



Woodlawn
School

HEALTH & SAFETY POLICY

Reviewed – September 2019

Reviewed – May 2021

Statement of Intent

The Governing Body of Woodlawn School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act 1974 and all other applicable legislation and approved codes of practice.

Woodlawn School is committed to:-

- Providing a safe and healthy working environment for staff, pupils and visitors.
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, control them to an acceptable level
- Providing effective information, instruction and training for governors, staff and visitors
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff
- Encouraging the reporting of all work related accidents, incidents and their subsequent investigation to facilitate the prevention of recurrence
- Measuring and reviewing performance and taking actions on lessons learned
- Continual improvement in health and safety management and performance

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities or following changes to legislation.

Name: Gill Wilson

Signature:



Date: 4/9/19

(Head teacher)

Name: Hilary Harrison

Signature:



Date: 4/9/19

(Chair of Governors)

All other H&S documents & policies should also be referred to.

School Risk Assessment Guidance
Risk Assessment Policy
H&S in the curriculum
Pupils on Educational Visits
Safe use of Hydrotherapy Pool
School Swimming Guidance 18/19
Administration of Medicines Policy
Mental Health & Wellbeing - Employee Guide
Mental Health & Wellbeing - Managers Guide
Mental Health & Wellbeing - Procedure
Manual Handling Procedure
Moving & Handling Guidance
Lone Working Procedure
Use of Display Screen equipment
School workplace Inspection Guidance
Inspection, Maintenance & Testing Guidance
Premises Inspection & Management
Emergency School Closure
Critical Incident
1 st Aid
Sun Safety Policy
Behaviour
Equality & Diversity
Intimate Care
Safeguarding & child protection
Hire of school premises
PE
Art
D&T

Organisation

In order to comply with the Governing Body's Statement of Intent, the schools' management have additional responsibilities assigned.

Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

The Governing Body has the following responsibilities:-

- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school
- Take an active role in the development and review of the health and safety policy for the school that reflects local procedures and policies
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance
- Ensure health and safety issues are covered at meetings of governing bodies, either through a special meeting or as a standard agenda item
- Provide information to the Local Authority on health and safety matters when requested
- Ensure adequate resources are given to safety issues
- Ensure adequate training is provided for both governors and staff
- Promote the active participation of workers in improving health and safety performance

Headteacher

Overall responsibility for the day to day management of health and safety rests with The Headteacher.

The Headteacher has the following responsibilities:

- Cooperate with the Governing Body to ensure the health and safety policy and procedures are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors
- Ensure that effective arrangements are in place to proactively manage health and safety through the production, revision and implementation of risk assessments
- Report to the Governing body on health and safety performance and any safety concerns which may need to be addressed by the allocation of funds
- Ensure that the premises, plant and equipment are maintained and in good working order
- Report to the LA any significant risks which cannot be rectified within the establishment's budget
- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure that consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up

School Health and Safety Coordinator

The School Health and Safety Coordinator is responsible for and provides support to the Governing Body and the Headteacher to enable them to fulfil their health and safety duties.

The Health and Safety Coordinator has the following responsibilities:-

- Ensure they are familiar with schools health and safety management system
- Coordinate and manage the annual risk assessment review process for the school
- Coordinate the annual workplace monitoring inspections and performance monitoring process
- Keep up to date with health and safety legislation and case law
- To coordinate the provision for the inspection and maintenance of work equipment throughout the school
- Manage the records of all health and safety activities including management of the fabric of the building and building services
- Advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

Heads of Departments

EY & Primary – Deputy Headteacher (CHH)

Secondary & Post 16 – Deputy Headteacher (NA)

The Heads of Departments support the Governing Body and the Headteacher to fulfil their health and safety duties within their area of control.

The Heads of Departments have the following responsibilities:-

- Actively lead the implementation of the Health and Safety Policy
- Ensure that all equipment and machinery is maintained and in good working order and defective equipment is not used until the necessary repairs are carried out
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure risk assessments are undertaken in line with the school policy, for the activities for which they are responsible and that identified control measures are implemented
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- Consult with staff on all health and safety issues

Class Teachers

Teaching staff are expected to:-

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching area as described in the health and safety guidance documents and codes of practice, if issued, and to ensure that they are applied
- Give clear oral and written instructions and warning to pupils when necessary

- Follow safe working procedures
- Require the use of personal protective equipment/clothing and guards where necessary
- Make recommendations to the Headteacher, Head of Department on health and safety equipment and on additions necessary or improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all incidents, accidents, defects and dangerous occurrences to the Head of Department.

Health and Safety Lead

The Health and Safety Lead's responsibility is to facilitate communication and consultation on health and safety issues across the school.

Responsible for:-

- Communicating and consulting with the workforce on matters of health and safety which may affect staff
- Ensuring proactive and reactive monitoring of Health and safety standards within each department is carried out
- Analysing accidents, incidents and near misses to ensure trends are identified and recommendations for action can be implemented
- Making employees aware of significant changes to the Health and Safety Policy
- Promoting good practice and challenging poor health & safety performance or attitudes

Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

All employees have responsibility to:-

- Take reasonable care for their own health and safety and anyone else who may be affected by their work
- Comply with the school's health and safety policy and procedures at all times
- Exercise effective supervision of pupils within their control and to know the procedures for fire, first aid and other emergencies
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Pupils/Students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

Pupils, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Inform any member of staff of any situation which may affect their safety

Visitors and other users of the premises

There are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers e.g. catering/cleaning contractors, parents and outside staff

- The Office Manager ensures that a suitable system is implemented whereby visitors are required to record their visit to the school (visitors' book) and the time they leave. This includes all visitors to the school including Governors, contractors, and volunteers.
- Visitors will be required to wear a visitors' identification badge and be accompanied at all times by a responsible employee
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported and an investigation undertaken as soon as possible by the Business Manager.

Health and Safety Advice

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They: -

- Advise the school on health and safety legislation and relevant updates
- Provide workshops and training on a range of statutory health and safety requirements
- Provide guidance documentation to support health and safety management.
- Undertake a health and safety audit on a three yearly basis, giving advice on improvement and promoting best practice across the school.
- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.
- Consult with Headteachers and Trade Unions via the School H&S Forum.

Procedures and Arrangements

Introduction

The following procedures and arrangements have been established within our school to provide a safe and healthy working environment for staff, pupils and visitors.

Accident/Incident Reporting & Investigation

The school is aware of the need to record incidents to enable monitoring of the safety management system and the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

North Tyneside Council's Incident and Accident reporting system is utilised for recording such incidents, this will be the responsibility of the Office Manager

All accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by the Office Manager

Communication, Consultation & Training

Communication and Consultation

The school has established arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. Each full Governing Body meeting, Finance, Staffing & Facilities Governor committee meeting, SLT meeting, department meeting and staff briefing have H&S as standard on the agendas.

Health and Safety Training

All employees are provided with induction training in the requirements of this policy and will be updated in response to any significant change. Training records will be kept within personnel files. The Senior Leadership team is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Construction (Design and Management)

Where any construction works are carried out, the school will liaise with North Tyneside Council to ensure works are appropriately planned and competent contractors are appointed. The school will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. We will ensure that any health and safety file, prepared in relation to any project, is obtained from the contractor following completion of the works and kept readily available for inspection.

Contractor Management

The school will carry out checks to ensure that any contractor used is competent and that any works are carried out safely. All contractors will be required to have current registration with a contractor safety scheme (eg CHAS) or will be required to complete a Pre- Qualification Questionnaire (PQQ) which the school will review following completion. Once onsite, the contractor will be supervised by school staff to ensure ongoing safety and security of the school. This will be documented on a contractor monitoring checklist.

COSHH (Control of Substances Hazardous to Health)

All reasonable steps will be taken to prevent staff and pupils from exposure to substances hazardous to health. Where this cannot be achieved, a COSHH risk assessment will be produced and communicated to relevant staff. An inventory of all hazardous substances on site will also be produced and reviewed on an annual basis/introduction or change to a chemical. The Office Manager is the COSHH coordinator who will be responsible for this.

Display Screen Equipment (DSE)

All staff who are required to work with display screen equipment for over an hour a day are instructed to carry out a DSE self-assessment and forward the evidence to their line manager. Staff who have been identified as a DSE user are entitled to an eyesight test every 2 years by a qualified optician.

Educational Visits

The Educational Visits Co-ordinator is Glen Whalley, Assistant Headteacher and he is responsible for overseeing procedures and documentation for all educational visits. Advice and guidance is provided by the School Improvement Adviser, Sport & Culture. North Tyneside Council's *Health and Safety of Pupils on Educational Visits* is implemented by the school.

Emergency/Fire Arrangements

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The Business Manager will ensure a fire risk assessment is undertaken, implemented and reviewed annually or when there is a change in environment or work activity/process.

Fire and emergency evacuation procedures are detailed in the Fire log file and a summary is posted in every classroom. These procedures will be reviewed annually. Staff and visitors will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing in to the school. Employee induction training will be supported by termly evacuation drills which will be recorded in the fire log book.

The fire alarm is tested each week, outside of normal school hours
Fire alarms & extinguishers are maintained by competent contractors.

In the event of a bomb scare, details are outlined in the school critical incident policy.

Service Isolation Points

Gas	Sensory Garden Kitchen Car-park – Main supply Taxi drop off - Pool
Electricity	Cupboard in main office
Water	Kitchen car park

Emergency Gas Shut off Valve

Gas	Science Room Kitchen Boiler House
------------	---

The science room valve remains closed (locked) unless the Science teacher requires the gas outlets for an experiment.

Employee Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their line Manager.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

First Aid & Medication

First Aid

The school is committed to providing sufficient provision for First Aid to deal with accidents and injuries that arise at work. An up-to-date list of first aiders is held in the Reception area. It is the responsibility of the first aiders to check all First Aid kits on a termly basis to ensure they are adequately stocked.

AED (automated external defibrillator) is located in the reception area.

Medication

The School Nursing team is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the school nursing team.

All non-emergency medication kept in school is securely stored in the medical base in a lockable cupboard and refrigerated meds kept in clearly labelled container within a fridge - with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the medical base and clearly labelled.

Food Hygiene

1. Always wash your hands before handling food and after using the toilet.
2. Tell the Head or Deputy at once of any skin, nose, throat or bowel trouble.
3. Ensure that cuts and sores are covered with water proof dressings.
4. Keep yourself clean and wear clean clothing.
5. Do not smoke in a food room, it is illegal and dangerous.
6. Never cough or sneeze over food.
7. Clean as you go - keep all equipment and surfaces clean.
8. Prepare raw and cooked food in separate areas.
9. Keep food covered, and either refrigerated or piping hot.
10. Keep your hands off food as far as possible.
11. Ensure waste food is disposed of properly. Keep the lid on the dustbin, and wash your hands after putting waste in it
12. Tell your line manager if you cannot follow these rules.

Lettings

The Office Manager will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

Manual Handling

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by a member of SLT and brought to the attention of relevant staff.

Woodlawn School fulfils its obligations by:-

- ensuring that provision and support for moving and handling is incorporated into staff induction and provides training, which covers the key elements of safe handling

- ensuring that staff avoid, as far as reasonably practicable, moving/handling operations that put an employee at risk
- ensuring that risk assessments are in place which use an ergonomic approach considering the task, the load, the environment, and the individuals capacity, to reduce risk
- ensuring that equipment is maintained and checked in accordance with Regulations
- ensuring that consideration is always given to the privacy, dignity, independence and views of the pupils being moved (also covered in the Intimate Care Policy)

Hoists are available to assist with the movement of pupils where required. All staff will have Moving and Handling training as soon as possible.

Wheelchair Safety

Staff will be shown how to push a wheelchair safely down kerbs. Staff need to ensure that:-

- they always use straps if the wheelchair has them
- they never leave a wheelchair without its brakes on
- they report any faults to the wheelchair service urgently
- an assessment is undertaken to assess whether a pupil needs 1-1 supervision when they are in their wheelchair

Hoists (Ceiling and Pool)

The following procedures are adopted for the safe use of ceiling and pool hoists:-

- there should always be a minimum of two staff members to use the hoist
- one member of staff must have received the instruction and be competent in the operation of the hoist
- the hoist sling must be checked for any wear and tear before use
- transfers using a hoist should be the shortest distance possible, i.e. wheel the person in his/her chair to the equipment they are to be transferred onto before lifting onto the hoist
- before lifting a person, always explain to them what you are going to do and why

Woodlawn School will ensure that all staff receive adequate training with regards to the safe use of ceiling and pool hoists. The maintenance of equipment will be included in the school's yearly maintenance contract.

Risk Assessment

General

The school conducts and documents risk assessments for all activities which present significant risks to the staff, pupils and visitors. They are coordinated by Heads of Departments and are subject to approval by the Headteacher.

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

Curriculum

Risk assessments for curriculum activities will be carried out by class teachers, tutors & HLTA's using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into texts in daily use lesson plan etc.

Moving & Handling of pupils

These are co-ordinated by the motor skills co-ordinator for each pupil requiring M&H they are signed off by a member of SLT and reviewed annually.

Lone Working

The school recognises that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have determined, by risk assessment, those activities where work can be done safely by one unaccompanied person (e.g. site security).

Woodlawn currently operate as follows:-

- Only SLT members of staff will do any home visits alone, which will be in exceptional risk assessed circumstances – another responsible adult e.g. nurse, HR would normally accompany (to staff & parent/carer).
- No member of staff to be on site without the caretaker on site.
- Staff access is during school opening hours - Monday-Friday 7.30am – 6.30pm.
- Meetings to run beyond 6.30pm (e.g. Governors) are pre-scheduled, the caretaker and Office Manager are aware. The Headteacher will be last to leave site with the Chair of Governors and text the caretaker to request lock up.
- School will only be open during school holidays if the caretaker is on site (Caretaker's annual leave is taken during school closures) and no building work is being carried out on site. If school is open to staff, school holiday opening hours are 8.00am – 4pm.

Individual Risk Assessment

The school recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and pupils. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:-

- New/Expectant Mother
- Person with a disability or a short term ailment
- Young or inexperienced member of staff

The relevant Heads of Department, in cooperation with the individual (and their parent/guardians in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

Safe Driving

Minibuses

All drivers for school minibuses must be over 21 and hold a full Category B (car) licence with D1 entitlement. Drivers must also undergo a formal system of driver assessment. The Office Manager maintains a list of approved drivers, who are subject to annual checks of their driving license and annual declaration forms. This information is held in the H&S file.

All school approved minibus drivers are expected to complete a pre-use checklist prior to every journey, if any issues are identified the driver is to inform The Office Manager who will implement remedial actions.

'Never' Points

No primary pupil should ever travel in the front of the bus and older pupils may only do so with the permission of the driver.

- **never** carry unofficial passengers - for example, hitch-hikers.
- **never** make unofficial journeys.
- **never** carry more passengers than there are seatbelts - even young children.

‘Always Points’

- wear your seatbelt.
- ensure that all passengers wear their seatbelts and that children use booster seats where necessary.
- keep to the speed limit.
- fill in the log book accurately.

Accident Procedure

- always stop in the event of an accident.
- exchange names, addresses, insurance companies, etc. and try to find witnesses.
- if anyone is injured, the police should be called.

In the event of a Breakdown

- Ring the school – 643 2590
- Ring North Tyneside Workshop during working hours (6436586 or 6436155)

Own Transport

Staff cars should only be used in an emergency and it would be expected to be a member of SLT.

Staff using their own vehicles other than for travelling to and from school, should hold comprehensive insurance including business use in their own personal car insurance policy.

A central list will be kept and updated. A photocopy of your insurance policy, driving licence and MOT documents will be kept in school.

To comply with child protection legislation you must never put yourself in a position where you are alone with a pupil. Group leaders should always arrange a central dropping off point rather than individual home drops.

Members of staff who drive pupils in their own car must ENSURE:-

1. their passengers safety
2. that the vehicle is roadworthy
3. they have the appropriate licence
4. MOT certificate if required
5. they have appropriate insurance cover

The driver is responsible for making sure that pupils use a seat belt and appropriate and restraints if required. Vehicles without seat belts must not be used.

Traffic Management

Vehicular access to the car-park is prohibited during the school day and at times when pupils are coming/leaving the premises. Traffic routes are a one-way system within the car-park, the main yard and front of the building pick up/drop off area when used by pupil transport. Cars must be parked in designated parking bays as access to the school must be kept clear at all times for cases of emergency.

Premises Management

Inspections

A whole site general inspection of the site will be conducted by the Office Manager on a termly basis. These inspections will be recorded on the inspection checklist.

Responsibility for following up items detailed in the safety inspection report will rest with the Office Manager.

A Governor will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings. (in the absence of a Link Governor – the deputy head will undertake the monitor with the Office Manager).

Asbestos

An asbestos survey and management plan is in place for the school in accordance with North Tyneside Council's Asbestos Plan. The school's asbestos file (including school plans, asbestos survey data and site specific management plan) is held in Reception.

The Headteacher will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from building management via the Office Manager. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to the school's asbestos duty holder and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to the Office Manager – see Emergency protocol at front of file

The school's asbestos duty holder is

Kevin Jones – Caretaker (4/6/15) (refresher – January 2018)

Refresher training is required 3 yearly.

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain whether there has been any damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Legionella

A Legionella risk assessment for the school is completed by Kingfisher Environmental Services Ltd. It will be reviewed every two years or where significant changes have occurred to the water system and/or building footprint. The Office Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. Records will be kept of all maintenance, temperature monitoring and sampling which have been carried out.

External Play Equipment

External play equipment will only be used when adequate supervision can be maintained. Consideration is given to weather conditions, as outdoor play equipment should not be used during wet or icy conditions.

The equipment is subject to regular inspections to ensure it's well maintained and in good working order. Daily / pre use checks is carried out by Teaching & Learning staff. A more thorough check of the equipment is conducted by the Caretaker on a termly basis and records are kept whether defects are identified or not. A detailed certified inspection to BS EN 1176 and 1177 is carried out by ROSPA on an annual basis and records are kept on site.

Where any defects / hazards are identified in either inspection, appropriate steps are taken to prevent use until issues have been satisfactorily resolved.

Safeguarding and Security

Safeguarding

The School has an established Safeguarding procedure in place; all admissions and/or queries should be directed to the DSL or DpDSLs

Security

To ensure there is a clearly defined route between the entrance and reception, the school will maintain only one point of external access/egress throughout the school day; this will be in operation between the times of 7.30am & 6.30pm – Monday – Friday.

Visitors will be required to report to reception, state the reason for their visit and sign in. Following sign in, Admin staff will issue a lanyard which will identify the individual as a visitor; this lanyard must remain visible at all times throughout their visit. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. In the event that the visitor refuses to comply with the above procedures, they will be asked to leave the site immediately and a member of SLT informed. The member of SLT will consider the situation and decide if it is necessary to inform the police.

The visitor must not be allowed to move around the site unaccompanied unless they have met the schools Enhanced DBS criteria. Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the aforementioned school contact will take him/her to the fire assembly point. Should an incident/accident occur involving a visitor, it must be reported to the school and an investigation must be undertaken as soon as possible by the Office Manager.

All staff will be issued with a key fob for use with the door entry system. Staff MUST notify either the Office Manager or office staff if they lose their fob so that they can be deleted from the door entry system. Staff must not put any labels on the key fobs as if they are lost they could be associated with the school.

Work at Height

Where work at height activities cannot be avoided a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height. Only employees who have had the necessary training are authorised to work at height. The school's nominated person(s) responsible for work at height is Kevin Jones, Caretaker.

Access equipment such as ladders, stepladders and kickstools are subject to monthly recorded inspections to ensure they are suitable and in good working order, it is the responsibility of the caretaker to carry out these checks.

Work Equipment

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the H&S file.

All staff are required to report to the Office Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will also ensure specific training or instruction needs, personal protective equipment requirements are provided and relevant risk assessments conducted where required.

Electrical Safety

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Inspection and testing of all portable appliances will be carried out by an approved contractor on an annual basis. The Office Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5 year cycle (last test Summer 2019).

Gas Appliances

All gas appliances are subject to an annual gas safe check and this is carried out by Kirklands. No person shall interfere with any gas appliance or gas fitting/pipe work unless qualified and competent to do so.

Lifts/Lifting Equipment

The school will service lifting equipment as per the The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Careability carries out tests and examinations on a 6 monthly basis. All thorough examination reports will be kept for as long as the equipment is being used.

Workplace Health, Safety and Welfare

The school will ensure that it meets the health, safety and wellbeing needs of staff, pupils and visitors, this will include providing;

- Sufficiently ventilated enclosed work areas.
- A reasonable comfortable temperature within school.
- Suitable lighting.
- Adequate space for activities.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.