



Health, Safety and Security Policy

INSPIRING BELIEF
in God and one another



ST RICHARD'S
SCHOOL

| | |
|---------------------------------|---------------|
| DATE APPROVED BY THE LAT | February 2020 |
| DATE APPROVED BY THE LAC | March 2020 |
| REVIEW DATE | February 2022 |
| Signed Headteacher | |
| Signed Chair of LAC | |

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
 - in each other – through motivation and teamwork
 - in the children – through showing them their potential
 - in the parents – through building trust by results
 - in God to all – through our whole lives
-
- We believe in looking out for everyone
We put safety first and we do all we can to ensure that all needs are met.
 - We believe in working together
We act like a family who support and motivate one another.
 - We believe in aiming for the best
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
 - We believe in looking to the future
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Table of Contents

| | |
|---|----|
| <i>1. Health, Safety & Security General Statement</i> | 6 |
| <i>2. Monitoring and scope</i> | 8 |
| <i>3. Responsibilities of the Local Academy Committee</i> | 8 |
| <i>4. Responsibilities of the (Executive) Headteacher</i> | 8 |
| <i>5. Responsibilities of the Premises Manager</i> | 10 |
| <i>6. Responsibilities of the school teachers</i> | 10 |
| <i>7. Responsibilities of all school staff</i> | 11 |
| <i>8. General and specific issues</i> | 12 |
| 8.1. Accidents, dangerous occurrences, violent incidents and near-misses reporting and investigation..... | 12 |
| 8.2. Asbestos management plans..... | 12 |
| 8.3. Health, safety and security audit, review, performance measurement and resulting action plan..... | 13 |
| 8.4. Bullying and harassment..... | 13 |
| 8.5. Cash handling | 14 |
| 8.6. Catering | 14 |
| 8.7. Cleaning | 14 |
| 8.8. Contractors..... | 15 |
| 8.9. Display screen equipment..... | 16 |
| 8.11. Equipment..... | 16 |
| 8.12. Fire and other emergencies..... | 17 |
| 8.15. Health and hygiene..... | 19 |
| 8.16. First aid..... | 19 |
| 8.17. Training of first aid personnel | 19 |
| 8.18. First aid assessment | 20 |
| 8.19. Hazardous materials and their risk assessment..... | 20 |
| 8.20. Health, safety and security inspections and information | 21 |
| 8.21. Management of identified risks..... | 22 |
| 8.22. Training on health, safety and security | 22 |
| 8.23. Health, safety and security policies, procedures and arrangements the schools should have in place..... | 22 |
| 8.24. Insurance details..... | 22 |
| 8.25. Lettings of school premises..... | 23 |
| 8.26. Locations of main service isolation points..... | 23 |
| 8.27. Lone working arrangements | 23 |

| | | |
|-------|--|-----------|
| 8.28. | Manual handling..... | 23 |
| 8.29. | Medicines and supporting pupils at school with medical conditions..... | 24 |
| 8.30. | Noise..... | 24 |
| 8.31. | Physical education equipment..... | 25 |
| 8.32. | Personal protective equipment..... | 25 |
| 8.33. | Play equipment..... | 25 |
| 8.34. | Premises security..... | 26 |
| 8.35. | Repairs and maintenance..... | 26 |
| 8.36. | Risk assessments..... | 26 |
| 8.37. | Rubbish..... | 26 |
| 8.38. | School security..... | 27 |
| 8.39. | Smoking on school premises..... | 27 |
| 8.40. | Staging and seating..... | 27 |
| 8.41. | Stress..... | 28 |
| 8.42. | Supplies (purchasing, procurement and deliveries)..... | 28 |
| 8.43. | Swimming..... | 28 |
| 8.44. | Training for staff..... | 28 |
| 8.45. | Tree safety..... | 29 |
| 8.46. | Education visits..... | 29 |
| 8.47. | Visitors to school..... | 29 |
| 8.48. | Visits and recommendations of enforcing authorities..... | 29 |
| 8.49. | Work experience arrangements..... | 29 |
| | <i>Appendix 1 Emergency Response Flowchart.....</i> | <i>30</i> |
| | <i>Appendix 2 Detailed roles and responsibilities.....</i> | <i>31</i> |
| | <i>Appendix 3 Major emergency response contact list.....</i> | <i>32</i> |
| | <i>Appendix 4 – Parking of motor vehicles on premises.....</i> | <i>34</i> |
| | <i>Appendix 6 – Health, safety and security audit report.....</i> | <i>34</i> |
| | <i>Appendix 7 – Maintenance report.....</i> | <i>34</i> |
| | <i>Appendix 8 – Fire drill procedures.....</i> | <i>34</i> |
| | <i>Appendix 9 – Emergency procedures.....</i> | <i>34</i> |

1. Health, Safety & Security General Statement

- 1.1. The LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the "**Trust**") believes that the safety, health and welfare of staff, pupils and visitors to the Trust's premises is paramount. The Trust acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the Trust's schools and offices placed upon them by law. The Trust has overall responsibility for policy formulation, implementation and development.
- 1.2. The Local Academy Committees ("**LACs**") are committed to achieving and maintaining the highest standards of health and safety by pursuing proactive improvements in health and safety performance.
- 1.3. The LACs will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- 1.4. The LACs will ensure that it has adopted the Trust's Health, Safety & Security Policy and has put in place a comprehensive management to implement the Trust's policy.
- 1.5. The LAC will comment on health, safety and security systems in its Annual Report to Parents and highlights any improvements
- 1.6. The Trust has delegated the day-to-day responsibility of health, safety and security at the school to the (Executive), who will meet this by ensuring that the school's risk assessment is kept up to date and implemented upon.
- 1.7. The (Executive) Headteacher and specific responsibilities delegated to staff members for health and safety are detailed in this policy. The School Leadership Team ("**SLT**") will ensure that staff are made aware of their duties on induction and annually at staff meetings.
- 1.8. Specific instructions for emergency or routine activities are also detailed within the policy.
- 1.9. The Trust's schools will ensure that adequate resources, including the provision of training and instruction are provided to all employees to ensure the competence.
- 1.10. All employees, pupils and visitors have a duty to act responsibly and to co-operate fully with the management and to be proactive to prevent injury or occupational ill health, either to themselves or others. All employees, pupils and visitors are encouraged to contribute to the implementation of these policies.

| | DOCUMENT | Master copy kept in | Date last reviewed | Proforma attached here |
|---|--|---------------------|--------------------|------------------------|
| 1 | Responsibilities for the Local Academy Committee | | | |
| 2 | Responsibilities for the (Executive) Headteacher | | | |
| 3 | Responsibilities for the teachers | | | |
| 4 | Responsibilities for the Premises Manager | | | |
| 5 | Responsibilities for all staff | | | |
| 6 | Task allocations | | | |

2. Monitoring and scope

- 2.1. This policy will be reviewed once every two years.
- 2.2. This policy should be read and implemented in conjunction with the school's Accessibility Plan and Premises Management, as well as the Trust's Safer Recruitment Policy, First Aid Policy, Medicines and Supporting Pupils at School with Medical Conditions Policy, Supporting Children with Medical Conditions Policy, Behaviour & Anti-Bullying Policy, Educational Visits Policy, and Business Continuity & Disaster Plan.

3. Responsibilities of the Local Academy Committee

- 3.1. The LAC must ensure compliance with this policy and any other specific health, safety and security arrangements of the Trust.
- 3.2. The LAC must actively and reactively monitor the health, safety and security matters within the school. The LAC must annually review the school's health and safety arrangements and approve improvements where necessary.
- 3.3. The LAC must ensure that appropriate funding is allocated to maintain the school premises' and site's safe condition.
- 3.4. The LAC must ensure that risk assessments are recorded for all work activities undertaken by the school, including those off-site, which could constitute a significant risk to the health, safety and security of school employees or other persons.
- 3.5. The LAC must ensure that the Health, Safety and Security General Statement and other relevant health and safety documentation, including this policy, are drawn to the attention of all employees.
- 3.6. The LAC will prioritise action on health, safety and security matters where resources are required from the school's budget. Where necessary, the LAC will seek further advice from the Trust to ensure that action is taken promptly.
- 3.7. The LAC will report to the Trust any hazards which the school is unable to rectify from its own budget.
- 3.8. The LAC will ensuring that the Annual Safety Audit's Report is forwarded to the Trust, as soon as possible after its completion, and, where applicable, an action plan arising as a result of the audit is also forwarded to the Trust.

4. Responsibilities of the (Executive) Headteacher

- 4.1. The (Executive) Headteacher is responsible for:

- 4.1.1. The day-to-day management of health, safety and security matters in the school, ensuring they are implemented and carried out in practice, and seeking specialist advice where appropriate.
- 4.1.2. Ensuring that risk assessments are made and recorded for all school work activities, including those off-site, which may constitute a significant risk to the health, safety and security of employees or other persons.
- 4.1.3. Identifying and providing staff health and safety training, including induction, and arranging for training records to be kept.
- 4.1.4. Participating in health, safety and security auditing arrangements and ensuring audit action plans are implemented.
- 4.1.5. Monitoring the purchasing and maintenance of equipment and materials and ensuring that it complies with current health, safety and security standards and all contractors can provide certificate of compliance with safer recruitment, child protection and health, safety and security standards when engaged to work for the school.
- 4.1.6. Ensuring all maintenance and repairs of school equipment are carried out by competent persons.
- 4.1.7. Ensuring that procedures are in place in case of fire or other emergencies that firefighting equipment is readily available and properly maintained, and that emergency drills and are carried out regularly and monitored for effectiveness.
- 4.1.8. Ensuring that first aid equipment is available readily on school premises and that adequate staff members are trained to provide first aid.
- 4.1.9. Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- 4.1.10. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated and action taken.
- 4.1.11. Liaising with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be isolated to prevent the spread of infection. Where parental / carer's assistance is required when keeping children isolated while sick, all communication will be followed up in writing.
- 4.1.12. Ensuring that records on children in the school's care are maintained and updated regularly and, where appropriate, staff are made aware of health histories, special needs, dietary requirements and any other potential identified risks.
- 4.1.13. Ensuring that staff are provided with and use protective clothing and safety equipment. All such equipment must be properly maintained.
- 4.1.14. Ensuring that Health, Safety and Security Handbooks, Notices and Asbestos Management Plans are kept up to date.

- 4.1.15. Ensuring appropriate procedures for risk assessment and authorisation of educational visits are followed.
- 4.2. In the (Executive) Headteacher's absence these responsibilities fall to the immediate deputy.

5. Responsibilities of the Premises Manager

- 5.1. The Premises Manager has an important role in the school's health, safety and security procedure implementation. It is important that the Premises Manager is trained in all aspects of personal safety.
- 5.2. In addition to the responsibilities imposed on all staff members, the Premises Manager will take primary responsibility for:
 - 5.2.1. Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
 - 5.2.2. Making arrangements for the safe working of contractors on site, ensuring, as far as is reasonable, that their work is segregated from school users and ensuring they consult the asbestos management plan.
 - 5.2.3. Keeping play areas free of rubbish and safe and ensure that snow and ice is cleared, or prevent access to hazardous areas.
 - 5.2.4. Ensuring that all security doors (e.g., to motor rooms, boiler rooms) are identified and secured against unauthorised entry.
 - 5.2.5. Ensuring that all statutory inspections are completed and records kept for the site, including those for portable electrical equipment.
 - 5.2.6. Ensuring all fire appliances are properly maintained, checked and kept in the designated locations.
 - 5.2.7. Ensuring that fire procedure notices are properly maintained and correctly displayed.
 - 5.2.8. Attending appropriate training courses to enable effective discharging of duties.
 - 5.2.9. Participating in any health, safety and security audits.

6. Responsibilities of the school teachers

- 6.1. Teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health, safety and security hazards are present.

- 6.2. Teachers must check fire exits in the classroom area are working, unobstructed and are unlocked during the school day.
- 6.3. Teachers must not issue any medications to children, but report any signs of illness, in themselves, or of in any child to the (Executive) Headteacher immediately.
- 6.4. Teachers should encourage all parents to sign the medications permission form.
- 6.5. Teachers must implement the school's policies and procedures concerning health, safety and security within their classroom, and remain aware of the location of the nearest first aider, fire exits and evacuation procedures.
- 6.6. Teachers must under no circumstances leave a child on its own, and ensure that there is a sufficient adult to children ratio in classroom / school areas at all times.
- 6.7. Teachers must report any accidents involving children in the classroom or school areas for which they are responsible. The teachers should make sure all incidents are recorded in the accident book and where appropriate the (Executive) Headteacher is informed.
- 6.8. Teachers should check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm.
- 6.9. Teachers should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue then the (Executive) Headteacher should be advised.

7. Responsibilities of all school staff

- 7.1. All staff employed the Trust have a responsibility to:
 - 7.1.1. Take reasonable care for the health, safety and security of themselves and others when undertaking their work;
 - 7.1.2. Check classrooms / school areas are safe.
 - 7.1.3. Ensure health, safety and security procedures are followed and check equipment is safe before use and report defects.
 - 7.1.4. Co-operate with the LAC governors and the (Executive) Headteacher on all matters relating to health, safety, and security by complying this policy and any other relevant guidance.
 - 7.1.5. Make use of any protective and safety clothing or equipment made available to them and not intentionally or recklessly misuse any equipment.
 - 7.1.6. Report immediately to the (Executive) Headteacher any serious or immediate danger, accidents, or near misses, and any shortcomings in the arrangements for health safety and security.
 - 7.1.7. Ensure that they only use equipment or machinery which they are competent to use or for which they have received appropriate training.

- 7.1.8. Take an active interest in promoting health, safety and security, and suggest ways to reduce any identifiable risks.

8. General and specific issues

8.1. Accidents, dangerous occurrences, violent incidents and near-misses reporting and investigation

- 8.1.1. All Trust employees who witness an accident, dangerous occurrence, verbal abuse, threatening behaviour, or near miss will make an entry in the school's Accident Reporting Procedures Book as soon as possible following the event.
- 8.1.2. Where another employee receives such a report, the employee will also make an entry into the school's Accident Reporting Procedures Book.
- 8.1.3. Serious incidents should be brought to the attention of the (Executive) Headteacher, who will report to the Trust as necessary. A list of reportable injuries / incidents is available.
- 8.1.4. Accident Reporting Procedure Books are to be kept by the following people at the specified locations.

| Location of Accident Reporting Procedure Book (First Aid cupboard) | Person in charge of the Accident Reporting Procedure Book |
|--|--|
| The accident book shall be monitored termly and outcomes reported to the LAC | (Executive) Headteacher |
| Serious accident reports will be sent to the Trust | (Executive) Headteacher |
| The person responsible for monitoring accidents and incidents to identify trends and patterns is | (Executive) Headteacher or the Premises Manager |

8.2. Asbestos management plans

- 8.2.1. The (Executive) Headteacher and the (Executive) School Business Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date.
- 8.2.2. All contractors shall be referred to the asbestos management plan before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the asbestos management plan before commencing work.

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| The person responsible for making arrangements for dealing with asbestos in compliance with the LAT and DFR's policy, and ensuring that the premises asbestos management plan is consulted by visiting contractors and other relevant persons | (Executive) Headteacher and Premises Manager |
| The premises asbestos management plan is kept | School office |
| The person responsible for ensuring that the log is updated as appropriate following work on the fabric of the building | (Executive) School Business Manager and Premises Manager |

8.3. Health, safety and security audit, review, performance measurement and resulting action plan

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|---|---|
| The person responsible for sending a copy of the school's individual health, safety and security arrangement to the Trust | (Executive) Headteacher |
| The person responsible for carrying out an annual review of the General Statement of Health, Safety and Security and its implementation in the school | (Executive) Headteacher |
| The person responsible for compiling and implementing the school's annual health, safety and security action plan, including actions for improvements in the appropriate development plan | (Executive) Headteacher, (Executive) School Business Manager and Premises Manager |
| Employee absence statistics for the purposes of performance measurement are kept by | (Executive) Headteacher |

8.4. Bullying and harassment

- 8.4.1. The Trust's Behaviour & Anti-Bullying Policy is available on the Trust's website and must also be adopted by the Trust's school.

- 8.4.2. All records of bullying incidents and any actions taken should be kept. These should also be reported to the LAC.

8.5. Cash handling

- 8.5.1. All schools should keep to a minimum the amount of cash entering and being handled on the premises. The Trust is implementing cashless systems in all its schools.
- 8.5.2. The schools should ensure that any cash is kept in a safe and monies are banked at least weekly. Counting of accumulated cash occurs at an appropriate location within the school.
- 8.5.3. Schools should ensure that deterrents, such as Closed Circuit Television (“**CCTV**”), have been implemented. Schools should also ensure that any staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery.

8.6. Catering

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| The person responsible for registering the food premises with the local Environmental Health Officer | Chef and Catering Manager |
| The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards | Chef and Catering Manager |
| Person responsible for catering equipment (e.g. dough mixers, slicing machines, potato peelers) safe use and risk assessment | Chef and Catering Manager |
| Person(s) authorised to operate and use catering equipment | Chef and Catering Assistants |

8.7. Cleaning

- 8.7.1. The procedure for recording and monitoring the school’s cleaning contractor must be followed. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets.

- 8.7.2. All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.
- 8.7.3. All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

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| A cleaning site record book is kept to monitor cleaning in the Academy | Premises Manager |
| The contractor will be notified of problems | Premises Manager |
| Spillages, leaks or wet floors should be reported to | Premises Manager |

8.8. Contractors

- 8.8.1. All contractors who work on the premises are required to abide by this policy and the Code of Conduct. Contractors are also required to ensure safe working practices by their own employees under the provisions of health and safety regulations and law. The contractors must pay due regard to the safety of all persons using the premises.
- 8.8.2. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the (Executive) Headteacher will take such actions as are necessary to prevent persons in their care from a risk or injury.

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| The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance | (Executive) School Business Manager (Executive) Headteacher Premises Manager |
| The person in control of contractors is | (Executive) Headteacher |
| Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the Property Handbook is allocated to | (Executive) School Business Manager (Executive) Headteacher |

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| All contractors shall be referred to the asbestos log book before commencing work by | (Executive) School Business Manager |
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8.9. Display screen equipment

- 8.9.1. Employees who are classified as users of display screen equipment will have an assessment of their workstations. The employees will also be entitled to a regular eye test.

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| The competent (trained) person responsible for carrying out display screen equipment risk assessments | School Business Manager |
| The person responsible for implementing the requirements of the risk assessment | (Executive) Headteacher |

8.10. Electrical equipment

- 8.10.1. The (Executive) Headteacher and the Premises Manager will ensure that testing, inspection and maintenance of equipment as outlined in the property log books is undertaken as required.
- 8.10.2. It is the responsibility of all persons to ensure that equipment is inspected prior to use for any visible signs of damage, obvious faults or deterioration. Equipment identified as unserviceable, or of doubtful serviceability will be taken out of service, labelled and locked away. The defect must be reported to the Premises Manager or the (Executive) Headteacher who will arrange for repair and replacement.
- 8.10.3. The (Executive) Headteacher will ensure that appropriate test certificates are obtained for all electrical equipment brought into the school from other sources. The equipment must also be visually inspected in accordance with Electrical Safety Management Guidelines. The school must ensure that appropriate training is provided to staff to enable them to effectively carry out electrical appliance tests.

8.11. Equipment

- 8.11.1. The Premises Manager is responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of ladders and stepladders.
- 8.11.2. The Premises Manager is authorised to use ladders and stepladders up to a specified high.
- 8.11.3. The Premises Manager is responsible for ensuring that equipment used for manual handling of loads and people is maintained in a safe condition, such as sack barrows and flat-bed trolleys.
- 8.11.4. The Premises Manager is responsible for and authorised to use the caretakers' and cleaners' equipment, including powered cleaning equipment, power tools and hand tools. The Premises Manager should select, inspect, maintain, train, supervise, and risk assess all such equipment and ensure that it is used safely.

8.12. Fire and other emergencies

- 8.12.1. The LAC and the (Executive) Headteacher will ensure that an emergency plan is prepared to cover potential major incidents which could put at risk the occupants or the users of the school.
- 8.12.2. The school's emergency plan will indicate the actions to be taken in the events of a major incident to ensure the safety of all persons, the removal of persons from danger, the application of first aid and medical treatment (if required). The emergency plan will also outline the protocols to contact emergency services and safeguard the premises and equipment.
- 8.12.3. The emergency plan is approved by the LAC and the school agrees to rehearse it regularly, at least once per term. The result of all such rehearsals will form part of risk assessments completed by the (Executive) Headteacher and reported to the LAC and the Trust.

8.13. Fire prevention and detection equipment arrangements

| System | Location of Test Records | Person Responsible |
|---------------------------|---------------------------|--------------------|
| Fire Alarm | School Office | Premises Manager |
| Emergency Lighting System | N/A (fire book) | Premises Manager |
| Smoke Detection System | School Office (fire book) | Premises Manager |

| | | |
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| The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is | | Premises Manager |
| The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is | | Bridge Fire |

8.14. Emergency procedures

8.14.1. The person who discovers an emergency will raise the alarm immediately by the most appropriate means and ensure that the (Executive) Headteacher is informed immediately. The emergency services should be contacted immediately where appropriate, and any advice received should be implemented swiftly.

| | Person | Deputy |
|---|-------------------------------------|--------|
| The controlled evacuation of people from the building or on the site to a place of safety | (Executive) Headteacher | |
| Summoning of the emergency services | (Executive) School Business Manager | |
| That a roll call is taken at the assembly point | (Executive) Headteacher | |
| That no-one attempts to re-enter the building until the all clear is given by the emergency services is | Premises Manager | |

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| The person responsible for arranging, recording and monitoring fire drills at least once per term is | (Executive) Head Teacher |
| LAT will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by | (Executive) Head Teacher |
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept | Premises Manager |

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

| Type of emergency procedure | Location(s) |
|-----------------------------|--------------------------------------|
| Fire Evacuation Procedure | On back of all doors |
| Bomb Alert | On back of all doors |
| Person threatening violence | Physical Restraint policy (children) |

8.15. Health and hygiene

- 8.15.1. The Trust recommends that all members of staff with hair longer than shoulder length must wear their hair tied back at all times.

8.16. First aid

- 8.16.1. The school will ensure that all staff are aware of procedures dealing with first aid emergencies.
- 8.16.2. The first aid boxes will be stocked and the contents checked regularly. Access to the boxes must be restricted to designated staff members and placed strategically around the school. First aid notices should be displayed within classrooms and waiting areas clearly displaying the names, contact information and locations of the designated first aiders.

8.17. Training of first aid personnel

- 8.17.1. All first aiders will hold a valid certificate of competence, including paediatric first aid, as approved by the Health & Safety Executive. First aid certificates are only valid for three years, therefore, the (Executive) Headteacher will ensure that appropriate records are kept regarding the training of first aiders.

8.18. First aid assessment

8.18.1. The number of first aiders present at the establishment will be determined in accordance with the law and any statutory regulations. The following employees have completed first aid training:

| Name | Location | Date of Expiry of Certificate |
|------------------|------------------------------------|-------------------------------|
| Linda Murray | School Office | 02/10/20 |
| Angela Bland | Reception Class | 21/09/20 |
| Laura Dobson | Playground/Dining Hall/Family Room | 21/09/20 |
| Vita Siddiqui | Ocean Centre | 21/09/20 |
| Agneiszka Wojtas | Office | 28/11/20 |

8.18.2. The names (and extension numbers, if appropriate) of current first aiders and appointed emergency aiders are displayed at the following points in the school:

| | |
|--------------------|-----------------------------|
| Display Point | Display Point |
| First Aid cupboard | School Office |
| Staffroom | Main Corridor Display Board |

8.19. Hazardous materials and their risk assessment

- 8.19.1. The Premises Manager will undertake an annual risk assessment to identify all hazardous and potentially dangerous chemicals and ensure that these are stored safely. An inventory must be completed and key staff trained and informed.

| | |
|---|-------------------------------------|
| Copies of all the hazardous substances inventories are held centrally | School Office |
| The person responsible for undertaking and updating the control of substances hazardous to health risk assessment | (Executive) School Business Manager |
| The person responsible for ensuring follow up action on the report is completed | (Executive) School Business Manager |

8.20. Health, safety and security inspections and information

- 8.20.1. The school should ensure that health, safety and security inspections are carried out with the health, safety and security representative.
- 8.20.2. The Trust encourages the LAC governors to participate in health, safety and security inspections where possible and practicable.

| | |
|---|--|
| The person responsible for distributing all health, safety and security information received from CSF and elsewhere and for the maintenance of a health and safety information reference system | (Executive) Headteacher with (Executive) School Business Manager |
| Records of employees signatures indicating that they have received and read and understood health and safety information are kept | (Executive) School Business Manager |
| New employees will be informed of all relevant health and safety information as part of the induction process by | (Executive) School Business Manager |
| Health and Safety Documentation will be kept in the Health and Safety handbook which is kept | School Office |
| The person responsible for maintaining it | (Executive) Headteacher |

8.21. Management of identified risks

| | |
|---|---|
| Risk Management documentation will be kept in the Risk Management Handbook which is kept | (Executive) School Business Manager |
| The person responsible for maintaining it | (Executive) Headteacher and (Executive) School Business Manager |
| The person responsible for deciding on the appropriate circulation of each document <i>(Employees must sign to confirm they have read and understood the information.)</i> | (Executive) Headteacher |
| The Health and Safety Law Poster is displayed in the | Staff room |

8.22. Training on health, safety and security

8.22.1. The (Executive) Headteacher is the person responsible for drawing to the attention of all employees to health, safety and security matters as part of their induction training.

8.23. Health, safety and security policies, procedures and arrangements the schools should have in place

8.23.1. The (Executive) Headteacher is the person responsible for ensuring that the health, safety and security policies are implemented.

8.23.2. The health, safety and security policies include the toolkit for educational visits coordinators; codes of safe practice and guidance; risk assessments; asbestos management plan; fire and other emergency arrangements accident reporting arrangements; first aid arrangements; safe use of work equipment; procedures for hazardous substances; good housekeeping, waste disposal and cleaning arrangements; hazard reporting and maintenance procedures; special hazards and responsibilities associated with their work activity; and special needs of young employees.

8.24. Insurance details

| | |
|-------------------|----------------------|
| Insurance Company | Details |
| DFE RPA | Membership No:146474 |

8.25. Lettings of school premises

- 8.25.1. The LAC notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that renting the buildings complies with the terms of this policy.
- 8.25.2. The (Executive) Headteacher and LAC will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.25.3. When the premises or facilities are being used out of normal academy hours for an activity, then, for the purposes of this policy, the organiser of that activity (even if an employee) will be treated as a hirer and comply with the requirements of this section.
- 8.25.4. The (Executive) Headteacher is responsible for coordinating lettings of the premises in accordance with the lettings policy.
- 8.25.5. The (Executive) Headteacher is responsible for informing other users of the building of the presence of any hazards which have not been rectified.
- 8.25.6. The Premises Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

8.26. Locations of main service isolation points

| Service | Location of isolation point details |
|-------------|-------------------------------------|
| Water | Boiler Room |
| Electricity | Electrical Intake Room |
| Gas | Boiler Rood |

8.27. Lone working arrangements

- 8.27.1. All staff should be aware of their responsibilities for lone working in premises owned by the Trust.
- 8.27.2. When a staff member is likely to be working outside normal working hours then a full risk assessment to determine whether the job is a "one person" job; the remoteness or isolation of the workplace; problems of communications; possibility of violence or criminal activity by intruders; the nature of possible injury and emergency egress.

8.28. Manual handling

- 8.28.1. All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work.

8.28.2. The risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils.

8.28.3. Consideration should also be considered for staff who may be pregnant.

8.29. Medicines and supporting pupils at school with medical conditions

8.29.1. All Trust staff should be provided with the Medicines and Supporting Pupils at School with Medical Conditions Policy and the Supporting Pupils with Medical Conditions Policy.

8.29.2. The prime responsibility for a pupil's health rests with the parents / carers who should ensure the school is provided with adequate information on their child's medical needs and ensuring that the school is provided with any relevant medication and the method for its administration.

8.29.3. The (Executive) Headteacher must consult with the staff teachers to ensure that they volunteer to administer any medications to pupils. The individual decision of the staff member must be respected.

| | |
|--|--|
| The person responsible for dealing with the administration of medicines and inhalers including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required | School Admin Officer |
| The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs | (Executive) Headteacher / Special Educational Needs & Disability Coordinator |

8.30. Noise

| | |
|--|-------------------------|
| Any employee concerned about the noise levels at work should report the matter to: The responsible person will arrange for remedial action or for an assessment to be made. | (Executive) Headteacher |
|--|-------------------------|

8.31. Physical education equipment

| | |
|--|-------------------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment | (Executive) School Business Manager |
| Person(s) responsible for regular (daily) visual inspection | (Executive) School Business Manager |
| Contractor responsible for annual full inspection and report | Sportsafe |

8.32. Personal protective equipment

8.32.1. The school will ensure that the suitable personal protective equipment is provided to school staff free of charge, when identified as a necessity to mitigate an identified risk.

8.32.2. The employees are responsible for informing the line manager as soon as they become aware of a need to replace or repair any personal protective equipment that they use.

8.33. Play equipment

| | |
|--|--|
| The person responsible for the selection, siting, inspection, maintenance, training, supervision, safe use and risk assessment of outdoor play equipment | (Executive) School Business Manager (Executive) Headteacher |
| The person responsible for following up the annual play equipment inspection report | (Executive) Headteacher |
| The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary | Premises Manager |
| The person responsible for ensuring that the equipment is adequately supervised when in use | (Executive) Headteacher |

| | |
|--|------------------|
| | |
| Person(s) responsible for regular (daily) visual | Premises Manager |
| Contractor responsible for annual full inspection and report | Sportsafe |

8.34. Premises security

| | |
|--|---|
| The person (and their deputy) responsible for unlocking and locking the building | Premises Manager (Executive) Headteacher |
| | (Executive) School Business Manager |

8.35. Repairs and maintenance

| | |
|---|--|
| The name and telephone number of the school's attached maintenance surveyor | Southern Maintenance Solutions – 016353 3363 |
|---|--|

8.36. Risk assessments

8.36.1. The (Executive) Headteacher will ensure that annual updates are undertaken on the school premises and methods of work, and new assessments are done for changes in practices or working environments and all out of school activities.

8.36.2. Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the LAC who will prioritise issues and assign resources to undertake remedial control measures when required.

8.37. Rubbish

8.37.1. The Premises Manager should be contacted regarding any issues concerning rubbish / refuse.

8.37.2. All staff are responsible for ensuring the good housekeeping of their own areas and undertake to dispose of waste in designated areas which are carefully stored.

8.37.3. The rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

8.38. School security

8.38.1. The LAC and the (Executive) Headteacher will consult with staff to agree security procedures for dealing with incidents that occur during and out of school hours, as well as, implementing the Trust's Abusive Parents and Visitors Policy.

8.38.2. Following the guidance in this policy, the Trust hopes that staff are trained and know what to do should they have to deal with aggressive parents and / or parents; thefts; break-ins and burglaries; locking up of the buildings; contacting the Schools Liaison Police Officer; and protecting the children, staff, visitors and contractors from the risk of abuse.

8.38.3. The Trust recognises that it may be necessary to ban individuals from the premises if they continue to be verbally or physically abusive to staff, other parents and / or children.

8.38.4. Letters confirming the school's policy on aggressive behaviours should be sent to parents within 24 hours of any breaches in an attempt to prevent any further transgressions.

8.39. Smoking on school premises

8.39.1. The Trust maintains a total no smoking policy throughout the Trust's premises. This is reflected and communicated through several 'No Smoking' signs on display throughout the school and at the main entrance.

8.40. Staging and seating

| | |
|--|-------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment | (Executive) Headteacher |
| Person(s) authorised to operate and use | Premises Manager |

8.41. Stress

| | |
|--|-------------------------|
| The persons responsible for monitoring absence owing to stress-related illness | (Executive) Headteacher |
|--|-------------------------|

8.42. Supplies (purchasing, procurement and deliveries)

- 8.42.1. The LAC will ensure that all equipment and material purchased or procured for use in schools complies with the current legislative requirements and standards.
- 8.42.2. All orders for supplies and / or acceptance of gifts or donations must be authorised by the (Executive) Headteacher and / or the (Executive) School Business Manager. All authorisations must be given after ensuring that the goods match description, arrangements are in place to receive the goods, and that the goods do not compromise the health, safety and security of employees, pupils and visitors. All authorisations must take into consideration the potential impact on school revenue and the ongoing cost implications arising for the maintenance of donated items.
- 8.42.3. Deliveries must be reported to the Premises Manager and / or the (Executive) School Business Manager who will arrange for them to be taken to the appropriate location.

8.43. Swimming

- 8.43.1. All facilities used to provide swimming lessons must be fully risk assessed. The pupils must be taught by a fully qualified instructor and a qualified lifeguard must be present. The pupils must be accompanied by two appropriate adults at all times.

8.44. Training for staff

- 8.44.1. All new staff must receive a safety induction on their first day of employment. The instructions should take the form of the explanation of the red card system.
- 8.44.2. All key staff and staff with special responsibilities (such as the Premises Manager and / or the First Aid) staff must receive the appropriate training (such as first aid training, portable appliance training, manual handling training, ladder training, primary school swimming training, disabilities awareness course, display screen equipment training and training in relation to the control of substances hazardous to health).
- 8.44.3. The school should keep a record of all staff who have undergone training and any expiry dates of certificates of training. The record should be kept in the school office by the (Executive) School Business Manager.

8.45. Tree safety

- 8.45.1. The Premises Manager is responsible for ensuring that all trees in the school playgrounds or overhanging onto school premises are checked for dangers.

8.46. Education visits

- 8.46.1. All Group Leaders or staff taking pupils on school trips must follow the Educational Visits Policy.
- 8.46.2. The (Executive) Headteacher is responsible for ensuring that the appropriate risk assessments and approvals are obtained for educational visits.
- 8.46.3. The (Executive) Headteacher is responsible, in conjunction with the driver, for ensuring that any vehicles kept or hired by the school are operated in accordance with the law.
- 8.46.4. Any school owned, hired or leased minibuses or coaches are only to be used for journeys approved under the Trust's procedures.

8.47. Visitors to school

- 8.47.1. All visitors should report to the school reception on arrival and sign the visitors' book and be issued with a visitor's sticker.
- 8.47.2. If a school employee notices an unidentifiable person, they should report it to the school office immediately.

8.48. Visits and recommendations of enforcing authorities

- 8.48.1. The (Executive) Headteacher is responsible for coordinating visits, recommendations and coordinating actions and reporting of matters requiring authorisation to the LAC.

8.49. Work experience arrangements

- 8.49.1. The (Executive) Headteacher is responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring pupils are visited, and liaising with partners as appropriate.

Appendix 1 Emergency Response Flowchart

| TASK | PERSONNEL | TIME SCALE |
|--|--|--|
| Obtain the facts of the incident as accurately as possible | Most senior member of staff first notifies of incident | Within Hours |
| Senior management to meet with support personnel | Where appropriate any outside officers who may be able to help with planning as well as senior management team | Within Hours |
| Assign roles | See "Detailed Roles & Responsibilities" | Within Hours |
| Contact families | (Executive) Headteacher | Within hours and continue until completed |
| Call a staff meeting to give information | (Executive) Headteacher | Same day if practicable |
| Give relevant information to pupils in small groups | (Executive) Headteacher /Class teachers | Same day if practicable |
| Arrange a debriefing for staff involved in crisis event | (Executive) Headteacher | Same day if practicable |
| Debriefing for pupils involved in the crisis | (Executive) Headteacher | As soon as possible allowing for health, safety and security |
| Identify high risk pupils and staff | Senior Leadership Team | Next Few Days |

| | | |
|---|-------------------------|--|
| Promote controlled discussion in classes | Class Teachers | Next few days and weeks |
| Organise special staff meetings to discuss issues (e.g. special assemblies, attending funerals) | (Executive) Headteacher | As soon as necessary |
| Identify the need for group or individual treatment | Senior Leadership Team | Incrementally over days and weeks after crisis |
| Organise treatment, etc. | (Executive) Headteacher | As required |

Appendix 2 Detailed roles and responsibilities

| ACTIONS | RESPONSIBILITIES | NAMES |
|--|--|--------------|
| Ensure accurate lists of contact persons is readily available (both for activity staff and emergency contact points) | (Executive) School Business Manager | |
| Contact emergency services | Staff member | |
| Immediate action to safeguard students and staff evacuation and roll call in accordance with fire / bomb threat procedures | (Executive) Headteacher | |
| Staff telephone numbers | Premises Manager | |
| Opening of appropriate parts of the school | (Executive) Headteacher, Premises Manager | |

| | | |
|--|---|--|
| Ensure premises is secure | Premises Manager | |
| Informing the LAC Chair and the Education Department / Directorate of Educational Services | (Executive) Headteacher | |
| Contacting parents/guardians/relatives | (Executive) Headteacher | |
| Liaison with media | (Executive) Headteacher, the LAC, the Trust | |

Appendix 3 Major emergency response contact list

| | |
|---|---|
| Aftercare | 07592 674275 |
| Academics Ltd | 020 3031 4862 |
| Chair of Governors (Anne Messer) | 07747 185039 |
| Cool Milk (milk delivery - account number) | 0800 142 2972 www.coolmilk.com |
| Children's Services and Lifelong Learning (Reception) | 0208 583 2600 |
| Community Police | 020 8247 6672 07881 501251 HounslowCentral.snt@met.police.UK |
| Contingency Planning Department | 020 8583 5111 07957 793813 |
| Corporate Communications (Press Office) | 0208 583 2180 out of hours call 0208 583 2222 and ask for on call media officer |
| Counselling Service | 020 8583 2538 |
| Education Safety Officer | 0208 583 2610 |

| | |
|--|---|
| Education Welfare Service | 020 8583 2776 |
| Educational Psychology Service | 0208 583 2800 |
| Health and Safety Executive | 0845 3009923 |
| Hounslow Emergency Planning Team - 24 hour number | 020 8583 2222 |
| Platinum ICT – School Support Team | 020 8583 4161 07811 524 093 |
| LDBS Trust 2 | 020 3837 5311 (Administrator) |
| LEA - Lesley Crossley | 020 8583 2222 (out of hours) 020 8583 2600 (day times) |
| Local Authority Education Emergency Helpline | 020 8583 2777 |
| Local Radio – Radio Jackie - 107.8fm Sunrise Radio – 1458am Daybreak | STUDIO: 020 8288 1078 STUDIO TEXT: 0790 66 22 061 STUDIO: studio@radiojackie.com NEWS: news@radiojackie.com 020 8574 6666 www.itv.com/daybreak |
| London Fire Brigade (Feltham Fire Station) | 020 8555 1200 www.london-fire.gov.uk |
| London Transport (information for all kinds of public transport) | tfl.gov.uk |
| May Personnel Ltd – Cleaners (Sue Neighbour) | 020 8831 9998 |
| Met Office Weather call (60p/min local forecast) | 09014 722062 |
| Metropolitan Police – Hounslow Central | 020 8721 2530 |
| SFVS (school fruit and veg delivery scheme) | 0800 612 5292 |
| School’s usual bus company (special needs) | 020 6 583 5507 |
| Sheena Pooley – Head of Place Planning and Admissions | 0208 583 2640 |
| Teacher Support Network (trained support and counsellors available 24hrs) | 08000 562 561 |

| | |
|--|---------------|
| The Foreign Office (links with British Consulates etc.) | 020 7270 1500 |
| The Samaritans | 08457 909090 |
| West Middlesex Hospital | 020 8560 2121 |
| Iowan O'Sullivan - Senior Management Information Officer | 020 8583 2460 |

This list must be updated and held in school office.

Appendix 4 – Parking of motor vehicles on premises

Please refer to the Traffic Management Policy.

Appendix 6 – Health, safety and security audit report

[Schools to insert their most recent audit report]

Appendix 7 – Maintenance report

Please refer to the SMS folder (school office)

Appendix 8 – Fire drill procedures

Please refer to the Fire Drill folder (school office)

Appendix 9 – Emergency procedures

Please refer to the Emergency Planning folder in school office.