and pupils.
* Maintain suitable levels of personal care supplies to maximise hygiene.
* Maintain chemical stocks and ensure save delivery and storage at all times
* Undertake portable equipment testing annually
* Ensure cleaners following infection control procedures
* Undertake termly safety checks on outdoor play equipment
* Comply with Health & Safety legislation
* Undertake water testing as per the legionella testing programme*.*

##  2.9 Responsibilities of all Staff are;

* to take reasonable care for the health & safety of themselves and others when undertaking their work;
1. checking classrooms/work areas are safe
2. checking equipment is safe before use
3. ensuring safe working procedures are followed in line with school policy
* co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health & safety policy
* not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare
* reporting immediately to their Headteacher/Line Manager/site manager any serious or immediate danger
* attend Health & Safety courses as required
* Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
* Undertake their duties in accordance with their training, instruction and Schools policy.
* Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
* report any accidents or injuries sustained at work using the schools agreed procedures
* reporting to their Headteacher/Line Manager/site manager any shortcomings in the arrangements for health and safety
* to participate in health and safety inspections and the school health and safety committee where appropriate.

### 2.10 Directorate of Children’s Services Health and Safety Officer

The Health and Safety Officer for the Directorate is responsible for providing advice and support to schools on all aspects relating to Health and Safety.

Their main brief is to:

* Facilitate the implementation of Corporate Policy within their directorate.
* Develop directorate policy where no corporate policy exists due to the nature of their activities
* Implement directorate procedures to comply with corporate policy
* Advise directors/senior managers, line managers and schools on health and safety issues
* Inspect premises/sites
* Develop health and safety training courses and delivery
* Monitor/audit and review health and safety progress across their directorate
* Liaise with enforcement agencies
* Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
* Investigation of serious accidents/incidents
* Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
* Liaise on a regular basis with the Corporate Health and Safety Team.
* Contribute to the development of corporate policies and procedures.
* Represent their directorate at working groups on request of the Principle Corporate Health and Safety Officer.

**MAIDENSBRIDGE**

 **FLOW CHART FOR HEALTH & SAFETY**

**Positions in bold responsible for cascading information, concerns should also be reported directly to them.**

**Governing**

**Board**

 **Headteacher**

**Early Years**

**Assistant Head**

**-**

Deputy Head

**Assistant Head**

**/**

**KS2 Co**

**-**

**ordinator**

Teachers

T.A.’s

&

HLTA’s

Dinner

Supervisors

Teacher

s

T.A’s &

HLTA’s

Work Experience

**Admin**

**Istration Staff**

**Site**

**Manager**

Cleaners

Visitors

Supply

Staff

Catering Staff

**Cook**

Contractors

# Section 3: The Arrangements for School’s General Health & Safety Policy

**This section details how the health and safety functions within the school are carried out.**

This is the most detailed and extensive section of the policy and is split into 2 headings;

* Normal Operating Procedures
* Emergency Arrangements

Some areas will require a corporate approach and reference will be made to Dudley LA Corporate Policy Documents. These are available in school. In all other cases, the procedure is described within this policy and its appendices

##  3.1 Accident Reporting and Investigations

The school will follow the procedures laid down by the Local Authority for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1999.

The telephone number for immediate reporting to the LA is **4257**

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance

1. Where to report accidents/incidents disease and dangerous occurrences and should be reported online using the Dudley reporting system.

Employees should complete the accident form *which is kept in the administration office*

These forms are to be used for the reporting of all accidents no matter how small or trivial they may seem.

The HSE require accidents that result in a loss of seven days or more from work to be reported to the HSE within 10 days, the process for reporting this is to complete a form known as F2508 which can be done via the internet (www.hse.gov.uk/riddor) this form will be generally completed by the staff at Ward House, however if one is completed by the school then a copy must be immediately forwarded *to Westox House staff to prevent duplication.*

If the employee returns to work within three days after the accident but is unable to undertake normal duties and is given other work to complete for three days or more as defined above then this also makes the accident a reportable incident as the person is unable to carry on there normal work duties

If the accident involves a major injury or death then it must be reported immediately, a major injury is defined below**:**

* Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
* Any amputation.
* Dislocation of the shoulder, hip, knee or spine.
* Loss of sight (whether temporary or permanent).
* A chemical or hot burn to the eye or any penetrating injury to the eye.
* Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
* Any other injury:

o leading to hypothermia, heat-induced illness or to unconsciousness, o requiring resuscitation or o requiring admittance to hospital for more than 24 hours.

* Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
* Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin - o acute illness requiring medical treatment; or o loss of consciousness.
* Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Investigation of accidents

All reportable accidents must be investigated. The school will investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

* What caused the accident?
* Who & what was involved?
* When did it occur?
* Where did it occur?
* Why did it occur?
* How could it have been prevented?
* How can a recurrence be prevented?

The cause of an accident should never be classified as “carelessness” as the only remedy to a careless act is to be more careful in the future, a thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures

## 3.2. Asbestos

 Asbestos can be found on the premises and the Asbestos Report is located in the reception office and should **ALWAYS** be checked by contractors before undertaking work.

## 3.3 Normal Operating Procedures

All details, information sheets and records for these procedures will be maintained by the Headteacher who has day to day responsibility for Health & Safety at the school.

### 3.3.1 Risk Assessments

* Procedures Within School.

Termly checks of all areas of the school to take place in the form of Health and Safety Audits. Assistant Heads to ensure such checks are carried out.

The Headteacher, and Governors from the Resource Committee will make an annual tour of the school premises during the summer term.

Regular visual checks to take place in addition to the above are as follows:

* + Early Years and KS1, corridor and toilets
	+ KS2, corridor and toilets
	+ ICT area: ICT Co-ordinator
	+ Subject leaders should maintain check on safe storage of resources for their subject areas
	+ Library:
	+ Non teaching areas:
	+ Outside areas: Site Manager
	+ Boiler Room/ Storage of cleaning equipment/Fuse room: Site Manager
	+ Administration Offices
	+ Working Practices for Pregnant Staff
	+ Review practice following any serious incident.

Staff are asked to report any serious problems, within classrooms or other areas around the school premises, to the appropriate colleague immediately. Less urgent matters reported in Health and Safety book situated at reception for site manager’s attention.

* General Risk Assessments

Risk assessments are to be carried out when the need arises and reviewed on a regular basis, and at least annually during the Summer Term.

Generic Risk Assessments held on site include:

Use of Own vehicle

Use of VDU’s

Evening events and hirings

Personal Emergency Evacuation Plan for staff and pupils with mobility difficulties Staff Maternity

Removal of Sensitive Waste

Use of Large Hall for PE

Moving & Handling

Use of Glue guns

Infection Control

Traffic control

Lunchtime supervision

Classrooms

Snow & Ice

Outdoor play equipment

All specialist rooms – Food Technology

Forest Schools & various pieces of equipment

Play equipment

**Covid-19** school risk assessment

**Covid-19** vulnerable staff risk assessment if required

The school buildings and grounds should be toured each term with the Chair of the Resources Committee. This may need to be done more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. Also, where contractors are on site, visitors are in school, i.e. Visiting Theatre Company, or the Summer Fete. Reports will be made to the Resources Committee each term.

All staff are required to be part of the assessment process pertaining to their particular responsibilities within the school.

Staff are expected to be aware of any relevant documentation issued or commended by the Local Authority and should have ready access to such documents. When no such guidance has been given, risk should be controlled by considering the following three steps:

* Identify hazards –those aspects that have potential to cause harm.
* Assess risks –the likelihood of injury coupled with its severity.
* Take precautions –appropriate to the level of risk established.

Any risks that cannot be dealt with by on site school staff will be reported to the Authority Health and Safety Officers.

All staff are required to be part of the assessment process pertaining to their particular responsibilities within the school.

Carrying out risk assessments can be taken using the “5 Steps to Risk Assessment, recommended by the LA Safety officer and available from the HSE website at www.hse.gov.uk. Copy of this is in school.

### 3.3.2 Carrying Out Fire Risk Assessments

Fire risk assessments will be carried out annually in the Spring Term in line with the Regulatory Fire Safety Order 2005*.*

A critical analysis of the evacuation procedures at Maidensbridge School has been undertaken by STK Associates as part of the Level 2 FRA (Autumn 2019) and is next due Autumn 2021.

**3.3.3 Fire Prevention**

### Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the testing of the following fire safety system and completing the record sheets is as follows:

|  |  |  |
| --- | --- | --- |
| **System**  | **Location of Test Records**  | **Person Responsible**  |
| Fire Alarm  | Main Admin Office  | Site Manager  |
| The person responsible for carrying out a Termly visual inspection of all emergency fire fighting equipment (eg fire extinguishers fire blanket) and to whom any short comings should be immediately reported is:   | Name:  Site Manager  |

|  |  |
| --- | --- |
| The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:  | Name: Kingswinford Fire Safety  |
| Telephone Number: 01384 279149  |

Most fires are caused by carelessness and ignorance and a high standard of fire consciousness can prevent this and all staff should therefore become conversant with these instructions.

All staff should be vigilant to ensure that potential hazards are kept under control to prevent the occurrence of fire:

1. Do not dry combustible materials on the heaters or allow paper to drop through heater guards
2. Turn off electrical equipment when not in use and if possible unplug.
3. Do not overload sockets or twist wires around equipment.
4. Do not leave items of equipment in front of fire doors.
5. Unlock external classroom door each morning, it is acceptable to place the top catch on during the day to stop pupils running off, and relock each evening.
6. Consider materials used and positioning of displays do not put paper close to light fittings.
7. Be particularly careful when using cookers and cooking oil DO NOT leave unattended and switch off after use.
8. Equipment in the corridors should be positioned to give free movement around the building.
9. Ensure all rubbish is left in a prominent position for cleaners to put out each evening, DO NOT allow rubbish or paper to build up in classroom store cupboards.
10. NO SMOKING is allowed on the premises by staff, visitors or contractors.

###  Locations of Main Service Isolation Points

 The locations of the positions of all main service isolation points are as follows:

|  |  |
| --- | --- |
| **Service**  | **Location of Isolation Point Details**  |
| Water  |  Boiler House |
| Electricity  |  Back of hall in chair store |
| Gas  |  Room back of boiler house |
| Fire Alarm System  |  Back door access |

#### 3.3.4 Good Housekeeping

This section of the policy not only covers housekeeping in its broadest sense but also; slipping and tripping, handling of chemicals, storage etc.

### Floor Safety

Anything that is spilt onto the floor must be cleaned up immediately and warning signs must be available and put into use to indicate wet floor areas. More than a third of all accidents are caused by slipping and tripping. Information from HSE is kept in school.

### Use of Knives/scissors

No pupils should be allowed to use a knife unless they have been properly trained.

The degree of supervision required when pupils are using knives depends on the age and ability of the pupils and the tasks for which the knives are being used.

Wherever possible the use of knives should be avoided and peelers, scissors etc. should be used these items should be kept locked in a cupboard or draw when not in use.

### Electrical Equipment

Pupils must be taught to use electrical equipment safely and then it should only be used with constant adult supervision. Equipment except computers must be left unplugged when not in use and wires should not be wrapped around equipment. Plugs sockets should not be overloaded and use of extension leads restricted where possible and faulty equipment should be removed from service immediately. Excess wires should be placed in a wire tidy to avoid tripping hazard.

It is the responsibility of staff when using hand held electrical equipment to check for signs of damage (charring marks or broken plugs, split wiring, loose connections) and report any defects found immediately.

Electrical items will undertake a Portable Appliance Test which will be carried out by a competent person when required. Personally owned electrical equipment should not be brought into school as its use could invalidate the property insurance.

Routine visual checks will also be undertaken every term by the site manager on portable, moveable and stationery equipment.

### Food technology

Hot pans, kettles etc should never be carried by pupils around the food technology area. Certain students will be allowed, under close supervision, to move hot pans from the cooker to the sink. Oven gloves and cloths should be available. Chopping boards should be colour coded to avoid contamination.

Pupils should be taught that hot food could burn, e.g. cake/bread, taken from the oven.

### Waste Containers

Adequate waste receptacles should be provided, and waste should not be allowed to build up, waste must be put out each evening for disposal.

Lidded, pedal bins are to be used to dispose of tissues to reduce the risk of transmission of **Covid-19**

Care and consideration should be given to the safe disposal of glass and sharp pointed items.

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site manager who will arrange for them to be dealt with.

Cleaning staff should be aware of the information contained on the COSHH sheets for the chemicals they use.

Staff should ensure that pupil’s equipment are kept clean. Toys are kept clean and toys outside are regularly checked before handing by pupils.

**Covid-19** cleaning will also include door handles, tables, chairs and all surfaces daily and toilets will be cleaned twice a day.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely, and are stored away from pupils.

### Recording

Maintenance of good housekeeping standards by all staff, with continuous identification of potential hazards that may cause injury or damage. Dangers/hazards to be recorded in the Health and Safety book located in the Administration Office. This book is checked by the site manager.

Safe working practices to be observed at all times, with proper use and care of safety devices and personal protection equipment. Staff should ensure that shelves in storerooms are stacked neatly and not overloaded, floors are kept clear of tripping objects and the fire exit is kept clear.

Maidensbridge School will seek improvement in health, safety and environmental matters by encouragement of employee and pupil participation by means of suggestions and constructive criticism including the pupil school council.

Training

* Health & Safety training will be provided for key personnel.
* A member will receive Fire equipment training annually.
* Appropriate new staff will receive training in manual handling.
* At least one staff member will hold a First Aid at Work Certificate
* Staff working in early year’s department will hold a paediatric first qualification and at least one staff member per class in the remainder of the school**.**
* This policy will be issued to new staff on appointment

**3.3.5 Planning Educational Visits.**

This section covers both educational visits as well as work-place learning. This is overseen by the Educational Visits Co-ordinator. Training is provided to use the web based Risk Assessment site.

Risk assessments should be completed online and no out of school activity should take place without the necessary risk assessment being completed and authorised by the appropriate staff (Headteacher). Pupil data sheets providing contact and medical information are obtained from the office, and should be taken on **all** trips away from the school premises together with appropriate medication.

#### 3.3.6 Vehicles, Their Driving and Movement

**This section covers vehicles used to support the** **school activities**.

All minibus drivers must be trained and authorised. Only drivers who have satisfactorily completed the LA training assessment are insured to drive a bus. Drivers should read the Maidensbridge Operation Guidance and familiarise themselves with the contents of the Risk Assessment Prior to any offsite journey the pre journey minibus check sheet should be completed together with the offsite visit checklist.

The school has adopted the ‘Dudley MBC Safety Manual for Minibus Operatives & Drivers Guidelines and all staff will undertake the LA training assessment and renew their assessment every 3 years.

The school use the corporate document; ‘ ROSPA Minibus Safety Code of Practice Feb 2008 & DfE, DfT non statutory guidance for schools Nov 14.

Staff required to transport pupils in their own vehicles should completed the risk assessment document**.**

**3.3.7 Play Equipment and Safety**

### PE Equipment

|  |  |
| --- | --- |
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:  |  P.E. Co-ordinator  |
| Person(s) responsible for regular (daily) visual inspection is/are:  | P.E. Co-ordinator  |
| Contractor responsible for annual full inspection and report is  | Gymfix  |

###  Outdoor Play Equipment

All staff must familiarise themselves with the content of the relevant play equipment risk assessments.

|  |  |
| --- | --- |
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:  |  P.E. Co-ordinator  |
| Person(s) responsible for regular (daily) visual inspection is/are:  | Site Manager  |
| Contractor responsible for annual full inspection and report is:   | Dudley LA  |

#### 3.3.8 Personal Health, Security and Safety

This section of the policy deals with all aspects of personal health including, medicines, smoking policy, personal security and safety, lone working, and home visits.

### Criminal Clearance

All staff, governors and helpers will be DBS checked before working with pupils, assurance will be sought from agencies with regard to agency staff and work experience students and placements will not be allowed to work alone with pupils. The school will follow a programme of updating checked every 3 years.

### Signing In/Out

Staff should sign in upon arrival and sign out if they leave early. Staff should record the names of pupils, staff and mobile phone number and driver’s name, when going off site.

### Hygiene & infection control

Suitable gloves, aprons and visors will be available for use by the staff when they are changing children, or handling soiled clothing, dealing with blood or bodily fluids or administering first aid. Staff should read and follow guidance set out in the Infection Control Policy and **Covid-19 Risk Assessment**

The protective clothing should also be used when dealing with any sort of bodily fluids full details included in the infection control policy and risk assessment.

Equipment used by pupils should be keep clean.

### Visitors and Security

Visitors must report to the Reception Office immediately on arrival. They will be asked to sign in on the Inventry system and be given a security pass and lanyard. Any person who is unable to show a valid source of identification will be asked to leave the premises.

### Contractors

Contractors working within the school are required to comply with the working rules as issued by the school site manager (Work undertaken by Contractors Policy), and breach of these rules must be reported to the Headteacher.

### Security

All staff have a responsibility for the security of the building and site during the working day. They must ensure that all fire-doors are correctly closed and gates bolted.

Exit doors must not be left ajar, but closed correctly. If any doors will not close correctly this should be reported to the Headteacher, or to the Site Manager.

### Premises Security

Security gates to be closed in line with school procedures at 9.00am each morning by the Site Manager or NOMINATED member in the site manager’s absence.

|  |  |
| --- | --- |
|  The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are   | First - Site Manager  |
| Second - Headteacher   |

### Use of Computers

Staff whose working time on computers forms a significant part of their working day should view the risk assessment and will be provide with wrist rests and document display holders to reduce the risk of RSI. These staff will be offered eye tests every 2 years to comply with the Display Screen Equipment Regulations 1992. Termly checks will be undertaken by a member of the safety committee.

**Administration of Medicines**

When medicines are administered the appropriate monitoring form is completed and countersigned by a second responsible person. Medication will be stored in locked designated first aid boxes whilst on school premises. See school policy.

### Care Plans

Care Plans will be drawn up for individual pupils, highlighting medical needs and support required for pupils and staff, data will be reviewed at least at the beginning of each academic year and shared with all staff.

### Smoking

The Governing Board has prohibited smoking in the school and in vehicles under its control. The only exceptions will be in or during:

* certain areas outside work;
* outside the school site
* any other area designated by the Headteacher where, due to special circumstances, a ban would be unreasonable

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

### Stress

|  |  |
| --- | --- |
| The persons responsible for monitoring absence owing to stress related illness is:  |  Headteacher  |

### Lone Working

A school policy is available for lone working. Should an incident of actual or threatened violence against a member of staff occur the appropriate incident form should be completed.

**Home Visits.**

Leave details of intended visit in school office. Visit in pairs where possible. Take mobile phone. Follow guidance in risk assessment.

### Handling Cash

Varied time and route is essential, two staff members should visit the bank when sums in excess of £500 are involved.

### Caretaking & Cleaning

All doors to the outside kept secure. No solitary working. Cleaning staff should be familiar with the fire exits. PPE equipment will be provided and should be worn when working with chemicals.

**School Events**

Unused parts of school locked.

### Use of school Hall for Performances & Events

Senior staff member to verbally inform occupants of the fire exits and programme include a statement on evacuation procedure, keep fire exits and gangways free and do not overcrowd the room, ensure doors are not locked, remove all waste after event.

### Transporting of Pupils by Car

Single child should be accompanied by two adults. Staff to check insurance cover and complete risk assessment document their insurance document, licence and MOT must be produced before using their own vehicle of work business.

### Bullying/Harassment

|  |  |
| --- | --- |
| The school’s policy on behaviour (including bullying) is kept:  | Maidensbridge Staffroom (TEAMs)  |
| Records of bullying incidents and action taken are kept:  | DHT Office (secured).  |

**Use of Staff & Pupils to Move or Carry Items in and around the School** If anyone is asked to move items of equipment or furniture around the school the following guidelines should be followed:

Items to be carried must be within the person’s capability.

Pupils should be supervised when getting out or putting away PE apparatus.

Staff & Pupils should not be allowed to stand on tables, chairs or stepladders to get items that are out of reach.

#### 3.3.9 Plant and Equipment Safety and Maintenance

This section of the policy should be referred to a list prepared by Dudley Property Services, located in the school office.

Items will be permanently marked with a unique identification number.

 All machinery will be kept in good working order. Only authorised and fully qualified staff are to install, repair of attempt to repair electrical equipment. Only qualified staff members can rewire a plug. PAT testing will be carried out annual on appropriate equipment.

#### 3.3.10 Manual Handling

This procedure is referenced in the Maidensbridge School policy for moving and handling.

#### 3.3.11. Cleaning and Catering Activities

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools.

|  |  |
| --- | --- |
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:  | Site Manager  |
| Person(s) authorised to operate and use is/are:   | Trish RobertsDebbie Slater Angela Morgan  |

 Catering Equipment (dough mixers, slicing machines, potato peelers etc.)

|  |  |
| --- | --- |
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:  | School Cook  |
| Person(s) authorised to operate and use is/are:  | Kitchen Staff   |

#### 3.3.12 Dinner Time Supervision

Lunchtime supervision is carried out by the Dinner supervisors. During wet or inclement weather the supervisors will be responsible for certain pupils in given classrooms.

### Safe Use of Chemicals

COSHH sheets and safety data sheet will be obtained for all new chemicals received. Training will be provided for personnel required to use these chemicals, and protective clothing where necessary. Chemicals will be stored in cleaning cupboards.

#### 3.3.14. Curriculum Related Issues

Subject Leaders are responsible for the safe storage and maintenance of equipment for their own curriculum area.

In the interest of their own and other people’s safety, pupils must remove all jewellery, including ear studs and watches, before taking part in PE, dance, games or any sporting event.

Pupils must wear suitable clothing and footwear, both indoors and outside. Suitable footwear must be worn for playground/field activities.

Staff should be particularly aware of pupils with specific medical conditions that may be affected by the planned physical activity. The school policy will operate within the framework of the B.A.A.L. PE. document on safety in Physical Education.

The equipment is to be checked to ensure that it is in a safe working condition before being used by the pupils. Annual check will be carried out by Gymfix on PE equipment.

The pupils are to be checked to ensure that they are physically and medically able to participate in the PE activities.

All PE equipment is to be stored in such a way as to reduce any potential hazards that may occur from the pupils gaining unauthorised access, the store cupboard should remain locked when not in use.

The PE store will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner.

Design and Technology procedures are available from Dudley LA Central Safety Section.

Science procedures information is available from the ‘Cleapse’ documents available from Dudley LA.

#### 3.3.15 Forest Schools Area

All staff, visitors and volunteers are to receive and read the area risk assessment and to sign it and a register to show that they have received it.

Before the start of each session, risk assessments for the area and for the use of tools to be given to members of staff, visitors and volunteers.

A tool talk to be given by the Forest school’s practitioners to all who attend a session before any tools are used.

Any fire lit in the fire pit is to be maintained by the Forest school’s practitioner ONLY with all other members of the session to be outside of the designated fire pit area, which is at least two metres from the centre of the fire pit.

First aid kit to be taken to every Forest schools session with a first aider present at all times.

The supervision of all children in the area is the responsibility of the Forest school’s practitioner and any members of staff who attend the session.

The Forest school’s practitioner may cancel a session at any time due to poor conditions or hazards that may impact upon pupil safety.

School staff are encouraged to raise any concerns with instructors or alternatively the duty officer on site.

|  |  |
| --- | --- |
|  The person responsible for inspecting the Forest school’s area for weather damage to trees and fences, animal waste and any litter will be carried out by the Forest schools practitioner before the start of each session, the maintaining of tools and equipment, safety within the fire pit area and maintenance of a fire are:  |  Steph Starkey/Forest school trained leader   |
|  The people responsible for the risk assessments for the use of tools and the forest school’s area are:   | Headteacher/ Forest school trained leader  |

**Emergency Arrangements.**

##### 3.3.16 Emergencies On and Off School Premises

Refer to the School’s Health & Safety Policy and Emergency Procedure Guidance issued by the directorate of Education and Lifelong Learning.

##### 3.3.17 Fire Safety and Emergency Evacuation

The person who discovers the emergency will raise the alarm by pressing the nearest call point and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the SLT is informed immediately. He/she will liaise with the emergency services when they arrive and take advice from them.

You will need to make your way to the nearest fire assembly point either in the early years playground, large rear playground or grass area in front of school staff should make themselves aware of the escape routes and location of telephones to enable them to call the fire brigade.

KEEP CALM and move in an orderly fashion to the assembly points.

* REMEMBER do not attempt to tackle the fire unless your exit is blocked or you are in the presence of another adult.
* Ensure the fire brigade has been called 9 999 they prefer to receive several calls rather than none at all.
* Move as far away from the building as possible and carry out a roll call

 Report to the Administration team that your class is all present.

* DO NOT re-enter the building until advised to do so.

New staff, supply cover and work experience students will all be provided with details of the evacuation procedures, but permanent staff should still make sure that visitors and temporary personnel have taken note of the fire notices in the area where they are working as they may not have had time to read the information provided.

All staff must participate in at least one drill per year and at least one simulated drill with assumption that one escape route is NOT available, staff should therefore be aware of their second suggested escape route.

If you smell burning from the lights or equipment, evacuate the room immediately, turning off the equipment, close the door and report immediately.

Fire drills are held on a regular basis (at least termly) and the regulations are reassessed after each fire drill.

**The fire alarm system call points will be tested in turn each Friday at 10.40am by the site manager and record maintained of tests undertaken.**

|  |  |
| --- | --- |
| Fire Alarm System will be checked every 3 months  Emergency Lighting will also be checked monthly and records maintained  |  Mark One Site Manager  |
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:  | The Paint Store Cleaners Cupboard  |

|  |  |
| --- | --- |
| The competent person responsible for carrying out and updating the fire risk assessment for the premises is:  |  Site Manager  |

Note: The priorities are as follows:

* to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
* to call the emergency services on **9 999** when appropriate from any telephone in the building;
* to safeguard the premises and equipment, if this is possible without putting persons at risk.

|  |  |
| --- | --- |
| The person responsible for arranging, recording and monitoring fire drills at least once per term is:  | The site manager.  |

**3.3.18 First Aid.**

The following employees are ‘First Aider’s’ and have been trained to First Aid at Work Level and the school will ensure at least one person is trained at this level.

Jayne Sollars, Kirsty Cockering

The school has paediatric first aiders. They are:

Dean Nolan, Claire Payton, Heather Bott, Rachael Fellows, Hayley Brasenell, Laura Graiger, Carole Duckworth, Sarah Mason, Martin Bott.

#### 3.3.19 Infection Control Policy

All Staff should familiarise themselves with the contents of the risk assessment and policy.

|  |  |  |
| --- | --- | --- |
| Name  | Location/Extension  | Date of Expiry of Certificate  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

First aid boxes are kept in the following places in the school:

|  |  |
| --- | --- |
| Location of First Aid Box(es)  | First Aid Record Book(s)  |
| Medical Room / DHT’s Office  | School Office  |
| Reception-Year 1 Free-flow Room  |   |
| School kitchen  |   |
| KS2 corridor |   |
|   |   |

|  |  |
| --- | --- |
| A termly check on the location and contents of all first aid boxes will be made by.  | Jayne Sollars   |
|   |  |
| Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.  | Jayne Sollars  |

|  |  |
| --- | --- |
| The address and telephone number of the nearest medical centre / NHS hospital is:  |  01384 456111  |

First aid will be administered by trained first aiders and where applicable parents to be informed on appropriate documentation.

While children are working in bubbles for **Covid-19**, there will be a basic first aid kit available to each bubble.

 **First Aid ITEM**

 HSE General Guidance Leaflet: “Basic Advice on First Aid at Work” 1

 Sterile Eye Wash 1

 Sterile eye pads 1

 Individually wrapped sterile triangular bandages 1

 Safety pins 6

Medium (approx 12cm x 12cm) individually wrapped sterile unmedicated 1 wound dressings

Large (approx 18cm x 18cm) individually wrapped sterile unmedicated wound 2 dressings

 Pair of disposable gloves 1

 Sterile finger dressing 1

 Antiseptic wipes, foil packed 3

 Pack 24 assorted adhesive dressings 1

 Sterile Cotton Gauze 1

 Roll of micropore 1

 Rustless blunt ended twisters 1

 Resuscitation Face Shield 1

 Sterile 18 x 18cm wound dressing 1

 Sterile crepe bandage 5cm x 4.5 cm 1

The cause of the accident/incident should be given consideration as to whether action needs to be taken to avoid a repetition and reported to the Headteacher / Deputy Headteacher if action is necessary.

**Defibrillator**

The defibrillator unit is situated in the school hall.

#### Appointed Person

An appointed person is someone you choose to:

* take charge when someone is injured or falls ill, including calling an ambulance if required;
* look after the first-aid equipment, e.g. restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained. Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

#### Reporting of Communicable Diseases

The school will follow the guidance set down by the LA. See infection control policy & risk assessment.

#### Recording of Information

A record should be kept of all First Aid treatments to any person on the premises. Treatments carried out to any staff or children when on school activities off the premises should also be recorded.

The accident Book is located in the main office for the recording of accidents occurring to pupils in the classroom. A copy of the report will be sent to parents and where necessary additional details completed on the LA accident report which should be forwarded to the LA. This recording is vital in case further investigation of the accident is needed.

Accidents or illness that requires the adult or pupil having to be taken to hospital must be reported to the LA following their guidelines. An accident involving either a pupil or adult going to hospital and not been able to return to work for 10 days or more, a copy of the accident report should be sent to Mike Morton for onward transmission to the HSE.

The form should be completed by the Headteacher using the reporting system via Citrix.

#### Emergency Information

At the beginning of each academic year the school will send out to each pupil’s parents/guardians an emergency contact form which must be filled in. This will be kept in the school office so that parents can be contacted in emergencies. This information is also on the Integris MIS.

Emergency information for the staff will also be updated on a yearly basis and stored on the computer system.

### Important Telephone Numbers

The LA number for the reporting of injuries and dangerous occurrences is extension: **4257**

LA Safety Officer: Mike Morton - 4721

Buildings Surveyor: 4063

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed:

* Accident Reporting and Investigation – Corporate Procedure Available
* Consultation with staff - Directorate procedure available
* Buildings work and contractors – Corporate CDM Procedure Available
* Display Screen Equipment – Corporate Procedure Available
* Electrical equipment/appliances – Schedule of tests guidance available
* First Aid Provision - Directorate procedure available and school policy
* Fire Safety – Directorate procedure available
* Glass/Glazing – to be completed
* HSE Powers – Directorate procedure available
* Legionnaires Disease – Corporate Procedure Available
* Lone Working – Corporate Procedure Available and school policy
* Manual Handling – Corporate Procedure a school policy
* Noise – Corporate Procedure Available
* Hand, Arm Vibration - Corporate Procedure Available
* New and Expectant Mothers - Corporate Procedure Available
* Off site educational visits – Directorate procedure to be included
* Personal protective equipment – to be completed
* Play equipment/play areas
* Risk Assessments – Corporate Procedure Available
* Safety at the swimming pool – Directorate procedure available
* Stress at work – Corporate Procedure Available
* Substances – Corporate Procedure Available
* Vehicle/pedestrian segregation – to be completed
* Violence at Work – to be completed
* Working at height – Corporate Procedure Available
* Work equipment – to be completed

**Reviewed March 20**

**Reviewed for Covid-19 update in May 2020**

**Next review March 2021 Version 3**