



CUDHAM CHURCH of ENGLAND SCHOOL

AQUINAS Church of England Education Trust “Life - Transforming – Learning”

Procedure Title:	Health and Safety Procedures
Responsibility:	Head teacher
Review Body:	Trust Improvement Partner
Date:	December 2019
Review:	December 2021

Together we aim believe and achieve

At Cudham CE Primary School we want the very best for the children in our care so that they flourish in our Christian community and realise their potential. We strive to provide an enriching environment where each child will be happy, thrive and succeed.

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Introduction

The Aquinas Church of England Education Trust (the Trust) has delegated to the Headteacher of Cudham CE Primary School (the Academy) the responsibility for managing health and safety on a day to day basis. The Headteacher is responsible for implementing the Trust's Health & Safety policy and for all matters relating to health, safety and welfare within the Academy.

The Headteacher accepts that he/she has a duty to take such measures within the remit of the power delegated to them to ensure that the Academy site is in a proper state of repair, safe and not hazardous to the health of pupils, staff, contractors and visitors.

The delegation to the Headteacher includes all matters relating to health and safety as detailed in the Trust Health and Safety Policy. The Headteacher will report to the Trust any issues of concern on a termly basis, if it is of a significant nature reporting will be immediate. Any matter of significance will be reported by the Headteacher to the Chief Executive Officer or the Director of Estates and Facilities (DEF).

The Headteacher is the key manager responsible at the Academy for ensuring that staff, contractors, pupils and visitors follow the Health and Safety regulations and procedures. Health and Safety is an integral part of every employers and employee's role and responsibility. They are supported in this role by the Caretaker and School Business Manager as detailed below.

The Trust and the Headteacher will consult with staff, where appropriate in relation to health and safety matters as provided in the Health and Safety (Consultation with Employees) Regulations.

The competent person for the Trust is the Director of Estates and Facilities (DEF). The DEF will provide guidance to the Headteacher in the performance of his responsibilities.

These procedures must be read in conjunction with:

Trust Policies:

Health and Safety Policy

Lone

Worker

Academy

Policies:

Accessibility plan

Health and Hygiene

INDIVIDUALS

It is the responsibility of every employee:

- to take reasonable care of the health and safety of himself/herself and others, who may be affected by his/her acts or omissions at work;



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- to report hazardous situations to their line manager, Caretaker or Headteacher either by telephone or by email detailing their concerns.

It is the responsibility of all pupils:

- to follow the Academy behaviour in order to ensure their own and others health and safety whilst on the Academy's site.

RESPONSIBILITIES

Headteacher

The Headteacher:

- is responsible and accountable to the Trustees for implementing the Trust's Health & Safety policy, the Academy's health and safety procedures and for all matters relating to health, safety and welfare within the academy.
- must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters and functions operate efficiently and effectively.
- must also ensure that the Academy complies with all statutory regulations.
- will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters.
- will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff at the Academy, and to provide such information, training and supervision as they need for this purpose.
- also accepts responsibility for the health and safety of pupils and other people who may be affected by the activities undertaken by the Academy.
- will investigate all injuries, accidents, near accidents and damage that may lead to the identification of a hazard and ensure that they are reported to the appropriate authority and action taken to eliminate or mitigate the hazard.

Headteacher will be responsible for:

- ensuring that all members of staff have read the Trust's Health and Safety Policy and the Academy's health and safety procedures and related policies as detailed in the procedures. Any amendments to the procedures will be notified to staff.
- the day to day management of health and safety matters;
- ensuring that members of staff are briefed on all health and safety procedures, issues and the action required and it is a regular item at staff meetings;
- ensuring good communications within the Academy with regard to health and safety matters;
- monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards;
- liaising with the Caretaker and appropriate members of staff to ensure safety procedures and policy are adhered to;
- providing regular reports to the Trust of accidents, co-operating with all Trust Health and safety audits and actioning all Trust health and safety recommendations;
- keeping themselves and others briefed on health and safety legislation;
- liaison with outside agencies;



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- ensuring the risk assessment procedures are in place in accordance with the Trust's Health and Safety Policy and legislation;
- monitoring risk assessment procedures, arranging for termly hazard inspections to be carried out with appropriate follow-up action and reporting hazards to staff;
- ensuring that there are adequate first aid facilities at all times;
- ensuring that staff are adequately trained in the use of equipment at the Academy and the instructions for use of the equipment is readily available for consultation prior to use.

School Business Manager and Caretaker

The School Business Manager is responsible to the Head Teacher for health and safety issues. To ensure that the school meets the requirements the School Business Manager will delegate to the caretaker the following:

- The co-ordination of all maintenance work carried out on site;
- Ensure the security of all Academy buildings and site, and setting of alarms;
- Compile and maintain school defects register and identifying known hazardous materials (e.g. flammable materials, chemicals etc.);
- Ensure that all contractors are aware of the location of hazardous materials within the Academy;
- Ensure that the Academy's catering, cleaning and premises staff are aware of the academy's health and safety procedures and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this;
- Ensure that all statutory safety notices and signs are displayed, appropriate to the workplace;
- Supervise and monitor training and briefing on health and safety legislation;
- Carry out fire alarm call point tests on a weekly basis using a rota system and maintaining records;
- Monitor the cleaning and premises workforce;
- Ensure that a copy of the Academy's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- Undertake the necessary risk assessments as directed the Headteacher in accordance with the Trust's Health and Safety Policy.
- Undertake all the checks as detailed in the Premises Inspection Schedule as found at **appendix 1**

Staff

All staff are responsible and accountable to their line manager for the implementation of the Trust's Health and Safety Policy and the Academy's health and safety procedures in the performance of their duties. Each member of staff must be familiar with this policy and its implications together with procedures and practices relating to the Academy.

Staff must conform to responsibilities as laid down in the safe working arrangements and have a legal responsibility under the Health and Safety at Work Act 1974 to report any possible hazard or defects. This should be to the Caretaker or Headteacher for rectifying the matter.

Staff must ensure that, where particular conditions apply, all pupils or persons under their supervision must receive instruction or provided with on the job training to enable them to operate in a safe and efficient manner.



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All employees have the responsibility to co-operate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

If any member of staff identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Caretaker or Headteacher as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter.

The following areas are the delegated responsibility of the named persons:-

Classrooms	Class teachers
Workshops/stores	Caretaker
Admin. Office	Senior admin. officer
Foyers	Caretaker
Boiler room	Caretaker
Toilets	Caretaker
Kitchen and servery room	Caretaker and cook
School hall and library	Caretaker
Library	Literacy subject leader & Caretaker
PE equipment	PE subject leader
External play areas	Caretaker/teaching staff/playtime supervisors
Staffroom	Headteacher/Caretaker /teaching staff/teaching assistants
Stockroom	Admin Assistant

ABILITIES

It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities. It is the responsibility of staff to be aware of any pupil with a medical condition that may be brought on or exacerbated by physical exercise. Staff must ensure compliance with any known medical advice relating to particular pupils. Staff should consult the relevant risk assessment and the Academy's SEN and disability register.

It is the responsibility of the Headteacher to ensure that the appropriate staff are made aware of pupils with medical conditions and/or are on the SEN and disability register.

ACCIDENTS/ ILLNESS and FIRST AID

In the event of an emergency, trained first aiders can be called by contacting the school office.

Trained first aiders are:

- **Office Staff:** Heather Peck, Yvonne Corneille and Jane Stewart
- **Teachers:** Danielle Read and Kerry McKatherine



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- **Higher Learning Teaching Assistants:** Rachel Borg and Julie Wickens
- **Teaching Assistants:** Paula Minto, Zoey Strawson and Beatrice Walker
- **Lunchtime Meal Supervisors:** Carly Pickett
- **Pre-School:** Kirstin Buttery

The first aid boxes are located in the school office and in the staff kitchen. Mrs Yvonne Corneille, Mrs Jane Stewart or Mrs Heather Peck are responsible for the replenishment of the first aid boxes

If the first aider believes that the injured person requires immediate medical treatment they will:

- arrange in consultation with the Headteacher for the emergency services (999) to be called if necessary;
- arrange for the next of kin to be informed;
- arrange for the injured person to be transported to A&E by ambulance or by parents;
- arrange for a suitable member of staff to accompany the pupil should parents or carers be unavailable to do so; and
- keep the Headteacher advised throughout the process.

A qualified first aider must hold a valid HSE approved certificate. Certificates are valid for 3 years from date of issue. It is the Headteacher's responsibility to ensure that all first aiders hold the necessary certificates and staff attend refresher courses.

Pupils with potential life threatening conditions should be identified and a list maintained with appropriate staff being advised of the pupil, the condition and the action to take. There should also be suitably trained staff to deal with specific medical conditions. Letters of authority should be obtained from the parent/carer authorising treatment in the event of life threatening situations only.

When dealing with any incident of potential infection, attention of staff must be drawn to the guidelines on reducing cross infection at work. Education Code of Practice 3.03. This deals with procedures for clearing up of blood, blood soaked materials, needles, vomit, fecal matter and other body fluids.

Pupil Accidents/ Illness

If the accident/ illness is a non-emergency the pupil should report to Mrs Heather Peck, Mrs Yvonne Corneille or Jane Stewart to be assessed. If necessary, the pupil should be made as comfortable as possible in the sick room or another supervised office. Parents are to be contacted, to take the unwell pupil home. Further details regarding the attendance of pupils at school whilst unwell is found in the Health and Hygiene Policy.

Staff Accidents/ Illness

If the accident/ illness is a non-emergency the member of staff should report to the school office to be assessed by the first aider. The Headteacher should be informed and he/she will make a decision to advise the Trust's Human Resources department. If the member of staff is a teacher, his/her class will need to be covered by another member of staff. If necessary, a relative should be informed.

All accidents and any treatment administered whether occurring on or off site must be reported at the earliest opportunity and logged by using the form AR3. Once completed the form should be sent to the school office after which it will be submitted to the Headteacher for investigation and



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signature. The Headteacher will check each form to see if it constitutes a report under RIDDOR. As appropriate a RIDDOR form will be completed and a copy must be sent to the Trust.

ADMINISTRATION OF MEDICINES

Staff will only become involved in administering medicines under the following circumstances:

- Prescribed medicines only.
- All medicines to be kept in original container.
- Correct labelling, i.e. child's name, dose, frequency of administration, cautionary advice and expiry date.
- Signed parental consent for the administration for medicine and named child.
- Antibiotics that are prescribed to be administered 4 times daily

Antibiotics prescribed to be administered 3 times per day should be managed at home:

- 1 dose in the morning
- 1 dose after school
- 1 dose before bedtime

For residential visits staff will hold a small number of non-prescribed medicines to be administered in minor emergencies at the discretion of the member of staff and only with prior parental consent.

Long term medical needs

The school must have sufficient information about the medical condition of any pupil with long term medical needs. This information must be with the school before the pupil starts. For pupils who attend hospital appointments on a regular basis, special arrangements may be necessary. The school may have to draw up a written healthcare plan involving parents and healthcare professions.

Disposal of medicines

The school will not dispose of medicines. Parents are asked to collect medicines at the end of each term and are responsible for the disposal of date-expired medicines.

School trips

Where safety permits pupils with medical needs will be encouraged to participate in school trips. Staff supervising excursions will be made aware of any medical needs and relevant emergency procedures.

ANIMALS AND PLANTS

Animals are not kept in school for any period of time other than temporary arrangements such as to hatch a chick or butterflies.



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All staff will be made aware of any potentially dangerous plants in the Academy grounds and action taken to remove them. Dogs are not permitted in the Academy grounds without permission from the Headteacher.

CONTRACTORS

All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised by the Headteacher and contractors briefed. The Caretaker will monitor all works on site and the contractors.

If staff feel that something is dangerous then the Headteacher and Caretaker should be informed. Segregation of the work area must be maintained. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

No vehicles should be maneuverer to or from the site whilst pupils are in the area. No grass mowing is to take place while pupils are on the fields.

When engaging a contractor to undertake work at the Academy, the Headteacher must consider the implications of the provisions in the Construction (Design and Management) Regulations in order to manage risks.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

No hazardous substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance, then the Headteacher must be contacted for further guidance. The Headteacher and the Caretaker must regularly monitor compliance with COSHH by carrying out spot checks. Records must be kept of all spot checks in the Premises Inspection Schedule. Safety instructions must be written on all work schemes.

SPECIFIC STAFF RESPONSIBILITY

Physical Education

Conduct and Supervision

All sports and activities are to be carried out in accordance with the following references:

- Safety in Physical Education (HMSO)
- Safety in Outdoor Pursuits (HMSO)
- Out of School Activities (LBB Education)
- Safety Practice in Physical Education and School Sport (BAALPE)

The Headteacher must ensure that all staff, volunteers and students on teaching practice have the appropriate level of qualification, experience and competence before being allowed to deliver an activity. The Headteacher is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce higher risks. The PE subject leader must monitor activities to ensure adherence to the published guidance. The PE subject leader is also responsible for undertaking the requisite risk assessments and for prioritising efforts to reduce the higher risks.

If any sport or activity, other than those mentioned in the above reference, is to be included in the curriculum then guidance from the national governing body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.



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It is the responsibility of all staff to be aware of any student with a medical condition that may be brought on or exacerbated by physical exercise.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair is to be tied back. No jewellery may be worn and personal effects must be removed before a lesson commences. Glasses are not permitted to be worn in contact sports. There may be an exception on religious grounds.

For pupils with serious medical conditions such as asthma or epilepsy, medical clearance and the written permission of parents is essential before they can be allowed to take part in swimming activities. Where pupils are undertaking swimming lessons the following guidance must be complied

with: "Safety in Swimming Pools" – HSC/Sports Council. Leisure Services Code of Practice No 17 "Operation of small pools, training manual for School Caretakers" – Local Government Training Board. An adult should be present at the poolside who is able to effect a rescue and carry out artificial resuscitation. The adult must have the appropriate safety qualifications as detailed in the "Safe Practice in Physical Education".

Equipment

P.E. equipment must be subject to an annual check by a competent person and records kept of all such inspections in the Schedule of Premises Inspection. Any defect must be reported to the Headteacher and/or caretaker.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. In setting up or dismantling apparatus, care must be taken to ensure that pupils do not attempt to move items that are too heavy or cumbersome. No pupil is to move equipment unsupervised. On completion of the lesson, all equipment is to be replaced securely and correctly. Attention is to be given to footwear, and in the event of performance in bare feet, regard must be given to the possibility of foot infection, and of the dangers of using a multi-purpose hall for P.E.

Curriculum Generally

Teaching staff and those assisting them have the duty to ensure that health and safety procedures are followed and that they are familiar with these procedures. They are responsible for ensuring risk assessments are carried out and for prioritising efforts to reduce higher risks. Safety instructions must be written on all work schemes and protective clothing, including goggles, aprons, etc. must be worn for all activities where there is a risk of injury.

When undertaking the DT, Art or Science curriculum staff will use their professional judgment when equipment is used. The responsibility for ensuring that the equipment used has had its annual safety check rests with the Headteacher and the Caretaker. However, staff have a shared responsibility to undertake a visual check of the equipment, to read the instructions for use and comply with these instructions.

Driving

The Academy will seek to provide safe transportation for pupils to school events. Where such transport is to be provided by staff or volunteer parents the standards required when transporting pupils by car (or other vehicle) is as follows:



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- Staff and parents must drive in accordance with all applicable legislation.
- Staff and parents must hold a current U.K. driving license.
- Staff and parents must be appropriately insured for driving the vehicle in which the pupils will be transported and for the purpose of travel intended. Staff should avoid travelling alone with pupils.
- The vehicle must have up to date Road Tax and have a current M.O.T.
- The vehicle must be fitted with fully operational seat belts for all passengers, which the driver will ensure are worn at all times. The law states that transport of children under the age of 12 who are also under the height of 135cm require a restraint (or booster seat) to be provided, which the driver must ensure is used. (Ref: <http://www.lawontheweb.co.uk/seatbelts.htm>).
- The consumption of any alcohol during the day during which pupils are being transported is not permitted.

DISPLAY SCREEN EQUIPMENT (DSE)

Computer based equipment can be used in complete safety if a few common sense measures are taken:

- Adjust furniture and equipment to suit your needs - do not adjust your posture to the workstation.
- Avoid static posture and prolonged DSE work without a change of activity.
- Always report problems with your furniture, equipment or eyesight as soon as these arise. An assessment of such users work areas will be needed and records kept.

(Display Screen Equipment Regulations 1992. LBB Guidance Note for Managers – Display Screen Equipment.)

It is unlikely that the majority of staff will be affected by this provision as they will not be considered a defined user. However, admin officers, typists, secretaries etc will probably be defined as users and must consider the above and any risks associated with the use of DSE.

If a member of staff is concerned about the DSE or their workstation, the Headteacher should be contacted in order to review the working conditions and undertake the necessary risk assessments.

EDUCATIONAL VISITS

The visit leader is responsible for completing risk assessments and entering data onto the Local Authority*EVOLVE system. The academy's educational visits coordinator (EVC) works with the visit leader to ensure that procedures have been followed correctly and to advise on planning and risk assessment. The EVC will give initial approval at each stage in the preparation for the activity.

(*The school has opted into the Local Authority Service Level Agreement for overseeing trips and visits.)

The Headteacher is the approved signatory and as such must give final approval to all visits and trips.

Physical Education lessons and matches which take place outside the Academy grounds are subject to the same policy as for any other trips.

If accidents or illnesses occur when away from school the following procedure will take place:

- One member of staff will care for the injured/ill party and make necessary arrangements, i.e. determine whether or not medical attention is required.



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- The Headteacher will be contacted, and if it is deemed necessary the student's parents/ carers will be informed.

If it is thought essential, arrangements will be made to get the unwell/injured party either home or to hospital.

Any incident that causes injury to a pupil or staff member whilst on a school trip must be reported as detailed above.

EQUIPMENT

All records of equipment are to be kept and any defects reported to the Caretaker. All hand tools and lifting machines and tackle are to be inspected regularly and a visual inspection must take place before use. Any defective item is to be removed until repaired and Mr Colin Bavistock is advised of the defect.

Staff must ensure that any protective clothing supplied for use on a piece of equipment during a process and any fixed protective guarding on machinery is used in the correct manner during use of that process or equipment. The relevant teacher is responsible for equipment required for curriculum purposes. Curriculum DT is a shared staff responsibility, risk is low level and staff will use their professional judgement when equipment is used

Electrical Equipment

The 'competent' person responsible for carrying out tests on portable electrical equipment is the Caretaker or his supervised nominee who will undertake continuity and other technical tests.

Visual inspections of electrical equipment and continuity tests are to be carried out pre-termly and such inspections using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded by the Caretaker in the Premises Inspection Schedule. All appliances once tested will be marked with a sticker and dated. Any electrical items brought into the school for whatever reason must be reported to the Caretaker who will arrange a test to be carried out before their use. This includes items on loan or as gifts.

The use of multi - adapters is to be avoided, as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

All minor electrical work such as fitting plugs etc. is to be carried out by the Caretaker. For major repairs contractors will be appointed by the Headteacher.

It is of the utmost importance that all staff ensure that electrical power is switched off immediately after use of apparatus. Any defect in electrical equipment or apparatus must be reported immediately, and any such items must not remain assembled in classrooms after school has ended.

Note: The use of additional heaters is not permitted unless the Caretaker is aware of their use. Staff must ensure that any heaters are switched off immediately after use. It is the responsibility of all members of staff to ensure that all electrical equipment (including heaters) are switched off before leaving the school building. **EVACUATION IN THE EVENT OF AN EMERGENCY**



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Fire

Fire Precautions Act 1971 requires training to be given to staff. All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used. All staff must also be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

Consequently, staff must undertake fire awareness training every two years, this can be found by clicking on the link below: <https://app.ihasco.co.uk/training/MzE1fGdsZW5kYXk-> Staff that are fire wardens must also complete the fire wardens training also found at the above link.

The Caretaker is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. The Premises Inspection Schedule records this testing.

Any member of staff discovering fire must sound a fire alarm by breaking the glass on the nearest two fire call points. Staff should make themselves aware of their nearest fire alarm call points. On the sound of the alarm the whole building will be evacuated as quickly as possible, following the instructions that can be found by the door in every room. All pupils, staff and visitors must make their way to the car park area by the field, Individuals with mobility problems should be assisted to evacuate the premises.

Once the evacuation has taken place, class teachers are responsible for taking the register of their class and ensuring good order and silence is maintained. Once every pupil is accounted for and the site is declared safe children will return in single file back to their classroom.

The Headteacher is responsible for updating the fire evacuation procedure and distributing it to all staff regularly.

During the school year fire drills will be carried out to:

1. familiarise pupils and staff of fire escape routes, muster point and procedures.
2. cover fire alarms at different times of the school day e.g. break times.
3. give pupils and staff practise in dealing with obstructed exits.

Fire drills are carried out half-termly; the fire alarm system manual folder holds the records of fire drill tests.

Fire notices are displayed prominently across the school.

Other Evacuation

In the need to evacuate the building due to a bomb threat or other such threat there will be a fire alarm instruction to evacuate the building **taking out all personal bags**. Assembly will be on the entrance to the school field. **Otherwise, the procedure is the same as for evacuation in the event of fire.**

Lockdown Procedure

Staff should familiarise themselves with the procedure found at **appendix 2**. Staff will be alerted to the activation of the plan by a member of the SMT. This will be either by word of mouth, internal phone calls or by the sound of a whistle (to be blown using four blasts).



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IDENTIFYING POTENTIAL OR ACTUAL HAZARDS

If any member of staff identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Headteacher or Caretaker as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the Headteacher will implement steps to eliminate the hazard. See **appendix 3** – Windows Policy.

The Caretaker quite often works alone, especially early mornings. He is supplied with and carries a mobile phone for general use and emergencies. Emergency numbers are kept on his phone call register.

MANUAL HANDLING

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. The Caretaker must ensure that risk assessments include any high-risk manual handling activity. Staff will be encouraged to undertake training in safe lifting techniques where appropriate. Staff must follow any control measure identified such as use of handling aids or safe systems at work. Staff must not take personal risks when manual handling. Staff should report any problems with working activity or equipment as soon as they occur.

REMOVAL OF WASTE

Waste is removed weekly in 2 bins for general and one for paper and card. Any contaminated waste, excess chemicals and flammables will be disposed of according to current regulations. It will then be the responsibility of the Caretaker to ensure these procedures are carried out. Broken glass is disposed of in the general bins by the Caretaker.

RISK ASSESSMENT

It is accepted that some activities may, unless properly controlled, create risks to members of staff, pupils or visitors. The academy will take all reasonably practicable measures to reduce these risks to an acceptable level. The Headteacher in conjunction with the School Business Manager and Caretaker will consider the likely hazards and injury/ ill health which may result in harm. Thereafter, risk assessments will be undertaken by the Caretaker or the relevant member of staff in order to eliminate or mitigate these risks.

As a part of this process, the risks detailed in **appendix 4** will be assessed together with any other risk as identified by the Headteacher, School Business Manager and the caretaker. The Trust's Health and Safety policy will be followed in order to assess the risk and to ensure that it is always reviewed.

SAFETY EDUCATION

The aim of Safety Education is to enable pupils, as they grow up, to become increasingly aware of the risks which surround them. They should thus be able to better assess degrees of risk and be better equipped to take such preventative measures as are necessary to avoid accidents to themselves and to others. The most effective lessons in safety that a school can give are probably



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those which are incidental, forming part of ordinary teaching. Pupils should, however, be made aware of safe behaviour.

In Classrooms:

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

In the playground

- Acting sensibly and safely

Around school

- Walking around school
- Entering and leaving the school in a sensible and controlled manner

In the toilets

- Acting sensibly and safely

In this way pupils should learn to accept personal responsibility, to assess risks and to protect themselves and others by using their own knowledge and experience.

SECURITY

The procedures for clearing the school and setting the alarms are the responsibility of the Caretaker who follows a clear routine before setting the alarms this includes systematically checking all rooms, doors and windows, internally and externally before setting the alarms and locking the buildings.

The users of dangerous or high value items such as chemicals, laptops, ITC equipment, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the school office as soon as they enter the premises. They should sign the visitors' book and obtain a pass. They should then wait for their escort/point of contact or proceed if authorised. All staff should be aware of unidentified people wandering around the school and be prepared to challenge them and report their presence to the Headteacher.

All pupils must enter the school either through the bottom gate, back gate or front gate. The front and bottom gate are automated and parents/pupils have to press an entry buzzer and identify themselves before being allowed to enter the premises.

Timings:

The back gate is opened at **8.00am** for staff and locked at **9.00am** by pre-school staff or by the Caretaker. This gate is unlocked at **3.00pm** for parents to collect their children. The gate will be locked at **4.00pm**.

In the case of a letting, the Caretaker will open the school prior to the letting. He will show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc. The lessee is fully aware of their responsibilities during the period of the letting, the Education Conditions of Booking form should accompany every acknowledgement of a booking. This will be sent out by the school office.



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SMOKING ON SITE

There should be no smoking on the school site at any time. Staff disciplinary procedures will be instigated for staff found smoking on. Visitors should be challenged and asked to leave the site if necessary. This also applies to the use of e-cigarettes.

STRESS

In some situations, the job content, working environment or the personal disposition of an employee can lead to the kind of psychological difficulties which are commonly referred to as stress and which may have physical as well as psychological symptoms.

Any staff member who feels under stress should discuss the situation with his/her line manager at the earliest possible opportunity to identify practical solutions to overcome the level of stress. If the issues cannot be dealt with then the Headteacher must be notified. If staff notice any signs of stress in students this should be immediately reported to the Headteacher.

SUPERVISION AT THE START AND END OF THE DAY, AND DURING BREAK AND LUNCH TIME

Pupils must arrive at school between 8.30am and 8.45am and will make their way into class where they are immediately supervised. Pupils must be collected promptly at 3.15pm unless they are attending an activity on the school site organized by the school. There is a rota every week, detailing supervision duties for break and lunchtime each day.

The school cannot be held liable for any accidents in the school playground before and after the designated school times.

TRAINING

The Headteacher is responsible for the health and safety training of staff at the academy. This includes health and safety induction for new members of staff and updates for existing members of staff.

Appendix 1

Premises Inspection Schedule

<u>Required Inspection</u>	<u>Frequency</u>
Health & Safety Inspection	Monthly
Health & Safety Inspection	Annual
Asbestos Register	Every 5 years
Annual Asbestos Review	Annual
Visual inspections	
Fire Risk Assessment & Annual Review	Annual
Fire Alarm Servicing	Quarterly
Fire Alarm Testing of Call Points	Weekly
Fire Extinguisher Service & Inspections	Annual



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Emergency Lighting Testing	Annual
Emergency Fire Evacuations	Termly
Visual Inspections (fire doors open & corridors clear) Every 2 years	
Legionella Risk Assessment	
Cold Water Tank Condition Inspection (By Law 30)	Annual
Legionella, Bacteriological and E Coli Sampling	Bi-Annual
Monthly Near and Far Temperature Testing	Monthly
Testing of all TMV's to check temperature (rolling programme alongside monthly testing)	Annual
Weekly Flushing of Rarely Used Sentinels	Weekly
Boiler Gas Certification	Annual
Boiler Servicing (Clean fan etc)	Annual
Gas Carcass Testing & Certification	Annual
Kitchen Gas Appliance Service & Testing	Annual
	Every 5 years
Fixed Electrical Installation	
Portable Appliance Testing	Annual
PAT Testing Equipment Calibration	Annual
Cleaning of Filters	Termly
Checking/Cleaning of Extraction Unit	Bi-Annual
Kitchen Ventilation Inspection	Annually
Dishwasher Servicing	Bi-Annual
Air Conditioning Servicing and F Gas Certification	Bi-Annual
Visual Playground and Gym Equipment Checks	Weekly
Gym Equipment Inspection	Annual
Outside Playground Equipment Inspection	Annual
Inspection of table seating units	Annual
Tree Survey	Annual



Appendix 2

Lockdown Procedures

Emergency Management Team

The EMT will take overall responsibility for co-ordinating the lockdown.

The EMT will consist of:

Head Teacher
School Business Manager
Caretaker

Partial Lockdown

This may be as a result of a reported incident or civil disturbance in the local community, or as a result of a warning being received regarding the risk of air pollution, etc. with the potential to harm staff or students in the school.

Partial lockdown can also be a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of a prevailing threat.

Immediate Action:

An announcement (phone call or a member of the EMT will be made to alert staff and pupils as follows: **"A partial emergency is in place, please remain in your classrooms. Learning will continue as normal"**).

1. The announcement will be followed with an email to all staff providing details of the situation so that they can reassure their students.
2. All outside activity should cease immediately, and pupils and staff must return to the building.
3. Staff should notify the school office immediately of any students not accounted for.
4. All staff and students to remain in building and external doors and windows locked as appropriate.
5. Free movement may be permitted within the building dependent upon circumstances.
6. The EMT will liaise with the Emergency Services and conduct an ongoing risk assessment based on advice from the Emergency Services and staff within the school.



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Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Where possible the following procedure will be followed:

Immediate action:

1. An announcement will be made to alert staff and pupils as follows: "Please follow the CLOSE procedures and remain in your classroom, or move to the nearest classroom". This message will be repeated four times. A whistle will be blown using four blasts of the whistle
2. Simultaneously, the emergency services will be notified of the situation. Where possible this will be coordinated by the EMT.
3. All pupils return to go to the nearest manned classroom.
4. The CLOSE procedure:
 - a. Close all windows and doors
 - b. Lock up
 - c. Out of sight and minimise movement (e.g. under desk or around a corner)
 - d. Stay silent and avoid drawing attention
 - e. Endure. Be aware you may be in lockdown for some time
5. Where it is safe to do so staff should email/ring the School Business Manager the names of any students unaccounted for.
6. Staff and students should remain in lock down until it has been lifted by a member of the EMT or Emergency Services.
7. At any point during the lockdown, the fire alarm will be activated which is a cue to evacuate the building.
8. During the lockdown, staff will keep agreed lines of communication open to receive instruction via text or email.

If the media becomes involved, the Headteacher or Executive Head will liaise to ensure that clear and timely messages are released from the school. The Headteacher or Executive Head will also inform the CEO of the Trust of the situation as soon as is practicable whilst prioritising the safety of everyone in the school.

Communications

The school will make every effort to keep staff updated either via email or by mobile phone. Communication will be activated between the EMT and staff from the School Office.

Staying safe

It is not possible to plan or provide procedures for all circumstances. Staff are therefore asked to apply the principles of this policy to any perilous situation, and to do whatever they can to keep themselves and their students safe, and out of harm's way.

Appendix 3

Broken Windows policy

Any broken windows are to be replaced by 6mm polycarbonate sheet, which is shatter proof.

Appendix 4

The following areas of risk must be assessed:



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1. General - All risks to the health and safety of staff, students, contractors and visitors arising out of their work as provided in the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations and Workplace (Health, Safety and Welfare) Regulations.
2. Pregnancy - Risks to new or expectant mothers must be considered in the risk assessment (see regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999).
3. Under 18 Staff (if applicable) - Where employing staff under the age of 18, risk assessments must be carried out (see paragraph 5 regulations 3 of The Management of Health and Safety at Work Regulations 1999).
4. Asbestos risk assessment (see regulation 4 of The Control of Asbestos Regulations 2012 for details of what must be considered as a part of this process).
5. Legionella risk assessment (see the Control of Legionella Bacteria in Water Systems L8).
6. Substances Hazardous to Health - The risk from substances hazardous to health must be assessed (see regulation 6 of The Control of Substances Hazardous to Health Regulations 2002 which details the matters that must be considered).
7. Display Screen Equipment - The risk that display screen equipment poses to staff must be assessed (see regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992).
8. Fire - Suitable and sufficient assessment must be made of the risks to staff, students and visitors are exposed in order to identify the general fire precautions needed to be taken (see regulation 9 of The Regulatory Reform (Fire Safety) Order 2005).
9. Electricity – risk assessment in relation to the use of electricity as provided in the Electricity at Work Regulations.
10. Gas - risk assessment in relation to the use of gas as provided in the Gas Safety (Installation and Use) Regulations/
11. Manual Handling - Risk assessment of manual handling operations must be conducted where it is not possible to totally avoid potential injury as a result of the operation (see regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1).
12. Lifting – Risk assessments must be undertaken as provided in the Lifting Operations and Lifting Equipment Regulations.
13. Working at Height - Risk assessments must be carried out in relation to working at heights in order to identify the measures needed to ensure that the work is carried out safely (see regulation 6 of The Working at Height Regulations 2005).
14. Pressured Equipment – risk assessments must be carried out as provided in the Pressure Equipment Regulations and Pressure Systems Safety Regulations.
15. Control of Lead - risk assessment in relation to the lead on the premises and its control as provided in the Control of Lead at Work Regulations.
16. Use of Equipment – risk assessment must be undertaken in accordance with the Provision and Use of Work Equipment Regulations.
17. The risk of children being drawn into terrorism must be assessed.

In addition, the Headteacher will consider the requirements of the Health and Safety (first Aid) Regulations and the Personal Protective Equipment Regulations.

The Headteacher shall ensure risk assessments are undertaken through the completion of a risk assessment form which will cover the areas detailed below:

DATE:

UNDERTAKEN BY:



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

DATA PROTECTION

Cudham CE Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.