



Health and Safety Policy

Date	Revision & Amendment Details	By Whom
July 2024	Approved	IEB



Newborough Primary School

Statement of General Policy for Health, Safety and Wellbeing

Newborough Primary School is committed to ensuring the health, safety and wellbeing of all *staff/employees, pupils/students* and visitors.

The Leadership Team together with the Interim Executive Board aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Leadership Team are accountable for the management of HSW and for the implementation of this Policy.

Staff have a duty to protect themselves and others by working safely, co-operating with the Leadership Team, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

(Insert signature)

(Insert signature)

Andrew Read, Chair of Interim Executive Board

Jennifer Paterson Interim Principal

(Insert date)

(Insert date)

Date of next review: July2025

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Interim Executive Board. Duties and responsibilities have been assigned to Staff and IEB Members as laid out below.

1. Interim Executive Board (*Andrew Read - Chair*)

The Interim Executive Board will comply with any HSW directives issued by Peterborough County Council Education Directorate. The Interim Executive Board is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Interim Executive Board, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Interim Executive Board alone.

The Interim Executive Board will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Principal

Overall responsibility for the day-to-day management of HSW in the school sits with the Principal. The Principal will advise IEB Members of the areas of HSW which require an allocation of funds. The Principal will ensure that:

- 2.1 there is a system in place for undertaking risk assessments;
- 2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.3 there are adequate staffing levels for safe supervision;
- 2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.5 protective clothing/safety equipment is provided where necessary;
- 2.6 first aid materials and fire equipment is adequate, and maintained;
- 2.7 the funding of necessary health and safety training for staff;
- 2.8 the arrangements for securing health and safety assistance from a competent source;
- 2.10 appropriate health and safety information is provided to IEB Members.

The Principal may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Principal of their accountability and from the overall day-to-day responsibility for HSW within the school.

3. Deputy Principal

The Principal will delegate to the Deputy Principal, the following duties:

- 3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed

- periodically;
- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Interim Executive Board ratification;
 - 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
 - 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
 - 3.5 arrange for termly evacuation drills and weekly fire alarm tests;
 - 3.6 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
 - 3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
 - 3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
 - 3.9 report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
 - 3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. Teaching Staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 4.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 4.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 4.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 report accidents, near misses and defective equipment to management.

5. Site Manager/Caretaker

The Site Manager/Caretaker is responsible to the School Business Manager. They shall:

- 5.1.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2. take appropriate action when necessary to prevent injury to others on site; participate in the termly health and safety inspections;
- 5.3 identify health and safety training/supervisory needs of site supervisory staff;
- 5.4 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 5.5 ensure that all staff work in accordance with safe working practices/risk assessments.

6. Health and Safety Co-ordinator School Business Manager

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Principal. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

- 6.1 contribute to the review of this policy;
- 6.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 6.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
arrange termly evacuation drills and weekly fire alarm tests etc;
- 6.4 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 6.5 participate in the termly health and safety inspections;
- 6.6 report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.7 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

7. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Interim Executive Board and school management and shall:

- 7.1 participate in the risk assessment process and comply with the control measures;
- 7.2 report any defects in the condition of the premises or equipment they become aware of;
- 7.3 report accidents, near misses and defective equipment to management.
- 7.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 7.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 report any unsafe working practices to the Principal.

8. Staff Safety Representatives

Where the Interim Executive Board is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- 8.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 8.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 8.3 make representations to the Principal on general matters affecting the health, safety and wellbeing of employees;
- 8.4 carry out health, safety and welfare inspections;
- 8.5 attend the health and safety committee meetings;
- 8.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered
Jennifer Paterson		

10. Health, Safety and Wellbeing Reporting to Interim Executive Board

The school has Health, Safety and Wellbeing reported to the Interim Executive Board on a monthly basis as part of the principal's report. This will cover key health and safety report outcomes, actions, outcomes of internal checks and compliance, training and further issues for consideration.

The Committee will submit an annual report to the Interim Executive Board for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Monitoring and Review of Health and Safety

1. Communication

This policy acknowledges the importance of involving all members of the school community in matters of health and safety. This includes by means of consultation and discussion in order to achieve a collaborative approach to health and safety.

Safety representatives of trade unions recognised by the school will be consulted on matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

All members of the school are encouraged to report any health and safety issues or concerns to the business manager, line managers, Principals or to the Board itself.

2. Training

The Principal is committed to involving employees in the maintenance of Health and Safety standards.

Employees will be provided with training to enable them to play their part in helping to establish and maintain a safe environment and a positive culture of health and safety. The training requirements will be set out in SmartLog documenting health and safety training that has been completed on an annual basis.

External Health and Safety Consultants will be used to provide professional health and safety advice as required.

3. Monitoring, Reporting and Supervision

Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Board to receive both specific (e.g. incident-led) and routine reports on the effective implementation of the Health and Safety policy.

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The Principal will provide the necessary information to the Interim Executive Board, to enable them to ensure that:

- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programs) and incident data (such as accident rates)
- The results of periodic audits of the effectiveness of management structures in relation to health and safety are analysed
- Risk controls for health and safety are carried out
- The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the Board
- There are procedures to implement new and changed legal requirements and to consider other external developments and events
- Workplace health is monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness
- Workplace health and safety data is collected and reviewed to allow benchmarking against

other organisations in the sector

- Contractor performance is reviewed and any issues reported
- Supervisory and line management arrangements are assessed, clearly defined and appropriately allocated and that relevant individuals have the necessary skills and training.

4. Risk Assessment

Effective risk assessment is the foundation of all health and safety checks, and the Trust takes steps to ensure that all relevant staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

A Risk assessments library is held on the server. All Risk assessments are to be reviewed by the School Business Manager:

- At regular intervals, such as annually
- After accidents, incidents and near misses
- After any significant changes to workplace, working practices or staffing
- After any form of notice has been served.

In order to ensure Risk assessment, remain effective, spot checks will be delivered on a variety of Risk assessments by the Principal and the Interim Executive Board.

It is recognised that whilst the preferred route to mitigating risk is through elimination, there are many aspects where this is not possible. All reasonable steps are taken in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

5. Training

- Health and safety induction training will be provided for all new employees. New employees will be registered on Smartlog and assigned appropriate training.
- Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.
- All employees have a health and safety training record which is stored in the Smartlog system.
- Training needs are identified, arranged and monitored by the Principal.

Arrangements for Health, Safety and Wellbeing

1. Incident Reporting, Recording and Investigation

Further details can be found in the schools first aid policy

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Councils incident reporting procedures. Incidents shall be reported to the Councils system 'Frontline'

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Team

2. Asbestos

Newborough Primary school was built in 2004 and therefore does not contain asbestos containing materials.

3. Contractors

All Contractors working within the premises, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on the premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others.

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

The contractor control document provides further information around the 4 I'S, Induction, information, inspection and initiation.

Any staff who have concerns around the conduct of a contractor on site should raise these to School Business Manager or the Principal.

4. Curriculum Safety

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly: healthandsafety@peterborough.gov.uk

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national Interim Executive Board for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national Interim Executive Board for any activity is followed to minimise risks

5. Drugs and Medication

The schools policy on managing the administration of medication to pupils is covered in the supporting pupils with medical Conditions Policy It is expected that all employees who use and store non-prescribed medication do so responsibly, and do not dispense such medication to their fellow colleagues or pupils.

No medication should be stored in first aid kits, drawers or cupboards for communal use, or in reach of any child.

Where any employee advises the school that their normal abilities are impaired or reduced due to the consumption of prescribed medication, the school will perform a risk assessment. The school will:

- Review that individual's daily activities and adjust where reasonable;
- Review their supervision and monitoring needs;
- Agree how their medication should be stored and taken;
- Discuss what emergency response they require, such as first aid, ambulance or contacting a relative or friend; and
- Where required, the employee be referred to Occupational Health for further support and advice.

6. Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely;

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- Any potential hazards will be reported to the School Business Manager immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Where necessary a portable appliance test (PAT) will be carried out by a competent person;
- All isolators switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions; and
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7. Fire Safety

All employees must receive instruction and information to ensure they know and understand the fire evacuation procedures. These will be regularly refreshed.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Principal

Fire precautions will be implemented and maintained to ensure that the risk of fire is reduced. Such precautions will include:

- No smoking signs and adhering to the School's Smoking Policy;
- Fixed and portable electrical testing;
- Adequate and timely maintenance of systems and equipment;
- Identification and control of all possible sources of ignition in the workplace, including the potential for arson;
- Appropriate storage of combustibles and flammables;
- Good housekeeping practices;
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices;
- Fire risk assessment of the premises will be reviewed regularly;
- Fire alarm testing will take place once a week by the Caretaker;
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks; and
- Emergency evacuations are practised at least once a term.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Further details of these can be found within the individual's Personal Emergency Evacuation Plan (PEEP)

8. First Aid

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

9. Food Safety and hygiene including allergens

The school engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes: Personal hygiene of those involved with food preparation

- Clearing and cleaning surfaces
- Use of chilled storage
- Separating foods
- Training and supervision

A number of items of equipment used in the school kitchen areas pose potential risks to users. The Trust ensures that appropriate information and training at the outset is provided

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, internal caterers, lunchtime supervisors, cleaning staff or external caterers, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- Hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types

of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)

- Cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- An appropriate slip hazard warning sign should be used when mopping floors
- Tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- Any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm

The school takes all allergies seriously and it is important that parents / carers inform the school immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken

10. Hazardous Substances

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be in the office.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Principal.

Precautions must be taken when using hazardous materials such as:

- Safe storage in locked cupboards / cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys.
- Hazard data sheets, and information on procedures for assessing substances hazardous to health, are kept in the care takers cupboard. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- Clear record of chemicals ordered, who they are ordered for, and what they are ordered for
- Safe disposal of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for pupils.

11. Housekeeping, cleaning & waste disposal

The school contracts the cleaning and caretaking of the premises to EasiClean. EasiClean ensure that classrooms, offices, toilets and communal areas are cleaned on a daily basis. If the school are not satisfied with the standard of cleaning, then this is reported to EasiClean who will address this with their cleaning staff.

Cleaning and caretaking staff remove the rubbish daily from wastepaper bins and dispose in

the external waste bins at the front of school. The external bins are secured in caging and are locked when access is not required.

Where possible, wet floor cleaning is completed outside the hours that pupils are present. However, if wet floor cleaning is required throughout the day then a wet floor sign will be visible and removed once the area is dry.

In the event of snow fall or icy conditions, the caretaker will clear and grit the pathways and playgrounds.

In the event of glass breakages, this will be swept up with a dustpan and brush, then secured in a cardboard box before being disposed.

In the event of children or staff with medical needs which require sharps, a sharps box will be ordered from our hygiene provider. This will be kept in the staff toilet area.

12. Handling & Lifting

The School operates in accordance with the Manual Handling Operations Regulations (1992) as amended by the Health and Safety (miscellaneous Amendments) Regulations 2002. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person.

The School will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

The School expects employees, visitors and IEB Members:

- To safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- To follow safe systems of work as determined by the result of risk assessments
- To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately To ensure that they use equipment as per manufacturer's Instructions
- To attend training sessions as required and apply the knowledge / skills to daily tasks
- To report all accidents and incidents which have either caused or could have caused harm or injury
- To report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- To inform line management if they are unable to perform manual handling duties
- To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- To avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- To mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists

13. Infection Prevention and Control

The school follows national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene

practice, outlined below, where applicable

- Handwashing
 - Wash hands with liquid soap and warm water, and dry with paper towels;
 - Always wash hands after using the toilet, before eating or handling food, and after handling animals; and
 - Cover all cuts and abrasions with waterproof dressings
- Coughing and Sneezing
 - Cover mouth and nose with a tissue;
 - Wash hands after using or disposing of tissues; and
 - Spitting is discouraged.
- Cleaning of the environment Clean the environment, including toys and equipment, frequently and thoroughly
- Cleaning of blood and body fluid spillages
 - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
 - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
 - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below; and
 - Make spillage kits available for blood, vomit or urine spills
- Laundry
 - Wash laundry in a separate dedicated facility;
 - Wash soiled linen separately and at the hottest wash the fabric will tolerate;
 - Wear personal protective clothing when handling soiled linen; and
 - Bag children's soiled clothing to be sent home, never rinse by hand.
- Clinical waste
 - Always segregate domestic and clinical waste,
 - Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
 - Remove clinical waste with a registered waste contractor; and
 - Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.
- PPE
 - Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids;
 - Wear goggles if there is a risk of splashing to the face; and
 - Use the correct personal protective equipment when handling cleaning chemicals
- Pupils vulnerable to infection - Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We

will advise these children to have additional immunisations, for example for pneumococcal and influenza.

- Exclusion periods for infectious diseases - The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action

14. Lettings/shared use of premises

This policy applies to lettings and hirers. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

If the Principal has any concern about new or existing lettings, they will consult with the Interim Executive Board.

There is a requirement for these organisations to submit a copy of the following documentation:

- Health and Safety Policy
- Complaints Procedure
- Safeguarding Policy
- Child Protection training certificates
- General Public liability insurance certificate
- Risk assessment where required.

Any information relevant to the safety of the users will be shared with them by the school.

15. Lone Working

There will be some situations where staff at the school will be working alone. There is an increased risk to the health and safety of lone workers and the school and Local Authority have provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Employees must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting
- Late meetings must finish promptly and not leave one member of staff alone on-site
- Employees must not approach, or let into the buildings, unauthorised persons when lone working
- Employees should be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc
- Carry identification
- On attending the site, keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site
Initial arrival should be to the front of the building's main entrance. If an intruder

has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Employees are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Sign in and off the site
- Carry either a mobile phone or a school telephone at all times when lone working
- Inform another employee, next of kin or family member that they are lone working and advise of the time that they are arriving, how long they are planning to work and when they are planning to vacate the premises
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that they are cleared to leave the site in the event of an incident.

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Where it is necessary to work alone with a pupil in the school, staff should do the following:

- Assess the need to have another adult present or close by
- Inform someone about the activity, the location, the likely duration and let them know when it has ended
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen. Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions – see Staff Code of Conduct and Trust Allegations Policy. Therefore:

- Make sure the pupil is comfortable with the arrangement
- Avoid unnecessary physical contact, e.g., sitting too close
- Any incident of concern which arises during a one-to-one activity should be reported to the Principal immediately, and a detailed report including names dates and times etc. made

16. Lock Down and Emergencies (other than Fire)

In the case of an emergency situation, the school or Local Authority will implement the Critical Incident and Business Continuity Plan, as appropriate, and work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm
- Evacuate
- Identify a place of safety
- Nominate competent, responsible people to take control
- Have appropriate equipment / first aid supplies available
- Communicate and regularly update key individuals.

There are a number of mechanisms in place to ensure that parents / carers, staff, and pupils can be made aware of an emergency situation and remain informed. It is requested that parents / carers follow these emergency communication guidelines and do not call the school during an emergency, but wait to be contacted; it is important that the school telephone lines are kept free for use by the school itself.

It is important that parents / carers inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

The school communicates with parents / families / carers during an emergency through various means:

- Telephone call to home number of parent/s / carers
- Telephone call to emergency contact Text message
- Email
- Mobile communication platform e.g. Arbor, ParentPay, ParentMail
- School website.

The school will take proactive measures to prevent emergencies, and the schools health and safety provision outlined in this policy is designed with this in mind.

17. Maintenance / Inspection of Plant and Equipment

Maintenance of plant and equipment includes (but not limited to) the following:

- Gas appliances
- Heating and cooling systems
- Water systems
- Extraction and ventilation
- Lighting
- Security and safety equipment
- Cooking equipment
- Firefighting, detection And passive fire equipment

The following principles apply:

- All Equipment must be checked and inspected by those competent to do so.
- Any identified defects must be communicated and dealt with appropriately. Any defective equipment removed from use.
- Testing and inspections regimes must be in accordance with statutory, regulatory or manufacturer guidance.
- An inspection log should be kept alongside certification, evidence of remediation or any other certificates required.

18. Personal Protective Equipment (PPE)

Where identified as required through the appropriate risk assessment, PPE will be provided for those that require it. In doing so the school will ensure that:

- PPE selected is appropriate for the task/requirement
- PPE is free of charge
- The Appropriate level of instruction and training is provided for the use of the PPE
- The use of the PPE is appropriately monitored and supervised

- Suitable maintenance regimes will be in place for PPE requiring this.
- Any defective PPE is removed from use immediately.

19. Reporting Defects

In the first instance defects should be reported to the School Business Manager. Defects are logged and monitored in the caretaker book.

Remedial works will be organised by the School Business Manager. If interim measures are needed this may include, but not an exhaustive list closing off areas, securing an area, relocation to another site and temporarily school closure.

20. School Trips/ Off-Site Activities

The school has a nominated Educational Visits Coordinator who is responsible for ensuring that the school has an Educational Visits Procedure.

All visits must be approved by the Principal who will ensure that:

- All visits and activities comply with relevant regulations and guidelines, as well as the schools own safety procedures
- A Group Leader is nominated and is competent to undertake the role;
- Risk assessments have been completed and communicated where necessary;
- The ratio of supervisors to pupils is appropriate for the activity or visit;
- Parents have signed consent forms where deemed necessary;
- The medical needs and special educational needs of all pupils have been assessed; Adequate first aid provision will be available, in the form of at least one first aider with a current paediatric first aid certificate (as required by the statutory framework for Early Years Foundation Stage);
- Travel arrangements are appropriate;
- The Group Leader has information on emergency procedures;
- The school has all the necessary contact information for the supervising staff; and
- A contingency plan is in place for any delays or late returns home. Staff are required to take a mobile phone, portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

21. School Transport

Staff members who use their own car to transport pupils must have the appropriate Business Insurance cover. A copy of their Insurance Certificate should be provided for the School Business Manager. There must always be two adults within a vehicle transporting pupils.

22. Smoking

The school operate a no smoking policy both within the building and the grounds

23. Staff Consultation

This policy is shared with staff and is given to them on induction. Staff are able to raise Health and Safety concerns with the Health and Safety named representative which is the

Principal. They can also raise concerns with the School business Manager. If unsatisfied with a response then staff may raise issues with the Chair of Interim Executive Board.

24. Staff Well-being / Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The school shall:

- Complete risk assessments to identify possible causes of stress in the workplace;
- Engage our staff in decision making;
- Monitor and evaluate absence levels linked to stress related illness;
- Provide our staff with effective supervision including team meetings and 1:2:1s;
- Provide appropriate support or guidance where necessary to employees;
- Outline strategies on stress management for individuals;
- Ensure employees have the necessary skills, training and resources available to them to confidently go about their daily work; and
- Provide access to Occupational Health and any available help to them. Access to Occupational Health is through our Human Resources provider, EPM. Referrals to Occupational Health will be made should we feel it to be necessary once we are made aware of an employee's medical condition or if we have concerns about the employees ability to carry out their role.

The school has a Flexible working policy to support with work life balance

25. Supervision

Pupils must be supervised at all times when on school site or off site visits, this includes lunchtimes and breaktimes.

Ordinarily, there will be a ratio of 1 adult to 10 pupils to accompany on school trips or visits but this may increase and be determined on a risk assessment being completed and considering factors such as behaviour, SEND and type of activity that the pupils are taking part in.

All members of staff and Interim Executive Board Members have an enhanced DBS check carried out before being left unsupervised with children. Where volunteers are not in regular regulated contact with pupils, they will not require a DBS check but must be supervised by a member of staff with a DBS check.

26. Use of VDU's / Display Screens

The School recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous Amendments) Regulations 2002. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue and stress
- Temporary eye strain.

The school will perform a workstation assessment for any employee who is classified as a Defined User as identified in the Health and Safety (Display Screen Equipment) Regulations 1992. This applies to any employee who uses a fixed desktop computer daily, for an hour or more.

The School Business Manager is responsible for ensuring these assessments have been performed either annually or when there is a significant change to the workstation. Further advice should be sought from the Health and Safety Team where there are health issues associated with the use of a workstation assessment.

Staff identified as Defined Users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Defined Users are able to bring a receipt for an eye test into school to claim back the cost of this.

If a member of staff. Who requires a VDU assessment, has a change in circumstances, they must inform their line manager and request a reassessment.

27. Vehicles on Site

A risk assessment is carried around vehicle movement/traffic management. This is to be reviewed regularly and can be accessed on the server under risk assessments.

28. Violence to Staff / School Security

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks

The school is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. Where violence may be perceived to be a possibility, a risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

Security Measures – The site is secured every morning by locking gates. The site has a secure fencing around the perimeter. The only access point to school during the school day after drop off is through the main office. The office is secured with a lockable hatch and an electronic door system. All visitors have their DBS and ID checked where appropriate and any other visitor that does not hold a DBS check will be required to be supervised whilst on site by another member of staff.

All staff are required to report any incidents of verbal and physical violence to the Principal. This will be taken seriously, investigated and sanctions may be imposed on the individual attending school site. Sanctions may include banning from the school site or calling the police.

29. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The caretaker retains ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety; and
- Access to high levels, such as roofs, is only permitted by trained persons. The Caretaker is responsible for ensuring that all work equipment for work at height is appropriately inspected, stored and maintained. New equipment will be checked to ensure it is appropriate for its intended use, that it operates as intended and is in good condition.
- All equipment should be subject to a visual inspection before each use.
- A detailed inspection of all equipment should be performed every 6 months by Caretaker
- All checks will be recorded.

30. Water Hygiene

All water systems will be maintained in accordance with the HSG guidance.

A water risk assessment will be completed on a Biannual Basis. This will be reviewed to ensure that any remediation requirements are undertaken, and that the management regimes are in place in accordance with the Risk assessment.

The risk assessment will be reviewed more frequently when:

- The arrangements in place are no longer effective, this could be through the identification of a out of specification result.
- Where there has been significant building or system alterations

All monitoring regimes such as temperature checks and flushing records will be recorded and held by the business manager.

31. Work Experience

Work experience is arranged and coordinated by Principal. It is their responsibility to ensure that the management risk assessments covering the activities the young person will be undertaking are reviewed and adjusted to correlate with the person's competence. It should outline tasks and activities the young person is or is not permitted to do, their supervision arrangements and their induction process. This must be done in conjunction with the education setting in which the young person is attending from. Any risks identified that are too high and cannot be mitigated must be communicated and will not take place.

32. Health and Safety Advice

Health and safety advice can be obtained from Peterborough City Council through the schools Hub webpage or through emailing the Health and Safety Team on healthandsafety@peterborough.gov.uk