

The Vines Academy Trust

Health & Safety Policy 2023

All Saints Primary School

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Statement of Intent

As a responsible employer, The Vines Academy Trust recognises that they have a legal obligation to protect the health, safety and welfare of employees, pupils, visitors and other users of its premises, so far as is reasonably practicable.

The Trust considers that ensuring the safety of our community is of paramount importance and this policy reflects our commitment to creating a safe environment across our school sites.

The Trust is committed to:

- Providing a productive and safe learning / working environment;
- Preventing accidents and any work-related illnesses;
- Compliance with all statutory requirements and, where possible, with best practice;
- Developing and implementing a systematic approach to identify risks, which promotes the principles of sensible risk management;
- Providing safe working equipment and ensuring safe working methods;
- Providing suitable information, instruction, training and supervision;
- Promoting a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare;
- Setting high targets and objectives to develop a culture of continuous improvement in respect of health and safety;
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable;
- Monitoring and reviewing our policies and practices to ensure effectiveness.

All employees of The Vines Academy Trust have a responsibility to take reasonable care of themselves and others, and to co-operate with the management staff of their base school to ensure statutory duties and obligations are fulfilled.

In addition to their statutory duties, Head Teachers and Teachers have a common law duty of care for pupils, stemming from their position in law “in loco parentis”.

A separate Health and Safety Guidance Manual provides further information and guidance to schools regarding key aspects of this policy.

Legal Framework

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974);
- Workplace (Health, Safety and Welfare) Regulations (1992);
- Management of Health and Safety at Work Regulations (1999);
- Control of Substances Hazardous to Health Regulations (2002);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013);
- The Construction (Design and Management) Regulations (2015)

This policy also has due regard to national guidance including, but not limited to:

- Health and Safety: Advice on Legal Duties and Powers (DfE, 2014);
- Health and Safety for School Children (DfE, 2015);
- Safe Storage and Disposal of Hazardous Materials and Chemicals (DfE, 2017)

- Keeping Children Safe in Education (DfE, 2018);
- Sensible Health and Safety Management in Schools (HSE, 2014)



Roles and Responsibilities

Trustees

The Trustees of The Vines Academy Trust, have overall responsibility, as the employer, for ensuring compliance with health and safety legislation and for ensuring the health, safety and welfare of employees, pupils, visitors, contractors and volunteers. The Trustees are responsible for determining the Overarching Health and Safety Policies for all schools within The Vines Academy Trust.

Governors

The Local Governing Body of each school within The Vines Academy Trust are responsible for:

- Determining local detail where required within the Trust Health and Safety Policies;
- Allocating sufficient funds for health and safety;
- Establishing clear lines of accountability for health and safety;
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made to reflect local circumstances;
- Identifying and evaluating risks relating to possible accidents and incidents within the school;
- Providing access to competent health and safety advice.

Head Teacher

Without limiting the responsibility of the Local Governing Body and the Trustees, the Head Teachers will oversee the day-to-day management of safety and the implementation of this policy within their school.

The Head Teachers will comply with the health and safety policy and in particular will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors to their school site;
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation, and will maintain an up to date system of policies, procedures and risk assessments;
- Work with trade unions and employee health and safety representatives to ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk;
- Ensure the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- Liaise with the Local Governing Body and CEO/CFO;
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance, using the agreed EVERY online system;
- Ensure that local procedures for the selection and monitoring of contractors are in place;
- Take appropriate action under the Trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures;
- Comply with the duties of All Employees (as set out below).

Senior Leadership Team / Line Managers

Under the direction of the Head Teacher, the Senior Leadership Team (SLT) and those with Line Management Responsibilities will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control, and will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work;
- Take responsibility for the implementation and operation of the Health and Safety Policies within their department / areas of responsibility as delegated by the Head Teacher;
- Be responsible for aspects of health and safety that are included in their job description;
- Take a keen interest in the Health and Safety Policy and procedures, and assist in ensuring that all staff, pupils and visitors comply with its requirements;
- Comply with the duties of All Employees (as set out below).

Premises Officer

The Premises Officer is responsible for:

- Maintaining an understanding of the requirements of this policies document in relation to their own job purpose;
- Maintaining an awareness of the relevant premises-related health and safety legislation, issues and procedures;
- Controlling contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures are implemented;
- Ensuring that adequate security arrangements are maintained;
- Maintaining the safety of the building and grounds, ensuring that all premises related hazards are adequately identified and assessed and that suitable and sufficient control measures are implemented and monitored;
- Arranging regular inspections, testing and maintenance of all plant, equipment and systems, as required by Health and Safety legislation, this document and/or local requirements of the school, taking follow-up action as necessary and maintaining accurate records to evidence that this has taken place in line with The Vines EVERY Compliance System;
- Complying with the duties of All Employees (as set out below).

All Employees, Including Those Identified Above

All employees must comply with this policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All employees are therefore required to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or by their omissions;
- Co-operate with their line manager and senior management to work safely;
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;

- Report to their manager, or to the school office, any health and safety concerns, hazardous condition or defect in the health and safety arrangements;
- Support the school in embedding a positive safety culture that extends to pupils and any visitors to the site;
- Use the correct equipment and tools for the job, including making use of any protective clothing supplied;
- Ensure any chemicals are used correctly and are stored and labelled as appropriate;
- Ensure pupils are aware of their responsibilities in respect of health and safety (as set out below) as appropriate to their age and understanding.

Appendix 2 provides Health and Safety Induction guidance for new employees.

Pupils

Pupils are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Dress in a manner that is consistent with safety and hygiene standards;
- Comply with all health and safety instructions given by staff;
- Observe the health and safety rules of the school;
- Not misuse, neglect or interfere with items supplied for their and other pupils' health and safety;
- Report to a member of staff if they have any health and safety concerns.



Over-arching Organisational Arrangements

Health and Safety Objectives

The Local Governing Body and the Head Teacher will review health and safety compliance and achievement of any objectives at a termly meeting of an appropriate sub-committee (e.g. Safeguarding/Health and Safety/Premises Committee). Where necessary health and safety improvements will be identified and included within the school's annual action plan (SDP/SIP).

Communication

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and will include:

- SLT meetings;
- Staff meetings;
- Staff bulletins;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided;
- Communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the Trust structure as appropriate.

Financial Resources

The Local Governing Body, along with the Head Teacher, will ensure that adequate resources are being deployed to ensure adequate health and safety management and control, taking account of identified issues and past performance.

Specialist Advice and Support

Each school will ensure that access to competent technical advice on health and safety matters is procured to assist them in complying with statutory duties and meeting health and safety objectives.

Currently this is achieved via a Trust arrangement (Service Level Agreement) with Leicestershire County Council Health, Safety and Wellbeing Service.



Training

The Local Governing Body and Head Teacher will consider health and safety training on an annual basis, focussing on mandatory training as a priority, in order to ensure that staff members are provided with the training they need for their job.

Appendix 3 sets out mandatory and suggested training for different staff within each school.

Training need not mean attendance at training courses – it may simply involve providing staff with basic instructions and information about health and safety in the school.



Risk Management / Risk Assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Across the Trust and within each school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Risk assessments will be subject to consultation with all staff to whom they are relevant prior to sign off, and must then be available to staff at all times. Each school is responsible for informing all of their staff where/how they can view all risk assessments.

Risk assessments must be reviewed regularly to ensure they remain fit for purpose.

New and Expectant Mothers

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

Young Workers

Young person's risk assessments will be carried out as necessary, for staff and volunteers.



Management of Premises and Activities

Asbestos

All schools across The Vines Academy Trust comply with the HSE's approved code of practice "Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice and Guidance (L143)". The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

Each school that was wholly or partially constructed prior to the UK asbestos ban (November 1999) has a whole site asbestos "management survey" from which a Local Asbestos Management Plan (LAMP) has been developed. The LAMP, along with the asbestos register, will be kept up to date.

A minimum 6-monthly (recommended quarterly) visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas is undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs is addressed in accordance with the procedures detailed in the school's LAMP.

Prior to any works that will, or that have the potential to, alter the fabric of the building, a "refurbishment and demolition survey" will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Air Conditioning

Air conditions units, where installed, must be subject to a regular programme of inspection and maintenance by suitably qualified / experienced contractors.

Animals

Pets and other animals in school can enhance the learning environment. However, contact with animals can pose a risk of infection including gastro-intestinal infection, fungal infections and parasites. Consideration must also be given to children with allergies or phobias of particular creatures.

Only mature and toilet trained pets should be considered for school pets or visitors, and the Head Teacher should ensure that a knowledgeable person is responsible for the animal. There should be a written agreement within the school detailing:

- the types of animals allowed in the school
- how to manage them and permitted behaviour whilst on the premises
- where they can go and where they cannot go when in the school
- any insurance liability of owners and handlers

Before purchasing any school pets (e.g. fish, rabbits, guinea pigs, etc) schools must ensure there are appropriate arrangements in place for cleaning out tanks/hutches on a regular basis and for care of the animals during weekends and school holidays.

Animals should always be supervised when in contact with the children, and those handling animals should be instructed to wash their hands immediately afterwards. Animals should have recommended treatments and immunisations, be regularly groomed (including claws trimmed) and checked for signs of infection.

Visits to petting farms and zoos

There are a number of diseases that can be passed on to pupils and staff from infected farm animals such as campylobacter, salmonella and cryptosporidium. It is not possible to know which animals are carriers so a standard approach to reducing the risk of transmission of infection to children and staff should be taken.

Display Screen Equipment

The Trust acknowledges that staff who use Display Screen Equipment (DSE) for the majority of their working day should:

- Have suitable equipment to undertake the tasks that they are required to carry out;
- Know how to safely use the equipment; and
- Have a DES assessment which is reviewed at suitable intervals.

Each school is therefore required to ensure that:

- All static workstations used by staff meet the minimum standards required;
- Equipment is maintained in good working condition;
- Staff are aware of best practice in using DSE and are issued with relevant information;
- Staff whose roles require significant use of DSE are prioritised for individual assessment;
- Assessments are reviewed every 3 years, and earlier if there are significant changes to equipment, layout or individual health;
- A trained DSE assessor is available.

Driving

Staff who bring their own vehicles onto the school site must comply with the Vehicle Management section of this document.

Use of Personal Vehicles for Work Purposes

All staff who drive their own cars for work purposes (excludes travel between home and normal place(s) of work) **must** have a full UK driving licence and insurance which permits them to use their vehicle for business use. In addition, they must maintain their vehicle in a road worthy condition. Driving licence and insurance checks should be documented

Schools should carry out licence and insurance checks **before** first authorising a member of staff to use their vehicle for work purposes, and at least annually thereafter (as appropriate). Such checks should be documented.

Personal vehicles must NEVER be used for work purposes to transport pupils.

Use of Vehicles Owned/Leased by the School

Staff must hold an appropriate driving licence which permits them to drive the vehicle. Driving licence checks to verify this will be undertaken and recorded.

Drivers must sign the keys out and have them signed back in again upon the return of the vehicle. During the period in which they are in possession of the keys, the driver shall be deemed responsible for any speeding or parking fines incurred. Keys will only be signed out to a member of staff if their driving licence has been checked and recorded and if they are covered by the school's insurance policy.

Before use, it is the driver's responsibility to ensure that the tyre pressures have been checked, there is sufficient screen wash for the duration of the trip, and no warning lights are on.

Seat belts must be worn at all times, and mobile phones should be switched off (unless required for navigation purposes in which case they must be used within the law).

Electrical Systems and Equipment

Schools within the Trust must maintain and service electrical systems and equipment in line with statutory guidance and best practice.

- Electrical systems (hard wiring) should be periodically inspected every 5-years by a competent contractor and records maintained. Any remedial works recommended should be acted upon in a timely manner.
- Portable electric appliances should be subject to a portable appliance test (PAT) in line with HSE guidance "*Maintaining portable electrical equipment in low risk environments*" (INDG236). These tests may be carried out either by competent contractors or in house by trained staff and records must be maintained.

Portable electrical equipment should also be subject to a visual inspection by staff prior to each use, and must not be used if it appears damaged or defective.

Portable electrical equipment that is used in a static location (e.g. desktop PC, fridge, etc) should be subject to regular visual inspection.

Excavation and Safe Digging

The Construction, Design and Management Regulations (2015) (regulation 22) set out that all practicable steps must be taken to prevent danger to people working in or around excavations.

In order to ensure compliance, suitable contractors should be used by all schools across the Trust when works requiring excavation are required to be carried out.

However, school staff may engage in digging activities associated with preparing and maintaining areas of the school grounds as a garden area. In such cases staff must ensure that:

- The work they undertake is within their capabilities;
- They use suitable tools for the task
- They avoid moving large amounts of earth;
- Before leaving the area, the ground is left reasonably level, or if this is not possible (e.g. if double digging an area where it is not possible to complete the task in a single session), that the area is securely fenced off at a distance of at least 2m clear of the dig area, with appropriate signage clear displayed.

Fire Safety

The Trust is committed to providing a safe environment for all users of its premises. Schools are required to manage the risk of fire by ensuring:

- Comprehensive fire risk assessments are in place, reviewed annually and any actions/improvements identified are progressed, giving consideration to risk and cost;
- A detailed fire and emergency evacuation plan is developed (Appendix 4) that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- A Personal Emergency Evacuation Plan (PEEP) is developed for any person requiring assistance in an evacuation (Template - Appendix 5);
- Statutory inspections are carried out on all fire related systems and equipment, either by competent contractors or in house by trained staff;
- All staff receive fire awareness training appropriate to their role in school, that is regularly updated;
- Fire marshals (where in place) receive role specific instruction;
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure that the evacuation procedure is carried out successfully and as expected;
- A fire log book (or similar record), is kept and maintained, to record weekly, monthly and less frequent monitoring checks and fire drills.

First Aid

Adequate first aid arrangements must be assessed, maintained and monitored at each school, including for all activities that the school leads. Each school will ensure that:

- At least one member of staff holds a valid “First Aid at Work” qualification and further staff hold an “Emergency First Aid at Work” qualification. In addition, sufficient numbers of staff should undertake

Paediatric First Aid training, which may be delivered in conjunction with other First Aid qualifications or as a stand-alone course.

- The number of first aiders and appointed persons meets recommendations and adequate cover is available throughout the opening hours of the school building. Arrangements should allow for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, a register of all qualified staff is maintained, and re-training is arranged as necessary;
- First aid notices are clearly displayed around the school;
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked and all supplies are within their expiry date;
- A suitable area is available for the provision of first aid;
- Staff are regularly informed of first aid arrangements within the school, through induction, staff training days and the staff handbook which is issued annually;
- Where first aid has been administered this is recorded in a first aid treatment book / accident book / bumps and scrapes book;
- Correct reporting procedures are followed including those required under RIDDOR regulations;
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in work vehicles that carry passengers.

In the event that there is no first-aider immediately available, a common-sense judgement should be made by those attending the injured party regarding whether to contact the emergency services.

Glass and Glazing

Each school within the Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

Schools will survey the glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will take remedial action to install safety glass or film and have it suitably marked to that effect.

Grounds Safety and Maintenance

It is the responsibility of each school within the Trust to ensure that there is safe access and egress from the buildings and grounds, balancing the need for security against the need for emergency escape. Each school should ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment (e.g. outdoor play equipment).

Hazardous Substances and COSHH

The term “hazardous substance” describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This includes common substances such as cleaning materials.

Hazardous substances occur in the following forms from packaged item or work process:

- Substances or a mixture of substances classified as dangerous which carry warnings such as Toxic; Very Toxic; Harmful; Corrosive; Irritant; Sensitising; or Carcinogenic.
- Substances with workplace exposure limits (WELs), as listed in HSE guidance at <http://www.hse.gov.uk/pubns/books/eh40.htm>
- Biological agents (bacteria, viruses and other micro-organisms)
- Any kind of dust in a specific concentration

- Any other substances which create a risk to health (e.g. liquids, vapours, gases, mist, fibres, solids or smoke)

All schools across the Trust are expected to comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site, ensuring that:

- An inventory of all hazardous substances on site is kept and updated regularly. This should include the trade name of the product, the name and contact details of the supplier, the approximate amount purchased per annum, any hazard classification labelling and the intended use;
- A product Safety Data Sheet will be obtained for any new product ordered;
- Non-hazardous alternative substances should be used where possible. If this is not possible then the least harmful substance should be used;
- A COSHH risk assessment will be completed for all hazardous substances used, and should be shared with relevant staff, monitored quarterly and reviewed annually;
- Wherever possible exposure to hazardous substances is prevented, and where exposure cannot be prevented then a risk assessment will be carried out and control measures implemented, including provision of appropriate PPE (Personal Protective Equipment) to staff where appropriate;
- Any requirement for exposure monitoring and/or health surveillance will be carried out;
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided;
- Training records are maintained for those who receive training;
- Information is given to others who may be affected, such as contractors, temporary staff and visitors;
- Only substances purchased through the school's procurement systems can be used on site;
- Substances are stored and labelled correctly in accordance with the manufacturer's instructions and with appropriate hazard signs displayed on storage areas/cupboards if necessary.
- Substances that are no longer used are disposed of correctly, as per the substance safety data sheet.

All members of staff who come into contact with hazardous substances are required to:

- Familiarise themselves with the relevant COSHH risk assessments, safety data sheets and relevant policies;
- Attend instruction and training, as appropriate, in the use of / contact with substances;
- Report any health symptoms arising from their work material to their line manager (e.g. skin irritation, breathing problems, etc);
- Use all control measures (e.g. ventilation, PPE) provided in the manner shown in their training;
- Follow recommended dilution rates and not decanting where possible;
- Wear/store appropriate PPE if provided, as designed, including carrying out maintenance and cleaning as required;
- Report any defects in PPE provided to their line manager;
- Assist in the compilation of risk assessments (where required);
- Make themselves available for any health or medical surveillance deemed necessary in relation to the substances;
- Ensure good standards of hygiene.

Housekeeping

Each school must ensure that there is suitable and sufficient storage and that systems are in place for ensuring that items are included on an inventory and checked periodically where necessary for safety.

Each school should adopt systems and procedures for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/wet floors to reduce the risk of slips. Suitable and sufficient external waste bins must be available and should be secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation, schools should arrange for suitable disposal/recycling of relevant items (e.g. fluorescent lighting and waste electronic appliances).

Jewellery

Each school's uniform policy should set out its position on the wearing of earrings and other jewellery, and include any safety requirements.

All pupils must be required to remove all items of jewellery for PE lessons and any other activities for which particular items of jewellery may present an additional hazard. Where it is not possible for earrings to be removed (i.e. newly pierced ears) then they must be covered with tape, which the pupil will be required to apply him/herself. Schools may decide through risk assessment that sometimes pupils who cannot remove earring will be excluded from specific physical activities.

Lettings

The Trust has developed a Lettings Pack which includes information for hirers regarding evacuation, security and requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring all or part of the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters;
- Agree to the terms of letting in relation to health and safety arrangements;
- Ensure they have their own first aiders and fire safety officers;
- Have adequate insurance for the activities undertaken;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school must ensure that:

- The premises are in a safe condition for the purpose of use;
- The health and safety arrangements detailed in the Lettings Pack are fully explained and communicated to all individuals or groups hiring a space/area of the school premises;
- Adequate arrangements for emergency evacuation are in place and communicated.

Lone Working

Each school will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working.

See also the Lone Working Policy within this document.

Medicines / Supporting Pupils with Medical Needs

Each school should ensure that information, instruction and training is provided to staff in respect of any specific medical conditions of pupils and the procedures to follow in case of an emergency.

A separate policy (Administration of Medicines Policy) sets out the procedures which must be followed in respect of children's medication, including storage and administration.

Moving and Handling / Manual Handling

The Trust requires all schools to comply with the HSE's approved code of practice "Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)".

Within any school there are a variety of moving and handling tasks that may be necessary, ranging from moving files to assisting an individual with mobility issues. OWLS schools must manage the risk associated with moving and handling / manual handling tasks by ensuring that:

- Moving and handling / manual handling is avoided whenever possible;
- If it cannot be avoided, moving and handling / manual handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- Those undertaking specific moving and handling / manual handling tasks receive appropriate training, and training records are maintained;
- Any equipment provided to assist with moving and handling / manual handling tasks is maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or replaced;
- An individual risk assessment is completed for all new or expectant mothers and other staff with identified medical conditions that may be affected by undertaking moving and handling / manual handling tasks. This may result in some tasks being restricted;
- Any accidents resulting from moving and handling / manual handling operations are investigated to identify root causes, and additional controls implemented as required.

Members of staff are encouraged to inform the Head Teacher if they have sustained recent injuries, hernias, back problems, heart conditions or other physical issues which put them at increased risk from moving and handling / manual handling tasks.

Staff must use their own judgement regarding their own capability to complete a task *before* starting to undertake it, and should only proceed if they are confident that they can do so without causing injury to themselves or to others. If in doubt assistance must be sought.

Noise

Schools should make arrangements for the assessment of risk protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

Premises Staff must wear appropriate ear protection when operating noisy power tools / equipment where this is recommended by the manufacturer. Where possible such tools / equipment should not be operated during the normal school day; if this cannot be avoided children and staff should be excluded from the area.

Occupational Health, including Work-Related Stress

The Vines Academy Trust acknowledges that there are many factors, both work-related and personal that may contribute to staff being absent from work through injury and ill health including stress.

Schools within the Vines Academy Trust follow the principles of the HSE guidance “Managing the causes of work-related stress (HS(G) 218)”, and have the following arrangements in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Head Teacher, or another member of the senior leadership team of any ill health issues;
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels;
- Where appropriate, the member of staff will be offered a referral to an occupational health professional for advice and support;
- The member of staff will be advised that support can also be provided through their trade union, or where appropriate via self-referral to the Employee Wellbeing Service (SMART CLINIC);
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified;
- If it is identified that there is a high occurrence of staff ill health or stress within a school, the Head Teacher should actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Off-Site Visits

The Vines Academy Trust requires that all of its schools adopt the National Guidance for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities. All schools must have a named Educational Visits Co-ordinator who has undertaken appropriate training.

Plants and Vegetables

Before growing any vegetables intended for human consumption, schools should ensure that contamination tests have been carried out and that the land is suitable for this purpose.

Chemicals should not be used unless absolutely unavoidable.

Plants and vegetables to be grown should be selected only after due consideration has been given to their suitability for the age of children who will have access to them – this is particularly important in the cases of plants that are known to cause allergic reactions on contact or which are poisonous / have poisonous features.

Risk assessments must be completed, including individual risk assessments where an individual may have medical or health conditions which make them more vulnerable to illness or injury from gardening activities.

Security

Each school within the Trust is responsible for making their own security arrangements, which should be documented in a Security Plan (Appendix 6)

Severe / Adverse Weather

It is the aim of the Trust that all schools should remain open during adverse weather conditions, if reasonably practicable to do so and with the expectation that this can be done in a safe manner.

Suitable arrangements must be made for the clearing of snow as part of winter preparedness, including a gritting and snow clearing plan and risk assessment.

Remaining Open in Adverse Weather Conditions

When deciding whether the school can remain open, all risks identified within the schools Snow and Ice Risk Assessment will be reviewed, ensuring that the decision takes account both of the condition and safety of the school site and surrounding area and of the number of staff who can safely travel to school in time for the start of the school day. Schools may also decide to operate a late opening or early closure in adverse weather conditions.

Staff should exercise their own judgement as to whether they can safely travel to work, taking account of the local weather conditions, distance, availability of public transport and fitness to walk when making their decision, and are required to liaise with the head teacher to discuss options if their attendance is in doubt. Staff who arrive late for work will NOT have any pay deducted where their delay was wholly attributable to the weather conditions.

If the school remains open when there has been snowfall or the site is particularly icy, entry to the site may be restricted to specific gates / doors where access routes have been cleared and gritted. At the Head Teacher's discretion, during periods of adverse weather conditions the playground may be out-of bounds. A winter gritting plan will be prepared by each school, indicating the priority for clearing and gritting different access routes around the site.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:

- No maximum class size limits are set out.
- A limit of 30 pupils per class will apply (in accordance with the Infant Class Size regulations) if the majority of children will reach the age of five, six or seven in that school year.

Where the school remains open following snowfall, children should wear their normal school uniform, but with suitable outer-wear suitable for them to play outdoors (e.g. during break/lunch times or in the event that staff organise special outdoor activities).

When a pupil cannot attend school due to the weather conditions, the pupil will be marked as having an authorised absence unless the head teacher believes that the pupil could have safely made it to school, in which case the absence will be unauthorised.

The Vines Academy Trust and its member schools are NOT responsible for clearing any paths/roads beyond the perimeter of the school boundary. However, the general condition of roads and pavements will be considered when deciding whether or not the school can safely remain open.

Decision to Close the School

Any decision to close the school or to delay the start of the school day will be made by the Head Teacher (or in their absence by the most senior member of staff available), in consultation with the Premises staff and the chair of Governors. The CEO will be informed before parents are contacted.

Due to the unpredictability of adverse weather, it is recognised that it may not be appropriate to make a decision regarding school closure until first thing in the morning. The aim to remain open where possible must, however, be balanced against a recognition that many parents will need time to make alternative childcare arrangements if a closure decision is reached. Therefore, the Trust expects that if a school is to close then parents and staff should be informed as soon as possible and not later than 7.30 am on the day of the closure.

A closure of the school during the day, and an early release of pupils and staff, will only be considered in extreme circumstances. Should this be necessary, parents will be contacted via text message or telephone

and asked to collect their child(ren) from school. Sufficient numbers of staff will remain on site until such time as all children have been collected.

Exam Disruption

If the school has to close or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body and communicate these to the pupil and their parents in a timely manner.

Shared Site Users

Where two or more employers share a workplace (e.g. a pre-school operating from the school site), each employer shall co-operate with the other(s) to enable them to comply with their duties under health and safety legislation. The school, as the primary site user, will have the lead responsibility.

All users of a shared site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities;
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all staff and users;
- Meet the insurance requirements of the school and the school's insurance provider;
- Familiarise themselves with and communicate to their employees/users the school's health and safety arrangements.

The school will ensure that:

- The premises are in a safe condition for the purpose of use;
- Adequate arrangements for emergency evacuation are in place and communicated;
- Users are consulted on health and safety matters;
- The school's health and safety arrangements are made available to shared users.

Smoking

The Vines Academy Trust complies with UK law on smoking in both indoor and external spaces. The Trust has a no smoking policy which extends to the limits of the curtilage of each school site. This extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. Each school should display appropriate signage on site and will ensure that persons seen smoking on site are instructed not to do so.

Stress

The Vines Academy Trust recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

A stress risk assessment should be carried out if a member of staff indicates that they are experiencing work-related stress (including where notification is via medical certificate). Supportive action must then be taken where necessary to help mitigate against any issues identified.

Occupational health advice should be sought promptly where an employee is absent from work by reason of work-related stress.

A counselling service is available for all staff to access on a confidential self-referral basis. Managers should remind individual staff members about the service if they become aware that support may be required. This includes but is not limited to situations where:

- An employee informs their manager that they are feeling stressed;
- An employee has uncharacteristic absences or responses that state or imply a stress reaction;
- An employee is signed off work by their GP and their fit note identifies stress, anxiety or depression as the cause; or
- An employee has been involved in or witness to a traumatic incident.

Vehicle Management

Managing Vehicles on Site

Each school within the Trust must ensure that appropriate local measures are in place to manage parking and the movement of all vehicles on site, in order to protect the safety of all other site users and avoid the risk of damage to property. Schools should document arrangements for their own site in Appendix 7: Arrangements for Vehicle Management.

If it is not obvious where individuals should park and/or where delivery drivers should go then clear directional signs must be put in place.

School Vehicles

Any school within the Trust which owns/leases any vehicle (e.g. mini-bus) is required to document the arrangements for maintenance and use of the vehicle(s) within Appendix 7: Arrangements for Vehicle Management.

Air Pollution

For environmental reasons and particularly in order to minimise air pollution around the school, drivers are expected to turn off their engines when waiting or parked.

Water Hygiene

The Vines Academy Trust requires all of its schools to comply with the HSE approved code of practice “Legionnaires’ Disease – the Control of Legionella Bacteria in Water Systems (L8)”.

Each school will:

- Appoint a competent external contractor to provide a suitable survey/risk assessment; the risk assessment should be reviewed at least every two years or whenever there is reason to suspect it is no longer valid;
- Address any remedial actions identified by the survey;
- Appoint a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMVs) as applicable;
- Ensure that regular flushing of little used outlets is completed by a competent individual on a weekly basis;
- Employ a competent person to undertake monthly monitoring of water systems, including temperature readings.

The Head Teacher of the school is the Overall Responsible Person for water hygiene.

The Premises Officer shall be the person responsible for monthly monitoring, temperature readings and regular flushing of little used outlets.

Working at Height

The Vines Academy Trust adopts the definition of the HSE, which defines working at height as working in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

Each school within the Trust will follow the principles of the HSE guidance “The Work at Height Regulations 2005 (as amended) – A Brief Guide (INDG401)”.

Schools must ensure that:

- Work at height is avoided whenever possible;
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and is carried out in a manner which is, so far as reasonably practicable, safe;
- Those undertaking work at height have received appropriate training and training records are maintained;
- All access equipment (ladders, step ladders, tower scaffolds, etc) is identifiable and inspected as required;
- Any equipment provided to assist with working at height tasks is assembled, used, maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or replaced;
- Work at height must only be undertaken following authorisation from the head teacher. (Appendix 8 of this documents sets out an approved list of activities for which work at height is “authorised” subject to adherence to the appropriate risk assessment);
- Work at height should not be undertaken when working alone;
- An individual risk assessment is completed for all new or expectant mothers and other staff with identified medical conditions that may be affected by undertaking working at height tasks. This may result in some working at height tasks being restricted.
- Any accidents resulting from working at height are investigated to identify root causes, and additional controls implemented as required.

Schools may use a variety of access equipment for tasks which require working at height, including ladders, step ladders and kick stools.

Staff **must** inform the head teacher of any relevant medical conditions before undertaking work at height.

Workplace Harassment and Violence / Challenging Behaviour and Violence at Work

The Vines Academy Trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its sites. Where applicable, in addition to the control measures identified in site specific lone working risk assessments, the following procedures are in place:

- Staff are advised to:
 - Avoid confrontation if possible;
 - Withdraw from a situation or escalating situation;
 - Arrange seating so that a clear escape route from the room to a place of safety is available;
 - Sit near the door, or use a room with two doors;
 - Contact emergency services, as appropriate;

- Inform the Head Teacher or a member of the senior management team if confrontation has taken place.
- Each school will:
 - Ensure the Head Teacher or another member of the senior leadership team attends the site of an incident on being informed of an incident, if considered necessary;
 - Have in place procedures for the reporting of incidents;
 - Offer counselling / support through Occupational Health;
 - Debrief individuals following any incident;
 - Provide training on how to manage conflict and aggression as required;
 - Review the appropriate risk assessments following any incident.



Monitoring and Inspections

Statutory Inspections

Each school within the Trust is responsible for ensuring that statutory inspections are undertaken at their site(s) at required intervals for all plant and equipment required. A chart/electronic system should be developed to detail required inspections, the date of the last inspection, date of the next inspection and who is responsible for undertaking the inspection. This should then be implemented by the Site Manager / Premises Officer and monitored by the Health and Safety Committee.

Records of all statutory inspections must be maintained, together with evidence of any remedial action taken.

Workplace Inspections

The Trust recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. Each school is required to undertake a formal termly workplace inspection, with findings documented and any remedial actions allocated and addressed. The termly inspection findings should be reviewed by the Health and safety Committee.

It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will promptly report any defects/damage to premises and equipment in accordance with the local procedures for their school.

Defect Reporting

Each school will have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment must be isolated and labelled as defective in order to prevent use until it is replaced or repaired. Where premises defects are identified a dynamic assessment must be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.



Incident Management

Evacuation

Each school is required to draw up a bespoke Fire and Emergency Action Plan (see Appendix 4), which sets out the procedure for the evacuation of the school building.

Regular fire drills must be undertaken on at least a termly basis and should include before and after school activities and lunch/break periods. Steps must be taken to ensure that appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following any evacuation of the building (planned or unplanned), the details should be recorded and any learning points or improvements required should be documented and appropriate actions taken to address these.

Personal Emergency Evacuation Plans (PEEPS)

Personal Emergency Evacuation Plans must be developed for any individuals who are at increased risk of harm in the event of an evacuation, and must be communicated to relevant persons (see Appendix 5).

Increased risk may arise from:

- Individuals with mobility difficulties, whether permanent or temporary (including but not limited to those who use a wheel-chair, crutches, etc)
- Individuals with reduced hearing or sight loss;
- Individuals with special educational needs where these may affect their ability to respond appropriately in the event of an evacuation.

Invacuation / Lock Down

Each school is required to draw up bespoke plans for invacuation or lock-down procedures, setting out the action to be taken should it become necessary to keep people inside the building. This will normally form part of the schools Fire and Emergency Action Plan (Appendix 4)

Accidents and Assaults

All accidents and assaults should be reported and recorded in the appropriate accident reporting system (AssessNet) within 24 hours of occurrence. All incidents will be investigated in an attempt to identify the root cause, then relevant local policies, procedures and risk assessments will be reviewed and revised as required. Any relevant learning from investigations will be communicated to relevant staff, pupils, etc.

Accident and assault reports will be monitored at least termly; identification of significant trends or major incidents will be reviewed by the SLT as required, with information communicated to the Local Governing Body via the relevant sub-committee.

Accident records will be retained for the following periods:

- Accidents (minor bumps and scrapes) – current year plus 3 years;
- Pupil accidents (more significant injuries) – date of birth of the pupil plus 25 years;
- Employee accidents – date of incident plus 7 years
- Records relating to work-related ill-health – current year plus 10 years or longer (40 years for potential exposure to asbestos, 50 years after last action where the cause is radiation)

Details of any serious accidents/incidents should be reported to the Trust's Health and Safety Advisors as soon as possible using AssessNET:

https://www.assessweb.co.uk/version3.2/security/login/frm_lg_entry.asp.

Reportable Accidents and Incidents

In accordance with legal requirements, any accident, incident, dangerous occurrence or near miss that are reportable under RIDDOR (Reporting of Injuries, Diseased and Dangerous Occurrences Regulations) as per the HSE's Information Sheet (EDIS1), must be reported to the HSE within the required timescales.

Details of what constitutes a reportable accident / incident / near miss are set out in the guidance manual.

RIDDOR reports should be submitted by logging the accident / incident on AssessNET (as detailed above).

Near Misses

Near miss incidents should be reported to the head teacher and/or business manager as soon as possible, in order that prompt action can be taken if necessary, to address the cause. They should also be recorded in a book or on a Near Miss Report Form (see Appendix 9) to enable actions to be documented and to facilitate further monitoring for any trends which may require wider procedural review. In the event of identification of a significant trend, this must be reported to the Local Governing Body, via the relevant sub-committee.

Dealing with Health and Safety Emergencies

Any incident will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils, etc. including, where relevant, with other schools within the Trust.



Monitoring and Review

General

This Health and Safety Policies document will be reviewed annually at The Vines Trust policy review day. Any changes arising from this review will be notified to schools after they have been adopted by the Trustees.

The Local Governing Body and Head Teacher of each school should further review local arrangements and procedures as set out in the Appendices on a regular basis, and not less frequently than every two years. This review should take account of health and safety performance at the school.

In order to substantiate that health and safety standards are being achieved, each school should measure its performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

Schools should use different types of systems to measure health and safety performance:

Active Monitoring Systems

- Spot checks and termly site inspections.
- Regular examination and review of documents relating to the promotion of the health and safety culture.
- Appropriate statutory inspections on premises, plant and equipment.
- Where necessary, implementation of health surveillance and environmental monitoring systems to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive Monitoring Systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems (i.e. accidents, cases of ill-health (work-related sickness), damage to property, etc).

Reporting and Response Systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety as well as longer-term trend, and ensuring remedial action is taken.
- Health and Safety Committee, Local Governing Body, Senior Leadership Team and, where appropriate the CEO and Trustees will all receive and consider reports on health and safety performance at an individual school.

Investigation Systems

- Implementing investigations for incidents (including near misses), proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and underlying causes of events.
- Analysis of data to identify common features or trends and initiate improvements.

3rd Party Monitoring / Inspection

- All schools are subject to third party inspection and monitoring as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Audit

Each school's health and safety management should be audited by a competent external person not less than every 2 years. This is available as part of the Service Level Agreement in place across the Trust with Leicestershire County Council Health, Safety and Wellbeing Service.

The Trust views this process as a positive assessment of our health and safety management system and expects each school to respond to any findings and take appropriate action to continually improve health and safety across their own site.

LONE WORKING POLICY

Lone working can occur when:

- Only one person is working on the premises (e.g. premises officer);
- People work separately from each other (i.e. in different locations);
- Individual employees are working alone off-site, including when travelling to an attending meetings, home visits, or working from home.

The Vines Academy Trust recognises that it has a responsibility and duty of care to advise and assess risk for workers who are required to undertake lone working activities, whether on a regular or an occasional basis.

However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

Each school within the Trust is therefore required to ensure that appropriate and proportionate measures are in place to minimise the extent of lone working and to maximise the safety of any member of staff who is engaged in lone working, whether routinely or on an occasional basis (e.g. during school holidays).



Roles and Responsibilities

Head Teachers

The head teacher of each school is responsible for:

- Ensuring there are arrangements in place for identifying, evaluation and managing risks associated with lone working;
- Providing resources for putting the arrangements into practice;
- Ensuring there are arrangements for monitoring incidents linked to lone working and reviewing the effectiveness of the policy.

Line Managers

Line managers are responsible for:

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that risk assessments are carried out, implemented and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction and update/refresher training as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents; and
- Ensuring that appropriate support is given to staff involved in any incident.

Employees

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of this policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the Head Teacher before working alone on the school premises outside normal school hours / agreed school holiday opening hours;
- Ensuring they do not arrange meetings with parents or members of the public when lone working – meetings must be arranged during school occupancy times or when there are other members of staff on site.

In general employees should **never** work alone:

- with a child or vulnerable adult;
- when operating dangerous equipment / machinery;
- at height.



Risk Management for Lone Workers

Each school should prepare risk assessments in respect of lone working, including individual risk assessments for workers who are at increased risk (e.g. those with health conditions, pregnant workers) or in respect of one-off tasks. These should consider control measures such as:

- Means of communication between lone workers working on different parts of the site;
- Communications / check-in system when there is only one person working on the premises;
- Identification of any tasks which must not be completed by a lone worker;
- Permission system for out-of hours working;
- Access to adequate first aid facilities;
- Access to mobile phone and other personal safety equipment;
- Personal safety measures if a member of staff must attend the premises in response to the activation of the intruder alarm.



Monitoring

Lone workers must report incidents such as accidents and near misses, including any incident where they feel threatened and incidents of verbal abuse. All such reports must be investigated and additional safety measures put in place if considered necessary, appropriate and proportionate.

Lone workers are encouraged to seek help and advice and to raise any concerns at any time.

Lone Working Risk Assessments should be reviewed annually or if there is any material change which requires consideration (e.g. change of personnel).

POLICY FOR THE MANAGEMENT OF CONTRACTORS

The Vines Academy Trust takes its responsibility to ensure the health and safety of pupils staff and other site users very seriously. From time to time, work must be carried out on school premises by contractors not directly employed by the school or the Trust.

The term “contractor” refers to any party (company or individual) hired by the Trust or a member school to complete work but who is not an employee or volunteer.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. They must also comply with local health and safety arrangements and requirements appropriate to the site and to nature of the work being undertaken.

All contractors must be provided with relevant information regarding health and safety provisions before they are admitted to the school site. As a minimum this must include providing details about emergency evacuation arrangements and informing them if asbestos is present on the site and how they can view the asbestos register.

It is recognised that the nature of work undertaken by contractors is very varied, and that the application of this policy must be proportionate and relevant to the work being undertaken.



Roles and Responsibilities

Head Teacher

The Head Teacher is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors;
- Ensuring that all contractors work in accordance with the Health and Safety Policy and procedures applicable to the school site;
- Ensuring that planned work is organised out of school time, wherever possible;
- Ensuring that contractors work in a responsible and professional manner;
- Ensuring arrangements are in place for contractors to work safely on site during the school day;
- Ensuring contractors are notified of any potential risks posed by the premises.
- Providing access to lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest;
- Issuing any statutory notifications to relevant bodies, where applicable (e.g. F10 notification form to the HSE);
- For building / refurbishment projects, providing all contractors and designers with pre-construction information;
- Facilitating good working relationships between the school, principal contractor and (where applicable) principal designer);
- Monitoring and reviewing this policy.

The Head Teacher may delegate certain duties and responsibilities related to the management of contractors to other members of school staff (designated staff), particularly in respect of contractors undertaking routine inspections and smaller scale repairs and maintenance work. This is most likely to include Premises Staff, Business Manager and Office staff.

School Staff

All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors;
- Complying with any delegated responsibilities relating to the management of contractors on site;
- Making themselves aware of any upcoming work on site and associated working agreements, and communicating information to children where applicable.

Contractors

Contractors are responsible for:

- Complying with all health and safety legislation and with all policies and procedures required by the school;
- Acting in a responsible and professional manner;
- Ensuring they are aware of and comply with the school's fire and emergency evacuation procedures;
- Working in a safe manner and not endangering staff, pupils, the public or themselves;
- Actively working towards an optimal working agreement between themselves and the school.



Planning

The school will identify all aspects of work to be undertaken by a contractor and consider the health and safety implications.

Before proceeding with any building or refurbishment projects the school must ensure that:

- Consent has been obtained from the landlord (Leicestershire County Council);
- All statutory approvals are in place (e.g. planning permission);
- Existing building utilities will sustain any new work;
- It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM);
- It is certain that the appointed contractor is competent.



CDM Regulations

Schools across the Trust must always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

Where the CDM regulations apply, the school is expected to comply with the HSE's approved code of practice Construction (Design and Management) Regulations (L153) relating to the management and control of contractors, ensuring that:

- The roles of client, principal designer, designer, principal contractor and contractor are understood and formally allocated;
- Competent contractors are used;
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency co-ordination, fire escape routes, accident reporting, etc.;
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct, and to assess new hazards that may be introduced to the site;
- Key contacts are identified;

- Regular update meetings take place throughout any works/projects;
- Works are visually monitored and any concerns immediately reported;
- Works are signed off and any associated certification and documentation is obtained;
- All staff, pupils and other users of the site remain in a safe environment for the duration of the works;
- All contractors are given access to the asbestos register;
- All contractors complete a contractor site induction before commencing work.

For projects which are expected to exceed 30 days or to involve more than 500 person days of work, the following must take place:

- Notification to the Health and Safety Executive (HSE) via form F10;
- Appointment of a principal designer;
- If more than one contractor is on site, the appointment of a principal contractor;
- Production of a health and safety file and construction phase plan.



Selection of Contractors

Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to complete the job safely. The school will determine competency via a series of checks, which may include:

- Previous experience / qualification in respect of the work required;
- Clear health and safety policies and procedures;
- Copies of safety method statements / relevant risk assessments;
- Their accident / dangerous occurrence reporting systems, including the number of accidents etc. in the last year;
- Whether they sub-contract and how this is selected (the school should ensure that their selection criteria are sufficient);
- What health and safety training and supervision are provided for their workforce;
- Whether they have been independently assessed for competency and by whom;
- Membership of any relevant trade or professional bodies;
- References;
- Details relating to any HSE actions (e.g. improvement or prohibition notices, or any prosecutions).

The school will pay regard to local authority approved contractors when making contract decisions.

In addition to the above, the school must comply with the financial procedures for procurement of all goods and services as set out within the Trust Finance Policies Manual, when appointing contractors.



Risk Assessments

Both the school and the contractor are required to make a “suitable and sufficient” assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors may be asked to submit copies of site and task specific risk assessments and method statements, prior to commencing work.



Safeguarding

Contractors **may** be required to hold Disclosure and Barring Service (DBS) enhanced disclosure certificates for the children’s workforce. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

Contractors **will** require a DBS check if they meet the criteria determining “regulated activity”, defined as:

- Frequent contact – once a week or more on an ongoing basis;
- Intensive contact – on four or more days in any 30-day period;
- Overnight contact – between 2am and 6am.

Where contractors who do not require a DBS check are on site during the normal school day the school should take proportionate steps to effectively manage child-protection and safeguarding risks. Depending on the location, nature and duration of the works such steps may include:

- Segregation (keeping children away from the areas of works);
- Supervision of the contractor;

Identification

In line with established procedures, all contractors must display a visitor badge at all times while on school premises during term time, unless they are working exclusively within a secured works zone with its own signing in and out procedures.

Schools must give consideration to the format of visitor badges for contractors to ensure that they can be worn safely taking account of the nature of the work to be undertaken (e.g. clips or stickers may be preferable to lanyards for some manual tasks).

Staff members who encounter an unidentifiable visitor should enquire if they require assistance and direct/escort them to the school office or off site.

Pupils must be taught that if they encounter an unidentifiable visitor, they must tell a member of school staff immediately.



Working Together

The managers and supervisors from all parties will exchange information regarding the work to be undertaken, risks, safety procedures, etc, that may affect the other party.

A pre-contract meeting will take place between the school and the contractor prior to work commencing. This may be formal or informal, depending on the nature and duration of the work, and will address:

- Programme of works to be established and agreed;
- Emergency procedures;
- The sound of the alarm;
- How and when to raise the alarm;
- Whether any fire drills are due;
- The use of appropriate clothing;
- The use of appropriate language;
- Limiting disruptive noise;
- Activities which are prohibited on school grounds, including:
 - Smoking (including the use of e-cigarettes)
 - Possessing or drinking alcohol

- Playing radios (during term time, and at other times if it is likely to disturb neighbours / school staff)
- Taking, possessing or being under the influence of illegal substances
- Shouting, swearing or over-familiarity with pupils or staff

Designated persons from each party will meet at appropriate intervals to discuss progress and any concerns.

Where there is more than one contractor on site, parties will communicate to ensure that their work will not interfere with each other.



Managing Contractors

The Head Teacher is the designated contact with contractors. No other staff member may give instructions to contractors unless this has been delegated by the Head Teacher. It is assumed that the Premises Officer has delegated authority to give instructions to contractors appointed specifically in respect of routine inspections, repairs and maintenance.

A contractor induction form should be completed before work commences on any longer-term or larger scale projects (Appendix 10).

The contractor will provide full and adequate supervision during works and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.

The contractor must ensure that all agreed work practice is in place. If they utilise sub-contractors, they must ensure these adhere to the agreed work practice and that supervision is provided where necessary.

Contractors may be required to:

- Provide a copy of their Health and Safety Policy;
- Provide written risk assessments / method statements before work commences;
- Keep noise and dust to a minimum;
- Work behind substantial physical barriers / closed doors, with appropriate warning signs displayed;

Contractors are expected to:

- Remove all rubbish / debris at the end of each day (caterers have alternative disposal arrangements);
- Test all works on completion, as necessary, and supply the school with commissioning / test data;
- Provide all necessary protection of floor/wall/door surfaces against damage through works, including the provision of dust sheets, etc;
- Provide their own First Aid facilities;
- If appropriate, post notices to inform staff, pupils and the public of works being undertaken, as an aid to their safety;
- Dress appropriately for the work being undertaken, including use of correct personal protective clothing/equipment at all times.

The head teacher, or a member of staff acting on behalf of the head teacher, has the authority to stop work if they have concerns regarding the behaviour or competence of a contractor, or if they believe a danger is posted to contractors, staff or pupils.

Monitoring and Review

The school will maintain an incident register containing accurate details of all significant incidents involving or relating to contractors. This will be monitored to identify any developing patterns and to consider the need for action.

APPENDICES

 **Appendix 1: Maintenance and Inspection Checklist**

In-School Inspections

Item to be Checked	Inspection Nature and Frequency
PE equipment	Visual inspection in line with risk assessment
Hazardous work equipment	Visual inspection daily or prior to use
Emergency lighting	Monthly battery test
Control of substances hazardous to health (COSHH)	Review of safety data sheets and storage facilities at least once per term (or every 4 months)
Display screen equipment	Visual inspection at least once per term (or every 4 months)
General physical of premises and equipment	Each term (or every 4 months) or more often as required by building and conditions
General work equipment	Visual inspection at least once per term (or every 4 months)
Kilns	Visual inspection at least once per term (or every 4 months)
Ladders	Visual inspection at least once per term (or every 4 months)
Ponds	General inspection at least once per term (or every 4 months)
Local exhaust ventilation	Visual inspection at least once per term (or every 4 months)
Fume cupboards	Visual inspection at least once per term (or every 4 months)
Passenger lifts	Monthly planned maintenance inspection
Non-passenger lifts	Quarterly planned maintenance inspection
Power presses	Inspection of guards and safety devices within first 4 hours of operation or on tooling change.
Gas cylinders and welding equipment	Daily or prior to use

Swimming pools	Water quality – manual dose systems every 2 hours during use, or in accordance with risk assessment
Swimming pools	Water quality – automatic dose systems 3 times a day

Independent Contractor Inspections

Item to be Checked	Inspection Nature and Frequency	Competency Requirements
Water (storage and distribution) *	In accordance with risk assessment	
Fire alarms and associated equipment	3 monthly test	
Emergency lighting	Annual test of systems	
Portable fire fighting equipment	Annual inspection	
PE equipment	Annually through examination	
Outdoor play equipment	Annually	RPII member
Microwave equipment *	2 yearly inspection and test	
Portable electrical appliance *	2 yearly inspection and test	City & Guilds 2377 - Level 3 Certificate for the inspection and testing of electrical equipment
Fixed electrical wiring	5 yearly test and inspection	
General Lifting Equipment for lifting persons	6 monthly inspection	
General Lifting Equipment not for persons	Annual inspection	
Kilns	Annually through examination	
Ladders	Annually through examination	
Hazardous work equipment	Annually through examination	
Safety critical premises equipment	Annually	

Gas Systems (including boilers, catering equipment and kilns)	Annually	
Water supply quality	Annual test	
Ionising radiation *	Inspection in accordance with risk assessment	CLEAPSS Radiation Protection Supervisor Training
Pressure systems	In accordance with written scheme of examination	
Gas cylinders and welding equipment	Thorough examination once per term (or every four months)	
Fume cupboards *	Every 14 months	CLEAPSS Fume Cupboard Monitoring (ducted and/or filter fume cupboards) training
Local exhaust ventilation	Every 14 months	
Power presses without fixed guards	Six monthly thorough examination	
Power presses with fixed guards	Annual thorough examination	
Powered pedestrian doors	6 monthly servicing and annual inspection	
Passenger lifts	6 monthly insurance inspection	
Powered stair lifts	Annual planned maintenance inspection	
Lightning conductors	11 monthly test and inspection	
Swimming pools	External water quality tests in accordance with risk assessment (at least quarterly)	

* May be carried out by a competent employee provided they have the necessary qualification / training

Appendix 2: Health and Safety Induction for New Employees

Employee

Name:

Job Title:

Start Date:

Induction training is required by the Health and Safety Policy to provide new employees with adequate information, instruction and guidance on health and safety matters. This form should be completed by ALL new staff on their first day of employment.

	Yes	N/A
1. Issue a copy of the staff handbook, signpost access to the Health and Safety Policy, and advise on any departmental or role specific issues.	<input type="checkbox"/>	<input type="checkbox"/>
2. Explain who is the responsible person for health and safety within the school and how they can be contacted.	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain the importance of health and safety and the employee's own health and safety responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
4. Explain where health and safety information is located (e.g. notice boards, network, websites, etc)	<input type="checkbox"/>	<input type="checkbox"/>
5. Explain where health and safety advice, occupational health referrals, counselling and support can be found.	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide (or make available) copies of any health and safety policies or procedures or methods of work that a relevant to the employee's employment or to any area/department in which they will work.	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Safety		
a) Alarm tests – time and sound	<input type="checkbox"/>	<input type="checkbox"/>
b) Action on hearing the alarm	<input type="checkbox"/>	<input type="checkbox"/>
c) Location of emergency exits	<input type="checkbox"/>	<input type="checkbox"/>
d) Assembly points	<input type="checkbox"/>	<input type="checkbox"/>
e) Who to report to	<input type="checkbox"/>	<input type="checkbox"/>
8. Appointed person for first aid.	<input type="checkbox"/>	<input type="checkbox"/>
9. Location of first aid boxes.	<input type="checkbox"/>	<input type="checkbox"/>
10. Trained first aiders.	<input type="checkbox"/>	<input type="checkbox"/>
11. Accident / Incident reporting procedure and location of forms	<input type="checkbox"/>	<input type="checkbox"/>

12. RIDDOR reporting	<input type="checkbox"/>	<input type="checkbox"/>
13. Reporting Hazards and near misses	<input type="checkbox"/>	<input type="checkbox"/>
14. Relevant risk assessments	<input type="checkbox"/>	<input type="checkbox"/>
15. Emergency procedures other than Fire	<input type="checkbox"/>	<input type="checkbox"/>
16. COSHH – safe use of substances / chemicals	<input type="checkbox"/>	<input type="checkbox"/>
17. Special safety precautions	<input type="checkbox"/>	<input type="checkbox"/>
18. Safe use of machinery and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
19. Manual handling	<input type="checkbox"/>	<input type="checkbox"/>
20. Occupational health policies (including smoking)	<input type="checkbox"/>	<input type="checkbox"/>
21. Protective clothing	<input type="checkbox"/>	<input type="checkbox"/>
22. Invacuation procedure – full and partial lock down	<input type="checkbox"/>	<input type="checkbox"/>
23. Other relevant information (e.g. previous training)	<input type="checkbox"/>	<input type="checkbox"/>
24. Tour of premises / site and introductions to relevant personnel	<input type="checkbox"/>	<input type="checkbox"/>

Signed (Inductor):

Signed (Employee):

Date:

Copy to be retained by the school and the employee, for health and safety records

	Head Teacher	Deputy Head Teacher	SBM / Bursar / Office Manager	Head of Department	Teaching Staff	Non-Teaching Staff	Admin Staff	Premises Officer	Cleaner	Mid-day Supervisor	Governor	H&S Governor	Volunteer / Parent Helper	Science Staff	Food Technology Staff	EVCO
Health and Safety for Governors	✓										✓	✓				
Management of Health and Safety Awareness	✓	✓	✓	✓								✓				
Asbestos Awareness	✓	✓	✓	✓				✓								
COSHH (Control of Substances Hazardous to Health)			✓	✓				✓	✓					✓		
DSE Assessor			✓	✓												
Fire Risk Assessment	✓	✓	✓	✓				✓								
Fire Safety Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health and Safety for Premises Officers			✓	✓				✓	✓							
Manual Handling Awareness			✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	
Risk Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓		
Working at Height Awareness			✓	✓	✓	✓	✓	✓								
First Aid*	Nominated Staff															
Evac Chair Training	Nominated Staff															
Food Hygiene Certificate *															✓	
Pool Plant Operators *									✓							
Radiation Protection Supervisor*														✓		
EVC Training *																✓
Induction (to be developed by each school)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Supporting Children with Medical Conditions			✓			✓	✓			✓	✓	✓				
Basic Back Management for Staff Moving & Handling People	Nominated Staff															
PASMA / Mental Health First Aid	Nominated Staff															

* Provided by external trainers for each school to source

 **Appendix 4: Fire & Emergency Action Plan –**



Fire & Emergency

All Saints Church of England Primary School

Evacuation Plan

Information and Guidance Policy

Reviewed by	Signed (Chair)	Date Reviewed	Review Due Date
Board Of Governors		September 2022	September 2023

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1.0 Introduction

- 1.1 All Saints C Of E Primary School is committed to providing a safe environment for both staff and pupils. The school will take all steps reasonably practicable, to protect its staff, students and other persons from fire, by taking fire precautions to make its premises safe and complying with all related legislation.
- 1.2 The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as, flooding, gas leaks or bomb threats etc. Where there is information relating to a specific threat, it will be included in the appropriate section of the plan.
- 1.3 Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures, will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.
-
- 1.4 Where staff, pupils or any other person who regularly attends the school/academy is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.
-

2.0 Fire Drills and Alarm Activations

- 2.1 Regular fire drills will be carried out on a termly basis, as a minimum. Drills will include before and after school activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. A Fire Alarm Test / Drill procedure for deactivating / reactivating the fire alarms monitoring system is to be detailed and implemented by the Premises Team. A copy of which can be found with the schools *Fire Safety Strategy and Procedures* document.
- 2.2 Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.
- 2.3 All activations of the fire alarm system will be recorded.
- 2.4 All incidents including small fires being extinguished will be formally recorded.
-

3.0 Tackling Fires

- 3.1 Staff should not tackle a fire unless trained to do so and should not, at any time, put themselves at risk.

4.0 Grab Bag

- 4.1 A grab bag containing significant information will be kept in the school office. On hearing the fire alarm sound, office staff member 1 (as per the school's fire procedure) will be responsible for taking the bag to the nominated evacuation controller.

4.2 *Grab bag contents:*

-

A map of the site to include:

- evacuation routes
- assembly points
- asbestos locations
- storage of chemicals
- emergency lock of points (gas, electrical, water)

Registers

- Fire Warden check off sheets
- Pupil contact numbers

Useful contacts such as:

- Health, Safety & Wellbeing team,
- Property Services,
- Business Continuity or the Major Incident Line.

You may also wish to consider for inclusion in the grab bag:

- Torches (wind up are better)
- Emergency contact details
- Any spare keys or access codes (ensure these are secure)
-
- Office staff member 2 (as per the school's fire procedure) will be responsible for taking any pupils medication, which may be necessary, to the assembly point.

5.0 Immediate Actions to take on Discovering a Fire or on Hearing the Fire Alarm

On discovering a fire:

- Activate the nearest fire alarm call point

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point /'s.
- Report immediately to the nominated Evacuation Controller and relay as much information as possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm:

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

All

- Do not stop to collect any personal belongings.
- Do not use lifts
- If safe to do so, close windows and doors as you leave.
- Do not tackle a fire unless it is to aid your escape from the building.

Individuals with specific responsibilities should carry out the duties that have been allocated to their role i.e. Evacuation Controller, Fire Marshall, Panel Officer.

6.0 Methods of Alerting Persons on Site

6.1 Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarms sound is a siren
- If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by a SIMs message to all class rooms.
- Persons with hearing impairments are alerted by the class teacher and support staff

7.0 Methods for Communicating with the Emergency Services

7.1 In the event of a confirmed or suspected fire, a nominated person is to place a direct call to the fire service by dialling:

- 9-999 from an internal phone
- 999 from a mobile

7.2 Nominated persons are: SLT or Office staff

In the event of a confirmed fire and you are unsure as to whether a call has been made to the Fire Service, anyone can call the fire service.

7.3 The person calling the fire service needs to give as much accurate information to them as possible i.e.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? i.e. cooking, hot working, naked flame, arson.

8.0 Staff with Specific Responsibilities

8.1 **Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

- Head Teacher: Mrs Julie Wright
- Deputy(ies)- Other members of senior management team:

Mrs Lucy Boulger

Mrs Amy Vickerman

Mr Andrew Owens

8.2 **Fire Marshals** – Responsible for assisting in the safe evacuation of the building, with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

- Fire Marshals

Mrs Julie Wright

SLT: as above

Mr Paul Wilson – Premises Officer

Mrs Louise Hamilton – Office Staff

Miss Amy Florence – Office Staff

An allocated member of staff from each class will be responsible for checking toilets and ensuring all fire doors are closed in their classroom when evacuating the building.

8.3 **Control Panel Officers** – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers:
 - *Mr Paul Wilson*
 - *Mrs Louise Hamilton*

8.4 **PEEP Support Staff** – Responsible for providing support to individuals as per the information contained in the individual PEEP.

- *LSA 1:1's will support their individual 1:1 child*

8.5 All staff – Responsible for supporting the Evacuation Controller in restricting unauthorised entry into the building.

9.0 Specific Persons at Risk

9.1 Within All Saints C Of E Primary School, where persons have been identified as at risk, Personal Emergency Evacuation Plans (PEEPs) have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Refer to specific PEEP documents for further information.

10.0 Arrangements for Safe Evacuation and Muster (Assembly)

Time	Evacuation procedures	Assembly Point	Evacuation Controller	Method of Accounting for Persons	Person Checking Control Panel
Standard teaching times	<i>Teacher escorts class to assembly point via nearest and safest exit route (signed) Appointed staff member sweep classrooms. Fire Marshall sweep building.</i>	<i>School field</i>	<i>Member of SLT</i>	<i>Registers, staff signing in book, visitor book and contractors book taken out by admin team</i>	<i>Office manager/ Premises Officer</i>
Break times pupils outside	<i>Teacher escorts class to assembly point via nearest and safest exit route Appointed staff member sweep classrooms. Fire Marshall sweep building.</i>	<i>School field</i>	<i>Member of SLT</i>	<i>Registers, staff signing in book, visitor book and contractors book taken out by admin team</i>	<i>Office manager/ Premises Officer</i>
Break times pupils inside	<i>Teacher escorts class to assembly point via nearest and safest exit route Appointed staff member sweep classrooms. Fire Marshall sweep building.</i>	<i>School field</i>	<i>Member of SLT</i>	<i>Registers, staff signing in book, visitor book and contractors book taken out by admin team</i>	<i>Office manager/ Premises Officer</i>
Lunchtime Outside	<i>Lunchtime Supervisor's to escort pupils from playground areas and get them to line up as per std teaching times. Lunchtime Supervisor's in dining areas to escort pupils to assembly point via nearest and safest route (signed) (lunch boxes/meals etc to be left).</i>	<i>School field</i>	<i>Member of SLT</i>	<i>As std teaching times</i>	<i>Office manager/ Premises Officer</i>

	<p><i>Admin staff to evacuate as per std procedures taking registers etc.</i></p> <p><i>Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point.</i></p> <p><i>Classes where teacher is not on site will be allocated a member of staff to take register</i></p>				
Lunchtime Inside	<p><i>Lunchtime Supervisor's escorts class to assembly point via nearest and safest exit route</i></p> <p><i>Appointed fire marshals sweep building</i></p>	School field	Member of SLT	Registers, staff signing in book, visitor book and contractors book taken out by admin team	Office manager/ Premises Officer
Assemblies Staff/pupils only	<i>Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point</i>	Pupils, and staff school field	Member of SLT	<i>As std teaching times, parents sign in assembly sheet</i>	Office manager/ Premises Officer
Assemblies with Parents attending	<i>Class teachers and teaching assistants in hall escort pupils and parents out of designated fire exit to assembly point</i>	Pupils, parents and staff school field	Member of SLT	<i>As std teaching times, parents sign in assembly sheet</i>	Office manager/ Premises Officer
Before/after school (pupils on site at clubs or activities)	<i>Cool Saints staff escort pupils out of designated fire exit to assembly point</i>	School field	Member of SLT/most senior member of staff	Cool Saints register	Office manager/ Premises Officer

As pupils arriving or leaving	<i>Class teachers and support staff escort pupils and parents to assembly point via nearest and safest exit route Appointed fire marshals sweep building</i>	<i>School field</i>	<i>Member of SLT</i>	<i>Registers, staff signing in book, visitor book and contractors book taken out by admin team</i>	<i>Office manager/ Premises Officer</i>
Staff only on site <i>(Consider Lone Working)</i>	<i>Staff to leave by nearest and safest signed exit route Lone working staff to contact member of SLT</i>	<i>front of school</i>	<i>Senior staff member</i>	<i>Staff job register collected by SLT</i>	<i>Office manager/ Premises Officer Call either of the above</i>
Plays/concerts	<i>Class teachers and teaching assistants in hall escort pupils and parents out of designated fire exit to assembly point</i>	<i>Pupils, parents and staff school field</i>	<i>Member of SLT</i>	<i>As std teaching times, parents sign in assembly sheet</i>	<i>Office manager/ Premises Officer</i>
Lettings	<i>Class Organisers and assistants to escort all attendees out of designated fire exit to assembly point. Contact member of school staff</i>	<i>front of school</i>	<i>Class Organiser</i>	<i>Class Organisers responsibility – registers, booking forms.</i>	<i>Office manager/ Premises Officer Call either of the above</i>

11.0 Whole site evacuation

- 11.1 If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with All Saints Church and Church Rooms to relocate to their premises.
- 11.2 SLT/Office Manager to return to school at normal collection time for parents who may not be aware.
- 11.3 A member of senior management team will advise the local authority and communications team in the event of pupils having to be relocated to another site.
- 11.4 Parents / Guardians / Carers will be advised of the situation via Class Dojo and direct contact if able to.

12.0 Methods of Communicating Information Relating to Fire Evacuation

- 12.1 Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin and site / premises staff), fire drills and debriefs.
- 12.2 Lunch Time Supervisors - Fire awareness training, communication of fire and emergency plan at LTS meeting, fire drills and debriefs.
- 12.3 Catering and cleaning staff – Communication of fire and emergency plan and pre-arranged meetings, fire drills and debriefs.
- 12.4 Shared users of site – Consultation in development of fire and emergency plan, communication of relevant information at staff meetings led by a member of the Senior Leadership Team responsible manager.
- 12.5 General visitors – Visitor/contractor leaflet, generally escorted on site.
- 12.6 Contractors – Visitor/contractor leaflet, site induction (as required).

13.0 Specific Arrangements

- 13.1 Lettings – Fire Evacuation plan given and list of contact numbers.
- 13.2 Emergency services – Following initial 999 call, Staff member 1 will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

14.0 High Risk Areas / Activities

- 14.1 Within All Saints C Of E Primary School no know areas have been identified as high risk.
- 14.2 Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- 14.3 Boiler/plant room – Access to this area is restricted. Premises team and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

15.0 Useful contact names/numbers

Health and Safety - 0116 3055515

All Saints Church and Church Room - 2880985

Patrick Thacker 07887 375644 & Winsum Wright 07889 900622

*Leicestershire County Council Business Continuity and Major Incident Line 0116 305 5400
– will be informed of local evacuation centre*

16.0 Appendices

School/Academy Emergency plan map

Location of fire hydrant (if known)

Fire drill record sheet



Appendix 5: Security Plan – **SCHOOL**

Each school to develop their own security plan to reflect local site and arrangements.

The plan should include:

Physical Security

- what is in place
- monitoring and maintenance of physical security measures
- directional signage
- site access controls
- internal door controls

Procedural Security

- visitor access and supervision arrangements
- key holders
- security considerations when staff leave (e.g. updating of codes)
- cash handling
- personal possessions
- high value /desirable equipment – storage, inventory, etc
- lost property – how long kept before disposal
- releasing children at the end of the school day

Reporting Security Concerns



Appendix 6: Arrangements for Vehicle Management – **SCHOOL**

Each school to record their own arrangements to reflect local site and arrangements.

You may wish to consider:

Cycles and Scooters

Grounds Maintenance Vehicles

Vehicles belonging to Staff, Visitors and Parents

Deliveries

Coaches (Educational Visits)

Maintenance of Vehicles Owned/Leased by the School



Appendix 7: Approved List of Working at Height Activities – **SCHOOL**

Each school to set out what work at height activities are automatically approved subject to compliance with a written risk assessment. For example, using free standing steps not more than 3 steps high to reach high level items or put up a display will probably be on the approved list, while use of ladders may only be automatically approved for premises staff. You can also apply conditions (e.g. children prevented from entering the area)

Think about whether exceptions might need to apply in a lone working situation.

The following “working at height” activities are automatically approved, **subject to compliance with relevant risk assessments**:

Any Time

-

Any Time Except when Lone Working

-

All other activities involving work at height will require appropriate authorisation in addition to compliance with relevant risk assessment for the activity in question.

Activities Covered by this Assessment	Working at height		
Site Address / Location	All Saints C Of E Primary School	Department / Service / Team	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			
Special note: Falls from Height - As part of your consideration of risk you should try to eliminate the need to work at height wherever possible, if this is not possible due consideration should be given to the controls in this template. You should also consider precautions to mitigate the consequences of a fall e.g. netting or soft landing systems.			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
Poor maintenance of access equipment e.g. ladders, steps, scaffolds.	Staff, contractors. Fractures, musculoskeletal injuries, sprains	<ul style="list-style-type: none"> Regular inspections of equipment are carried out before every use and records kept. Three-monthly inspections of access equipment are carried out by a competent person and records kept. Defective equipment is reported to a manager. Defective access equipment is immediately removed and repaired or disposed of. 	H	L	M		M	L	L	PO	Ongoing	

<p>Inappropriate use of tower scaffolds causing trips and falls.</p>	<p>Staff, contractors. Fractures, musculoskeletal injuries, sprains</p>	<ul style="list-style-type: none"> • Equipment is only used where there is a firm, level surface. • All equipment is visually inspected before use and records kept. • Appropriate footwear is worn. • Safe system of work is in place for work involving tower scaffolds. • Staff who use tower scaffolds are PASMA trained. • Equipment is suitably stored after use. • Work at height training has been undertaken. 	<p>H</p>	<p>M</p>	<p>M</p>		<p>M</p>	<p>L</p>	<p>L</p>	<p>PO</p>	<p>Ongoing</p>	
<p>Inappropriate use of ladders/stepladders.</p>		<ul style="list-style-type: none"> • Ladders are only used for low risk work and for a short duration of time. • Ladders are made secure by tying or footed by a person at the base of the ladder. • A stand-off device is used if a strong resting point on the upper surface where the ladder would make contact is fragile or weak. • Ladder is placed on a suitable firm and level base. A stability device is used. Three points of 	<p>H</p>	<p>M</p>	<p>M</p>		<p>M</p>	<p>L</p>	<p>L</p>	<p>PO/Staff</p>	<p>Ongoing</p>	

		<p>contact are maintained at all times when working to avoid overreaching.</p> <ul style="list-style-type: none"> • The equipment used meets professional standards. • Appropriate footwear is worn. • Equipment is suitably stored after use. • Work at height training has been undertaken. 										
<p>Working on fragile surfaces; carrying out roof work.</p>		<ul style="list-style-type: none"> • The need to work on/near/pass across a fragile surface is avoided wherever possible, e.g. repairing a skylight from underneath using a tower scaffold. • No access to fragile surface is allowed except by authorised persons or specialist contractors using appropriate equipment. • Use of suitable fixed access e.g. stairs/ladders rather than temporary equipment are used where possible. • Fragile surfaces are identified with suitable and prominent signage. • A suitable working platform, with guard rails 	H	L	M		M	L	L	PO	Ongoing	

		<ul style="list-style-type: none"> during work on or near a fragile surface is used. Use of suitable personal protective equipment (PPE) is used. 									
Falls from height.		<ul style="list-style-type: none"> Specific risk assessments are undertaken prior to all work at height activities. Long handled tools where appropriate, are used. Suitable equipment is used for specific jobs. Fall arrest systems depending on nature of task, equipment and duration are used. Adequate and appropriate signs are in place to warn of hazards below the work area. Work is scheduled to take place when persons/others are not in the immediate area. Operatives are trained to work at height. 	H	M	M		M	M	M	PO	Ongoing
Carrying materials.		<ul style="list-style-type: none"> Only light materials and tools are carried the person and anything they are taking up does not exceed the highest load stated on the ladder. items are not held when climbing. 	M	L	L		M	L	L	PO	Ongoing

		<ul style="list-style-type: none"> Tool belts are worn if appropriate 									
Poor weather conditions causing slips.		<ul style="list-style-type: none"> No work at height is conducted outside in poor weather. 	L	L	L		L	L	L	PO	Ongoing
Risk of electrocution.		<ul style="list-style-type: none"> Work is not carried out within 6m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. A non-conductive ladder (eg fibreglass or timber) is used for any electrical work. Hand tools or battery-operated tools are used wherever possible. All portable equipment has been PAT. Pre-user checks of equipment are carried out before and after use. 	H	M	M		M	L	L	PO	Ongoing
Lack of training.		<ul style="list-style-type: none"> All staff who are involved with work at height are trained and competent. 	M	L	L		L	L	L	PO	Ongoing
Lack of personal protective equipment (PPE).		<ul style="list-style-type: none"> An equipment checklist is completed, to include PPE. 	M	L	L		L	L	L	PO	Ongoing
Being hit by falling objects.		<ul style="list-style-type: none"> Good housekeeping is in place to ensure nothing is stored in such a way 	M	M	L		L	L	L	PO	Ongoing

		<p>that it will fall from height.</p> <ul style="list-style-type: none"> Materials, tools or debris is not thrown down from height if it is likely to injure anyone. Areas where there is a risk of a falling object needs to be cordoned off and clearly indicated and unauthorised people kept from it. Tool belts are used to prevent fall of tools/materials from pockets. 									
Poor flooring or area where work at height is to be carried out.		<ul style="list-style-type: none"> Each individual area where work at height is being carried out is inspected before use, e.g. floors surfaces, guard rails etc., and records kept. 	M	L	L		L	L	L	PO	Ongoing

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	
How could this emergency situation be prevented / controlled?	
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	

Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	
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Risk Assessor (s) Name(s):	Mark Pearson	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	14/03/2023	Date of Next Review:	14/03/2024	
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
	Likelihood of Harm Occurring			

Risk Rating Definitions

Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.



Appendix 8: Near Miss Report Form (Example)

A “near miss” is defined as being any incident, accident or emergency which did not result in an injury but had the potential to cause harm. Reporting a near miss enables the school to take appropriate action to:

- reduce the risk of a recurrence of the incident; and/or
- to reduce the potential for a recurrence to result in harm.

Name: **Incident Date & Time:**

Location of Near Miss:

Please provide a brief description of what happened

Who might have been harmed or what damage might have been caused?

What do you think caused the incident?

Please provide the name(s) of any witness(es)

Signed:

School Use:

Action to be taken	Who by?	Date complete

Appendix 9: Contractor Induction Form

This form should be used to ensure that all appropriate HS&W issues are effectively communicated between clients and external contractors. Where issues are identified, efforts should be made to ensure appropriate controls are agreed.

General Information					
Site Name:					
Contractor Name:			Company Name:		
			Contact Number:		
Project Reference:					
Date of Works:					
Project Manager:					
CDM Notifiable:	30+		500+ Staff		N/A:
Contractor Communications					
Risk Assessments Observed:					
Method Statements Observed:	YES / NO				
Public Liability Insurance Certificate:	Cover:	£:	Date:		Activities:
Hot Works on Site:	YES / NO		Permit to Work Form Complete:	YES / NO	
Excavation on Site:	YES / NO		Permit to Work Form Complete:	YES / NO	
Evidence of Competence Provided: (Consider SSIP List)					
Hazards Apparent	Hazard			Tick	Controls in Place?
	Work at heights:				
	Work near fragile surfaces:				
	Falling objects:				
	Asbestos:				
	Work on Mains Services:				
	Mobile plant / large vehicles:				
	Lifting equipment:				
	Access to confined spaces:				
	Hot work: (e.g. welding)				
	Toxic, harmful or corrosive substances:				
	Significant amounts of dust				
Significant noise levels					

	Other (specify)			

Safeguarding Children / Vulnerable Adults:	
Are contractors required to work in isolation?	
Are children / vulnerable adults on site?	
Is a DBS check necessary?	
Has a DBS been provided by contractor?	

Client Communications:	
Asbestos survey observed	YES / NO / N/A
Visual demonstration of asbestos location provided	YES / NO / N/A
Local asbestos contingency procedure communicated	YES / NO / N/A
Refurb/demolition survey completed for refurb/demolition projects	YES / NO / N/A
Fire evacuation procedure	YES / NO
First aid provision	YES / NO
Welfare arrangements	YES / NO
Client contact details	YES / NO
Additional on-site hazards (please specify)	

	Action	Who	Date Complete
Further action required following this induction			

By signing this form the above named contractor and appropriate client contact confirm that they have effectively communicated relevant information pertaining to the HS&W risks associated with the works being carried out during this project. This signature also demonstrates the contractor's commitment to comply with on-site rules / procedures as stipulated by the client.

Contractor: Name: Date:

Client Name: Date:

Significant findings from contractor inspection	
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