St Barnabas CE Primary School

“Preparing for a positive future, achieved through faith.”
Christian values are central to the life of our school, where we are devoted to inspire our children to succeed, flourish and live life in all its fullness.
“Let your light shine.”
Matthew 5:16

St Barnabas CE Primary School Health & Safety Policy and Procedures Manual

Policy Updated:	February 2026
Date reviewed and agreed by Governors:	February 2026
Date of next review:	February 2027
Headteacher:	Miss J Hodgkinson
Chair of Governors:	Dr C Kressel

Table of Contents

Part 1 General Health, Safety and Welfare Policy Statement

Health, Safety and Welfare Policy Statement 5

Part 2 Terms of Reference – Health, Safety and Welfare Policy Organisation 6

Organisational Structure 6
Chair of Governors 7
Head Teacher 7
Deputy Head Teacher 8
Senior Leadership Team 8
Caretaker 9
External Visits Co-ordinator 9
Teaching and Support Staff 10
Pupils 10
Local Health and Safety Committee 10
Governors Health and Safety Committee 11
Health and Safety Competent Assistance 11

Part 3 Health and Safety Management System (HSG65) 12

The Health Safety and Welfare Management System 12
The Health, Safety and Welfare Plan 12
Performance Monitoring 12
Audit 13
Review 13
Health and Safety Information for Employees 14

Part 4 Health, Safety and Welfare Policy Arrangements 15

Accidents & First Aid 15
Accident Recording & Investigation 16
Communicable Diseases 17
Drugs & Medicines 17
Control of Substances Hazardous to Health 18
Control of Contractors 18
Display Screen Equipment 19
Electricity 20
Critical Incident Management Planning 20
External Visits 21
Fire Safety 22

Fire Action Procedure 23
Food Safety 24
Gas / LPG Safety 25
Lone Working 25

Manual Handling & Moving People	26
New & Expectant Mothers	27
Occupational Health	27
Personal Protective Equipment	27
Risk Assessment	28
Security Management	28
Traffic Management	30
Training	30
Violence & Aggression	31
Water Safety	31
School Environment	32
School Equipment	34
Business Continuity & Disaster Recovery Plan	35

ST BARNABAS C OF E PRIMARY SCHOOL has appointed Adele Partridge, HSinCare, as their external health and safety advisor.

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You can contact me immediately in the event of any of the following:

- Fire
- Accident
- Visit by your local Environmental Health Officer
- Visit by your local Fire Officer
- In the event you need help with any health, safety or fire issue

Health, Safety and Welfare Policy

This section details our arrangements for the effective management of health and safety.

A copy of our current general statement of Health, Safety and Welfare Policy can be found in Part 1. This sets out our commitment to provide and maintain safe workplace conditions for our staff, pupils and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including Warrington Borough Council.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Adele Partridge (HSinCare) as our external risk management advisor and she is responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves.

We are aware that all teachers and staff within ST BARNABAS C OF E PRIMARY SCHOOL are individually and collectively responsible for health and safety. Therefore, specific responsibilities for health and safety have been assigned to key personnel such as the Senior Leadership Team. We have appointed the Head Teacher, JANE HODGKINSON, as the person responsible for the day to day management of this part of our school. She will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of all our staff.

We recognise that the key to successful health and safety management is to ensure each staff member is competent to carry out their responsibilities. To this end we have developed and implemented a training matrix that clearly defines training needs of each individual, based on the results of our risk assessments and job tasks. Each individual's training requirements are supported by general responsibilities contained in the Staff Handbook for Health and Safety and individual work instructions for specific tasks and processes.

JANE HODGKINSON
Head Teacher

1 Health, Safety and Welfare Policy Statement.

ST BARNABAS C OF E PRIMARY SCHOOL

The health and safety of all the people who work or learn at ST BARNABAS C OF E PRIMARY SCHOOL is of fundamental importance. We aim to provide a safe, secure and positive working environment for everyone. The governing body takes responsibility for protecting the health and safety of all pupils, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our pupils, their parents, visitors and anyone else that may be affected by our activities. ST BARNABAS C OF E PRIMARY SCHOOL works in partnership with the Local Authority to ensure all statutory duties in this field are met.

ST BARNABAS C OF E PRIMARY SCHOOL will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout ST BARNABAS C OF E PRIMARY SCHOOL.
8. Involve staff in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute to their own health and safety at work.

Our Health, Safety and Welfare Policy complies with the requirements of the **Health and Safety at Work etc. Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in ST BARNABAS C OF E PRIMARY SCHOOL rests with the School Governing body, led by the Chair of Governors:

Signed: …… Chair of Governors

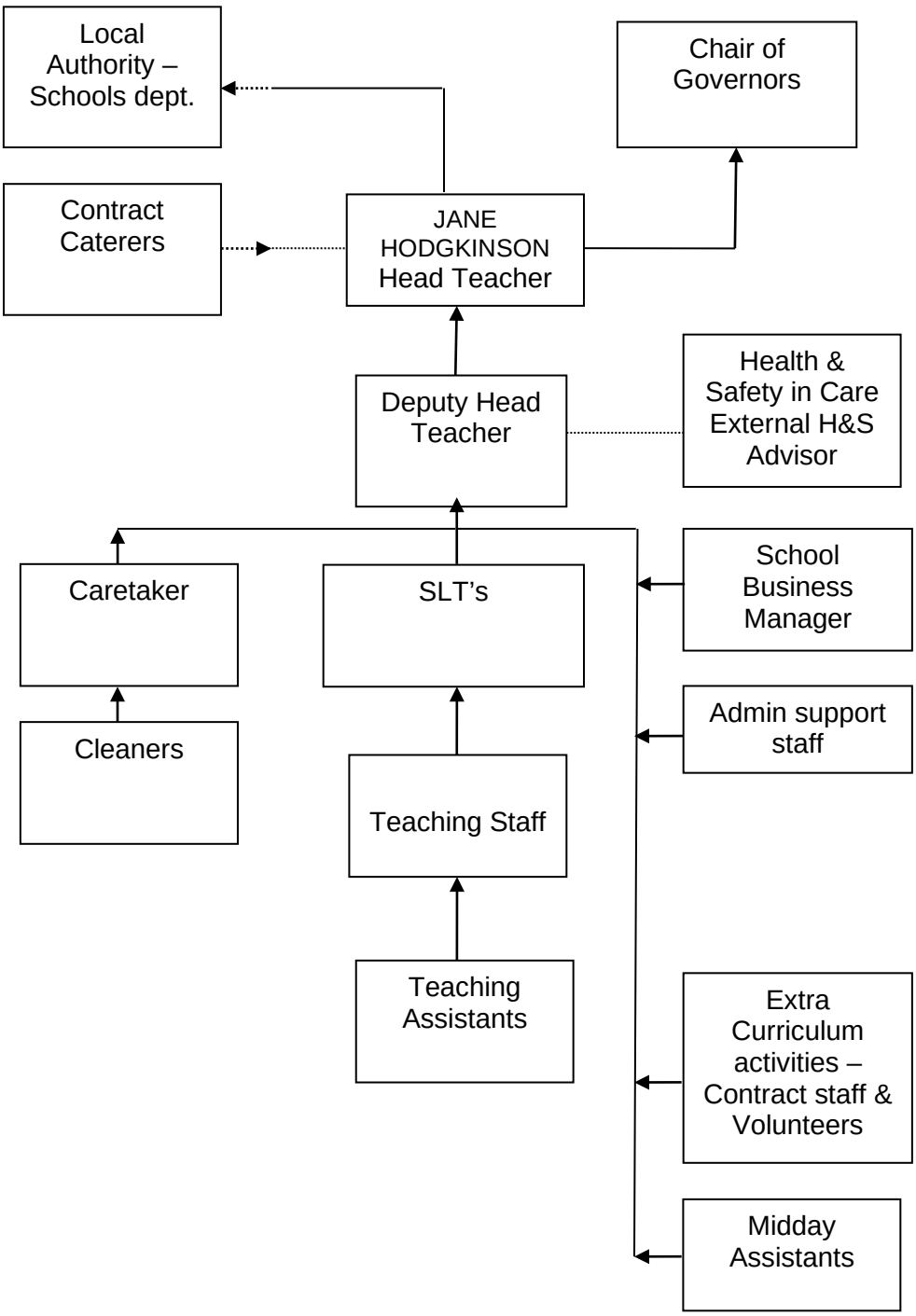
Signed: …….. **Head Teacher**

Dated:……

Part 2 – Health, Safety and Welfare Policy Organisation

School Organisation Structure

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.



POLICY ORGANISATION

In accordance with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, ST BARNABAS C OF E PRIMARY SCHOOL recognises and accepts the responsibilities as an employer for providing a safe and healthy work place and working environment for all of its employees, pupils and visitors.

The overall responsibility of Health and Safety issues rests with the Governing Body. The Head Teacher together with the Senior Leadership Team (S.L.T) will ensure as far as is reasonably practicable that this responsibility is met.

Chair of Governors

The Governing Body has a direct responsibility for health and safety in the school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All responsibilities are, for the purpose of day to day management, delegated to the Head teacher.

Governors will ensure that they:

- Approve the school statement of safety policy (this document).
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, the LA or an enforcement agency such as the Health and Safety Executive.
- Reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues and adequate resources are available to ensure Health and Safety Legislation Compliance.
- Inform the Children & Young People's Services Directorate of any issue, which has significant health and safety implications, which cannot be resolved satisfactorily without their support and involvement.

The Health and Safety Governor will present verbal reports to Governor Meetings on a termly basis.

Head Teacher

The Head Teacher has the overall responsibility for the School's health and safety system and implementation of the policy, and reporting to the chair of Governors. The Head teacher ensures the school has in place the appropriate organisation and methods for the implementation of the Health, Safety and Welfare Policy and for making all persons aware of their responsibilities. SHE is responsible for the implementation of the Council's policies, standard operating procedures and documents, H&S regulations, approved codes of practice and take responsibility for the day to day health & safety management of school activities internally/those taking place outside school premises and will:

- Ensure that a health and safety management system is provided and maintained to enable the School to operate safely and comply with Regulations and best practice
- Ensure that appropriate reports on health and safety are submitted to the Governors and that they are kept informed of any significant health and safety failings and the results of any investigations
- Set a personal example by following all health and safety rules and regulations
- Implement the Health, Safety and Welfare Policy and relevant procedures
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit the School Health, Safety and Welfare Policy and procedures.
- Appoint responsible person/s to assist with health and safety implementation
- Ensure that the School has adequate and competent health and safety advice and expertise.

Deputy Head Teacher

The Deputy Head Teacher assists the Head Teacher and Senior Leadership Team in meeting the objectives of the Health, Safety and Welfare Policy, and in particular:

- Risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to staff adhering to the WBC Standard Operating Procedure SOP04 (Risk Management Process).
- Ensures that the arrangements for fire, first aid, accidents and emergencies are implemented.
- Ensures that relevant policies, procedures, and safe working practices are provided.
- Implements the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- Ensures that accident and incidents have been reported (on the Council's online reporting systems when required), recorded, notified and investigated as appropriate, and records are maintained to improve H&S performance and to monitor H&S standards at the local level by retaining statistics to identify patterns and trends (see WBC's SOP 0506).
- Monitors health and safety standards across the school site at regular intervals and ensure remedial action is implemented.

The Governors and Senior Leadership Team are provided with regular reports on health and safety performance, including recommendations for improvements as detailed in regularly H&S Action Plans.

Senior Leadership Team

The Senior Leadership Team report to and deputise for the Head Teacher when SHE is absent. The areas that they cover are as indicated in the management structure detailed above. They are responsible for:

- Developing and approving the Health, Safety and Welfare Policy.
- Delivering health and safety leadership.
- Establishing strategies to implement policies and integration into the School operation.
- Approving the Health and Safety Plan for improvement and reviewing progress.
- Having active participation, involvement, compliance and consultation with all employees in the management and planning of health and safety
- Ensuring health and safety compliance, training and competences are adequately met and to ensure that Divisions are resourced and supported.
- Ensuring that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working is adopted by all employees and pupils with appropriate resources allocated to achieve this.
- Complying with other legislative health and safety requirements within the Equality Act 2010 covering equal opportunities and disability discrimination.

All managers have a duty to ensure that the School Health, Safety & Welfare Policy is brought to the attention of all employees and that employees are aware of their duties and responsibilities.

The SLT have a duty to ensure that the Health, Safety and Welfare Policy and arrangements that have been made are converted into actions and working practices and health and safety notices are kept up-to-date and prominently displayed.

Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for, in addition to the duties set out in this document or elsewhere, monitoring and implementing health and safety standards in the school teaching areas in accordance with current legislation, so far as is reasonably practicable by:

- Ensuring that risk assessments and method statements for teaching tasks are carried out, and risk control measures are put in place and monitored.
- Ensuring workplace inspections are undertaken to maintain health and safety standards, in conjunction with other SLT's and School Governors.
- Monitoring safety systems across the school premises and regularly update the Head Teacher and School Business Manager of site hazards which require remedial attention.

Caretaker

The Caretaker ensures School premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, pupils and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lies with the Caretaker by:

- Ensuring that risk assessments and method statements for any facility works are carried out, and risk control measures are put in place and monitored.
- Ensuring the asbestos register is kept up to date and it is available for contractors to see prior to commencement of any works.
- Ensuring the compliance with the Control of Legionella.
- Ensuring security arrangements are maintained.
- Ensuring workplace inspections are undertaken to maintain health and safety standards.
- Ensuring the fire detection systems are regularly maintained and remedial action carried out if equipment failures are identified.

External Visits Co-Ordinator

The External Visits Co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the Health, Safety and Welfare Policy, and in particular:

- Overseeing all residential and day trip visits ensuring they comply with WBC guidance in relation to such things as ratios, risk assessments etc.
- Ensuring all necessary staff and volunteers are fully informed of the External Visit arrangements and kept up to date with LA guidelines and statutory requirements.
- Ensuring that sufficient information relating to transport arrangements have been obtained prior to the EV risk assessment being carried out.
- Ensuring that safety information from the visit location has been obtained prior to the EV risk assessment being carried out.
- Ensuring that relevant first aid supplies for the visit, and medical details for staff and pupils have been assessed prior to the EV risk assessment being carried out.
- Ensuring that emergency arrangements have been assessed for each visit.

Teaching and Support Staff

No safety policy is likely to be successful unless it actively involves each member of staff. Staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to co-operate with the institution so as to enable it to carry out its own responsibilities successfully. Individual employees are to:

- Set an example in safe behaviour and maintain a constant and continuing interest in health and safety.
- Be familiar and comply with the Health, Safety and Welfare Policy and procedures.
- Cooperate with line managers and observe safety rules where applicable to them
- Ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and School procedures, following the appropriate risk assessments and safe systems of work.
- Communicate and raise concerns about health and safety with their direct line managers and/or the co-ordinator for Health and Safety seeking competent advice.
- Attend and participate in identified health and safety training when appropriate.
- Ensure that they and their visitors and/or pupils take reasonable care for the health and safety of themselves and others.
- Report any medical condition that could affect their working environment or others.
- Wear provided safety equipment and use appropriate safety devices.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Make constructive suggestions as to areas needing improvement.
- Be familiar with programmes of action to implement appropriate health and safety standards and monitor those standards.
- Observe any rules or procedures necessary for the health of employees and safe execution of work activities.
- Ensure that all pupils receive appropriate information where necessary.
- Notify SLT or Caretaker about any hazard identified.
- Report any accident, incident or near miss to SLT.

Pupils

We aim for many of our pupils to gain an understanding of the importance of health and safety through their learning experiences. In developing skills to participate there are expectations on the learner:

- To co-operate with School staff in matters in relation to health and safety.
- To wear the Personal Protective Equipment they are provided with.
- To follow safety measures and safe systems of work in their activity, to the best of their ability
- To refrain, where possible, from conduct which puts at risk themselves or any other person.
- To set a personal example by being encouraged to follow rules and regulations at School.

School Health & Safety Committee

The School Health and Safety Committee carry out a premise inspection walk once each half term and actions arising are used to update the Governors' Resources Committee on a termly basis.

The purpose of the Committee is to stimulate the interest of all members of the School in the prevention of accidents and to make recommendations to the Governors Health & Safety Committee.

This is the forum for Staff, including Managers, Trade Union Representatives and the co-ordinator for Health and Safety to raise and communicate health and safety and resolve any concerns. All minutes of meetings are recorded and copies distributed to the members of the Governors Health & Safety Committee.

Governors Resources Committee

The Committee meets once a term and a schedule is forwarded to all members at the commencement of the academic year. The minutes of meetings are recorded and copies are distributed to all Committee members. The Committee has the following functions;

- To consider information, statistics, reports, health and safety training and risk assessments, relating to Health, Safety and Welfare matters affecting the School generally, and to make recommendations or observations to Management accordingly.
- To make recommendations to Management regarding the effective application and development of the Health and Safety Policies of the School.
- To review health and safety aspects of new initiatives and changes of procedure.
- To advise on safety rules, practices, etc. affecting the School generally and adherence to safety policy.
- To consider reports submitted by Safety Representatives to the SLT
- To consider reports from SLT where necessary.
- To consider training at all levels (i.e. Managers, Safety Representatives, and other employees).
- To consider reports from the Health and Safety Executive.
- Look into the effects of new health and safety legislation, enforcing authority reports and information releases.
- To carry out inspections of a specific workplace by nominated committee members when necessary.
- To co-ordinate the development and implementation of planning processes that are consistent and aligned with the School's strategic planning in order to ensure a proactive approach to occupational health and safety management across all its operations.
- To keep the school informed at all times of the work of the Committee.
- Refer issues of the School's importance to the Board of Governors.

Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

Adele Partridge, HSinCare, has been contracted to ensure that ST BARNABAS C OF E PRIMARY SCHOOL is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Adele Partridge, HSinCare, will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no less than twelve monthly intervals.

3 SCHOOLS HEALTH, SAFETY & WELFARE MANAGEMENT SYSTEM

The Health, Safety & Welfare System

The School Health, Safety and Welfare Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in the HSG65 “Managing for Health and Safety” the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents is available to staff via the School network and policy files stored in the staff room.

The Health, Safety & Welfare Plan

The Health, Safety and Welfare Policy will promote active performance measurement against established standards from which improvements will be made which will be linked back to the Health and Safety plan. The Senior Leadership Team is responsible for ensuring delivery of the plan.

The plan supplements the on-going health and safety activities of the School setting out the principle health and safety improvement activities to take place in a specific, measurable, achievable, realistic and timely manner.

The plan involves the inclusion of everyone participating in its maintenance and development providing strong leadership, active effective management and collective ownership and tackling risk priorities.

Performance monitoring

Throughout the school delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies and objectives into practical ways of providing a service.

The co-ordinator for Health and Safety will monitor performance using active and reactive processes.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees
- Identification on noncompliance via audits and inspections
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

The auditing framework analyses the level of achievement and monitors the performance standards to determine that the policy is designed to meet its strategic aims and objectives. Performance reporting makes the accountability process transparent and encourages the development within the organisation of a 'culture' of continuous improvement.

Audit

The School adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The audit of the health, safety and welfare management system is structured and carried out by competent auditors. An auditing framework will assist in prioritising a systematic approach and the use of key performance indicators will allow benchmarking for future audits and as a tool against monitoring where the standard should be.

Performance indicators will include:

- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the School accident and incident statistical trends within this school over time.

Review

The School systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from ‘measuring’ and ‘auditing’ activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Head Teacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the ‘approved form’ and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The 2009 poster displays optional boxes where details of any worker health and safety representatives and other health and safety contacts can be added. It is not a legal requirement to include this information but it may be helpful to workers for the information to be supplied.

The poster ‘Health and Safety Law’ – ‘What You Should Know’ is displayed in the STAFF ROOM where it can be read by our employees, visitors and contractors.

Information on the poster states who has overall responsibility for health and safety within ST BARNABAS C OF E PRIMARY SCHOOL and the name of any safety representatives that have been identified.

4 HEALTH, SAFETY AND WELFARE POLICY ARRANGEMENTS

Accidents and first aid

First Aid
The School operates under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained. ST BARNABAS C OF E PRIMARY SCHOOL has a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies.

First Aiders
First aiders are members of staff who have been appointed by the School after receiving training in first aid provision. First aiders only provide treatment in accordance with their training; matters outside of this are referred to a competent medical professional. Staff who wish to volunteer to become designated first aiders should contact their Line Manager.

First Aid training
First aiders are provided with the relevant training at least every three years.

Duties of a first aider are:

- To administer treatment in accordance with the training they have received.
- To provide written confirmation of first aid treatment given.
- To ensure first aid boxes are stocked, regularly checked and refilled.

First Aid boxes and supplies

First aid boxes containing emergency supplies are provided for use by first aiders and anyone dealing with an emergency. The S.L.T arrange for the procurement and distribution of first aid supplies to replenish first aid boxes available on the premises, for School External Visits and for School vehicles.

The location of First Aid boxes is listed in each room.

Automatic External Defibrillators

For the purpose of potentially preserving life the School has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient in order to deliver a shock. All authorised users have successfully completed a defibrillator training program and are identified on the first aid list in each room.

There are 2 AEDs in school. One is located in the STAFF ROOM and one is located in the KS2 FIRST AID CUPBOARD. North West Ambulance is aware of the location.

First Aid and Medical Provision for individual pupils

Schools have statutory guidance to follow in order to support pupils at school with medical conditions. Any member of school staff may be asked to provide pupils with medical support and the school must ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

The SLT review pupil medication needs twice per year and this includes, but is not limited to, use of epipen, response to epileptic fits or asthma attacks and gastrostomy feeding (refer to medication policy).

Accident / incident recording and reporting

All accidents, near misses, diseases and dangerous occurrences are reported as legally required in the Social Security Regulations 1979 and the Social Security Administration Act 1992. All persons completing the accident record book must do so with a First Aider or nominated person.

Accident and incident recording
All accidents and incidents must be reported to the appropriate person on the day of the occurrence (or as soon as is practicable) by completing an official accident/incident recording form which complies with the Data Protection Act 1998.

If First Aid is required this shall be administered by a qualified School First Aider having completed the appropriate First Aid course, or by contacting the Emergency Services as circumstances dictate. The list of qualified First Aiders is available in every room.

All cases of incidents, occupational health illness, accidents, diseases, dangerous occurrences and near misses involving staff and/or pupils occurring, where they are located in off-site provision or are contractors (whilst working on School premises) must be reported.

Serious accidents (those resulting in a pupil being sent to hospital or having time off school as a result, or a fatality) must be reported within 24 hours to the external Safety Consultant (Adele Partridge at HSinCARE). Initially this will be by telephone (07894 860292) and then via email (info@hsincare.co.uk) once an investigation into the accident has been carried out.

The School has in place inclusive and integrated safe practices which promote and ensure the safety and well-being of all pupils. Our duty of care extends where pupils require first aid treatment and the control measures to apply appropriate treatment and ensure their health and safety.

Accident and investigation reporting
The School adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 reporting appropriately as defined within the schedules.

Absence of any member of staff or pupils from ST BARNABAS C OF E PRIMARY SCHOOL as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All records are kept of any accident involving an employee who has been incapacitated for more than 7 consecutive days**.**

All accidents, diseases and incidents causing absence from work or in the case of pupils absent from School or receiving medical attention will be investigated. Managers will be responsible for acting on the findings of any investigation and for implementing any changes to current safe systems of work as a result.

The aims of the investigation are to find out:

- What happened?
- What caused the accident/incident?
- Who was involved?
- When did it occur?
- Where did it occur?
- How could it have been prevented and how?
- What needs to be done to prevent a recurrence?

The person responsible for investigation of accidents or near misses is:

BEV WALSH - SCHOOL BUSINESS MANAGER

Communicable diseases

Control of Infection
To control the risks associated with communicable diseases such as viruses' from blood, faeces, and urine, detailed information is provided in the Staff Handbook.

Dealing with spillages of blood and body fluids

- Ensure arrangements are in place for the removal of blood and body fluid spillages.
- Ensure the clearing up of spillages is carried out by competent employees/contractors.
- Ensure COSHH assessment is in place relating to cleaning, and implement the control measures (see **COSHH** management procedure).
- Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
- Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
- Dispose of the waste material properly.

Dealing with syringes

- Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
- Make arrangements with a local authority or contractor to remove used sharp boxes.
- Keep the disposal box in a safe place, away from access by pupils.

Exposure to communicable disease
Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

Drugs and Medicines

If a pupil suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and they may require daily medication. If so, the parent should bring or send the medicine to school in a clearly labelled container which is given to a member of staff and recorded. The medicine will be administered by a trained member of staff.

A register of pupils requiring such medication is retained in the STAFF ROOM. All medication will be accepted/stored/dispensed in accordance with the Medication Policy.

The person responsible for the administration of Medicine is:

NOMINATED FIRST AIDER

Control of hazardous substances

ST BARNABAS C OF E PRIMARY SCHOOL will work in compliance with the Control of Hazardous Substance to Health Regulations 2002 *(as amended)* and reduce "so far as is reasonably practicable" substances hazardous to health in the workplace.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. M*aintenance, Catering, Cleaning and Art*. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

COSHH records are kept in appropriate areas, which are available to staff as required.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person and supported by any other staff as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed if there are any significant changes that affect the validity of the risk assessment.

The persons responsible for ensuring that the CoSHH assessments are carried out are:

Caretaker and H&S Co-Ordinator

Control of Contractors

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher / Deputy Head Teacher or Caretaker can make necessary arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

- Groundsman
- Cleaners
- Tradesmen (plumbers, electricians etc.), i.e. supplied by TBC
- Agency staff
- Extra Curriculum Activity instructors
- Caterers

And any other persons working on the premises and not directly employed by the School.

We understand that the controls must protect the contractor from any risk themselves and from any hazards that may arise as a result of our school activities.

Prior to contractors (excluding those supplied by TBC) carrying out work at our school premises or elsewhere on our behalf, the contractor should produce or complete the following where possible:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.

- Any other information that may affect the health and safety of anybody involved.
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

Exclusions to the above may apply to the discretion of the Caretaker with agreement from the Head Teacher. The person responsible for the control of contractors is the Caretaker.

At all times maintenance work is carried out with consideration of employees and pupils where activity takes place. Contractors attending site will be appropriately scheduled “out of hours” and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

Permit to work
All maintenance work will be coordinated through the Caretaker. Where applicable, permits to work will be issued, appropriately controlled and monitored by the Caretaker or nominated competent person. All maintenance work will be assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are Principal Contractors their permit to work system must work alongside that of ST BARNABAS C OF E PRIMARY SCHOOL.

Display screen equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. We recognise that DSE users require training and will provide it as necessary.

DSE training is provided for employees which also produces a risk assessment allowing for improvements to be made and reasonable adjustments where required.

Employees who have declared a disability or existing upper limb disorder will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses
ST BARNABAS C OF E PRIMARY SCHOOL accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

ST BARNABAS C OF E PRIMARY SCHOOL will not pay for any other type of eyewear, such as bi focal or varifocal lenses. If an employee requires these then they must pay the cost difference.

Electricity

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 17th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008**.** All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

Portable Appliances
The Business Manager is responsible for arranging Portable Appliances Testing, which is likely to be carried out during school holidays. Staff should ensure that any portable appliances that may be locked in cupboards during these times are made available when the Portable Appliances Testing is due.

Staff should not bring electrical items from home to use in the classrooms, unless they have been suitably checked beforehand. Staff are not permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the School PAT register.

All electrical defects must be reported to the Caretaker or School Business Manager as soon as possible.

Critical Incident Management Planning

Critical Incident Management plan
This is in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc. It is reviewed annually

The plan includes:

- The action to take in the event of an emergency or disaster.
- Out of hours cover.
- Evacuation procedure, Assembly Points and First Aid.
- Location of services and isolation valves etc. Shut down of services, where possible.
- Raising the alarm.
- Co-operation with the emergency services and surrounding businesses/homes.
- Handling the media.
- How to contact staff and Chair of Governors of the school.
- A search plan for the building in the event of a bomb threat.

Bomb Threat
The receipt or setting of explosive or other potential dangerous devices (bomb threats) is a potential hazard in all premises. The aim at all times must be to ensure that effective procedures are in place and are clearly understood to ensure, so far as it is reasonably practicable, the safety of all those on the premises and persons in the immediate vicinity. It is imperative that all staff understand what to do in the event of a bomb threat so that all persons in the building will evacuate to a place of safety. The appropriate staff will need to be given clear guidance on what action to take receiving a bomb threat either by phone or in person. The following action will need to be taken:

- Call the police on receipt of a bomb threat for advice and assistance.
- Decide whether to evacuate based on the police advice.
- Decide upon the evacuation route and assembly point dependent on the location of any device.
- Ensure effective communication with contractors, visitors, pupils and employees who may be affected by the incident.

- Prevent anyone returning to the building until the emergency services have given the all-clear.

External Visits working management procedure

ST BARNABAS C OF E PRIMARY SCHOOL in conjunction with the LA believe that educational visits are an essential component of good education. It recognises the importance of ensuring that outdoor educational activities and school trips are planned and organised in such a way to minimise the risks to pupils by:

- Ensuring journey planning is realistic, considering personal safety issues for all types of school visits.
- Ensuring suitable risk assessments have been carried out and recorded.
- Considering any specific control measures that may be required for children with known illnesses.

External Visits Coordinator

The head teacher is the nominated Educational Visits Coordinator (EVC). Nominated staff members will liaise with the EVC in the planning and management of educational visits including adventure activities led by school staff.

The External Visits co-ordinator is:

Emma Perkins

General Functions of the EVC are to:

- Assign competent people to lead or otherwise supervise a visit;
- Assess the competence of leaders and other adults proposed for a visit.
- Ensure relevant risk assessments have been carried out for each planned visit.
- Complete EVOLVE online to inform LA of visit details, where appropriate
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- Oversee the emergency arrangements and ensure there is an emergency contact for each visit;
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- Review systems and, on occasion, monitor practice.

Responsibility of the Head Teacher for adventurous or residential activities

Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes, travel arrangements or activities during the visit. The consent form should carry details of "plan B".

- Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
- Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment has been undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Fire Prevention
Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment electrical appliances should be switched off if possible, rather than left in standby mode. This should include closing down computers, ceiling mounted projectors etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

Fire checks
The following checks are carried out and recorded in the fire log where necessary:

Daily (all staff responsible):

- Fire escape routes are operating and are free from obstructions before opening.
- Goods and equipment, especially combustible items, are not stored in fire escape corridors.
- Final exit doors are operating and are not obstructed on either side.
- Fire doors are kept closed and are not held open by fire extinguishers etc.
- Caretaker checks that heat detectors are not covered during maintenance, unless necessary to prevent false alarms.
- Firefighting equipment is in place.
- Call points are not obstructed.
- Sources of combustion and ignition are identified and removed.

Weekly (Caretaker):

- Test the fire alarms by activating different call points in rotation.
- Check that the emergency generator is functioning (if present).
- Check that Fire Action Notices and fire directional signs are present and not obstructed.

Monthly (Caretaker):

- Test the emergency lighting. (In accordance with BS5266 Part 1).
- Check Fire Doors are operational

Flammable Liquids

All flammable liquids are stored safely. Flammable liquids are kept in a flameproof locker and staff will return them to the locker after use.
Flammable Liquids are not to be left near sources of heat or ignition.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

There are a minimum of 3 fire drills per year with no warning in advance. The drills are at various times of the day. The alarm system is tested weekly with records maintained by the Caretaker.

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Head Teacher.

A list of nominated fire marshals is displayed in the reception area.

FIRE ACTION

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

Upon hearing the alarm:

The person in charge of the pupils will instruct them to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point(s) in an orderly manner supported by staff.

SLT's are responsible for checking all areas to ensure that no pupils are left behind.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

To ensure that no one is left in class bathrooms please follow this course of action:-

- Nominated staff to check toilets in each class area

The assembly points are situated at: The Playground or Front of School.

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by the Admin Manager.

Once Evacuated from the building

- Any missing persons must be reported to the Business Manager who will then feedback the information to SLT.
- The head teacher will inform the fire service of any known missing persons.
- The Head Teacher may direct that the pupils be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Head Teacher informs the staff that it is safe to do so.

On occasions when the school premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures will be identified on an individual basis. The person in charge of the event will co-ordinate with the Caretaker so that suitable evacuation procedures can be implemented.

General Emergency Evacuation Plan (GEEP)
A GEEP has been developed to safely evacuate staff, pupils and visitors from our school. The GEEP is written to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone's prompt and safe egress in an emergency situation. The plan is robust and practical in order to accommodate individuals with disability or mobility impairment and regular drills are carried out to ensure both staff and pupils are suitably trained to carry out safe evacuation. The GEEP will be reviewed at least annually.

Food Hygiene

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health, Safety and Welfare Policy. Guidance on food safety and food handling within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health, Safety and Welfare Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within school, including

- teaching areas, e.g. food technology room;
- Hall
- areas where packed lunches are consumed by pupils or staff;
- staffroom;
- food prepared outside school but eaten on school premises; and
- school visits and field trips.

Because the preparation of packed lunches often takes place sometime before they are consumed, food brought on to the premises should be stored in a cool place whenever practicable. Food should not be left in school bags in warm classrooms, next to radiators, hot water pipes or a sunny windowsill, as these are the ideal environments for the proliferation of food poisoning germs.

Pupils should be able to consume packed lunches in an environment which does not pose health risks. For example,

- pupils should be adequately supervised;
- tables on which food is eaten should be clean;
- pupils should be reminded about the importance of washing hands before eating.

The Catering Staff will clean the main school eating area before and after lunchtime. Cleaning records, temperature records and kitchen equipment maintenance logs will be retained by the Catering Manager. All staff working in the school canteen will have as a minimum, Food Hygiene Level II training certificate.

School staff handling food at ST BARNABAS C OF E PRIMARY SCHOOL will be provided with training in food safety. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for consumption in the school and a duty to ensure a high degree of housekeeping is maintained.

Food Allergens
Food allergies can be life-threatening. It is the parents' responsibility to inform the School of their child's known allergies. ST BARNABAS C OF E PRIMARY SCHOOL will ensure there are designated

staff that are trained to deal with an emergency in a manner agreed with each pupil's parent or guardian.

Advice will be provided to all pupils by encouraging them:

- Not to swap or 'trade' food with other pupils
- To avoid eating foods with unknown ingredients or known to contain relevant allergens
- To notify an adult immediately if they think they may have eaten something they should not

The Catering Manager will retain lists of pupils and staff members who have Food Allergies. All menus will be provided to the Head Teacher on request. With the new food law, all food service organisations serving unpackaged food or food that is packaged on site for immediate consumption will have to supply details of the menu items that contain the EU Top14 allergens within the dishes they serve.

Gas Safety

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is the Caretaker. Gas equipment used in the Catering department owned by the School will be maintained by TBC. Catering Equipment owned by Contract Caterers of Local Authority caterers and used on our premises will need to be maintained independently and evidence provided to the Caretaker to show that it is fit for use.

Lone Working

ST BARNABAS C OF E PRIMARY SCHOOL has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of staff working in a group or under close supervision.

Staff must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

ST BARNABAS C OF E PRIMARY SCHOOL will manage the risks associated with lone working by the following means;

- Risk assessments are carried out for all lone working activities. This enables us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment takes into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment also considers the emergency arrangements such as first aid.
- We ensure that the required communication equipment and procedures are implemented to enable staff to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is the Caretaker or Deputy Head.

Manual Handling/Moving People

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

Management cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider

The task - What you are going to do
The individual – The person's own capabilities
The load - The weight, size and shape of the load
The environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed at least annually or sooner if there are any significant changes that affect the validity of the risk assessment.

ST BARNABAS C OF E PRIMARY SCHOOL provides staff with relevant training if they are required to move pupils and carry out suitable risk assessments. Staff should:

- Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.
- Undertake relevant training if required to move pupils.
- Take responsibility for their own health and safety and that of others who may be affected by their actions including:
    - Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
    - Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
    - Report any accident or incident to the senior leadership team and complete the school accident and/or incident form.

Staff should recognise the possible existence of emergency situations in which the moving and handling of pupils for life-threatening and potentially dangerous reasons might be necessary as part of their general duty of care.

- If the risks can be reduced or eliminated by the means of mechanical aids, then ST BARNABAS C OF E PRIMARY SCHOOL will provide them.

New and expectant mothers

It is important to ST BARNABAS C OF E PRIMARY SCHOOL that the health, safety and welfare of all our staff is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our staff become pregnant they must inform their manager/supervisor. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to other persons not within our employment to whom we owe a duty.

Pregnant staff must not:

- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).
- May have restricted Playground duties

Pregnant staff must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

Occupational Health

ST BARNABAS C OF E PRIMARY SCHOOL is committed to ensuring that the potential for ill health or injury arising from school activities and/or premises is kept to an absolute minimum. It recognises that this duty of care for its staff extends to mental as well as physical well-being at work, together with a duty of care to pupils, contractors and visitors to the School.

If the staff member suffers from ill-health they are encouraged to inform the Head Teacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing inform the Head Teacher immediately.

Should a staff member need to take a course of medication treatment, the school may require evidence from the employees GP to show that they are fit for work.

Stress

ST BARNABAS C OF E PRIMARY SCHOOL recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the school cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities. This can be reported in confidence to the Head Teacher or Deputy Head Teacher.

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the Food Technology, Kitchen area and for the Caretaker.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a requirement under the Health and Safety at Work etc. Act 1974 section 7. For PPE supplied to pupils, the equipment is cleaned and stored in a suitable location to prevent damage and so that pupils can access it when required.

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

Risk Assessment

ST BARNABAS C OF E PRIMARY SCHOOL complies with The Management of Health and Safety at Work Regulations 1999 to impose a duty on employers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

The risk assessments will be carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the Apprenticeships, Skills, Children and Learning Bill 2008-2009 the School recognises its responsibilities to ensure, “so far as is reasonably practicable” that all learning takes place in a safe, healthy and supportive environment. Risk assessments will be conducted in the following way:

- Identify the significant hazards involved in the activity being assessed;
- Decide who might be harmed and how.
- Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required.
- Record the findings of the assessment and communicate findings to all persons affected by the risk.
- Review the assessment when circumstances change, after an accident or when there is reason to believe that it is no longer valid. On all other occasions they will be reviewed annually.

Each Senior Leadership Team member will ensure compliance and application of working practices and will:

- Undertake and document risk assessments.
- Carry out risk assessments as current and future legislation requires for all activities.
- Adopt the hierarchy of control measures.
- Ensure safe systems of work are implemented, adhered to and effective.
- Introduce new or reviewing existing procedures that ensure safe working practices.
- Provide appropriate and on-going instruction, information and training to staff, pupils and any others affected in consultation with the Manager for Health and Safety, Trade Union Representatives and Line Managers.

Security management procedure

General principles

ST BARNABAS C OF E PRIMARY SCHOOL is committed to having appropriate security measures in place to create a safe environment for staff and pupils, and to protect school property. Security breaches associated with vandalism, arson and theft in schools severely disrupts the normal daily routine of schools, and results in the loss of valuable and irreplaceable personal resources, teaching materials and pupils’ work. ST BARNABAS C OF E PRIMARY SCHOOL has dedicated resources to protect staff and pupils from intruders with the provision of controlled access doors and fenced off external areas.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

The Caretaker ensures that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

Restricted access

Identify all hazardous areas in the school including:

- Roof areas.
- Canopies and other high level glazed areas.
- Plant rooms and boiler rooms.
- Storage areas where hazardous materials are present.
- Areas where hazardous equipment is stored (Caretaker Office)

The following actions are taken to ensure unauthorised persons do not enter restricted access areas:

- Prohibition safety signs are provided at the entrance to all restricted areas.
- Restricted access areas are locked when unoccupied.
- Caretaker periodically checks that doors to restricted access areas are kept locked.

Visitors

Visitors must:

- Sign the Visitors Book in reception
- Be issued with a Visitors Pass and wear it.
- Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate to the visit.
- Return to reception on completion of their business, sign out in the Visitors Book and return their pass.

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Head teacher, SLT and governors regularly review the physical security arrangements for the site.

- Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
- Signs point out the main entrance and detail the need for staff, visitors and contractors to register with Reception.
- Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
- Pupils arriving late or needing to leave the school before the end of the day **must** be registered at Reception.
- Staff must look after their own property and use the correct storage facilities to keep personal items safe during the day.
- CCTV cameras are installed around the site.
- All postal mail will be delivered to the Reception area.
- Any suspicious packages that are received in Reception will be left unopened and the Head Teacher and / or Caretaker will be called.

However, the whole community is encouraged to keep our school safe and secure by

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm siren is sounding.
3. Reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.

4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.

Traffic management procedure

General principles

ST BARNABAS C OF E PRIMARY SCHOOL will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out so as to avoid pedestrians and vehicles from coming into contact as much as possible.
- Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways and crossing points.
- Providing designated parking bays for disabled drivers, near to the main entrance.

Artificial lighting is provided during darkness in car parks and loading areas.

Management of car parks

On site staff enforce the following:

- 'No parking' areas remain clear.
- Fire exit routes to remain clear.
- Grit or salt boxes are available and filled for treating traffic and pedestrian routes in icy conditions.
- Regular checks made of the road surface, gullies, drainage channels, pavements and lighting to minimise slipping and tripping hazards, potholes etc.

Where maintenance work is necessary, make sure:

- Where possible, work takes place outside normal school hours.
- The task is carefully planned to take account of traffic and pedestrian movements, busy times, and other work activities in the vicinity.
- The area where maintenance takes place is cordoned off using cones and warning signs.

Training

Senior Leadership Team will conduct a review of health and safety training needs on an annual basis using the school professional development system. Core training specific for health and safety and for role competency is detailed on a training needs analysis plan supported by a planning schedule.

Training needs will also be identified by:

- The evaluation of accidents, near misses and risk assessments.
- Specific job performance observations.
- Skill enhancement and/or refresher requirements.
- Evaluation of audits.

The Senior Leadership Team will identify from their training needs analysis what is required to ensure competency. They will monitor Health and Safety Training ensuring compliance is maintained and training delivered reflects changes in legislation where applicable.

The delivery of training will be assessed and will be delivered by:

- In house trainers.
- E-Learning packages.
- External specialised courses e.g. first aid.
- External contractors with specific specialism e.g. asbestos and legionella

Records will be held containing each employees training on a central matrix and individual training records. Admin Staff will maintain updates for individual personnel files where staff provide certificates of achievement. Office administrator will collate training achievements centrally and the Deputy Head Teacher will monitor training delivered and coordinate training requests.

Health and safety induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the School health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

In the first days of employment new staff will receive information about emergency procedures for example: the action to take on discovering a fire and upon hearing the fire alarm; the location of safety equipment and its use; safe working procedures; what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by Office Administrator in the individual personnel files.

Violence & Aggression

Violence and aggression in the workplace is unacceptable but is a potential hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

Water Safety

The Caretaker will ensure the adequate and effective control of water systems throughout the School premises in order to minimise the risk of Legionellosis. The School attaches the greatest importance to the health, safety and welfare of staff, pupils and visitors. It is essential that management is effective to achieve an environment compatible with the provision of the highest quality where health hazards are minimised, so far as is reasonably practical.

Legionella proliferation is suppressed by thermal disinfection and by keeping the flow of water through the system consistent and to comply with the regulations to prevent bacteria growth within buildings and building services by:

- Appointing the Head Teacher as the nominated Statutory Duty holder.
- Appointing the Caretaker as the nominated Responsible Person.
- Appointing competent accredited contractors to provide planned preventative maintenance.
- Systematic identification and assessment of risks associated with the proliferation of legionella bacteria.
- Allocating appropriate resources to maintain the reduction of risk.
- Implementation of recorded effective control measures.

School environment management procedure

General principles

Ensure the workplace is designed and maintained so as to avoid the risk of injury to staff, contractors and/or visitors.

Ensure the environmental factors (temperature, lighting and ventilation) are considered to enable staff to work safely and in comfort.

Workplace design and maintenance

Ensure all areas are organised to allow people to circulate safely. Ensure workstations are arranged to enable staff to carry out their tasks safely and comfortably. Consider the individual needs of the staff, for example:

- Seating.
- Access to classrooms
- Location of work materials (to be within easy reach).
- The needs of disabled persons.

Ensure floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards are cordoned off and repaired, or removed immediately.

Ensure there is an on-going arrangement to inspect the fabric of the building, including walls, architectural features and external cladding. Include the following:

- Regular observation.
- Annual visual inspection of the main elements of the building fabric under the supervision of a suitably qualified person.
- 5 yearly full inspection of the building fabric by a competent person.
- Procedure to record identified defects and their corresponding remedial actions.

Slip, trip hazards and head obstructions

Clearly highlight trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

Secure cables and route them so as to avoid tripping.

Provide anti-slip mats of sufficient size to remove moisture from feet at doorways.

Stock grit/salt boxes and treat external pedestrian routes in icy conditions.

Provide absorbent material, such as to clean up bodily fluids, accessible to staff.

Ensure a procedure is in place to promptly deal with spillages. This should include:

- Any spillages must be reported immediately.
- The affected area is cordoned off using cones or signs.
- Wet floor signage is provided in prominent positions.
- Cleaners or Caretaker or staff to remove the spillage immediately using the correct equipment and cleaning chemicals.

School Environment

Ensure all work areas and traffic routes are well lit, where possible by natural light. The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that during working hours, temperatures in workplaces (including schools) should be *reasonable*. The school must provide a suitable number of thermometers to enable the temperature to be checked throughout the day.

The approved Code of Practice states that the temperature should be maintained in the working environment at 16°C or above, or 13°C if considerable physical effort is required.

Where the temperature in a room used for teaching falls significantly below the above recommended standards, staff are advised to notify their Head Teacher or Caretaker and to request that extra heating be provided.

Falls and falling objects

ST BARNABAS C OF E PRIMARY SCHOOL is committed to protected staff and pupils from being injured through falling objects or falling from height. In schools the risks associated with working at any height where a fall is likely to cause injury is often forgotten e.g.

- People using inappropriate equipment, (chairs or desks)
- Falling whilst getting books or files from high shelving
- Falling when hanging decorations during the Christmas period or changing wall displays
- Window cleaners falling when accessing high windows or roof lights
- Caretakers falling when retrieving items from rooftops.

Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.

The Caretaker will monitor safety of contractors working at high level during the school day to ensure suitable control measures are implemented to reduce risk of injury to them or any of the school users.

Windows, and transparent or translucent doors gates and walls

Ensure windows, or other transparent or translucent surfaces in walls/partitions are constructed from safety material or otherwise protected against breakage, and are appropriately marked to make them apparent.

Restrict the extent (i.e. to 100mm) windows below waist height may open.

Ensure windows are capable of being safely cleaned. In determining this, consider the following:

- Glazing which can be cleaned from the inside.
- Providing a firm level surface for ladder access.

Doors and gates

Ensure self-closing devices are in good repair and operate at a suitable speed.

Install transparent panels in doors or gates that can be opened from either side or are on a main traffic route to give a clear view of both sides.

Ensure powered doors or gates open automatically should the power fail or they can be manually operated. Position control pads on manually operated power-assisted doors so that a person in a wheel chair is able to operate it easily.

Staff welfare facilities

Provide suitable facilities for all staff working on the premises and pupils, including:

- Clean, well ventilated washing facilities and toilet facilities for the number of staff and pupils.
- Hot water temperature at washbasins is between 45–50°C to prevent scalding.
  If the temperature cannot be controlled, hazard warning signs are provided stating 'Caution - Very Hot Water'.
- Storage for staff clothing.
- Rest facilities where staff can rest and eat.
- Rest facilities for expectant and nursing mothers. First aid rooms may be used for this.
- Wholesome drinking water with suitable drinking utensils. Non-drinking water should be clearly marked.
- Welfare facilities are clean and in good repair.

The Workplace (Health, Safety and Welfare) Regulations 1992 structure the legal requirements relating to provision of welfare facilities for UK employers. However, the Department of Education – Advice on Standards for School Premises (2013) have produced school washroom guidance to ensure that the provision of welfare facilities for all persons in and educational environment are suitable. The advice for nursery and primary schools will be adhered to by ST BARNABAS C OF E PRIMARY SCHOOL.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Caretaker.

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below:

All lifting equipment will be inspected at six or twelve month intervals as required by the Lifting Operations and Lifting Equipment Regulations 1998 as Amended, records will be retained by the Caretaker.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage. All defects of any work equipment must be reported to the Caretaker.

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, therapy equipment etc.) require such inspections.

Records of repair and maintenance are kept in Reception or the Caretakers room.

Business Continuity and Disaster Recovery Plan

The School ensures that adequate protections are established where required to assure the continuity and recovery of the School business following loss critical to the operations. This plan defines acceptable methods for business continuity and disaster recovery planning, implementing a risk-based analysis in order to prepare for and maintain the continuity of the School operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support business functions.

Business Continuity is the planning to keep all aspects of the business functioning. The plan includes moving and/or recovering operations to another location if a disaster occurs to allow relocation of employees and the business to a recovery site. This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long time recovery, to permanent loss of buildings and technology.

References:

- **E Safety Policy**
- **Safeguarding Policy**
- **Educational Visits Policy**
- **Safety in PE and Sports Policy**
- **Critical Incident Plan**
- **Risk Assessments**
- **First Aid Policy**
- **Medication Policy**