

**LYDIARD MILLICENT CE PRIMARY
&
RIDGEWAY FARM CE ACADEMY**

POLICY: HEALTH & SAFETY

Member of staff responsible	Carly Luce
Governor responsible	Accountability
Committee responsible	Accountability
Date agreed with staff	October 2017
Date discussed with pupils	N/A
Date agreed at Committee	October 2017
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1.0	Sept 12	No changes
1.1	14.11.12	No changes apart from directing staff to other files and location
2:0	July 2014	WC model policy 2011 used
2:1	Sept 2015	No changes
2.2	September 2016	Amended to include Ridgeway Farm CE Academy
3.0	October 2017	Amended to include actions from the Health & Safety Audit and change from LA references to DBAT

Health & Safety Policy Statement

It is the policy of Lydiard Millicent CE Primary & Ridgeway Farm CE Academy to conduct their operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, and others, while working, studying or visiting its premises. The Academies are committed to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

This policy supplements and operates in conjunction with the Diocese of Bristol Academies Trust's Health and Safety Policy. The Trust expects its academies not only to take all reasonable steps to comply with all legal requirements for health and safety, but also to follow best practice standards in creating and maintaining a safe and secure teaching and learning environment. Whilst day to day management of health and safety is delegated to Lydiard Millicent CE Primary & Ridgeway Farm CE Academy, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Diocese of Bristol Academies Trust's Board of Directors.

The Academies will ensure, so far as is reasonably practicable, the premises is maintained and remains a safe place to work and learn; there are safe systems of work for all employees and students; suitable and sufficient work equipment is provided; hazardous substances are safely used, handled, transported and stored; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The Academies recognize their responsibility to provide adequate control of the health and safety risks arising from the Academies' activities. When staff, or students, operate or act on behalf of Lydiard Millicent CE Primary & Ridgeway Farm CE Academy an assessment of specific risks or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

The Academies will regularly update the risk registers to ensure that they are working documents that continually highlight and mitigate any identified risks, as far as is reasonably practicable.

All Local Board members, Principals and Academy staff must familiarize themselves with the contents of this statement, organisational structure and arrangements. It explains the roles and responsibilities for health and safety of the Local Board, Academy staff, students and others at the Academy, or when engaged on educational off-site activities; as well as a source of safety information and guidance on how arrangements will be implemented.

It is the belief of the Academy that a good health and safety culture is a substantial benefit to the performance and safety of the whole Academy. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe teaching and learning environment and to report health and safety concerns to the appropriate member of staff. We aim to encourage, support and develop a positive and proactive health, safety and welfare approach for pupils, through risk education and awareness.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Academies' strategy, UK or EU law and any changes will be brought to the attention of all staff.

Principal: Carly Luce

Signature:

Date:

Chair of Local Board: Richard Coleman

Signature:

Date:

ORGANISATION:

Local Board

The Local Board must ensure:

1. The Local Board has the responsibility to implement, manage and review the strategic health, safety and welfare direction, values and objectives set by the Diocese of Bristol Academies Trust.
2. The Local Board must provide the Diocese of Bristol Academies Trust with health, safety and welfare information, as set out by the Trust.
3. That, in co-operation with the Principal, the Health and Safety Policy reflects the status of the Academies and that the policy is regularly and robustly reviewed, amended, revised and new arrangements are implemented, as and when necessary.
4. That sufficient finances and resources are allocated and authorised to meet statutory procedures and standards for health, safety and welfare in the Academies.
5. That an effective assessment of the Principal's performance on health, safety and welfare at the Academy is undertaken for the implementation and compliance of this policy within the Academies.
6. That the Local Board appoint a health and safety representative and receive an annual audit of health and safety systems and standards, as part of their roles and responsibilities.
7. That health and safety keeps on the Local Board agenda by including it intrinsically with business discussions.
8. That when awarding contracts, health and safety is included in specifications and contract details. The Local Board will ensure a thorough vetting of all third party contracts and services awarded by the Academies, or the Diocese of Bristol Academies Trust to achieve legal compliance.
9. That competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements, or facility management arrangements are carried out on each Academy premises.
10. That risk assessments are undertaken for any activity that has significant associated hazards and that recorded assessments are kept and reviewed regularly; as well as being effectively communicated.
11. There are effective and robust arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation of the Academies.
12. That each Academy risk register is implemented, managed, routinely reviewed and communicated to the Diocese of Bristol Academies Trust.
13. That regular health, safety and welfare inspections of the premises are carried out, recorded and an action plan is created.
14. That all reasonable steps have been taken to reduce the possibility of an accident or injury to staff, students and visitors.

The Local Board will be kept informed of all developments relating to serious, or reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Principal

The Principal is responsible and accountable for the day-to day implementation and compliance of this policy within the Academies.

The Principal has responsibility for: -

1. Communicating and co-operating with the Local Board and the Diocese of Bristol Academies Trust to advise on any safety matters that need to be introduced, to ensure that the health and safety policy and procedures are implemented and complied with.
2. Communicating the health and safety policy and other appropriate health and safety information to all relevant people, including contractors.
3. Ensuring a positive health and safety culture is encouraged and developed within the Academies.
4. Ensuring that risk assessments are undertaken for any activity that has significant associated hazards and that recorded assessments are kept and reviewed regularly; as well as being effectively communicated.
5. Ensuring that each Academy's risk register is implemented, managed, routinely reviewed and communicated to the Local Board.
6. Ensuring that effective health and safety management arrangements are in place for carrying out statutory requirements, that the premises plant and equipment are maintained in a serviceable condition, regular safety inspections, surveys are undertaken, as well as implementing actions and submitting inspection reports to the Local Board and other third parties where necessary.
7. Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
8. Monitoring and evaluating the health and safety performance of staff.
9. Ensure there are effective arrangements in place for business continuity and recorded emergency procedures for the safe evacuation of each Academy. The emergency plan and or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority.
10. Carrying out health and safety investigations.
11. Reporting to the Local Board and the Diocese of Bristol Academies Trust any significant hazards which cannot be rectified within the establishment's budget;
12. Ensuring that an annual health and safety performance report is produced and provided to the Local Board and the Diocese of Bristol Academies Trust.
13. Ensure there are sufficient numbers of competent first aiders and first aid facilities for the numbers of staff and students in the Academy, as well as the activities and status of the Academies..
14. Ensuring that all reasonable steps have been taken to reduce the possibility of an accident or injury to staff, students and visitors. Keeping the Local Board informed of all developments relating to serious, or reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
15. Ensuring in instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, they will take such actions as are necessary to prevent persons being injured. This may include requiring the contractor to stop work or leave the site.
16. Ensuring pupil off-site visits or learning outside the classroom has effective health and safety management arrangements in place for pupils, staff and volunteers, undertake risk assessments for the activity, and implementing suitable and sufficient actions and procedures. Communicate information and arrangements to parents / carer's of pupils on all relevant off-site visits or learning outside the classroom activities. Reference: National Guidance for the Management of Outdoor Learning, Off-Site Visits.

The Principal may either undertake, or devolve certain tasks to appropriate senior staff or managers within the Academies. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety within the Academies.

School Business Manager

The Bursar / Business Manager) is responsible and accountable for delivering the schools' health and safety strategic plan, as detailed by the Local Board and the Principal.

The SBM is also required to:

1. Ensure that all staff are made aware of the contents of the Academy Health and Safety Policy, and their responsibilities within it (for each academy).
2. Monitor procedures to ensure compliance with the Academy health and safety policy (for each academy).
3. Develop and implement relevant action plans based on risk assessments, outcomes of meetings / audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the Academies, to ensure all staff pupils and contractors adhere to them.
4. Ensuring all staff training is monitored, recorded and relevant training opportunities are made available to staff.
5. Ensure that each Academy's risk register is updated, routinely revised and communicated to the Local Board and Principal.
6. Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation of the Academy premises (for each academy).
7. Assist with an investigation into all serious incidents and liaise with appropriate authorities as necessary.
8. Contribute to any committee meeting discussing health and safety.
9. Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities, in conjunction with the Principal.
10. Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the Academy.
11. Be responsible for, checking competency, managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on each Academy premises.
12. Ensure that each Academy asbestos register and the asbestos management plan is maintained and available as required.
13. Ensure competence of all contractors engaged by each Academy to undertake work or activities at each Academy e.g. insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records.
14. Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM2015), length of project as well as other statutory instruments. E.g. 'Principal Designer ' has been appointed.
15. Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
16. Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities is undertaken and also provide any appropriate health and safety information to contractors, e.g. asbestos location, underground services, floor loading, safe working loads, school activities, etc.
17. When the premises are hired to persons outside the employment of the Academy, it will be a condition of all hirers, contractors and others using the Academy premises or facilities that they are familiar

with this policy, that they comply with all safety directives of the Local Board and that they will not, without the prior consent of the Local Board:

- a. introduce equipment for use on the school premises;
- b. alter fixed installations;
- c. remove fire and safety notices or equipment;
- d. take any action that may create hazards for persons using the premises or the staff or pupils of the school.

(For both academies).

Caretaker

The Caretaker is responsible and accountable to the School Business Manager and Principal for all matters relating to health, safety and welfare within the sphere of their duties.

The Caretaker's responsibilities are to:

1. Report to the SBM any defects and hazards that are brought to his notice.
2. Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
3. Be responsible for coordinating, recording and reviewing any relevant maintenance checks, service inspections, statutory or non-statutory inspections carried out on the school premises.
4. Inform the SBM whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors.
5. In conjunction with SBM, ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
6. Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school.

Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their Line managers for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

1. Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students;
2. Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
3. Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
4. Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.

5. 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;
6. Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
7. Setting an example by personally following safe working practices.
8. Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
9. Ensuring that all electrical equipment is visually checked before use.
10. Reporting to the School Business Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
11. Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
12. Highlighting any training needs deemed necessary to fulfil their role to their line manager.
13. Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Employee Duties

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 have responsibility to:

1. Take reasonable care for the health and safety of themselves and others in undertaking their work.
2. Comply with the school's health and safety policy and procedures at all times.
3. Report all accidents and incidents in line with the reporting procedure.
4. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
5. Report immediately to their line manager any shortcomings in the Academy's arrangements for health and safety.
6. Co-operate with the Academy management on all matters relating to health and safety.
7. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
8. Inform the Academy management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
9. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
10. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition to the duties outlined above the following individual roles have additional duties as outlined:

First Aiders

1. To attend appropriate training when required and ensure that a valid first aid qualification is maintained to ensure the competence for the role.
2. To act as a designated first aider and provide first aid to staff and students when required.
3. To provide welfare to staff and students in distress / suffering from illness or injury and provide advice and support.
4. To provide a general support role to other first aiders who are directly dealing with first aid incidents.
5. To ensure any bio-hazard areas are cleaned, managed and bio-hazards are safely disposed.
6. To liaise and coordinate first aid incidents with members of the Academy senior leadership team.
7. To ensure that suitable and sufficient accurate information of incidents, accidents or near misses are recorded and communicated to the School Business Manager / Principal.
8. To assist with the safe transferal of injured staff and students to their home, their doctor or an accident and emergency department.
9. To coordinate and or undertake the running, cleaning and provision of first aid facilities within the Academy.

Safeguarding Team

The Academy safeguarding team is responsible for the day-to-day operation of the Academy Safeguarding Policy and promoting the safeguarding arrangements for the Academy's curriculum, facilities and extra-curricular activities.

1. Be responsible, in conjunction with the Academy Principal, for the annual review and update of the Academy Safeguarding Policy and the presentation of this to the Local Board.
2. Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
3. Ensure that all staff have access to and understand the Academy Safeguarding Policy and Diocese of Bristol Academies Trust safeguarding procedures.
4. Ensure that child protection training is part of the induction for all new staff in the school and that relevant training is robustly provided to staff.
5. Ensure the curriculum promotes safeguarding through teaching students how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others safety.
6. Offer appropriate support, advice and give a level of expertise to all members of the Academy staff team.
7. Be part of the team who review and monitor any causes of concern relating to students which are raised in the Academy.
8. Ensure that safeguarding risk assessments are recorded and used to good effect to promote and communicate safeguarding control measures.
9. Ensure that the Principal is updated on a regular basis about all issues and child protection investigations, if applicable
10. To know how to refer concerns to the appropriate external or investigating agencies.
11. Ensure that a copy of the Academy Safeguarding Policy is available for any parents who request to see it.
12. Ensure that relevant safeguarding files are copied and forwarded appropriately when a child / young person transfers to another school, if applicable.

Educational Visits Coordinator (EVC) Responsibilities:

1. To attend appropriate and relevant training when required to ensure the competence for the role.
2. To coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
3. Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
4. Advice from the SENCO is sought if applicable for individual students.
5. Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
6. Communicate all relevant information and arrangements to providers of off-site visits, staff, students and parents / carer's of students to ensure that the key learning objectives of the visit can safely be achieved.
7. Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.
8. Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom (<http://oeapng.info>), the Foreign Office, and the Diocese of Bristol Academies Trust, when appropriate.

HIRERS, CONTRACTORS AND OTHERS

1. The Principal will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
2. When the premises are used for purposes not under the direction of the Principal, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices.
3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
4. When the premises are hired to persons outside the employment of DBAT, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Board and that they will not, without the prior consent of the Local Board:
 - (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
7. The Local Board will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

EMERGENCY PLANS

1. The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - (i) save life;
 - (ii) prevent injury;
 - (iii) minimise loss.
2. The plan will be agreed by the Local Board and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Local Board.

SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

1. Whenever required, the Local Board, Principal and other staff are to seek advice from DBAT, the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

REVIEW

1. The Local Board and Principal will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

SPECIFIC PROCEDURES AND FURTHER GUIDANCE

1. The Local Board and the Principal will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.
2. The written procedures required within the school are as follows:
 - Storage and administration of medicines
 - Provision of first aid
 - Safety inspections
 - School managed projects
 - Fire and other emergency evacuations

- Stress and employee well-being
 - Organising outdoor education activities
 - Swimming
 - Unexpected loss of utilities
 - Site security
 - Reporting of accidents, incidents, hazards and near misses
 - Use of dangerous tools, equipment, machinery
 - Use of or exposure to any hazardous substances or materials
 - Maintenance of dangerous plant and equipment and electrical systems
 - Access to any height liable to cause injury
 - Violence to staff
 - Lone working
 - Use of contractors
 - Out-of-hours use of school buildings and facilities
 - Vehicular movements on site
 - Use of minibuses
 - Managing water hygiene
 - Public performances
 - Waste disposal
 - Work experience for pupils / students
 - High risk activities associated with the curriculum or school sponsored events
3. Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Principal. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

LOCAL RULES

On our Ridgeway Farm site, the fire exit doors open onto an unsecured area at the front of the school. These doors will only ever be used in an emergency - never for ventilation purposes. In order to open the fire exit doors, a release button should be pressed before pushing on the emergency door handles. As an additional measure to indicate if a child has pressed the release button for the emergency doors, an alarmed cover has been fitted which emits a sound if anyone lifts the cover in order to press the emergency release button. It does not delay or effect the release of the doors.

On our Lydiard Millicent site, the fire exit doors open onto the car park at the side of the school. In order to open the fire exit doors, a release button should be pressed before pushing on the emergency door handles. As an additional measure to indicate if a child has pressed the release button for the emergency doors, an alarmed cover has been fitted which emits a sound if anyone lifts the cover in order to press the emergency release button. It does not delay or effect the release of the doors.

ARRANGEMENTS

Detailed below are the arrangements for ensuring that the aims and objectives of the academies' Health and Safety Policy are implemented, to secure a safe and healthy working environment. The following are the schools' specific arrangements that have been identified.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a promenade position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staffroom at Ridgeway Farm and the PPA Room at Lydiard Millicent.

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the School Business Manager.
- All accidents should be recorded in an accident book. The accident books for pupils and staff are located in the first aid areas of each site.
- DBAT incident forms are held by each Office.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by a member of SLT.
- Fatal or major injuries must be reported immediately by telephone to Delegated Services (07979 425989) and an incident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the Accountability Committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone Delegated Services (07979 425989).

2. Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out and inform the School Office of the work / actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date DBS checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?

- Has the contractors any references from other school projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Principal, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools' Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

3. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by each caretaker. Deliveries of hazardous substances are planned for outside the school academic hours and immediately moved to the caretaker's locked storage unit.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- Details of products used by the caretaker / site staff are kept by the cleaning company with a copy provided in each cleaning cupboard.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- Cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools' arrangements.

4. Defect Reporting Procedures

- All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of School Business Manager so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of School Business Manager, so it can be logged, actioned and monitored.

5. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school.

6. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Principal, with the support of Governors, aims to embed safe practices into the culture of the school. The Principal and SLT ensure that the E-safety Policy is implemented and compliance with the policy is monitored.

Please refer to the E-Safety Policy for further information and guidance.

7. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by the school caretakers who have the PAT qualification.
- Portable appliance testing is carried out annually and whenever new equipment is purchased.
- Staff have been informed that they should not bring electrical items in from home unless a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept with the caretaker's folders on each site. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Hirers of the schools' facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

8. Expectant or new mothers

Should any of the schools' staff become a new or expectant mother the school will take steps to ensure their continued health and safety at work. A new and expectant mothers risk assessment will be completed with 'one to one' discussions and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

9. Fire and Emergency Procedures

- The schools have a separate Fire Policy.
- The responsible person is the Principal.

- The assembly point(s) is the playground for each site. The Community assembly point for Ridgeway Farm is the front car park.
- Fire wardens have been allocated for each site and fire warden training has been provided by Blaze Fire Safety.
- Each week the alarm will be tested by the caretakers to ensure that they are effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Blaze Fire Safety. Weekly and monthly checks should be undertaken by the caretaker. Details should be recorded in the fire log book.
- The fire log book is kept in the caretaker folders on each site. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary, by the Principal or Designated Site Lead OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the playground.
- Walk quickly - Do not run

- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by Office staff and distributed to teachers for registration/head counts.
- If the fire brigade have been called there must be clear access to the site by emergency services.

Please refer to the Fire Policy and Fire Procedures for further advice and guidance.

10. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the first aid areas of each school. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- First aid boxes are located in each first aid area and at Lydiard they are in each classroom and in each classroom.
 - The School Business Manager ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
 - If the first aider or Site Lead 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 parents/guardians cannot be contacted.
 - The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

11. Glass and Glazing

It is the responsibility of the caretakers to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

Please refer to the Health and Safety Manual for further advice and guidance

12. Infectious Diseases

- Reference the latest Public Health England 'Guidance on infection control in schools and other childcare setting' and other guidance can be viewed and downloaded at <https://www.gov.uk/government/publications/infection-control-in-schools-poster>
A copy of this guidance is held in the first aid area at Ridgeway and the PPA Room at Lydiard.
- The school has procedures that will protect against blood borne viruses and infections that may be transmitted via blood or body fluids.
- Bio hazard disposable packs or other facilities / products for dealing with blood or bodily fluids are held in the First Aid areas in each school.
- A copy of the Norovirus Toolkit document can be downloaded from <http://pcs-enterprises.org.uk/wp-content/uploads/2012/02/Norovirus-toolkit-for-schools-and-nurseries.pdf>.
- If the school has an increase in the number of infectious diseases cases, the Principal or Site Lead will call the local Public Health England Centre to seek further advice and if required complete a Public Health England Integrated Care Pathway document.

- Regulations require all clinical and biohazard waste to be segregated and collected by an approved licensed clinical waste contractor.

13. Lettings

Please refer to the Lettings Policy for advice and guidance.

14. Lone Working

- The school has recorded a lone working risk assessment and there are recorded procedures for key lone workers to remain safe.

Please refer to the Health and Safety Manual for further advice and guidance.

15. Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

16. Medication

Please refer to the Medications Policy for further advice and guidance

17. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- Faults or defects to equipment will be reported to School Business Manager.
- The PE equipment is inspected annually by Gymnasium and a record of the inspection is kept in the Caretaker folders.
- The school has a risk assessment for the gym activities and equipment.

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by the caretaker for any apparent defects and particularly for contamination by animals
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

18. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

19. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in each office
- Blank risk assessment forms can be found on the PCS website.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

20. Safeguarding

- The Governing Body fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed in September 2017.
- The Safeguarding Officer(s) / team are Jeanne dos Santos (LM DSL); Laura Gibbard (RF DSL) and Carly Luce (DDSL for LM & RF)
- The Multi-Academy Trust Designated Safeguarding Officer is Liz Townend.

- All staff have received routine safeguarding training and information.

21. School Trips/off site activities

The school has a School Trips Procedure that was last reviewed in September 2017.

The named competent person nominated as Educational Visits Coordinator (EVC) is Helen Kent.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the EVOLVE on-line system for school trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- The Principal signs off all school trips and visits.
- Pupils will be briefed about the off-site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off-site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

22. Smoking

Both schools are non-smoking site and non-vaping sites.

Staff Consultation

- 23.** The Local Board, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

24. Wellbeing

- The Local Board will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Principal, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.

- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

25. Violence to Staff

- The Principal and Local Board are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Principal.
- Staff are asked to keep a record of such episodes.
- An incident form should be completed.
- Appropriate steps will be taken by the Principal to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the school's position and any arrangements for sanctions or exclusions.

26. Water Hygiene

- A copy of the Legionella risk assessment is located in the caretaker's files.
- Clarity is employed to carry out many of the requirements of water testing under L8 guidance
- The caretakers carry out weekly flushing and temperature recording.

27. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Principal to ensure this takes place.
- Each school has access to kick stools, small steps or ladders.
- The caretakers carry out regular inspections on the ladders and records these checks.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools' equipment.

28. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Personal Protective Equipment must be provided free of charge if required.

29. Work Experience Pupils

A nominated person (Deputy on each site) in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

30. Workplace Inspections and Premises Risks

The Principal and a Governor representing the Local Board will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Principal will ensure that hazards associated with premises are monitored and controlled.

A named Governor will be involved / undertake inspections on a regularly basis and will report back to the Accountability Committee with a written report.

31. Waste

- Suitable receptacles for the collection of waste will be provided in strategic positions throughout the school. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by an authorised person or member of the site team.
- The caretakers will be supplied with any personal protective equipment necessary for the safe handling of waste materials.
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for the removal of hazardous waste will be made in association with the Waste Regulation Authority or a competent and licensed contractor.
- Waste is collected weekly by Hills Waste Management at Ridgeway Farm and SITA at Lydiard Millicent.

32. Health and Safety Committees

The health and safety committee is part of the Accountability Committee. Please see the committee's terms of reference for its health and safety duties.

33. Health and Safety Training

Health and safety training is managed, recorded and assessed by the School Business Manager. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.