

# Health and Safety Policy

Updated: Spring 2024  
Next Review: Spring 2025

Reviewed, approved and ratified by: Full Governing Body  
Written by James Ottery  
and  
Adopted and personalised by Ladbrooke

Head Teacher Signature ..... Date .....

Chair of Governors Signature ..... Date .....

## **PART 1. STATEMENT OF INTENT**

The Governing Body of Ladbrooke JMI School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

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

This policy will be brought to the attention of and be available to all members of staff. A reference copy is kept in the PPA room for easy access and an electronic copy is kept on the staff area

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

This policy statement supplements

- Hertfordshire County Council's (HCC) Health and Safety Policy;
- Behaviour for Learning Policy;
- Educational Visits Policy;
- Supporting Children with Medical Needs Policy

## **PART 2. ORGANISATION**

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

**At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.**

### **Responsibilities of the Governing Body**

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

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

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

The school's health and safety governor is Mr Mackley

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

## **Responsibilities of the Headteacher:**

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

## **Responsibilities of Subject Leaders & Site Manager**

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare issues are referred to them, informing the head of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;

- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

## **Responsibilities of all employees**

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

All employees of the establishment have responsibility to:

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

### **PART 3. ARRANGEMENTS**

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Inspection/Maintenance of Emergency Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Personal Safety/Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Premises and Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Lifting and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment (DSE)
- Appendix 16 - Lettings and Shared Use of Premises
- Appendix 17 - Vehicles on Site
- Appendix 18 - Contractors
- Appendix 19 - Stress/Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - School Swimming
- Appendix 22 - Infection Control
- Appendix 23 - H&S Induction Sheet (featuring risk assessments)

Detailed information is given in the [Education Health and Safety Manual](#)

Found at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#)

The fire risk assessment is located in [The Fire Safety File](#) located in the [school office](#) and is reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in Fire Safety File located in the main school office. A summary is posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the office manager and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

### Details of service isolation points (i.e. gas, water, electricity)

- [Gas – located in the bin store opposite the fire exit to the hall](#)
- [Electricity – located in the rear of the F1 outdoor cupboard](#)
- [Water – located in the boiler room \(stopcock\) and outside the main entrance](#)

**Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by [the site manager](#) and copies stored in the [Health & Safety File](#) in the main office.

**LADBROOKE JMI SCHOOL**  
**GENERAL EMERGENCY PROCEDURES**



**FIRE EVACUATION**

**IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify the main office of the exact location of the incident.

**FIRE FIGHTING**

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

**ON HEARING THE FIRE ALARM:**

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous ringing bell
- The site manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Office staff will summon the emergency services (**DIAL 999**) as necessary.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Headteacher or Deputy Headteacher at the assembly point.

*Currently the evacuation points are at the end of the KS2 playground or the top field if necessary*

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject / form groups and remain with their teacher at the assembly point. If there is more than one adult in the classroom, one adult should lead and the other should be the last to leave the room
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

**A Calm orderly exit is essential**  
**Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their classes while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by **a member of the office staff on duty** and checked to ensure all adults are out. The result of this check must be reported to the Headteacher /senior member of staff as soon as it is completed.
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher / senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to **St Mary's Church** and arrangements made to contact parents.

## **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The site manager is responsible for ensuring that the schools' fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book located in the main office.

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the site manager and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Friday Mornings.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer. Our current contract is with CAMs (01438 740840)

A fire alarm maintenance contract is in place with CAMs (01438 740840) and the system tested twice a year by them.

Smoke and heat detectors are tested on a quarterly basis by CAMs (01438 740840)

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

CAMs (01438 740840) undertake an annual maintenance service of all firefighting equipment.

Weekly, the site manager, checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to CAMs (01438 740840)

### **EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded. Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by CAMs (01438 740840)

### **MEANS OF ESCAPE**

Daily, the site manager, checks for any obstructions on exit routes and ensures all final exit doors are operational.



## FIRST AID AND MEDICATION

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Junior and Infant Library
- Medical Room
- School Office

Emergency inhalers and epipens are kept in the main school office and a register of consent held.

MSAs and staff on duty are responsible for informing Mrs MacCormack either verbally or by writing a note on the staffroom board if contents are missing from the first aid boxes. Individual bum bags are used by all staff on playground duty. If contents are used, it is the responsibility of the person who has used the contents to replace them before the next playtime.

The following members of staff are available to provide first aid-

### TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID – 12hr):

- |                        |                     |
|------------------------|---------------------|
| ▪ Mrs Jo Doolan        | Oct 2022 – Oct 2025 |
| ▪ Mrs Clare Field      | Nov 2022 – Nov 2025 |
| ▪ Mrs Gemma MacCormack | Oct 2022 – Oct 2025 |
| ▪ Mrs Tina Roberts     | Nov 2022 – Nov 2025 |

### TRAINED TO BASIC FIRST AID LEVEL

- All staff, teachers and teaching assistants in school in April 2017. See safeguarding file for up to date record and list of adults trained.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave. First aid qualifications remain valid for three years.

Medical plans are written for all children with specific medical conditions. Training is provided for nominated staff to ensure the medical needs in the plan are met.

The trip leader, alongside the office manager, will check that any vehicles are properly equipped with first aid boxes before they are used and that the necessary first aid equipment is ready to be taken on the trip.

**Transport to hospital :** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and in the case of a pupil, with the parent/carer.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

**Barnet Hospital A&E**  
Wellhouse Lane  
Barnet  
Herts EN5 3DJ  
Tel: 0845 111 4000

**NHS Direct: 0845 46 47**

## Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. The plan is developed with the pupil (where appropriate), parent/carer, designated member of staff, specialist nurse (where appropriate) and relevant healthcare professionals. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by HT and/or the admin team.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the PPA room, medical room and the main office

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

## Administration of medicines

All medication will be administered to pupils in accordance with the DfES document **“Supporting pupils at school with medical conditions”**. A copy of this is kept on the staff area of the school share in the safeguarding folder. Detailed arrangements are provided in a separate school policy

No member of staff should administer any medicines that have not been prescribed unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by the member of staff nominated/trained to administer the medication. This will either be the teaching assistant working with that child or the office manager.

All non-emergency medication kept in school is securely stored in the medical room with access strictly controlled. Asthma pumps will be kept in a secure place in the classroom, they will be managed by the class teacher and their usage recorded. Asthma pumps are kept in the classrooms and are taken with the children when they leave the classroom. All staff (including MSAs) will know where the pumps are located in each class. Epipens are stored in the medical room, with easy access. Under no circumstances will medication be stored in first aid boxes.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. The emergency inhaler is kept in the main office along with the list of consent.

The school also has a spare Adrenaline Auto Injector (AAI) otherwise known as an Epipen in school. Written parental authorisation has been sought from parents who have children with existing epipens. The emergency pen will only be administered if a second pen is needed and the emergency services have recommended its administration. If a child is exhibiting anaphylaxis but they have no known allergies, the emergency pen will only be given after advice has been sought by the emergency services. The AAI is stored in the main office behind the door.

**Our AED** (automated external defibrillators) **is located in in the new Build** . **The Site Manager** checks the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm) Defibrillators are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. type one diabetes, epilepsy, anaphylaxis etc) as appropriate.



## LADBROOKE JMI SCHOOL



### **Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form.

#### Child's Details

Name of Child:			
Date of Birth:		Class:	
Medical condition/illness:			

#### Medicine Information

Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Review date to be initiated by <i>Mrs MacCormack</i>	
Dosage and method:	
Timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self Administration:	Yes/No (delete as appropriate)

#### Parental Contact Details

Name:	
Daytime Telephone No:	
Relationship to Child:	

I understand that I must deliver the medicine personally to a member of staff in the office and accept that this is a service that the school/setting is not obliged to undertake. Medicines should be in their original packaging.

I understand that I must notify the school/setting of any changes in writing.

Signature:		Date	
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**School's Agreement** - As a school we agree to administer the medication outlined above

Signature:		Date	
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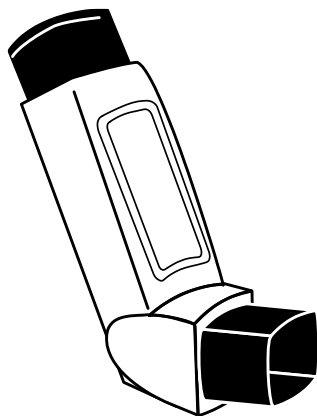


# Medicines

at



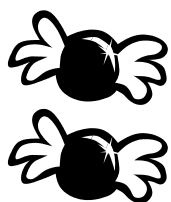
## Ladbroke JMI School



Parents are responsible for ensuring that their child has the necessary inhalers and epipens in school. We will endeavour to inform parents if or when the inhalers need replacing. The inhalers and epipens will be sent home at the end of each term. All inhalers are kept in the classroom under the control of the class teacher. Please ensure the actual inhaler is named with your child's name.

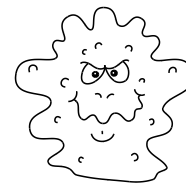
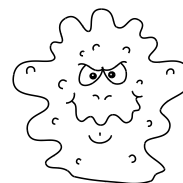
Only prescribed drugs can be administered, but parents/carers **MUST** have spoken to a member of the office team prior to the start of the school day to explain how the medication should be administered and completed an authorisation form. All medicines should be brought in clearly named with the original prescription label attached.

THE SCHOOL OFFICE MUST BE NOTIFIED OF ANY CHANGES TO THIS



We are **not permitted** to give out any medicines that are not prescribed except in exceptional circumstances e.g. pain relief for a child with a broken arm. In this instance, a member of the school office team must be informed and a form filled in to authorise administration. Please note, this includes throat lozenges

Please note:  
If your child has one bout of sickness or diarrhoea, they should be off school for 24 hours. If your child has more than one bout, they should be off for 48 hours from the last bout of illness



## ACCIDENT REPORTING PROCEDURES

### **Accidents to employees**

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

### **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident book, located in the office, is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

### **All Accidents**

All major incidents will be reported to the Headteacher and the governing body via the link governor and the HT termly report

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

### **Reporting to the Health and Safety Executive (HSE)**

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 10 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

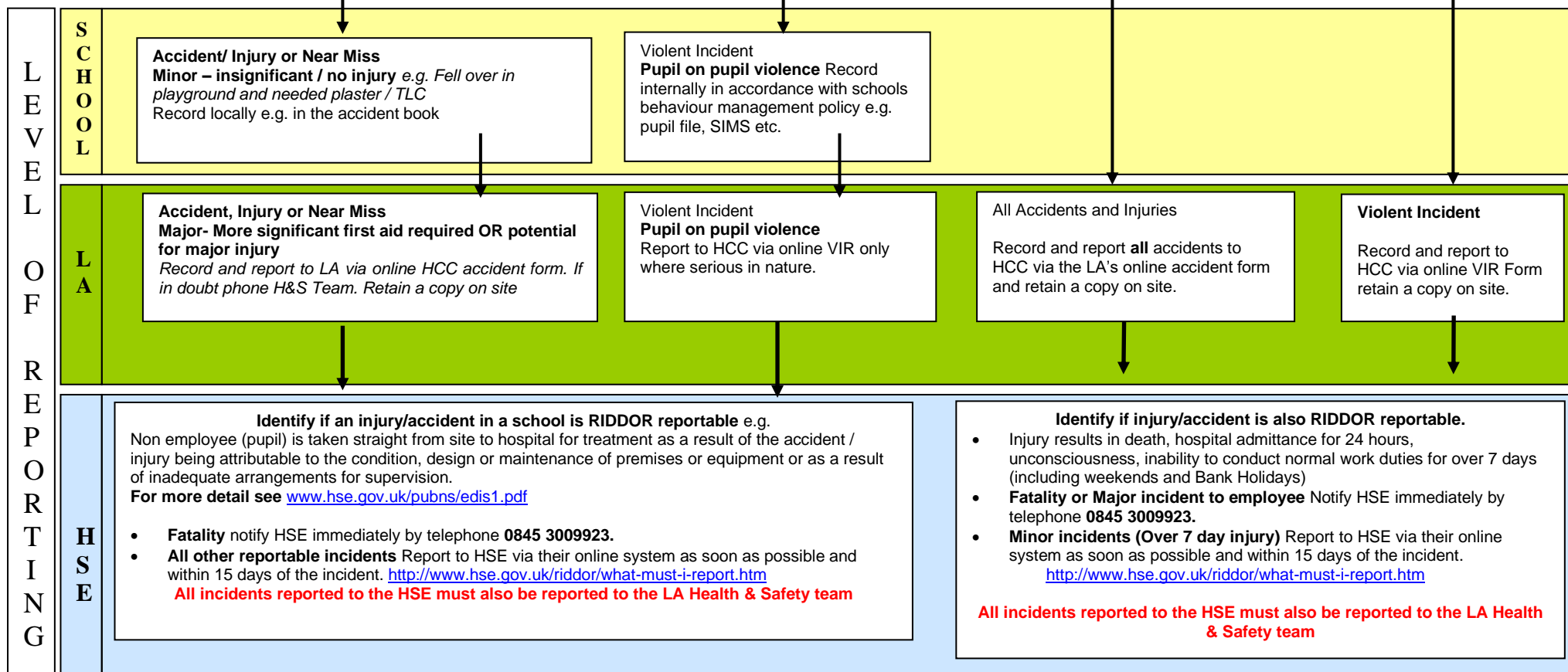
# School Accident Reporting Procedures

## NON EMPLOYEES

- Pupils
- Visitors to site
- Parents

## EMPLOYEES

*This includes volunteers, part time, temporary or a self employed person working on your site*



- **THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY FOR COMMUNITY AND VC SCHOOLS**
- **Adult (18yrs plus) accident records need to be kept for at least three years.**
- **Pupil accident records need to be kept for three years from their 18<sup>th</sup> birthday, therefore, until they are 21.**

## PERSONAL SAFETY / LONE WORKING

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

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

### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the headteacher and inform the HT on arrival and departure from the site.

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

### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Arena Security (01462 481 811) are key holders in the event of an alarm activation.

## HEALTH AND SAFETY INFORMATION & TRAINING

### CONSULTATION AND COMMUNICATION OF INFORMATION

#### Consultation

The Resources Committee is responsible for the health and Safety of all members of the school community and the building.

The Resources Committee meets once a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is the Deputy Head.

#### Communication of Information

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, special and VC schools.

### HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Headteacher

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. Employees will be provided with :

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

Training records are held by the Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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



### PREMISES AND WORK EQUIPMENT

All staff are required to report to the site manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. A book is located in the main office to record damage. Please record any concerns in this book as well as verbally informing him where possible.

An ICT inventory (using Parago software) is kept up to date by the office manager.

Please ensure a note is left on the Headteacher's or Office Manager's desk to inform if any computers, printers or laminators have any defects.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

#### **Planned Maintenance/Inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Monitoring records will be kept by the site manager in the main school office. Oversight of premises compliance issues is the responsibility of the site manager] this is achieved by the use of the [HCC compliance tracker](#)

#### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Any defective equipment should be reported to the site manager, Headteacher or office manager as soon as possible and the affected item removed from use.

All portable items of electrical equipment will be subject to formal inspections and testing (Portable appliance testing - PAT) on an annual cycle. All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by Thornton Electrical 01707 664 581 or the site manager (if suitably trained). Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years and is conducted by Thornton Electrical 01707 664 581

#### **External Play Equipment**

The external play equipment will only be used when supervised. Such equipment should be checked daily by the site manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Each term the site manager will conduct a formal inspection of equipment.

The external play equipment is serviced annually by John Harrison (07957 554 736)

#### **Curriculum**

Subject Leaders and class teachers are responsible for ensuring maintenance requirements for equipment in their areas/classes are identified and implemented.

Before carrying out any activity a risk assessment of the area and equipment should be performed. This assessment does not have to be recorded but if there are any concerns these should be recorded and given to the relevant person.

Subject Leaders will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Copies of these registers will be kept in the main school office and in subject leader files.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)</b>
Ladders and Step Ladders	Site Manager	Staff	Site Manager	Each Term
Mobile Tower Unit	Site Manager	Site Manager	Site Manager	Before Use
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager	Site Manager	Annually
Grounds maintenance equipment	Site Manager	Site Manager	Site Manager	Annually
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site Manager	Site Manager	T Clarke East	Annually
PE and play equipment	Site Manager	Staff & Pupils	T&B Contractors	Annually
Curriculum Equipment	Subject Leaders	Staff & Pupils	Subject Leaders	Before Use
Portable electrical equipment	Site Manager	Staff & Pupils	Site Manager	Annually
Hoist	Site Manager	None at Present	Test Valley Mobility	Lifts annually Hoists/slings for people – annually

## FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular Science, DT and Art) [subject leaders/class teachers](#) are responsible for ensuring that anything they use has had a relevant COSHH assessment and that a relevant risk assessment has been written using national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) for guidance.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is [the site manager](#).

They shall ensure:

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

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

### **PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

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

## LIFTING AND HANDLING

### **MANUAL HANDLING OF LOADS**

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. **Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by [the Headteacher](#) where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task. All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. The hoist is subject to inspection every 6 months.

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted each term and be undertaken by [the site manager and the H&S governor](#). [Annually the Headteacher will also participate](#).

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher or nominated person specified on the report

Our named governor, will be involved / undertake formal inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

See Appendix 10 for details of monitoring premises compliance issues.

## APPENDIX 11

### ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's main asbestos management survey was conducted in July 2012. In June 2018 another asbestos survey was done to loft areas and two cupboards not included in previous survey. The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the main school office.

The headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.) Any damage to materials known or suspected to contain asbestos should be reported to the site manager who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are the Headteacher and the site manager and refresher training is required 3 yearly. Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)

- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

## APPENDIX 12

### RISK ASSESSMENTS

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Headteacher following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Health and Safety governor

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

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessments records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> birthday).

#### Individual Risk Assessments

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

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

#### Curriculum Activities

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

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

## OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (DH) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to [the Headteacher](#). EVOLVE must be used for all residential visits and its use is recommended for all other visits.

Educational Visit Coordinators should have trained at least every 5 years. Our leaders were last trained in 2017.

If parents are helping to transport children to sporting events, they must complete the drivers consent form which states that they have the correct insurance for this purpose and that their car is roadworthy. All parents are aware that parents are used to transport children to and from sporting events.

## WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light weight or rarely used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role. See also LA455 – The Ladder Association

The establishment's nominated person(s) responsible for work at height is the site manager

The nominated person(s) shall ensure:

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

## APPENDIX 15

### DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available via the [Grid](#)

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

## APPENDIX 16

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the office team.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are electric and close at 8.30am.

The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## CONTRACTORS

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

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

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

### School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Chair of Governors on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of a contractor from outside of Hertfordshire frameworks, the Headteacher, alongside the governors will undertake appropriate competency checks prior to engaging the contractor.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding relevant information regarding the work activities and agree the risk assessments.

## STRESS/WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the [HSE management standards](#)

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is the Headteacher. Systems in school to promote wellbeing are:

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- Performance Management
- Mentoring of new staff
- Professional Learning Days
- HT/SLT available to speak to. Line managers appointed
- Regular meetings to discuss areas of concern (LSA, CT, Phase, SLT, MSA)

## APPENDIX 20

### LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed in August 2020 by Nemco and the site manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60°C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Nemco and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

## APPENDIX 21

### SCHOOL SWIMMING

#### **Primary school swimming in public**

These will be planned as an offsite visit in line with the school policy. The school will obtain a copy of the pool's standard operating procedure (PSOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teachers
- Pupil/swimming teacher ratios
- Rescue/lifeguard provision provided

## INFECTIOUS CONTROL

The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of [‘Health protection in education and childcare settings’](#) for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

## APPENDIX 23

### LADBROOKE JMI SCHOOL Health and Safety Induction Checklist

<b>Name:</b>		<b>Job Title:</b>	
<b>Working In:</b>			
<b>Start Date:</b>			
Accident and Hazard Reporting	Yes	No	Risk Assessment Procedures
<p>All accidents whether to a child or adult must be reported in the following way:            Minor injuries to children should be dealt with by a first aider and recorded in the bump books in the key stage areas            Injuries resulting in a bump/bang to the face or head must be reported to the class teacher and parents            Serious injuries resulting in a visit to the doctors or hospital must be reported via the HCC online facility            The accident and reporting guidelines are kept in the accident file in the office. Information on who needs to be reported to can be found in here            Injuries to adults should be dealt with in a similar way.            Information on what injuries must be reported are found in the office file.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All staff shown where the reporting file is and shown where the flow chart is to decide on whether the incident needs to be reported or not</li> <li>Bump forms must have a summary of the incident on the letter so parents are aware where and how the bump occurred whether the incident needs to be reported or not</li> <li>See below for more details</li> </ul>
Asbestos Log			
<p>Site surveyed for asbestos July 2012. No asbestos was found in any area tested. Although this cannot guarantee any asbestos it is highly unlikely that asbestos exists due to the age of the building</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Currently no asbestos known on site</li> <li>Any concerns please report to the site manager</li> </ul>
COSHH			
<p>Any flammable or toxic materials must have a COSHH assessment carried out before they are used in school. COSHH assessments are carried out by the sit manager.</p> <p>All liquids/cleaning materials used in the school have a data safety sheet held in the school office.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ideally only school products should be used in school.</li> <li>If using a different item, it must be shown to the site manager to check whether a COSHH is needed and if so he will carry one out.</li> <li>Only after this has been completed can the product be used and only if the precautions highlighted in the COSHH are carried out.</li> <li>All cleaning products have data sheets on file if necessary</li> </ul>
Communication & Consultation on Health & Safety			
<p>Health and safety information is kept in the staff room and on the staff area of the network (T Drive)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Our Health and safety rep is the deputy head and a governor has been appointed to support with this role.</li> <li>All issues with regard to H&amp;S should be raised with the site manager and, in his absence, the HT or office manager.</li> <li>General concerns which are not high risk should be recorded in the communication book kept in the school office</li> </ul>
Fire & Emergency Procedures			
<p>Fire drills are carried out each term and the time taken to evacuate the building recorded in the fire log book            Weekly checks are carried out on the call points to ensure they are working effectively            Fire evacuation procedures are on display in all rooms. Staff should ensure that they are aware of the procedures for the area they are working in            In the event of a fire, the nearest call point should be hit and the children should be evacuated as quickly as possible</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Read the procedures for the area you are in</li> <li>Ensure all fire routes are clear and accessible</li> <li>Make sure no combustible materials are stored near a heat source</li> <li>Ensure all electrical equipment is in good working order before using</li> <li>Always ensure that hot items e.g. glue guns are used under supervision</li> <li>Follow the procedures noted in each room</li> </ul>

<b>First Aid Provision</b>			
<p>The majority of staff have up to date basic first aid training. A list is kept in the HT Office. A list of paediatric first aiders is kept in the office</p> <p>First aid materials are kept in the KS1 and KS2 library, medical room, nursery and main office.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If a child injures themselves and needs treatment, this should be recorded in the appropriate bump book.</li> <li>• Any injuries that involve the head/face must be reported to parents and the class teacher. The use of the red bump form is for this purpose</li> <li>• The details of the head injury should be written on the red bump note</li> <li>• Any concerns – parents should be called immediately.</li> <li>• See recording procedures if the injury requires treatment by a doctor or the hospital</li> </ul>
<b>Health and Safety Policy Statement</b>			
<p>The health and safety policy can be found and accessed on the staff area (T Drive). A copy is held in the HT office.</p> <p>The policy is renewed every year by staff and governors</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping Arrangements &amp; Defect Reporting</b>			
<p>The school is a small space and due to this everything should be kept as tidy as possible</p> <p>All central areas should be left clear and tidy at the end of each day</p> <p>Classrooms should be left tidy with clear surfaces so they can be cleaned.</p> <p>If you notice anything has a defect it should be reported to the site manager. If it is urgent and the site manager is off duty, then the office manager should be informed.</p> <p>Any non-urgent issues should be reported in the maintenance book held in the office</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Cupboards should be left tidy so that there is no risk of objects falling out on opening</li> <li>• Resources stored on high shelves should be placed carefully so there is no risk of them falling off</li> <li>• All corridors and exits should be kept clear</li> <li>• Ensure windows which open onto a play area are closed during break, lunch times and at the end of the school day</li> <li>• All spillages should be cleared up immediately and the yellow wet floor signs used to show there is a hazard</li> <li>• Any waste which include bodily fluids should be double bagged and placed in the medical room bin for disposal by the site manager</li> <li>• Make sure any wires and cables are not causing a trip hazard</li> <li>• Do not use any electrical item if you think it might have a fault</li> <li>• Any item of equipment or furniture that is broken or not working should be removed from the classroom so it cannot be used and reported to the site manager for removal</li> </ul>
<b>Infection Control</b>			
<p>All staff are expected to encourage good hygiene at all times and try to prevent infections spreading</p> <p>Children and staff should be absent for a minimum of 24 hours after a bout of sickness or diarrhoea. If a child has sickness and diarrhoea they should be off for 48 hours</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Children are reminded to wash their hands after they have been to the toilet</li> <li>• Covering mouths when they cough or sneeze</li> <li>• Using tissues when necessary and disposing of them in the bin</li> <li>• When on duty the site manager will deal with any sick. In his absence, cover the area with powder found in the cleaning cupboard. Leave and then hover up. Ensure site manager is aware so carpet can be cleaned as soon as possible</li> </ul>
<b>Job Specific Training Needs</b>			
<p>Any training needs will be identified on commencement of employment</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If there is an element of your training that you feel you need to be able to complete your role, please see HT</li> </ul>
<b>Lone Working/Personal Safety</b>			
<p>Lone working on site is not encouraged.</p> <p>School is open from 7am each day and closes at 6pm Mon – Thurs and 5.30 on Fri</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If working in the classroom alone, please avoid using ladders or working at height unless someone is nearby to support or be at hand if necessary</li> <li>• If alone – keep a mobile phone close by to call for help if necessary</li> <li>• All external doors should be locked or on security system to prevent any unwanted visitors</li> <li>• Key holders are restricted. If any key holder is on site another key holder should be aware</li> </ul>

<b>Medicines</b>			
<p>Only prescribed medicines are administered on site unless in exceptional circumstances where, for example, a child has a broken limb and my need Calpol or a child suffers from very bad hayfever and needs medication.</p> <p>In these cases parents must bring medication to the office and sign a consent form. No medication should be administered without this.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Medicines &amp; Epipens are kept in the fridge</li> <li>Inhalers are kept in the class with children</li> <li>All medications are sent home at the end of the school year so parents can check they are in date. Parents must return them by the end of the day</li> </ul>
<b>Mobile Phone Use</b>			
<p>Mobile phones should not be used in the classroom or the playground and should be either switched off or put on silent during the school day.</p> <p>In emergency situations adults may require phones to be on but this should be with agreement from the head teacher</p> <p>School mobiles should be used on school trips and for use during after school club.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Only Y6 children should bring in mobile phones. They are handed into the office at the beginning of the day and switched off</li> <li>In some circumstances a younger child may bring in a phone with prior agreement from the HT</li> <li>No mobile phones should be used whilst driving children even if it is hands free.</li> </ul>
<b>Offsite visits</b>			
<p><b>Explain: -</b>  <b>School procedures and EVC's role.</b>  <b>Use of Evolve for notification of visits to HCC</b></p> <p>All Offsite Visit activities must be risk assessed using relevant HCC forms; these assessments are monitored and reviewed by the headteacher.</p> <p>Parent volunteers being used as drivers must complete an OV7D form found in the office</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If you are taking the children on a trip, you must have visited the place you are going prior to the day and completed a risk assessment.</li> <li>The risk assessment should cover travelling to the site and the time on site</li> <li>If any child has an additional need a separate risk assessment should be completed</li> <li>The risk assessment should be handed to the DH two weeks prior to the trip</li> </ul>
<b>Risk Assessments</b>			
<p>This report includes the risk assessment for every identified event. Separate risk assessments must be completed for one off events in the school and school trips/journeys</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Copies of risk assessments for trips can be found in the EV file.</li> <li>Risk assessments for trips must be completed at least two weeks before the trip.</li> <li>Copies should be added to the EVOLVE website for approval by the EVC</li> </ul>
<b>Wellbeing</b>			
<p>We are committed to ensuring that all adults are happy in the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If you have any concerns in school please speak to your mentor/line manager. If your concern is with this person – please see the most senior member of staff you feel comfortable talking to.</li> </ul>
<b>Work at Height</b>			
<p>Working at height should only be undertaken with the correct equipment and with support easily accessible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ladders should be used for all work at height. Tables and chairs should not be stood on to access high areas</li> <li>Ladders are kept in key positions around the school and are checked annually</li> <li>Check ladder is in the correct position before using</li> <li>All shelving should not be overloaded</li> <li>Ensure another member of staff is nearby to support ladder</li> <li>Don't overstretch whilst up a ladder – reposition it</li> <li>Make sure no children are around when you are up a ladder</li> </ul>
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>Child Protection Systems – recording concerns and reporting</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Concerns sheets kept in the staffroom</p> <ul style="list-style-type: none"> <li>Write what the child says</li> <li>Do not prompt and stay calm</li> <li>Do not promise to keep it secret</li> <li>Make sure all sections are filled in – speak to the office to find out the child's details</li> <li>Give copy to DSP as soon as possible</li> </ul>

Signed ..... Signed.....

Date: .....