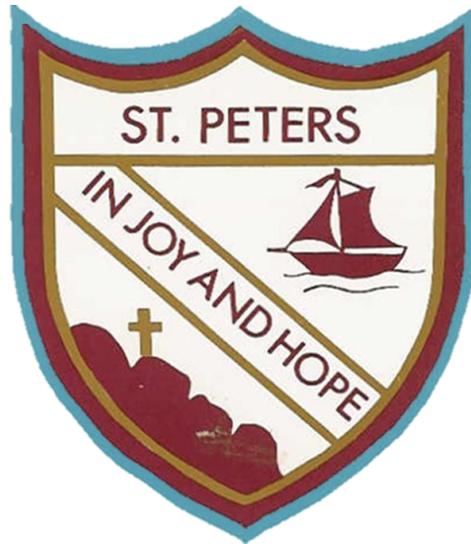


St Peter's Catholic Primary School



School Framework Health & Safety Policy

Agreed by Governors: September 2020

Chair of Governors Signature _____

School's Framework Health and Safety Policy and GuidanceHS/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



St Peter's Catholic Primary 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 St Peter's Catholic Primary 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.

Signed: (Chair of Governors) Date:

Signed: (Head teacher) Date:

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.

All Staff

- *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;*

SLT, - Headteacher, Deputy & Business Manager

- *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:

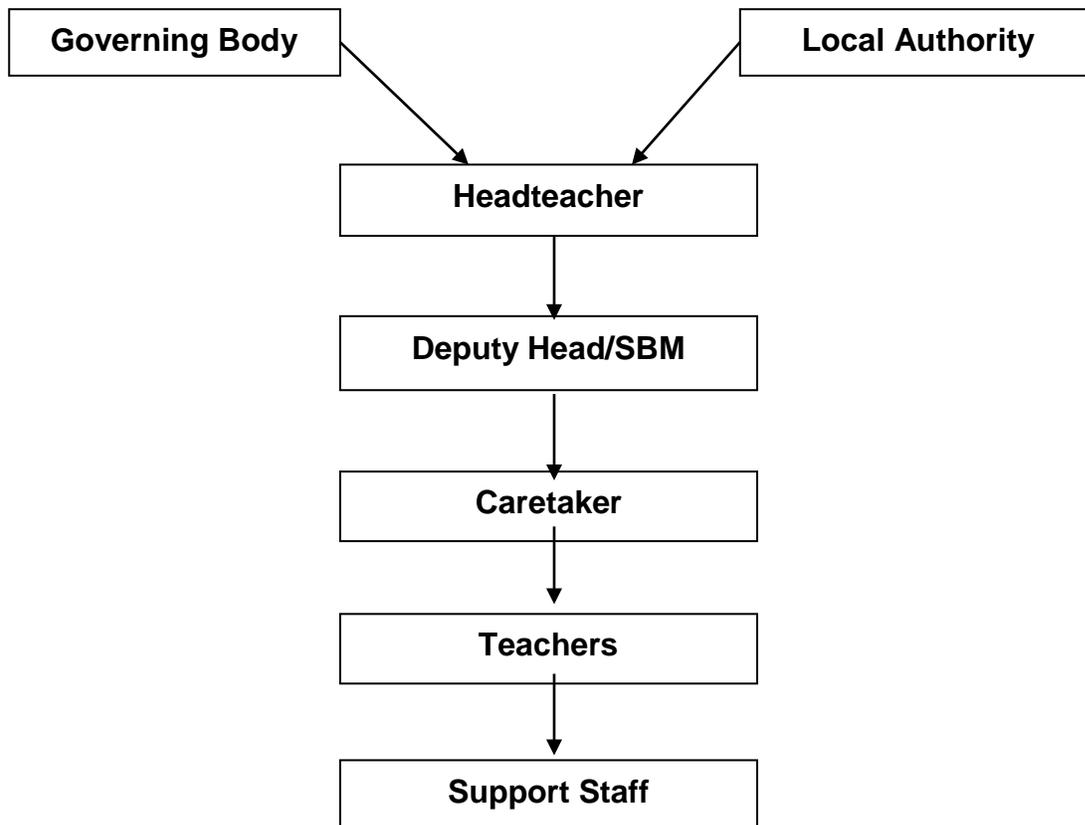
- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the Local Authority's reporting procedures;
- Cooperate with school management 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

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:

Annual Staff H&S meeting – All staff receive the policy & guidance via e-mail they sign to say they have read & understood their roles & responsibilities.

Buildings & Premises Committee Meetings – Termly

INSET days

Weekly briefing

A1 Staff Meetings

Mechanism for generating Agenda Items – report from register of defects and outstanding works/job lists in the office. New/updated guidance or bulletins received in school, Governor Inspections/Ofsted Inspections, building Condition Surveys, Fire Service Inspection, annual equipment/engineer inspections or parents/carers.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept centrally in the main 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.	Headteacher/SBM
2.	Accident Reporting, Incident Reporting	Office Staff M13 – Headteacher
3.	Management of Asbestos	Headteacher & Caretaker
4.	First Aid	SBM & All Staff
5.	Fire Precautions; Drills, Exits, Extinguishers	Headteacher & Caretaker
6.	Building Maintenance (Control of Contractors)	Headteacher & Caretaker
7.	Safety Inspections	Headteacher, SBM, H&S Governor
8.	Health & Safety Training- WAH, Manual Handling (inanimate & people), De-escalation, Team Teach etc.	Caretaker
9.	Purchasing Equipment and Products	SBM & Admin Staff
10.	Security, Out of Hours Lettings	Headteacher & Caretaker

11. Educational Visits Coordinator (EVC)	Headteacher
12. Risk Assessment Management	All staff & SBM
13. Management of water hygiene	Headteacher & Caretaker
Secondary Schools	
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: Mrs S Parry
 Address: 6 Mannington Close
 Meols
 CH47 0NX
 Mobile: 07724164356

iii) Caretaker: Mr P Mather
 Address: 69 Cherrytree Road
 Moreton
 CH46 9RE
 Tel No: 07752630323

ii) SBM: Ms C Smith
 Address: 4 Far Hey Drive
 Upton
 CH49 4SD
 Mobile: 07989776653

iv) School Admin: Mr S Gregson
 Address: 13a Grasmere Avenue
 Noctorum
 CH43 9SG
 Mobile: 07415416968

Other useful numbers:

Community Patrol	0151 606 5441
Community Patrol 24 hour contact	0151 666 5265
Site security Atlas	0151 666 2400
Health, Safety & Resilience Team	0151 606 2364
Facilities Management Help Desk	0151 666 5624
Arrowe Park Hospital	0151 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 Headteacher

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 reports are entered electronically into a spreadsheet, paper copies are sent home to the parent/carers, these reports 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.

<p>RIDDOR (Staff) Certain injuries, absence MUST be reported to the Health & Safety Executive</p>	<p>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 doctors note which confirms the diagnosis</i>), a work related injury which results in hospitalisation (<i>whether for treatment or observation</i>).<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 (excluding the day of the accident)</i>. Contact Health & Safety Team for more information</p>
<p>RIDDOR (Non staff) Where a visitor, contractor or other non-employee is injured on council premises or elsewhere and is taken from the scene to a hospital.</p>	<p>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.</p>
<p>Lost Time Accidents (Staff)</p>	<p>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</p>

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 the Headteacher and the caretaker.
- All remedial actions have been carried out.
- The asbestos register is held in the main 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 contractor 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 the SBM 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 the Caretaker, SBM or Headteacher and the work added to the register.

- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person for managing asbestos in school the caretaker, SBM or Headteacher.**

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 onsite including science, biology, swimming pools etc.), reviewed in 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

P.E & Science Co-ordinators carry out specific Risk Assessment for lessons which are higher risk or contain hazardous products or activities. Visiting professionals are asked to provide Risk Assessments before or on arrival e.g. Zoolab

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 visitors 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.

The Caretaker 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 EVOLVEsystem.

The Educational Visits Coordinator the Headteacher 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 (*Office staff*) immediately of any changes.

School Emergency Plan is held by Chair of Governors, Headteacher, Deputy Headteacher, SBM, H&S Governor and the Caretaker

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 the SBM 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

Lettings – Council Surgery and any constituents have access to the SLT room (inc telephone) and staff toilets. The staffroom, office and teaching blocks are locked. The Caretaker is on site during surgery hours, he has access to all first aid equipment and is trained in Level 3 First Aid at Work.

Wallasey FC & West Kirby Wasps – only access available is playing field and external toilet, alarm remains set during training and matches. Own insurance and 1st aiders used.

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 Fire log folder 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.
- The SBM 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 signposted 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 staff such as a third party provider, the school 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
- 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 in the main office.
- Emergency contact and key holder details are maintained by the SBM and provided to Wirral Community Patrol / remote call centre.

The SBM 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 the Caretaker:

- 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, the school administrator 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:

In the main office and kitchen. There is also a first aid kit available in the ICT suite during lunch break. 1st aid grab bags are available for break and lunchtimes.

C-19 additions – school hall has first aid kit

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
Claire Smith	Atlas	April 2018	April 2021	
Paul Mather	Atlas	April 2018	April 2021	

TRAINED TO EMERGENCY AID LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Ext No
Graham Bond	Atlas	September 2018	September 2021	
Sarah Harrison	Atlas	September 2018	September 2021	
Danielle Beesley	Atlas	September 2018	September 2021	
Louise James	Atlas	September 2018	September 2021	
Sarah Evans	Atlas	September 2018	September 2021	
Jean Scarisbrick	Atlas	September 2018	September 2021	

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

Name	Training Provider	Date of Training	Refresher due date	Ext No
Patsy Winston	Class Training	April 2019	April 2022	
Charmaine Batty	Class Training	July 2018	July 2021	
Cathy Shardlow	Class Training	November 2018	November 2021	
Louise Gorry	Class Training	November 2018	November 2021	
Julie Wallace	Cornerstone	March 2018	March 2021	
Stephen Gregson	Class Training	September 2020	September 2023	
Naomi Cary	Class Training	September 2020	September 2023	
Katie Howard	Class Training	September 2020	September 2023	
Rebecca Simon	Class Training	September 2020	September 2023	
Grace Jones	BB First Aid	August 2019	August 2022	
Clare Rowlands	Class Training	December 2019	December 2022	

Claire Smith	Class Training	December 2019	December 2022	
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The Business Manger will ensure that First Aiders have a current certificate and that new persons are trained shouldfirst 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 in the medical room.

Incontinence waste such as disposable nappies, stoma bag etc. will be placed in the hazardous waste disposal unit. In the infant courtyard, outside Preschool.

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

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 the Headteacher
- 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 the H&S Governor 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 e.g. summer holidays and these requirements will be addressed by the Caretaker. 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.

The Hertel file contains the water risk assessment and is held in the main 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 the Headteacher.

- 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				
St Peter's Catholic Primary School				
Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?	X		Sept 2020
2.	Has the school nominated responsible trained persons to administer medicines?	X		SLT & Office 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?	X		2 members of staff at all times 1 administers & 1 witnesses
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures	X		Office Staff attended NHS training
5.	Does the school have procedures for managing medicines on trips and outings	X		2 members of staff at all times 1 administers & 1 witnesses SLT or Classteacher
6.	Has the school received a written agreement from parents for any medicines to be given to a child	X		Forms kept in medical file
7.	Has the school confirmed, in writing, that they agree to administer medicines	X		Forms kept in medical file
8.	Is there guidance for children carrying and taking their medicines themselves	X		N/A
9.	Does the school maintain records for the administration of medicines	X		Password protected spreadsheet
10. D	Do staff have access to the school's emergency procedures	X		
11.	Is a health care plan required for individuals	X		Medical advice sort

Medicines Checklist

1.	Does the school have appropriate storage facilities taking into account temperature and security	X		Locked cabinet in office fridge (SR)
2.	Is the medicine in the original container	X		
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	X		
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available (emergency devices purchased by school in the main office)	X		In class with children
5.	Does the school allow children to carry their own inhalers	X		

See WESCOM guidance

- DfE "Supporting pupils at school with medical conditions".

3.18. Minibuses

- The Headteacher 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.

All transport is hired

3.19. New and Expectant Mothers

The Governors and the Headteacher ensure that risk assessments on new and expectant mothers will be undertaken by SBM or Deputy Headteacher.

- 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 the SBM 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

Guidance: <i>School to list responsible persons and area of responsibility for carrying out risk assessments, e.g. heads of departments/faculties.</i>	
Description	Department/Responsible Person
Curriculum – e.g. sciences, DT, PE, Music, Drama, Art, ICT	Subject Leader/Class teacher
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	Headteacher/SLT/staff member in charge of activity
Location Hazards -playground and play equipment, gymnasium, classroom, hall, dining room, ICT,	Subject Leader/SLT/Class teacher
Equipment	Headteacher/staff member in charge
Lessons outside Classroom	Headteacher/staff member in charge
Job based risk assessments teaching	Headteacher/SLT
Job based risk assessments non-teaching e.g. cleaners, caretakers, catering, office, volunteers, midday staff etc.	Headteacher /SLT/Provider

These risk assessments are available for all staff to view and are held centrally in: The main office and as they are reviewed they will be added electronically in shared drive

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 the Headteacher 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.

Health & Safety Bulletins, Risk Assessments given to staff during Staff meetings, staff development days or emailed on request – new system to save electronically in shared drive as they are reviewed.

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 in the main office
- 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.

Schools Security – Nominated individuals:-

Headteacher/SLT/Caretaker – Please refer to the schools Security Framework Policy in the main office.

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 the Headteacher
- 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.

Stress Management System

The Headteacher/SLT performs Performance Management annually, NQTS and RQTs are mentored closely. Health Assured employee assist program is available and optional referrals to occupational health

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 the SBM. 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 9:00am and 15:00pm.
- 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).

Parking is restricted in the Disabled Parking Bay, one entrance to the carpark is locked at all times to ensure Pedestrians are kept safely separate from vehicles.

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. The Headteacher 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 the Caretaker. All equipment must be tagged/numbered and a ladder register maintained. Records will be kept.

All staff have access to kick stools for display hanging and window poles, any activity which requires a ladder will be carried out by a member of the Premises Team.

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 the SBM 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 the Caretaker
- pre-use inspections are carried out by all users
- equipment should be checked daily by the caretaker for any apparent defects
- termly formal inspections are carried out by the Caretaker and recorded *
- an annual inspection will be carried out by a suitably competent contractor Sports Safe.
- 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.

The Caretaker 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.

The Play trail on the Junior Yard and PE mats/storage trolley.

Sports Safe provide a Health & Safety Certificate as evidence of any works/inspections carried out on this equipment. Certificate is held in the main office.

See WESCOM guidance

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

**St Peter's Catholic
Primary School Health
and Safety Policy
HS-ECS-002**

Record of Employee Reading the Policy

NAME	SIGNATURE	DATE
Mrs Sarah Parry		
Mrs Louise Gorry		
Mrs Claire Smith		
Mr Stephen Gregson		
Mr Paul Mather		
Ms Louise James		
Mrs Cathy Shardlow		
Ms Naomi Cary		
Mrs Sarah Evans		
Mrs Danielle Beesley		
Mrs Julie Wallace		
Ms Charmaine Batty		
Ms Sarah Harrison		
Mr Andrew MacKenzie		
Miss Katie Howard		
Mrs Patsy Winston		
Mr Graham Bond		
Ms Rebecca Simon		

Miss Grace Jones		
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Mr Kristofer Leigh		
Mrs Michelle Fiddaman		
Mrs Jean Scarisbrick		
Mrs Cindy McNally		

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.