

**Black Horse Hill Infant School**

**SCHOOLS' FRAMEWORK HEALTH AND SAFETY**

**POLICY & GUIDANCE**

**HS/ECS/002**

**DATED: September 2019**

**Replaces Document dated September 2017**

Children and Young People's  
Department



**WIRRAL**

School's Framework Health and Safety Policy and Guidance  
HS/ECS/002 September 2019

Date	Amendments	Officer
27/08/19	Revised 3.26 Violence and Aggression	Jeanne Fairbrother

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## Health & Safety Management system- introduction

Your school's health & safety policy is the start of your Health & Safety Management System (HSMS). The purpose of a HSMS is to ensure that all relevant health and safety requirements are identified and that there is a structure in place for carrying them out to the correct standard and the required frequencies.

The HSMS promotes a cyclical approach to health and safety management that operates over an annual basis and is then repeated, with the aim of continually improving health and safety in the school. This is in line with the Health & Safety Executive's *Managing for Safety HSG65*.

Health and safety management requirements and statutory inspection and maintenance requirements that need to be met by schools are presented in the various sections of the HSMS.

The diagram below shows a pictorial representation of the Health and Safety Management System or *management cycle*.

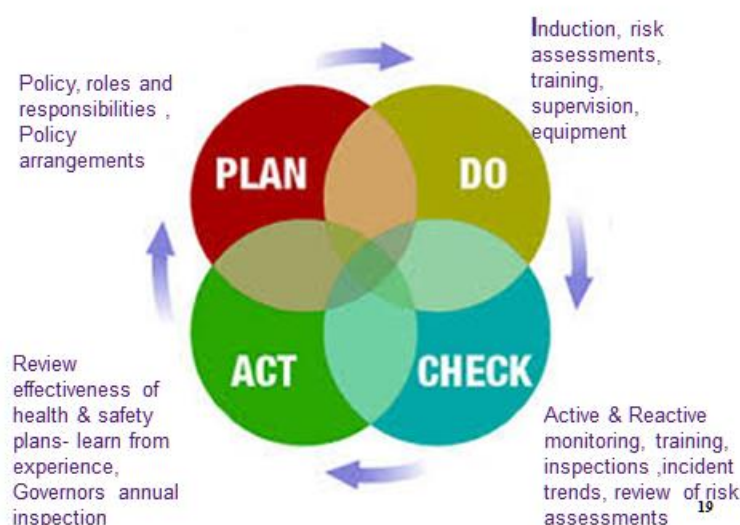


Figure 1: Health and Safety Management System (HSMS)

- In the **policy** (Plan) stage schools are stating what it is they are going to do with regards to health and safety and ensuring that they have a management structure in place to achieve this (roles and responsibilities). They are making a commitment.
- In the **planning and implementation** (Do) phase, schools are **doing** what they stated they would do.
- In the **monitoring** (Check) phase, schools are **checking** to ensure they are doing what they said they would do.
- In the **evaluating and reviewing** (Act) phase, schools are looking at their overall health and safety performance over the year (successes and failures) and then **acting** upon the findings to ensure their policy, arrangements and organisation are modified in order to build on successes and iron out failures.

# SCHOOLS' FRAMEWORK HEALTH AND SAFETY POLICY

## BLACK HORSE HILL INFANT SCHOOL



### 1. Introduction

#### 1.1. Health and Safety at Work etc Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

The Authority retains the above responsibilities under local management of schools as an employer in the same way the Governing Body of Academies, Aided and Trust schools but, it is important to realize that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work. This local Statement of Safety Policy is not intended to replace the Wirral Local Authority's Policy but to detail individual schools' Arrangements and Organisation for Health and Safety.

#### 1.2. General statement of intent

The Governing Body of Black Horse Hill Infant School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Head teacher and Governing Body will take all reasonable steps to ensure that the Authority's Safety Policy is implemented and, that Local Authority's Policy and Guidance Documents are followed and monitored throughout the school.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

The Health and Safety Policy will be reviewed on an annual basis.

J Horner

Signed: ..... (Chair of Governors) Date: 25.06.2020

J Morris

Signed: ..... (Head teacher) Date: 25.06.2020

### 2. ORGANISATION

As the employer, the Local Authority has overall responsibility for health and safety in Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and Pupil Referral Units.

In Foundation/Trust Schools, Foundation/Trust Special Schools, Voluntary Aided Schools, Academies and Independent Schools, the responsibility for health and safety rests with their employer, The Governing Body.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Head teacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

## **2.2. Responsibilities of the Governing Body**

- a) Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- b) Reviewing the establishment's health and safety policy and performance annually, using the Governor's Inspection Checklist or similar and returning this and the resulting action plan to the Health & Safety Team;
- c) Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- d) Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- e) Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority or other body as necessary.
- f) Promoting a positive health and safety culture and high standards of health and safety within the establishment.

## **2.3. Responsibilities of the Head Teacher**

Overall responsibility for the day to day management of health and safety in the school rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, eg time, effort, finance.

The Head Teacher has responsibilities for:

- a) Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- e) Ensuring that the establishment has emergency procedures in place and has a Business Continuity Plan for emergency and crisis situations. The school will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.
- f) Reporting to the Local Authority (where they are the employer) any hazards which cannot be rectified within the establishment's budget;

- g) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- h) The provision of appropriate health and safety information to Governors;
- i) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility, e.g. Deputy Head Teacher, Safety Coordinator, Heads of Department, Premises Managers, etc.

**Guidance:**

- *Apply the school's health and safety policy to their own department or area of work and be directly responsible to the head teacher for the application of the health and safety procedures and arrangements;*
- *Teaching staff have responsibility for writing a class risk assessment for their classroom and any other class activities which involve risk.*
- *Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;*
- *Ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and pupils for which they are responsible and that appropriate control measures are implemented. Ensure these risk assessments are shared with staff carrying out the activities.*
- *Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;*
- *Provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, Local Authority Guidance, National Standards and best practices should be referred to the Head Teacher;*
- *Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;*
- *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to carry out their activities in a safe manner.*
- *Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Local Authority's Incident Report Form (M13);*
- *Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.*



### **2.3. Responsibilities of Employees**

Under the Health & Safety at Work Etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

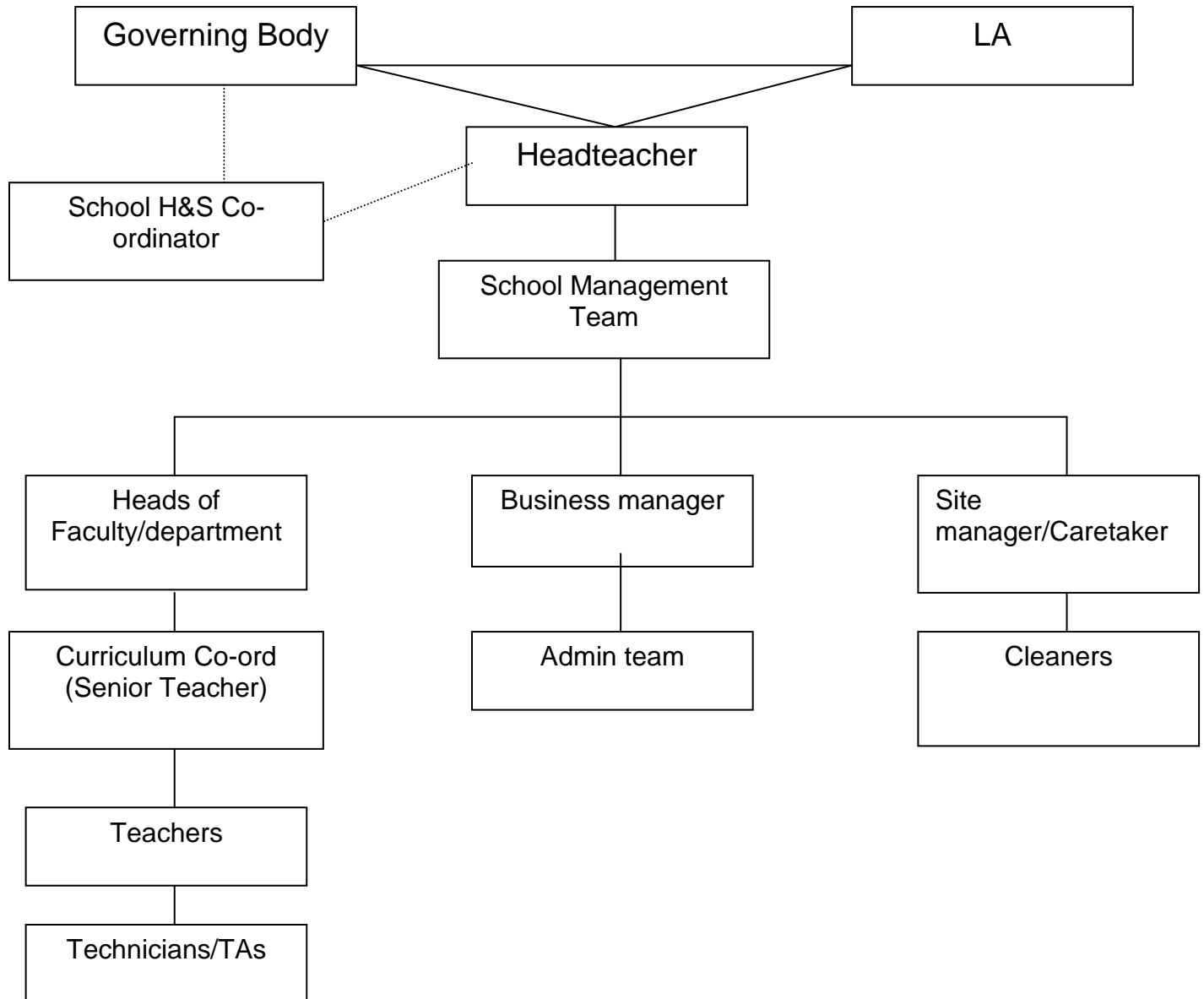
- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the Local Authority's reporting procedures;
- Cooperate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager;
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

**Wirral Council's statement of intent, organisation, and responsibilities are published on the Council Intranet.**

## 2.4. Management Chain- health and safety responsibilities organisation chart

### Guidance:

Schools health and safety responsibilities organisation chart (example below can be adapted)



## 2.5. Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school;

### 2.5.1 Local Authority APT&C JCC

Agenda items to be sent to Mrs A Houghton, HR Officer, Wallasey Town Hall, South Annexe.  
[audreyhoughton@wirral.gov.uk](mailto:audreyhoughton@wirral.gov.uk)

## 2.5.2. School

- i. Health and Safety Committee or Governors sub-committee ie Buildings, premises
- ii. Staff meetings
- iii. PTA
- iv. Departmental meetings

### Guidance:

- Health and Safety Policy is reviewed annually with all members of staff
- Health and Safety is an agenda item on weekly staff meetings. Any issues are reported to HT
- Governors' Safeguarding Committee meets three times per year
- Governor walk around of school premises takes place annually in May/June
- Health and safety is an agenda item on Full Governing Body meetings
- Health and Safety procedures are discussed with Chair for all FOBHS events

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept *in* the Headteacher's Office.

## 2.6. Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	Julie Morris
2. Accident Reporting, Incident Reporting	Julie Morris/Debbie Harris
3. Management of Asbestos	Ray Pritchard/Julie Morris/Debbie Harris
4. First Aid	Paediatric First Aiders and 3 day First Aid Certificate holders
5. Fire Precautions; Drills, Exits, Extinguishers	Ray Pritchard/Julie Morris
6. Building Maintenance (Control of Contractors)	Ray Pritchard
7. Safety Inspections	Julie Morris
8. Health & Safety Training- WAH, Manual Handling (inanimate & people), De-escalation, Team Teach etc.	Julie Morris
9. Purchasing Equipment and Products	Debbie Harris
10. Security, Out of Hours Lettings	Julie Morris/Debbie Harris
11. Educational Visits Coordinator (EVC)	Julie Morris

12. Risk Assessment Management	Julie Morris
13. Management of water hygiene	Ray Pritchard/Hertel
<b>Secondary Schools – N/A</b>	
i. Departmental Health and Safety Policies	
ii. Technicians; responsibilities, roles etc	
iii. Purchasing; chemicals, art materials etc	
iv. Protective Clothing	
v. Disposal of Chemicals	

**Guidance:**

The above list is not exhaustive, please add or delete responsibilities as necessary.

**2.7. Emergency Contacts**

In case of an emergency outside of school hours.

i) Head Teacher: Julie Morris

Address:

Tel No:

iii) Caretaker: Ray Pritchard

Address:

Tel No:

ii) Deputy Head:  
Rachel McLeod

Address:

Tel No:

iv) Chair of Governors:  
Jenny Horner

Address:

Tel No:

**Other useful numbers:**

Community Patrol	606 5441
Community Patrol 24 hour contact	666 5265
Site security if not Community Patrol	666 0626
Health, Safety & Resilience Team	606 2364
Facilities Management Help Desk	666 5624
Arrowe Park Hospital	678 5111
Health and Safety Executive	0161 952 8200
Infection control	0151 604 7750
Public Health England	0344 225 0562 opt 1 opt 1

### 3. ARRANGEMENTS

#### 3.1. Accident Reporting

In accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 and Local Authority guidance the governing body and headteacher will report:

- Accidents, dangerous occurrences, and near misses on the standard Local Authority Incident and Dangerous Occurrence Report (M13) form.
- Incidents of physical violence and verbal abuse on the standard Local Authority Incident Report (MV92) Form. **See 3.26** Violence and Aggression

Copies of these forms are available *from the school office*.

The Head teacher/Centre Manager will countersign the report form before the original copy is sent to the CYPD's Health & Safety Section. A copy should also be retained at the establishment.

Individual accident report forms [*located in the first aid room*] are used to record all minor incidents to children and young people and school staff. More significant incidents and those involving visitors, contractors and members of the public must be reported to CYPD's Health & Safety Section using the forms described above.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Management Team, as necessary.

The Head teacher/Centre Manager or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence. Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned. Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

#### 3.1.2. Reporting to the Health and Safety Executive (HSE).

In the event of:

- a fatality or major injury;
- these incidents will be reported immediately to the Health, Safety & Resilience Team on 606 2364, who will notify the appropriate enforcing authority, Health & Safety Executive.

<b>RIDDOR (Staff)</b> <b>Certain injuries, absence MUST be reported to the Health &amp; Safety Executive</b>	Work related deaths, major injuries ( <i>Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn</i> ), work related diseases ( <i>must have a doctor's note which confirms the diagnosis</i> ), a work related injury which results in hospitalisation ( <i>whether for treatment or observation</i> ). Over 7 day injury category, where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days ( <i>excluding the day of the accident</i> ). <b>Contact Health &amp; Safety Team for more information</b>
<b>RIDDOR (Non staff)</b> <b>Where a visitor, contractor or other non-employee is injured on council premises or elsewhere and is taken from the scene to a hospital.</b>	The guidance requires <u>that in addition to being taken to hospital</u> , the accident must arise 'out of or in connection' with work. The factors determining this are whether the accident was caused by the manner of conducting our undertaking e.g. supervision, safe systems of work, competence of employees or was attributable to the condition of the equipment or premises. E.g. unsafe conditions, poor condition of premises.
<b>Lost Time Accidents (Staff)</b>	Accidents which prevent the injured person from continuing their normal work for more than seven days ( not including the day of the accident but including weekends and rest days). Must be reported within 15 days

#### See WESCOM guidance

- Health & Safety Management Arrangements for Accident and Incident Reporting and Investigation
- M13
- MV92

### 3.2. Asbestos

In accordance with the control of Asbestos at Work Regulations 2012 the governors and head teacher will ensure:

- A current and valid asbestos management survey has been carried out (via Wirral Council Asset Management Team)
- The responsible person for asbestos within the school is Ray Pritchard.
- All remedial actions have been carried out.
- The asbestos register is held in the School Office and will be made available to all staff ,visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities This includes even small jobs such as installing telephones or computers, putting up shelving , display boards or installing security services.
- If following reference to the asbestos register works are to be carried out on a surface or area known to contain asbestos, staff or the contractor must not start work and inform their supervisor. The appointed asbestos manager will then review the method statement so as to ensure no fibres

are released during the maintenance task and issue the authority to work. All such works will be recorded in the onsite asbestos plan.

- Managers minimise the potential for accidental exposure when work is to commence on assumed or identified asbestos that is not licensable works by controlling working methods of staff and contractors through the completion of a risk assessment and a permit to work.
  - The asbestos log is maintained and that any changes are notified to Wirral Council, Asset Management Team immediately.
  - The school and all employees are clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey Areas such as those above 3m in height, ceiling voids, etc. will not have been surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise.
  - All work on the fabric of the building or fixed equipment by school staff or contractors is entered in the asbestos register and signed by those undertaking the work.
  - staff have received the information and training needed for them to understand the risks to health from asbestos exposure and keep records of the instruction and training given to staff, building users and contractors.
  - An annual visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log and a copy sent to the Local Authority's Asbestos Management Team, Technical Services, Cheshire Lines, (0151 606 2353). Copies of these checks will be kept in the onsite Asbestos Register and be available for inspection.
  - All completed signing in sheets will be retained for future inspection Corporate retentions policy 40 years)
  - Any damage to materials known or suspected to contain asbestos should be reported to Ray Pritchard who will contact the Local Authority's Asbestos Management Team, Technical Services, 0151 606 2353).
  - Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to Julie Morris
- 
- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person for managing asbestos in school Julie Morris.**

#### **See WESCOM guidance**

- Health and Safety Management Arrangements Asbestos in the Workplace

**Please contact Asbestos Technical Officer for further advice 0151 606 2353.**

### **3.3. Chemical Safety- Control of substances hazardous to health (COSHH)**

Under the Control of Substances Hazardous to Health Regulations 2002 the governors and head teacher have a responsibility to ensure:

- Hazardous substances and cleaning materials are sourced from an approved supplier in order to ensure non-hazardous substances or substances that present the lowest level of risk are used.
- there is an inventory of chemicals (e.g. cleaning and maintenance products, hazardous substances kept on site including science, biology, swimming pools etc.), reviewed annually.



- relevant Manufacturers Safety Data Sheets available for all cleaning/maintenance substances and these they been communicated to those employees who use them.
- Employees using the substances are appropriately trained.
- substances identified as presenting a significant risk with a hazard symbol(for example, swimming pool chemicals) have a specific COSHH risk assessment completed
- all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. flammable materials stored in appropriate flammables cabinet)
- Personal protective clothing (PPE) is issued, maintained, examined and replaced when required. Records will be kept of issuing PPE (PPE1 form)
- if required health surveillance is available.

## **Guidance**

No hazardous chemicals are used at BHHIS for delivery of the curriculum.

### **See WESCOM**

- Health and Safety Management Arrangements for Control of Substances Hazardous to Health (COSHH)
- PPE1 form

## **3.4. Contractors**

The governors and head teacher recognise that the use of contractors in the school environment has the potential to introduce additional hazards and risks that are not normally present. To control the risks we have followed the guidance contained in Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment and will ensure:

- The suitability and competence of the contractor is taken into consideration. (Constructionline and CHAS)
- Detailed risk assessments and method statements are provided by the contractor for the requested works (contact Wirral Council Asset Management for schools buying AM SLA).
- They obtain a permit to work or permission to undertake works which may involve hot work, asbestos removal, use of hazardous substances etc
- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be
- All contractors must report to [school office / reception] where they will be asked to sign the visitor's book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.

Ray Pritchard/Julie Morris is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.

- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about [*see asbestos management*].
- They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
- They report and accidents/incidents or near misses which contractors are involved in.
- They challenge any unsafe working practices.

If undertaking the role of Client under Construction (Design Management) Regulations 2015 the governors and head teacher will ensure they have received suitable awareness training in the requirements of CDM 2015.

#### **See WESCOM**

- Health and Safety Management Arrangements for Selection and Control of Contractors Working on Council Premises.
- Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment

### **3.5. DSE - Display Screen Equipment**

The governors and head teacher are responsible for ensuring that all employees that are computer users complete the Display Screen Equipment Self-Assessment Checklist.

- Employees are considered to be computer users if DSE is normally used continuously for more than one hour every day as a significant part of their normal work
- Employees identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).
- It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

#### **See WESCOM**

- Health and Safety Management Arrangements for Display Screen Equipment

### **3.6. Educational Visits**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

#### Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

## Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

EVOVLE is in use in Wirral Schools and in accordance with the Local Authority's Guidance for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits, it is a requirement that all school's use the EVOLVE system.

The Educational Visits Coordinator Julie Morris will be required to implement the guidance as appropriate when the school undertakes offsite visits.

**Outdoor Education Advisers' Panel** <http://www.oeap.info/>

### **3.7. Safe use of Portable Electrical Appliances and Fixed Electrical Systems**

Governors and the head teacher will ensure that portable and transportable (PAT) electrical equipment and fixed electrical systems are safe for use by employees and visitors. To accomplish this governors and the head teacher will ensure:

- There is an inventory of electrical appliances
- Portable and transportable electrical equipment is included in risk assessments
- All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with Local Authority Health and Safety Management Arrangements for Portable Appliance Testing and Inspection, conducted by Calbarrie.
- There are records of formal test/inspection results for all electrical appliances.
- Employees who operate electrical equipment carry out visual checks prior to use.
- Personal items of equipment (electrical or mechanical) will not be brought into the school without prior authorisation and subjected to the same tests as school equipment.
- Manufacturer's instructions are available for higher risk electrical equipment and these are shared with staff.
- The fixed wiring and electrical system is inspected by an electrical contractor on a five yearly basis and the inspection reports are available. All remedial actions are completed.

#### **See WESCOM**

- Health & Safety Management Arrangements for Portable Appliance Testing

### **3.8. Emergency Planning**

Definition: "An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is like to have emotional and organization consequences."

Governors and the head teacher will ensure there is an emergency management plan in place which firstly considers various types of emergency and how the school is placed to deal with them, and secondly to give the school community confidence when faced with a crisis.

Staff will be briefed on the contents of the school's emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.

Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur. The school will carry out a tabletop exercise, simulating an emergency situation, at least once per year.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify (*insert name*) immediately of any changes.

#### **Guidance**

Emergency Management Plan kept in Headteacher's office, school office and with relevant personnel.

The Local Authority has emergency plans that link in to a national strategy for dealing with crises and which include all the emergency services.

#### **See WESCOM guidance**

- Coping with a school emergency (DfE)

### **3.9. Extended Schools and Lettings**

Governors and the head teacher will ensure any Lettings are managed by Julie Morris following Local Authority Guidance.

#### **See WESCOM Health & Safety SLA**

- Local Authority Guidance Document HS/ECS/061 "A Management Guide to Extended Services in and around Schools version 2 August 2016

#### **Guidance**

*BHHIS Annexe is used by the Out of School Club (OOSC) between the hours of 7.15-9.30am and 2.30pm-6pm. The OOSC manager writes risk assessments for OOSC activities which are overseen by the Headteacher.*

*On a Wednesday, Children's Services rent the Annexe building. They complete their own risk assessments for the use of the building.*

### **3.10. Fire**

Under the Regulatory Reform (Fire Safety Order 2005 the governors and head teacher have a responsibility to ensure:

- Emergency preparedness has been covered within the school's health & safety policy.
- The school has an emergency plan which is shared with staff.
- A current fire risk assessment is located in the fire folder / log book and reviewed on an annual basis. Or when there are changes to the building.
- Remedial actions identified in the Fire Risk Assessment have been completed and signed off.

- Ray Pritchard/Julie Morris is the Responsible Person for Fire Safety and for ensuring the fire risk assessment is undertaken and implemented.
- Written fire/emergency procedures are made available to all staff and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.
- Fire plans have been drawn up to assist the fire and rescue service on arrival. These are retained in the fire logbook.
- Emergency exits, fire alarm call points, fire appliances and assembly points are clearly sign posted with signs conforming to the "Health & Safety (Safety Signs and Signals) Regulations 1996. The locations of the above are identified on the school's site plan.
- Where activities are being provided by non-school/centre staff such as a third party provider, the school/centre will provide appropriate information, instruction and training on the establishment's emergency procedures and emergency contact details.
- All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge.
- Fire drills are carried out termly and performance recorded on the Fire drill evaluation sheet and retained in the fire logbook.
- The school will maintain an inventory of all substances on site within the fire log book and review this annually, indicating on plans their location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance. [www.cleapss.org.uk](http://www.cleapss.org.uk)
- Displays- the Fire Authority recommends a maximum of 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.
- All documentation relating to fire safety including inspection, service, maintenance and repair records will be maintained in the school's fire log book (School office).
- Emergency contact and key holder details are maintained by Atlas.

Julie Morris is the Responsible Person for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the

[HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#) and following Local Authority guidance.

Governors and the head teacher are responsible for ensuring that the following local checks are carried out and logged by Ray Pritchard

- Weekly fire alarm call point tests
- Monthly check of emergency lighting
- Monthly Fire Marshal Inspection Checklist to include:

Governors and the head teacher are responsible for ensuring that the following inspection and maintenance requirements are carried out by a contractor and inspection records/certificates are available:

- Maintenance and service of the fire alarm system
- Maintenance and inspection of the emergency lighting and batteries, including full discharge test.
- Annual firefighting equipment inspection
- 6 monthly testing of fire shutters and annual maintenance

#### **See Wescom guidance:**

- Health and Safety Management Arrangements for Fire Safety

- Coping with a School Emergency DfE
- model fire plan
- model fire risk assessment
- fire logbook list of contents
- Fire drill evaluation sheet
- Personal Emergency Evacuation Plan guidance
- Fire Marshal checklist
- [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#)

### 3.11. First Aid

Governors and the head teacher are responsible for ensuring that adequate first aid provision and first aid facilities are in place in line with the requirements of the Health & Safety (First Aid) Regulations 1981.

First aid requirements must be determined through risk assessment and consideration given to provision during periods before and after the school day, during events, holidays and when lone working takes place.

The First Aid Coordinator Cerys Thompson is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Medical Room Foundation 1 Class Grab Bags in each class
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The following staff are available to provide first aid-

#### **TRAINED TO FIRST AID AT WORK LEVEL:**

Name	Training Provider	Date of Training	Refresher due date	Ext No
Lindsay Peddie	The Training Co	March 2019	March 2022	
Yvonne Costello	The Training Co	March 2019	March 2022	

#### **TRAINED TO EMERGENCY AID LEVEL:**

Name	Training Provider	Date of Training	Refresher due date	Ext No
Teachers, Teaching Assistants, Office Staff, Midday Assistants	Cornerstone	January 2020	January 2023	

**TRAINED TO EARLY YEARS FOUNDATION STANDARD (EYFS) PAEDIATRIC FIRST AID):**

Name	Training Provider	Date of Training	Refresher due date	Ext No
Aileen Boardman	EYQ	March 2019	March 2022	
Cerys Thompson	EYQ	March 2019	March 2022	
Sharon Barnes	EYQ	November 2017	November 2020	
Helen Myers	The Training Co	July 2017	July 2020	

The Head teacher/Centre Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

**3.11.1. Transport to hospital**

Where the first aider or Head teacher/Centre Manager considers that hospital treatment is required the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, only in these exceptional circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

**Please note:**

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the Head Teacher/Manager to check these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records. (Use CAR10 form or equivalent)

**3.11.2.First Aid away from School Premises**

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school.

**3.11.3.Clinical Waste**

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin. Medical room

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the hazardous waste disposal unit. Medical Room

Items such as needles, syringes and other sharps will be placed in the "sharps bin". Medical Room

### Emergency Contact Numbers

NHS	111
Arrowe Park Hospital	0151 678 5111
School Nurse	0151 514 6683
Infection control Nurse	0151 604 7750
Public Health England	0344 225 0562 opt 1opt 1

### See Wescom for further assistance and guidance:

- DfE First Aid in schools
- First aid in schools model risk assessment
- Health & Safety Management Arrangements for Infection Control
- Car 10 form

### 3.12. Housekeeping

Governors and the head teacher are responsible for ensuring good standards of housekeeping across the school; this will be checked by regular inspections of the site.

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the school.

- Floors and Gangways:
  - Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
  - Unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting
- Furniture and Fittings
  - Check circulation routes are not impeded by the arrangement of furniture.
  - Check furniture is not damaged or unstable.
  - Check no furniture is in a dangerous condition, (rough wood, splinters, protruding screws, nails, loose components etc
- Storage
  - Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves egg kick stool or step ladder
- Waste
  - Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes
- Welfare Facilities
  - Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers
- Fire
  - Flammable materials will kept away from heat and ignition sources, stored in approved



- correctly labelled containers.
- Fire exits, call points, fire extinguishers clearly marked, and free from obstruction.

### 3.12.2. Inspections

Proactive monitoring involves actively looking for hazards and identifying risks on a regular basis in order to rectify them before they can cause harm. Governors and the head teacher will ensure that a schedule of proactive monitoring is in place, which includes the following as a minimum standard:

- A general workplace inspection of the site will be conducted termly and be undertaken / co-coordinated by a group of stakeholders e.g. governors, head teacher, health & safety coordinator, staff representatives, site manager, business manager etc.
- The person(s) undertaking the inspection will complete a report and action plan in writing and submit this to the head teacher/centre manager
- Responsibility for following up items detailed in the safety inspection report will rest with Julie Morris.
- Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT)
- An annual inspection, using the Governor's Inspection Checklist or similar, by a named governor(s) Stuart Dagnall will be undertaken and an action plan created, this will be reported back to the premises sub-committee and full governing body meetings. **A copy will be sent to the Health & Safety Team, who will review the action plan and this will form the basis of the next audit of the school.**

**See WESCOM for a range of inspection checklists (examples below)**

- Governors H&S Inspection Checklist
- Fire Marshal inspection checklist
- Ladders
- Playgrounds and external checklist

### 3.13. Legionella check

In accordance with the requirements of the HSE's Approved code of Practice for the control of Legionella L8 the governors and head teacher will ensure:

- A current legionella risk assessment is in place and a management control programme implemented. Hertel are the nominated competent persons appointed to undertake Risk Assessments throughout the Local Authority.
- Statutory monitoring will be covered by monthly checks undertaken by Hertel and will address any issues that are highlighted by the Risk Assessment.
- Additional checks will be required particularly where there are showers and after periods of non-use eg summer holidays and these requirements will be addressed by Hertel. These should be recorded.
- Asset Management undertake the management of the contract with Hertel (for schools purchasing the Asset Management SLA) and any queries should be directed to Technical Services, 606 2388.
- Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.

Caretaker's Office
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### 3.14. Lighting

The governors and head teacher will ensure that each room or other space within the school will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

### 3.15. Lone working

The governors and head teacher encourage employees not to work alone in the school/centre. The school/centre has a Lone Working policy for where lone working cannot be avoided.

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Obtain permission from the Head teacher/Centre Manager and notify him/her on each occasion when lone working will occur.
- Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **should not** be undertaken whilst working alone.
- Ensure employees do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

**See WESCOM guidance**

- Health and Safety Arrangements for Management of Lone Working
- Lone Working model risk assessment

### **3.16. Manual Handling**

Under the Manual Handling Operations Regulations 1992 Governors and the head teacher ensure all manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by Julie Morris.

- Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable in accordance with the Manual Handling Operations 1992.
- Specific training will be provided to employees that are required to carry out manual handling of loads and manual handling of people.
- Employees should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

**See WESCOM guidance**

- Health and Safety Management Arrangements for Manual Handling

### **3.17. Management of Medicines**

Governors and the head teacher ensure that an administration of medicines policy and procedures is in place in line with DfE guidance "Supporting pupils at school with medical conditions".

Management of Medicines in Schools and Early Years Settings Checklist				
Black Horse Hill Infant School				
Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?	√		Give date, location
2.	Has the school nominated responsible trained persons to administer medicines?	√		List nominated staff
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?	√		Location – extract issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures	√		List staff, date and training provider (parent, school nurse, other)
5.	Does the school have procedures for managing medicines on trips and outings	√		Risk assessments, consent forms, etc
6.	Has the school received a written agreement from parents for any medicines to be given to a child	√		Forms 3a (short term) or 3b (long term)
7.	Has the school confirmed, in writing, that they agree to administer medicines	√		Form 4
8.	Is there guidance for children carrying and taking their medicines themselves			N/A - children are not allowed to take their own medicine themselves
9.	Does the school maintain records for the administration of medicines	√		Form 5
10.	Do staff have access to the school's emergency procedures	√		Form 1
11.	Is a health care plan required for individuals	√		Form 2

#### Medicines Checklist

1.	Does the school have appropriate storage facilities taking into account temperature and security	√		Specify
2.	Is the medicine in the original container	√		
3.	Is the container clearly labeled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date	√		
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available	√		
5.	Does the school allow children to carry their own inhalers		√	

**See WESCOM guidance**

- DfE “Supporting pupils at school with medical conditions”.

**3.18. Minibuses – N/A**

- N/A is responsible for undertaking checks on and the operation of minibuses in accordance with the Local Authority Guidance.
- It is a requirement for all minibus drivers to attend and pass the Wirral Council's minibus training. They are not authorised to drive the vehicle without this certificate. In addition formal authority to drive is required from the authority's transport division.

**3.19. New and Expectant Mothers**

The Governors and the head teacher ensure that risk assessments on new and expectant mothers will be undertaken by Julie Morris.

- It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.
- The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

**See WESCOM for guidance:**

- Health and Safety Arrangements for Risk Assessment
- Health and Safety Arrangements for New and Expectant Mothers

**3.20. Noise and Vibration**

Governors and the head teacher, under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 will carry out risk assessments of any activities that expose their employees and others to the damaging effects of noise and/or vibration e.g. hearing loss or hand arm vibration syndrome (HAVS). Such activities might include use of machinery, power tools, or petrol strimmer's by premises/caretaking staff.

Risk assessments should be carried out to identify or eliminate sources of noise and vibration and to put in control measures where necessary. It may be necessary to commission a noise survey and/or have staff at risk of noise related ill-health undergo personal dose measuring.

**See WESCOM for guidance:**

- Health & Safety Management Arrangements for Controlling Noise at Work.
- Health & Safety Management Arrangements for Control of Vibration

### 3.21. Personal Protective Equipment (PPE)

The governors and head teacher in accordance with the Personal Protective Equipment Regulations 1992 (as amended) will ensure that the need for PPE is assessed and then made available to employees where required. Records of provision of PPE will be maintained.

#### See WESCOM for guidance:

- Health & Safety Management Arrangements for Personal Protective Equipment (PPE)
- PPE1 Form

### 3.22. Risk Assessment

The Governors and head teacher in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 will assess the risks to the health and safety of their employees while they are at work.

#### 3.22.1 General Risk Assessments

The school risk assessments will be coordinated by Julie Morris following Local Authority Guidance.

All workplace activities, locations and equipment involving teaching and non-teaching (e.g. caretaking) staff, premises and one-off activities have been assessed and approved by the head teacher

<b>Guidance:</b> School to list responsible persons and area of responsibility for carrying out risk assessments, e.g. heads of departments/faculties.	
Description	Department/Responsible Person
Curriculum – e.g. sciences, DT, PE, Music, Drama, Art, ICT	
Non curriculum activities – e.g. movement around school, lunchtime supervision, open evenings, parents' evening, school productions, before and after school clubs for both school and non-school operated, fire	
Location Hazards -playground and play equipment, gymnasium, classroom, hall, dining room, ICT,	
Equipment	
Lessons outside Classroom	
Job based risk assessments teaching	
Job based risk assessments non-teaching e.g. cleaners, caretakers, catering, office, volunteers, midday staff etc.	

These risk assessments are available for all staff to view and are held centrally in: Headteacher's Office.

Specific risk assessments relating to individual persons, e.g. employee with medical condition or young person/pupil are held on that person's file.

### **3.22.2. Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

### **3.22.3. Non-curriculum Activities**

Risk assessments for non-curriculum activities will be carried out by Julie Morris in accordance with local authority guidance. These will include: midday supervision, playground activities, access to school premises before the start of and at the end of the school day, movement around the school, open/parents' evening, school productions, etc. (This list is not exhaustive.)

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff carrying out activities should be made aware of risk assessments and any changes to risk assessments relating to their work.

Staff Meetings Staff Noticeboard Midday Communication Book
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### **See WESCOM for guidance:**

- Health & Safety Management Arrangements for Risk Assessment
- M34
- M34.1 (reasonable adjustments form)

### **3.23. Security**

Governors and the head will ensure that that security of the site is risk assessed in order to provide a safe and secure environment for children, employees and visitors to

Governors and the head teacher will ensure:

- the school has a security policy and that this has been implemented. A copy of the school's policy is located on the school website.
- If necessary expert advice is obtained to determine the security risks and precautions required to deal with them.
- The intruder alarm is monitored and inspected and records are available
- Employee are provided with enough resources, information and training to implement the security procedures.
- Ensure that all visitors, contractors and agency employee adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

**Guidance:**

All staff have responsibility for security at school. Ray Pritchard manages school gates and locking procedures. See Security Policy

**See WESCOM for guidance:**

- School's Security Framework policy

**3.24. Stress Management**

The governors and head teacher are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

- The school has a stress and wellbeing policy.
- The school will refer all employees who are absent from work to the OHU
- All employees have access to Occupational Health and counselling and advice. Where counselling is identified as a possible solution the employee is signposted to the Employee Assistance Programme (EAP) or equivalent.
- Stress risk assessments will be carried out by Julie Morris.
- The school may need to take immediate action to review the employee's job role. Appropriate actions would be discussed with the employee affected to determine what work they feel they can undertake. Reasonable adjustments may be agreed and should be entered on form M34.1.

**Guidance**

Well-being is discussed with staff at staff meetings

Staff know they can talk to their Key Stage Leaders or SLT

Performance Management meetings used to discuss work life balance and how staff are managing workloads.

Staff know about counseling service offered by OH/HR service.

**See WESCOM for guidance:**

- Health and Safety Arrangements Stress Management
- M34
- M34.1 (reasonable adjustments form)

**3.25. Training**

Under Regulation 7 of the Management of Health & Safety at Work Regulations 1999, the governors and the head teacher have ensured that they have competent advice on health



and safety e.g. Wirral Council's Health & Safety SLA. The governors and head teacher will ensure:

- that an appropriate member of staff is appointed to coordinate health & safety for the school Julie Morris. If a person is not appointed the role falls to the head teacher by default.
- suitable health and safety awareness training is provided to those in management or leadership roles.
- essential health & safety and refresher training for different roles has been identified, the school will ensure this training is made available to identified employee at the required frequency.
- training records are available for all employees
- there is a formal induction for permanent /temporary/supply /volunteer employees to bring their attention to their health and safety responsibilities and the arrangements in place for health and safety. This includes risk assessments for the activities they will carry out in school.
- There is an induction checklist.

**See WESCOM for guidance:**

- Health and safety training matrix (expected core competencies)

### **3.26. Violence & Aggression**

The governors and head teacher recognise that violence and aggression is a foreseeable hazard in a school environment and will ensure:

- Risk assessments are carried out to identify all possible situations and tasks during which violence and aggression may occur and what precautions are in place to reduce the likelihood. e.g. lone working, responding to intruder alarms, working with pupils with challenging behavior.
- Where it has been identified, employees will be provided with appropriate information, instruction and specific training for dealing with these situations e.g. Team Teach, MAPA, de-escalation training. Refresher training will be provided at a recommended interval.
- Suitable precautions are introduced e.g. zero tolerance notices, means of communication, CCTV, training.
- All incidents of physical assault from pupils where an injury is sustained by a member of staff or another pupil must be recorded on an M13 accident form.
- Any incidents of violence and aggression directed by third parties to staff are reported using form MV92 and follow guidance in the guidance below.
- Counselling is offered to employees following violent, aggressive or abusive behavior.

**See WESCOM for guidance:**

- Health and Safety Arrangements for Managing Violence and Aggression to Employees
- Form MV92
- Challenging Behavior risk assessment

### **3.27. Vehicles on site and use of private vehicles**

The governors and head teacher recognise that the movement of vehicles presents a foreseeable risk in a school environment and will ensure:

- if pedestrian routes within the site are not clearly defined and segregated from vehicles a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.
- vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.
- school gates are kept shut between 9.15am and 3pm.
- children's and parents' access shall be kept clear of vehicles
- access from the road shall be kept clear for emergency vehicles.

The governors and head teacher recognise that employees who drive their own private vehicles while on work business or those that drive minibuses present a foreseeable risk in a school environment and will ensure:

- risk assessments have been undertaken to identify the hazards associated with driving private vehicles at work and the operation of school vehicles
- the validity of their licenses is checked annually and this information kept on file.
- Employees who drive their private vehicle for work( this includes any activity in which a private vehicle is driven for the purpose of work, including travelling from the normal place of work to another location for a meeting) must also have the following checked and recorded annually using the CAR 10 form ( or equivalent).

<b>Guidance</b>
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**See WESCOM for guidance:**

- Health and Safety Arrangements for Management Driving for Work
- CAR 10

### **3.28. Work at Height –use of ladders and step ladders**

The governors and head teacher, in accordance with Working at Height Regulations 2005 will ensure:

- Work at height will be avoided where it is reasonably practicable to do so.
- Where this is not possible e.g. putting up displays, changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. Julie Morris will ensure a risk assessment is conducted and the risk reduced as far as is reasonably practicable.

- A copy of this assessment will be provided to employees authorised to work at height.
- Employees who are required to work at height will receive appropriate training. (See Health and safety training matrix (expected core competencies))
- Regular inspections of all work at height equipment will be conducted by Ray Pritchard. All equipment must be tagged/numbered and a ladder register maintained. Records will be kept.

**See WESCOM for guidance:**

- Health and Safety Arrangements for Management of Work at Height
- Model risk assessments
- Ladder inspection checklist
- Ladder register

### **3.29. Tree safety and grounds maintenance**

The governors and head teacher recognise that the grounds of the school can present significant hazards if not managed and maintained in a safe condition. They will ensure that:

- Risk assessments are undertaken on the grounds and the maintenance activities that are carried out. e.g. leaf blowing, mowing, strimming
- Employees will only use equipment for which they are trained in line with the Provision & Use of Work Equipment Regulations 1999
- Professional tree inspections and maintenance are carried out where applicable and that records of this work are available.
- Visual grounds inspections and maintenance are carried out as necessary and that records are available.

**See WESCOM for guidance:**

- Workplace equipment risk assessment
- Playground inspection checklist

### **3.30. Work Equipment**

Work equipment is almost any equipment used by an employee, pupil, and visitor whilst at work and includes:

- Machines such as circular saws, drills, photocopiers, mowers, strimmer's, leaf blowers
- Hand tools- screwdrivers, hammers, knives, chisels
- Lifting equipment- hoists, lifting slings, stair lifts, changing beds
- Other equipment such as ladder, trolleys, water pressure cleaners
- Includes equipment which employees provide for their own use at work.

The governors and head teacher recognise that even simple hand tools can cause serious injuries through misuse, lack of training or poor maintenance. In accordance with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998 they will ensure:

- a risk assessment of equipment is undertaken to take into consideration:
  - Appropriate selection of equipment for the task
  - Use
  - Inspection
  - Maintenance
  - Training
- Employees will only use equipment for which they have received adequate information, instruction and training
- there are documented local safe systems of work for the use of the equipment
- relevant warning signs are displayed by the equipment
- trained users carry out pre-use inspections
- there are documented periodical user checklists to inspect the equipment
- employees are required to report to Ray Pritchard any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.
- defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**See WESCOM for guidance:**

- Workplace equipment risk assessment

### **3.30.2.External play equipment**

The governors and head teacher recognise that playground and sports equipment present foreseeable hazards in a school environment and will ensure:

- risk assessments are undertaken to identify all hazards and control measures
- external play equipment will only be used when supervised.
- Daily visual inspections are carried out by Ray Pritchard
- pre-use inspections are carried out by all users
- equipment should be checked daily by Ray Pritchard for any apparent defects
- termly formal inspections are carried out by Ray Pritchard and recorded \*
- an annual inspection will be carried out by a suitably competent contractor].
- Records of all inspections to be kept on site.

\*Or as recommended by the installer/manufacturer of the play equipment.

**See WESCOM for guidance:**

- Playground inspection checklist
- Playground and external play equipment risk assessment
- Playground and external play equipment risk assessment checklist

### **3.30.3.Inspection and testing of plant and equipment**

All plant and equipment requiring statutory inspection and testing under health and safety legislation (i.e. steam boilers, compressors, lifting equipment, local exhaust

ventilation, pressure cookers etc) will be inspected by appropriate contractors/insurance company.

Maintenance inspections are also required under the Provision and Use of Workplace Equipment Regulations PUWER

#### **3.30.4. Curriculum**

**Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.**

Julie Morris will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, statutory inspections maintenance and testing.

*See Appendix A **Establishments should add/delete items as appropriate***

#### **See WESCOM guidance**

- Health and Safety Management Arrangements for the Use of Workplace equipment
- Work equipment risk assessment

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
<b>Asbestos</b>	Overall duty is to manage asbestos in premises.  Each site should have an asbestos management survey	Re-survey recommended every 3 – 5 years	UKAS Accredited company for testing and inspection.	Current Asbestos Management Survey <ul style="list-style-type: none"> <li>Completed asbestos log book</li> </ul>	Control of Asbestos Regulations 2012
	Each site must have a site specific asbestos management plan, including asbestos risk register and action plan.	Reviewed annually	No specific skills required, but asbestos awareness training recommended.	Asbestos management plan, risk register and action plan	
	Demolition / refurbishment survey for areas undergoing construction, renovation or maintenance where intrusive work is planned.	Prior to intrusive works taking place	UKAS Accredited company for testing and inspection.	Demolition/ refurbishment survey for areas where intrusive work is planned.	
	Asbestos removal or remedial works	Where management survey recommends action or as part of refurbishment or demolition	Removal company to be an HSE Licensed Contractor, preferably holding a 3 year licence.	Clearance certification and hazardous waste consignment notes for any removal works carried out.	
	Regular monitoring of visible asbestos to determine condition.	Annual	Visual inspection only and can be carried by premises staff who have had asbestos awareness training.	Annual monitoring inspection form	
<b>Air Conditioning and Ventilation including kitchen</b> (including fans, filters and motors)	Units and systems should be maintained according to the manufacturer's guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations	Annual or bi-annual	Holds C&G 2078 Holds CITB Safe Handling of Refrigerants certificate	F-Gas records. Maintenance records	BSEN 378.Refrigeration systems - Safety and Environmental Requirements. <ul style="list-style-type: none"> <li>BS5925; Building Regulations 1991 F1 "Means of</li> <li>BS EN203-1 2005</li> <li>DW172</li> </ul>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
					Ventilation” • Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013.
AMP condition surveys	The council is required to conduct asset management plan surveys (AMP's) on educational establishments, which are then provided to the Department for Education (DfE) and used to determine property maintenance funding for the coming year. The returns to the DfE will include basic factual data and data relating to the three AMP categories of 'condition', 'suitability' and 'sufficiency'.	Every 3 – 5 years	Surveyors qualified to BICS/RICS or equivalent arranged by the Local Authority.	Current survey	DfE Requirement
<b>Boiler Maintenance</b>	Must be maintained in accordance with the manufacturers' recommendations.	Annual	The Service technician's Gas Safe card has credits appropriate to the equipment / service being maintained.	Maintenance records are kept including: • Date of maintenance • Date by which next maintenance is due • Record of defects and rectification • Service document should also record the Gas Safe registration of the technician carrying out the work.	Gas Safety (Installation and Use) Regulations 1998
	Safety inspections are to include internal gas pipe work, including all ancillary equipment including the pipes, valves, regulators, boosters and compressors.				

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<b>Catering equipment</b>	Must be maintained in accordance with the manufacturers' recommendations and according to the type of equipment.  See other entries covering Gas <ul style="list-style-type: none"> <li>• appliances Electrical</li> <li>• equipment Pressure</li> <li>• cookers</li> <li>• Firefighting equipment</li> </ul>	In line with manufacturers requirements	Ensure that service technician has demonstrable proof of competency e.g. a Gas Safe card with credits appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	<ul style="list-style-type: none"> <li>• Gas Safety (Installation and Use) Regulations 1998</li> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>
<b>CCTV</b>	Inspection and testing	Annual	Trained technician from a recognised company.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	Electricity at Work Regulations 1998 <ul style="list-style-type: none"> <li>• IEE Wiring Regulations: BS7671</li> </ul>
<b>Design and Technology equipment.</b> (See other areas of this guide for LEV, Gas appliances lifts etc.)	Routine maintenance carried out as per CLEAPSS guide DL254.	As specified	Trained DT Technician.	As specified in guide	<ul style="list-style-type: none"> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> <li>• CLEAPSS DL 254</li> </ul>
	Servicing carried out by manufacturer / supplier / recognised maintenance company.	Annual or manufacturer's recommendation	Trained technician from a recognised company.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	
	Design and Technology department health and safety audit	Every 2 years	DATA /CLEAPSS approved person.	Report with action plan.	



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<b>Disabled Access</b>	Complete an Access Audit to identify areas where the service is inaccessible. The audit should then enable schools to complete an Accessibility Plan. Those who offer services to members of the public or who employ others or organisations providing education and training, are obliged by legislation to ensure that those services are accessible to all and that employment arrangements do not place disabled people at a disadvantage.	Every 3 years and whenever works are carried out.	Surveyors qualified to BICS/RICS or equivalent.  For further help, refer to the National Register of Access Consultants.	Current audit report	Equality Act 2010 Special Educational Needs and Disability Act 2001 (SENDA)
<b>Doors (Automated)</b> Applies to powered doors in public buildings.	Routine servicing according to manufacturer's guidelines	6 monthly	NICEIC / ECA registered contractor or equivalent.		BS 7036: 1996 Parts 1, 2 and 3 Safety of powered doors Electricity at Work Regulations 1998 • BS7671 IEE Wiring Regulations
	Inspection and testing of force limitation and all safety controls	Annually			
<b>Dust and fume Extraction / Local Exhaust Ventilation (LEV)</b>	Regular maintenance and servicing	In line with manufacturers' recommendations	Competent person, either specifically trained technician or service technician from company testing to appropriate British standard.	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary. This must be kept for at least five years.	Control of Substances Hazardous to Health Regulations 2002 (COSHH) • Fume cupboards BS EN 14175-2 2003 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
	Thorough inspection to ensure the design and expected performance is fit for purpose.	At least every 14 months			
	In addition filter fume cupboards should be labelled with the type of filter in place and be appropriate for the chemicals used. The number of hours of use should also be recorded to ensure filters are changed at appropriate periods.	In line with manufacturers' recommendations			

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<b>Electrical, fixed installation</b>	Testing of all fixed wiring and distribution boards	Every 5 years	NICEIC / ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<ul style="list-style-type: none"> <li>Electricity at Work Regulations 1998</li> <li>BS7671 IEE Wiring Regulations</li> </ul>
	Testing of all distribution boards in mobile accommodation	Annual	NICEIC / ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<ul style="list-style-type: none"> <li>Electricity at Work Regulations 1998</li> <li>BS7671 IEE Wiring Regulations</li> </ul>
<b>Electrical, portable appliances</b>	Visual inspections	6 monthly	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training.	Log of any faults identified and remedial action taken	Electricity at Work Regulations 1998 <ul style="list-style-type: none"> <li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>
	Combined inspection and testing	Variable depending on appliance and use, but generally annually. Frequency is determined by risk assessment.	When undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need:  the right equipment to do the tests the ability to use this test equipment properly the ability to	Documented records of items tested <ul style="list-style-type: none"> <li>Test stickers placed on items</li> </ul>	Electricity at Work Regulations 1998 <ul style="list-style-type: none"> <li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>

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			properly understand the test results  A NICEIC / ECA / NAPIT accredited contractor is recommended.		
<b>Electrical stage lighting</b>	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Every 3 months and after every alteration			Electricity at Work Regulations 1998 <ul style="list-style-type: none"> <li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>
<b>Temporary electrical installations e.g. for events</b>	Small installations less than 6.5 kW	Before first use Dependant on length of installation further inspections will be required	Person responsible should be qualified electrician	Installation and commissioning certificates including earth leakage test records	BS 7909 – Code of practice for temporary electrical systems for entertainment and related purposes <ul style="list-style-type: none"> <li>HSE Guidance Note GS50</li> </ul>
	Larger installations need professional installation				
<b>Emergency Lighting</b>	Disconnect the mains lighting to enable a function test of the check emergency lighting units. Usually involves turning on and off with 'fish key'	Monthly	None required	Results normally recorded in the Fire log book	<ul style="list-style-type: none"> <li>Electricity at Work Regulations 1998</li> <li>BS 5266: Part 1 1999</li> </ul>
	Carry out full rated 3 hour load test, including battery test and maintenance. Normally carried out by a competent contractor.	Annual	NICEIC / ECA registered contractor or equivalent.	Test certificate including date of test and results of annual test	

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<b>Energy Performance</b>	<b>Display Energy Certificate (DEC)</b> must be produced and displayed at all times in a prominent place clearly visible to the public.  DECs are only required for buildings that have a total useful floor area of more than 500m <sup>2</sup> , that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public.	Where the building has a total useful floor area of more than 1,000m <sup>2</sup> , the DEC is valid for 12 months.  Where the building has a total useful floor area of between 500m <sup>2</sup> and 1000m <sup>2</sup> , the DEC is valid for 10 years.	An Energy Assessor, accredited to produce DEC's or EPC's for that type of building, is the only person who can produce the certificates and Advisory Reports for your building.  The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number.	Current certificate and advisory report	The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 <ul style="list-style-type: none"> <li>• Energy Performance of Buildings Directive (EPBD)</li> <li>• "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings"</li> </ul>
	<b>Energy Performance Certificates (EPCs)</b> are required when a building is constructed, sold or let. The EPC rating is different from a Display Energy Certificate (DEC) as it shows how the building has been constructed, not how it is used.	When a building is constructed, sold or let		EPC Displayed	
<b>Fire detection and alarm systems</b>	Testing of call points and sounders on Rotation	Weekly	Basic training in fire alarm operation only.	Results to be recorded in the Fire log book	BS 5839 1:2013 Regulatory Reform (Fire Safety) Order 2005
	Inspection and service by competent Contractor	Annual (or 25% quarterly)	Competent engineer experienced in type of fire alarm being tested.	Appropriate test and inspection certificate	
<b>Fire doors</b>	Operation of release devices	Weekly	Trained premises team person.	Results to be recorded in the Fire Log book.	Regulatory Reform (Fire Safety) Order 2005
	Condition checks	Monthly			
<b>Fire fighting equipment:</b>	Visual check to ensure equipment is in its assigned location and has not been	Monthly	None, visual check only.	Results to be recorded in the Fire	<ul style="list-style-type: none"> <li>• BSEN 3 extinguisher</li> <li>• Commissioning and</li> </ul>

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<b>Fire Extinguishers</b>	discharged.			log book.	Maintenance to BS 5306-3: 2009 Regulatory Reform (Fire Safety) Order 2005
	Thorough inspection and testing by competent contractor	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	
	Extended service (test discharge)	5 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	
	Overhaul (hydraulic test)	10 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test Certificate	
<b>Fire fighting equipment: Hoses</b>	Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses.  Where hose reels remain in sit, they must be maintained to ensure that water flow is adequate and that all parts are in good working condition.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Test Certificate	BS 5306:Part 1: 2006 BS 671-3: 2009 Regulatory Reform (Fire Safety) Order 2005
	Where hose reels are in place, a flexible tubing pressure test must be carried out.	5 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	
<b>Fire fighting equipment: Sprinklers systems</b>	Annual inspection of system by competent contractor.  BS EN 12845 lists various other monthly, quarterly, six-monthly etc. checks and tests for things such as flow switches,	Annual	LPS 1048 approved sprinkler engineer or equivalent	To be logged in the Sprinkler log book and work sheet filed.	<ul style="list-style-type: none"> <li>• BS EN 12845</li> <li>• LPCB TB203 Care and Maintenance of automatic sprinkler systems</li> </ul>

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	remote signaling and water supply, and further guidance is available from insurers and sprinkler servicing companies.				Regulatory Reform (Fire Safety) Order 2005
	BSEN12845 and its accompanying technical bulletins advise that sprinkler systems should be tested once a week. Seek advice from a competent maintenance company for the full testing, inspection and maintenance requirements as different systems may have different requirements.	Weekly	This can be carried out in-house with appropriate training.	Results to be recorded in the Sprinkler log book.	
<b>Fire fighting equipment: Wet and dry Risers</b>  Wet/dry risers are intended for the use of the Fire Service to provide a readily available means of delivering considerable quantities of water to extinguish or to prevent the spread of fire.	<b>Wet Risers:</b>  Regular maintenance and servicing A wet riser is a system of valves and pipe work which are kept permanently charged with water.	2 visual inspection services per year 2 electric pump inspection services per year 1 flow test per year (if applicable)	UKAS Accredited company for testing and inspection.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	BS 5306 Part 1: <b>2006</b> Regulatory Reform (Fire Safety) Order 2005
	<b>Dry Risers:</b>  Regular maintenance and servicing A dry riser is a system of valves and pipe work which enables the Fire Service to pump water on to upper floors of a building.	A visual inspection every six months  An annual pressure test	UKAS Accredited company for testing and inspection.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
<b>Fire fighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200</b>	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	<ul style="list-style-type: none"> <li>• BS 5306</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> </ul>
<b>Fire Shutters and curtains</b>  A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.	Regular testing to ensure effective operation.	Following installation and then 6 monthly or when faults are detected	Competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	BS7273: Code of practice for the operation of fire protection measures Actuation of release mechanisms for doors <ul style="list-style-type: none"> <li>• BS EN 12453 for installation</li> <li>• BS EN 12635 covers maintenance inc the need for log book</li> <li>• Appendix B of the Building Regulations Approved Document B</li> </ul>
	Regular maintenance in line with the manufacturers recommendations	At least annually or when faults are detected			
<b>Fragile Roofs</b>	Fragile roof access to be clearly signed and guarded to prevent falls through them. Periodic inspection of signage required.	As part of termly / quarterly health and safety inspection regime.	None – can be carried out by premises staff.	Termly monitoring inspection forms	Working at Height Regulations 2005

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<b>Fuel Oil and biomass storage</b>	Must be maintained in accordance with the manufacturers' recommendations,	Annual	Ensure that service technician has demonstrable proof of competency appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection / maintenance, date next inspection or maintenance due and record of defects and rectification.	The Control of Pollution (Oil Storage) (England) Regulations 2001 <ul style="list-style-type: none"> <li>Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001</li> </ul> Building and Engineering Services Association SFG/20
<b>Gas appliances</b>	Must be maintained in accordance with the manufacturers' recommendations	Annual	Ensure that service technician has demonstrable proof of competency i.e. a Gas Safe card with credits appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. Service document should also record the Gas Safe registration of the technician carrying out the work.	Gas Safety (Installation and Use) Regulations 1998 <ul style="list-style-type: none"> <li>L56: Safety in the installation and use of gas systems and appliances</li> </ul>
<b>Gas pipe work</b>	Safety inspections of internal gas pipe work (including all ancillary equipment including the pipes, valves, regulators, boosters and compressors).	Annual	Ensure that service technician has demonstrable proof of competency.	Records of examination and maintenance are kept	Gas Safety (Installation and Use) Regulations 1998
	Tightness testing of internal gas pipe Work	5-yearly			



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<b>Gates &amp; Barriers (Automated )</b>	Site specific risk assessment	Before installation	Competent person / organisation.	Records of maintenance including testing of functioning of safety devices fitted. Complete follow up actions.	Supply of Machinery (Safety) Regulations 2008 • BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and Use <a href="#">HSE Guidance</a>
	Regular service & maintenance as per manufacturer's recommendations to ensure safe operation, including all safety devices.	Annual	For new installations confirm that the supplier will CE mark the gate and issue you a Declaration of Conformity.		
<b>Gym Equipment</b>	Visual inspection of equipment	Prior to each use	Qualified PE Teachers.	Log sheet or similar	BS1892 part II 1986/1991 • "Safe Practice in Physical Education and School Sport" (section 3.6 and Appendix 20) – Association of Physical Education <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a>
	To inspect and maintain all Gymnasium Equipment to the standards required in British Standard Specification BS1892 part II 1986/1991  To ensure that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.	Annual	Qualified to inspect to the standard.	A detailed inspection report, summarising any faults and remedial action required  • Evidence of remedial works completed	
<b>Hydrotherapy and swimming pools</b>	Maintained to the standards outlined in "Treatment and quality standards for pools and spas" published by the Pool Water Treatment Advisory Group.	As per manufacturers requirements	Staff trained and competent to handle the chemicals associated with the pool treatment. Either properly trained site staff or outside contractor.	Records to be maintained and kept for a minimum of 5 years.	BS EN 15288 – 2:2008 Managing Health and Safety in Swimming Pools (HSG179)
<b>Intruder Alarm</b>	Monitored inspection and testing according to manufacturer's guidelines	6 monthly	Competent person or contractor.	An inspection report summarising any faults and remedial action required	Electricity at Work Regulations 1998 • IEE Wiring Regulations: BS7671
	Unmonitored inspection and testing according to manufacturer's guidelines	Annual			

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<b>Lifts and lifting equipment</b> Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.	Thorough examination of equipment designed for the lifting of passengers e.g. passenger lifts, patient hoists, powered stair lifts, tail lifts on disabled transport vehicles, window cleaning cradles.	Before using for the first time and every 6 months	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.	Written report containing date of examination, date next examination is due and a full list of any defects found.	<u>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</u> <ul style="list-style-type: none"><li>“Guidelines on the supplementary tests of in-service lifts” - The Safety Assessment Federation (SAFed) and the HSE</li></ul>	
	Thorough examination of equipment designed for the lifting of goods/objects only, e.g. scissor lifts, mobile elevating work platforms, vehicle inspection platform hoists, vehicle tail lifts, cranes, fork lift trucks, lifting beams.	Before using for the first time and annually	Note: A thorough inspection is not the same thing as routine maintenance.			
	Thorough examination of all Lifting accessories, regardless of whether they are used to lift passengers or goods. Lifting accessories are any components to the main lifting structure that are subject to wear and tear and the bearing of a load and which are integral to the operation of the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.	Before using for the first time and every 6 months				
	Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer’s guidelines.	Depending on the equipment and the manufacturer’s recommendations this can be anything from Quarterly to annually		Suitably qualified mechanical engineer.		Maintenance records showing any defects and their rectification.
	Supplementary tests for in-use passenger and goods lifts are tests or examinations called for by a ‘Competent Person’ where concerns regarding the condition of equipment arise following thorough examination.	As determined by the competent person engaged to carry out thorough examination.	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly	Must be certificated and a copy kept on site for inspection		

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	<p>The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination. Supplementary tests may include:</p> <p>Testing of safety gear Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency.</p>		through an insurance company,		
<b>Lightning conductors</b>	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured.	11 monthly	Competent person.	Issue of test compliance sheet.	BS 6551 , BS EN 62305
<b>Playground equipment</b>	Visual Inspection	Daily	No specific training required and can be carried out by premises staff.	None required, but could be recorded in an opening and closing book if school follows this good practice.	<ul style="list-style-type: none"> <li>• EN: 1176 (play equipment).</li> <li>• EN: 1177 (safety surfacing).</li> </ul>
	Documented visual (routine) inspection	Weekly	No specific training required and can be carried out by	Weekly inspection monitoring form	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
			premises staff, but an RPII Outdoor Routine qualification is desirable.		
	Interim operation inspections	Quarterly	Can be carried out by premises staff with RPII Registered Outdoor Operational Inspector training ( <i>recommended</i> ) or similarly qualified contractor.	Quarterly monitoring inspection form.	
	Annual inspection and assessment	Annual	RPII Outdoor Annual Registered Certified inspectors.	A detailed inspection report summarising any faults and remedial action required	
	Maintenance to be carried out	Annual and as required	Competent contractor, e.g. from equipment supplier/installer.	Evidence of remedial works completed	
<b>Pottery Kilns</b>	Annual inspection and maintenance as per manufacturer's instructions	Annual	<p>NICEEC accredited contractor for electric kilns.</p> <ul style="list-style-type: none"> <li>Gas Safe accredited contractor for gas kilns (<i>these are not recommended for use in schools</i>)</li> </ul>	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	<p>Gas Safety (Installation and Use) Regulations 1998</p> <ul style="list-style-type: none"> <li>Electricity at Work Regulations 1998</li> <li>BS7671 IEE Wiring Regulations Provision and Use of Equipment Regulations 1998</li> </ul>
<b>Pressure vessels</b>	Ensure that the system undergoes through examination according to a written scheme.	Annual	Insurance company	Records of examination and maintenance are	The Pressure Systems Regulations 2000

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	e.g. of pressure vessels include expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.			kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	
	Implement a suitable maintenance scheme for the system according to manufacturer's guidelines.	At least annually and as necessary.	Suitably qualified mechanical engineer.		
<b>Roller shutters</b> (see also fire shutters)	Regular maintenance in line with the manufacturers recommendations	At least annually	Competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	<ul style="list-style-type: none"> <li>• BS EN 12453 for installation</li> <li>• BS EN 12635 covers maintenance inc the need for log book</li> </ul>
<b>Tables (particularly centre fold ones such as SICO)</b>	Regular maintenance according to manufacturer's recommendation. <ul style="list-style-type: none"> <li>• Training for staff operating tables</li> </ul>	Annual	Serviced by contractor's trained staff.	Maintenance record showing date of maintenance and any defects and their rectification. Training records	Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Tree Safety and grounds maintenance</b>	Regular visual inspection to identify broken/dead branches, especially after high winds	Annual, and after high winds	None – suitable premises staff.	<ul style="list-style-type: none"> <li>• Records of maintenance activity.</li> <li>• Record of tree inspections including date of survey, results, list of recommended actions and dates</li> </ul>	Compliant with BS 7370
	Maintenance regime to be in place for all surfaces and features.	Every 3 years	Competent person		
	Tree survey	Various	Qualified arboricultural contractor.		

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				works completed	
<b>Water hygiene: risk assessment</b>	Water Hygiene risk assessment carried out and reviewed	Every 2 years or when there is significant change to the system or use of the building.	Assessor should have suitable experience and training, e.g. Legionella Control Association registered.	Legionella risk assessment including asset register of components and schematic diagram of the system. Identification of likely risks and measures to reduce/control the hazard.	<ul style="list-style-type: none"><li>The control of Legionella bacteria in water systems L8</li></ul>
<b>Water hygiene: testing and precautions</b>	Flush through of little used outlets.	Weekly	Weekly, monthly and quarterly, trained premises staff.	Log book containing records of tests including dates and remedial actions where tests are outside accepted parameters.	<ul style="list-style-type: none"><li>The control of Legionella bacteria in water systems L8</li></ul>
	Temperature testing of hot and cold stored water systems.	Monthly			
	De-scaling of shower heads.	Quarterly			
	Supply temperature check	6 monthly	Suitably qualified contractor e.g. Legionella Control Association registered.		
	Sampling and chlorination of system and regular routine maintenance required.	Annual			
<b>Water hygiene: Thermostatic Mixing valves on water outlets and showers</b>	In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV).	6 Monthly	Servicing should only be undertaken by a competent engineer or plumber.	Maintenance record showing date of maintenance and any defects and their rectification.	<ul style="list-style-type: none"><li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li></ul>
	Maintenance of all Thermostatic Mixing Valves.	Annual or following identification of a fault			
<b>Water and surface Temperature</b>	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Annual	Competent person.	Records of maintenance activity.	<ul style="list-style-type: none"><li>Building Bulletin 87: Guidelines for Environmental Design in Schools</li></ul>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
<b>Working at Height: Ladders</b>	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions	Annual	Trained and Competent person.	Periodic visual inspection of ladders should be recorded including date, person inspecting. Any defects and record of repair or destruction. Ladders should be easily identifiable, e.g. through the use of inspection tags.	<ul style="list-style-type: none"> <li>Working at Height Regulations 2005</li> <li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>
<b>Working at Height: Scaffold Access towers</b>	<ul style="list-style-type: none"> <li>Inspection after assembly in any position</li> <li>Maintenance and inspection as per manufacturer's recommendations</li> </ul>	<ul style="list-style-type: none"> <li>After assembly and before first use</li> <li>After any event that may affect stability e.g. vehicle strike, high winds</li> <li>Every 7 days whilst erected</li> </ul>	Erected and inspected by trained person (PASMA Trained or similar) hired towers to be assembled by hire company if no trained person available.	Records of inspections to be kept at least until next inspection.	<ul style="list-style-type: none"> <li>Working at Height Regulations 2005</li> <li>Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>
<b>Working at Height: Guard rails</b>	Must be properly inspected and maintained.	Annually	Competent person.	Records kept	<u>Working at Height Regulations 2005</u>
<b>Working at Height: Fall arrest and fall restraint systems</b> (see also lifting)	Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place.	Prior to each use	By trained user.		<ul style="list-style-type: none"> <li>BS EN 365:2004</li> <li>BS 6037-1-2003, EN 1808</li> <li><u>Working at Height Regulations 2005</u></li> </ul>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
equipment)	Must be properly inspected and maintained including thorough examination.	6 monthly	Competent and independent person for thorough inspections.	Records kept including thorough inspections	<ul style="list-style-type: none"> <li>• Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</li> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul>

## glossary

Item	Definition
BAFE	British Approvals for Fire Equipment
BS	British Standard
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
ECA	Electrical Contractors Association
EN	European Norm
HSE	Health and Safety Executive – The national enforcement body for health and safety law in the UK.
IEE	Institution of Electrical Engineers
L8	Legionnaires' Diseases. The Control of Legionella Bacteria in Water Systems Approved Code of Practice
NAPIT	National Association of Professional Inspectors and Testers
NICEIC	National Inspection Council for Electrical Installation Contracting
PUWER	Provision and Use of Work Equipment Regulations
PASMA	Prefabricated Access Suppliers' and Manufacturers' Association
SFG/20	Building and Engineering Services Association Standard Maintenance Specification





**Black Horse Hill Infant School  
Health and Safety Policy  
HS-ECS-002**

**Record of Employee Reading the Policy**

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

This record indicates employees have read the attached Health and Safety Policy for the school, agree to abide the school's health and safety policy and procedures and understand their roles and responsibilities relating to health and safety.