



*In the Light of Jesus
we Learn to Shine*

St. Joseph's Catholic Primary School

Health & Safety Policy

Ratified by Governors

Date: 18.03.24

| Document Status | |
|------------------------|------------------------------------|
| Reviewed | February 2024 |
| Date of next Review | February 2025 |
| Approval Body | Governing Body |
| Publication | School Website/Staff Policy folder |

This policy must be reviewed annually

We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy is written in the light of our school mission statement:

“In the Light of Jesus we Learn to Shine.”

Part 1: General Statement of Health and Safety

The governors and Headteacher acknowledge and accept that:

1. Luton Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at local level. These responsibilities must be laid out in the scheme of delegation for the educational establishment and are covered in general terms in LC’s scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and

- To support the published policies and aims of LC;
 - To promote continuous improvement in the health and safety performance; and
 - To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from LC are implemented.
 3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of LC and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the establishment is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document is available to all staff in the educational establishment.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

----- (chair of governors)

----- (The Headteacher, as the Local Health and Safety Coordinator)

March 2024

DATE THAT THE POLICY WAS ADOPTED BY THE
GOVERNING BODY

18.03.24

Part 2: Organisation

The Governing Body has overall responsibility for Health and Safety in Community and Voluntary Controlled Educational Establishments. At a local level duties and responsibilities have been assigned to staff and governors as detailed below.

| Task | Name of person responsible | Job title of person responsible |
|--|--|--|
| Local H&S System & Policy review | Mrs M Murphy, Miss P Crummey | HT, AH |
| Health & safety committee and/or governor committees | Ms N McPhee | GB – Chair H&S |
| Communication and information management | Mrs A Board, Mrs D Cook | Office Manager(s) |
| Critical Incident Management | Mrs M Murphy (SLT) | HT |
| ‘Responsible Person’ for fire, legionella, asbestos | Mrs A Lynch | Site Agent |
| H&S Training | Mrs M Murphy (SLT) | HT |
| Programmed updating training | Mrs A Board | Office Manager |
| Personal safety procedures | Mrs M Murphy (SLT) | HT |
| Planned checks Procedures/Premises/Equipment | Mrs A Lynch | Site Agent |
| Risk assessments for premises/job roles/pregnant staff | Mrs M Murphy (SLT) | HT |
| Infection Control | Mrs M Murphy, Mrs A Lynch | HT/Site Agent |
| Incident reporting/investigation | Mrs M Anderson, Miss K Norrington | Medical |
| Educational trip and activity risk assessments | Mrs M Murphy, Mrs A Stockdale | HT, DH |
| Fire procedures including personal emergency evacuation plans | Mrs M Murphy (SLT) | HT |
| Locally organised premises maintenance, repair and improvement | Mrs A Lynch | Site Agent |
| First Aid (training and equipment) | Mrs A Board | Office Manager |
| Vehicle control and pedestrian safety | Mrs A Lynch | Site Agent |
| Educational visits coordinator (EVC) | Mrs A Stockdale | DH |
| Stress and Wellbeing | Mrs M Murphy (SLT) | HT |
| Child Protection Co-ordinator | Mrs M Murphy (SLT) | HT |
| Supporting pupils with medical needs | Mrs A Stockdale, Mrs M Anderson, Miss K Norrington | DH/Medical |
| Premises Security | Mrs A Lynch | Site Agent |
| Contractors on site | Mrs A Lynch | Site Agent |
| Outside lettings | Mrs M Murphy Mrs A Lynch | HT/Site Agent |

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the Responsible Person.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the local organisation and follows the overall management structure of the educational establishment. For example, a head of department or subject coordinator therefore has an implied higher level of responsibility than a class teacher, even if the H&S policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

General responsibilities – Staff

- a) No class of primary age children should be left unattended for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to supervise them.
- b) Scissors or sharp craft tools must be stored out of reach of children (age appropriate) and when in use constant supervision must be exercised.
- c) A particular high level of supervision must be exercised when children are assisting in the movement of equipment.
- d) Computer screens/equipment will be sited so as to comply with the LA guidance.
- e) No child must be allowed out of school during school hours unless there is clear evidence or a request from the parent or guardian. The Headteacher must be notified and any letter making such a request should be kept until after the pupil's return.
- f) All children leaving during school hours must be collected by an adult and must be over 16 years of age. All pupils must be signed out using the electronic signing system.
- g) In addition to the overall responsibility of the Headteacher the following have delegated responsibility in the areas shown:

h)

| | Area | Any Special Responsibility |
|----------------------|-------------------------------------|----------------------------|
| All teachers | Own classroom/learning areas | Day to day safety |
| Kitchen Manager | Kitchen and servery | |
| Caretaker/Site Agent | Boiler House | |
| Midday Supervisor | Playground activities at lunch time | |

Supervision at Playtimes

Morning playtimes are legally deemed as part of the teaching day. The procedure and rota of supervision is designated and distributed at the beginning of each school year to appropriate staff.

No children should be allowed to practise activities in the hall or other areas of the school unless supervised by a teacher/teaching assistant in addition to the duty teacher.

During wet weather, children will remain in their classrooms under the supervision of the duty teacher(s)/teaching assistant(s). Arrangements will be made for the supervision of the children according to the school 'wet weather code'.

Class teachers are expected:

- a) To exercise effective supervision of the pupils and know the emergency procedures in respect of fire, Lockdown and first aid, and to carry them out;
- b) To know special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- c) Complete H & S checklists regarding any identified hazards/defects and return to KS2 office (DC);
- d) To give clear instructions and warnings as often as is necessary;
- e) To follow safe working procedures personally;
- f) To make recommendations to their Headteacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Supervision Before and After School

Full time staff are expected in school by 8.30 a.m. and are expected to leave no earlier than 3:45 p.m. Parents are requested to ensure that children arrive at school by 8:45 a.m. and leave the premises at the end of day. Parents are requested to ensure that no child is left unsupervised before 8:30 a.m. when the playground will be supervised by a member of staff.

Teachers must remain in the school until the last child under their supervision has been collected. In the event of a child not being collected by 3:45 p.m. the child is to be accompanied to the offices to contact parents.

No child is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child with the exception of those children by parental consent who make their own journey home.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. All such items if found by a member of staff will be confiscated and parents will be contacted.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the Police (999) and request immediate assistance.

Pupils

The pupils are expected:

- to exercise personal responsibility for the safety of self and class-mates;
- to observe standards of dress consistent with school uniform policy, safety and/or hygiene (this would preclude unsuitable footwear, and any other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety.

Visitors

Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), are required to observe the safety rules of the school.

LC's Health and Safety Team, Tel: 07711 916074 DL-LBCCorporateHealthAndSafety@luton.gov.uk provide competent health and safety advice via a Service Level Agreement with LC as required by the Health and Safety at Work etc. Act 1974]

Part 3: Arrangements

Detailed information on the LA's expectations is provided in LC's Corporate Health and Safety Policy and associated LC Corporate Health and Safety Manual.

Arrangement 1: Risk Assessments

Guidance: The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions (some may be incorporated into job role or task-based risk assessments):

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors and gates
- Clinical waste

- Supervision of swimming (off site)
- Fetes, drama productions, firework displays etc.
- Pedestrian safety where vehicles may be moving
- In some cases, new students, those returning after a previous exclusion or students transferring from other Educational Establishments may present challenging behaviour. A specific risk assessment may be required to assist with identifying measures the establishment should take to assist staff to cope.

General Risk Assessments

The educational establishment conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Headteacher following guidance contained in the Corporate Health & Safety Manual are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in a folder on the T Drive (Health & Safety). These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by relevant line managers. Such risk assessments will be reviewed on a regular basis. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant staff using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (Educational visits, curriculum plans etc).

All LC community Educational Establishments have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and DT.

In addition, the following publications are used locally as sources of model risk assessments:

- *[Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]*
- *[National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]*
- *[Safe Practice in Physical Education and Educational establishment Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>]*

Arrangement 2: Off Site Visits

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and all offsite visits will be planned in accordance with the Luton Council Educational Visits Policy.

The LA's Education Safety Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of **Evolve**, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Co-ordinator (DH) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

Arrangement 3: Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted on a regular basis and be undertaken by the Governor responsible for H&S. These inspections will be conducted with the H&S governor, using the form provided.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor Ms N McPhee will be involved in monitoring the local health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings. Site Agent monthly H&S inspections are carried out and reported to the HT and governing body as necessary.

Arrangement 4: Fire Evacuation and other Emergency Arrangements

The Headteacher is responsible for ensuring the local fire risk assessment is undertaken and implemented following guidance contained in LC's Fire Safety Policy. All fire risk assessments and reports are located centrally in the Fire Information folder held in the PA's office and are reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in School's Emergency Evacuation Policy and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the local induction process. This training is supported by regular drills.

Evacuation procedures are also made available to all contractors/visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the office manager.

Fire Drills

- Fire drills will be undertaken half termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment (if trained to use them).
- Staff are made aware of the type and location of portable firefighting equipment at induction.

Details of service isolation points (i.e. gas, water, electricity)

Details of chemicals and flammable substances on site. An inventory of these will be kept by the Site Agent, for consultation.

Lockdown procedures

Lockdown procedures have been agreed and are practiced termly. Details of the procedures can be found on the T drive.

- Lockdown drills will be undertaken termly and reported to GB.

Arrangement 5: Inspection/Maintenance of Emergency Equipment

The Site Agent is responsible for ensuring that the local fire logs are kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log books which are located in the KS1 and KS2 entrances by the fire panel(s).

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur every Friday (am) before school begins. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer (Scutum East 01582 733271). A fire alarm maintenance contract is in place with Scutum East and the system tested annually by them.

Firefighting Equipment

Weekly in-house checks that all firefighting equipment remains available for use and operational. **CHUBB** undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **CHUBB**.

Emergency Lighting Systems

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by **Scutum** (01582 733271).

Means of Escape

Daily checks for any obstructions on exit routes, ensures all final exit doors are operational and available for use.

Arrangement 6: First Aid and Medication

The educational establishment has assessed the need for first aid provision. Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) can be found in the medical room and detailed on the Single Central Record. First aid qualifications remain valid for 3 years. The office manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS: Medical Room and in each year area. MDSAs also have access to small, portable first aid kits.

The AED (automated external defibrillator) **is located in the KS2 administration block**. The medical staff are responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time. Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of pupils with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document: [Supporting pupils at educational establishment with medical conditions](#). *Detailed arrangements are provided in a separate policy.*

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances. The medical staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the medical staff.

All non-emergency medication kept on site is securely stored (lockable cupboard in the medical room, all refrigerated meds kept in clearly labelled containers within the fridge in medical room) with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the educational establishment with up to date information regarding their child's health care needs and providing appropriate medication. IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year / when child enrolls / on diagnosis being communicated to the educational establishment and will be reviewed annually by [Mrs A Stockdale, Mrs M Ryan & Mrs M Anderson/Miss K Norrington, DH/SENDCo/Medical]

All staff are made aware of any relevant health care needs and copies of health care plans are available in the medical room. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Arrangement 7: Accident Reporting and Investigation Procedures - *Accidents to employees, visitors, contractors, members of the public*

Where LC is the employer then all employee accidents, or accidents to visitors, contractors or members of the public, no matter how minor, must be reported to them using the online accident reporting system **AssessNet**.

Accidents to pupils

A local accident book in the medical room is used to record all minor incidents to pupils; more significant incidents as detailed below must also be reported to LC using the online accident reporting system **AssessNet**

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary. The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

The Corporate Health and Safety Team will submit reportable accidents to the Health and Safety Executive (HSE) in accordance with their training and with HSE guidance: <http://www.hse.gov.uk/riddor/reportable-incidents.htm> A separate accident log will be maintained of all over 3-day accidents where a member of staff is absent for over 3 days excluding the day of the accident

Accident investigation.

Accidents/incidents will be investigated; the depth of the investigation will be in proportion to the severity or potential severity of the incident, to prevent similar occurrences, to gather evidence to defend a civil claim or regulatory enforcement – see the LC Corporate Health and Safety Manual for details of requirements.

The following are responsible for completing investigations at the relevant level and in accordance with the LC Corporate Health and Safety manual:

| Level of Investigation | Person Responsible |
|------------------------|--------------------|
| Minimal | DH |
| Low level | DH |
| Medium level | HT/DH |
| High level | HT/DH |

Minimal and Low level investigations should be recorded on the Accident Investigation Form which is available on the intranet.

Arrangement 8: Health and Safety Information and Training

Consultation

The Full Governing Body meet half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by local management.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Health and Safety Manual which is available on the LC intranet site. The Health and Safety Law poster is displayed in [KS1/KS2 Site Agent storerooms].

The Governing body, as the employer, provides access to competent H&S advice via a Service level Agreement with LC's Corporate Health and Safety Team as required by the Health and Safety at Work etc. Act 1974]

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

Health and Safety Induction Training

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities. New members of staff, particularly those with management responsibilities, will receive a comprehensive induction.

Guidance: *A general checklist for use with employees includes the following, which includes both basic and more specialised criteria.*

- *Overview of the educational health and safety policy and organisational structure*
- *Tour of the premises*
- *Current local health and safety priorities – safety policy targets*
- *Communication and relationships with other departments, Educational Establishments and Luton Council.*
- *General health and safety advice, including the Educational Establishments own guidance and that from the LA*
- *The procedure(s) for reporting incidents, hazards, work-related injuries and illnesses and fires.*
- *Where appropriate, curriculum specific guidance*
- *For certain staff (Headteacher, bursar, business manager, site agent, etc.) the arrangements for ensuring that asbestos management duties are fulfilled and the asbestos register is available*
- *Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment*
- *Smoking restrictions around the site.*
- *Fire evacuation and emergency procedures*
- *Critical Incident procedures including lockdown procedures*
- *Local arrangements for managing visitors (accompaniment within the site, visitor badges, how to react on discovering an unexpected person on the premises)*
- *Information on locally-specific hazards, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)*
- *Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the grounds.*
- *Fire extinguishers and blankets – location and use*
- *What to do in an emergency, including fires which start in class*
- *Specific physical/cognitive issues giving rise to the need for Personal Emergency Evacuation Plans.*
- *Introduction to recognised unions and the local representatives*
- *Infection Control arrangements*
- *Employee problems and concerns - specific duties and responsibilities regarding staff welfare*
- *Grievance procedures (as they relate to health & safety)*
- *Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)*
- *Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets*
- *Housekeeping procedures for policy documents and local rules*
- *Legal responsibilities and rights*
- *Access to well-being advice, counselling and other staff support schemes*
- *Security*
- *Manual lifting and handling – general advice and risk assessment*
- *General housekeeping and maintenance of access and egress*

Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review. Training records will be on the Single Central Record.

The Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Headteacher's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Arrangement 9: Personal Safety/ Lone Working

The educational establishment believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. The educational establishment will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the educational establishment's aims in providing an environment in which the pupils and staff feel safe. A Violence at Work form should be completed, in addition to reporting the incident via **AssessNet**.

Lone working

Staff are encouraged not to work alone in the educational establishment. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone. *Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.*

Educational establishment staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arrangement 10: Premises and Work Equipment

All staff are required to report any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Staff are forbidden from bringing personal equipment to educational establishment unless permission has been granted by the Headteacher.

Planned maintenance / inspection

Regular inspection and testing of educational establishment plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Agent.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Agent. All portable items of electrical equipment will be subject to formal inspection and testing (**Portable Appliance Testing (PAT)**) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

The Site Agent/IT Manager are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. Personal items of equipment (electrical or mechanical) should not be brought into the educational establishment without prior authorisation and must be subjected to the same tests as educational establishment equipment.

A fixed electrical installation test (fixed wire test) will be conducted by **AGG** (PAT Testing and wiring check) on an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the site agent will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by **Broxap**.

Arrangement 11: Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations). The Site Agent is responsible for substances hazardous to health. They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the site agent is responsible for ensuring that COSHH assessments are available from contractors.

Arrangement 12: Asbestos

An asbestos survey and management plan is in place for the educational establishment in accordance with [LC's asbestos policy](#). The most recent asbestos management survey was conducted in **March 2023**. The asbestos log (including plans, asbestos survey data and site specific management plan) is held in the KS2 office.

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos, the emergency procedures in the local Asbestos Management Plan should be followed. Professional advice will be sought and details of the incident reported to LC's Property and Construction team.

The educational establishment's asbestos authorising officers the Headteacher and site agent and refresher training is required annually. Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or educational establishment staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The educational establishment's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are updated within the site's asbestos register.

If the site staff are planning alterations to the fabric of the building they should submit a 'self-help' form to the LA, which will trigger a visit from the compliance team to ensure correct procedures are followed.

Arrangement 13: Contractors

All contractors used by the educational establishment shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The site agent and Headteacher are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

Educational establishment managed projects

The *Construction (Design and Management) Regulations 2015* applies to all building, demolition, repair and maintenance or refurbishment work.

Where the educational establishment undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the PA to the Headteacher on the educational establishment's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

When considering the appointment of contractors, the Headteacher will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done]. The educational establishment must inform the Risk Manager of Luton Council so that insurances can be checked.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. Also details of their public liability insurance.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The educational establishment, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Arrangement 14: Work at Height

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders <http://www.hse.gov.uk/pubns/indg455.htm>.

The establishments nominated person(s) responsible for work at height is: No nominated person trained at present.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

Arrangement15: Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Arrangement 16: Display Screen Equipment

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall undertake a DSE self-assessment. Advice on the use of DSE is available in the LC Health and Safety Manual.

Arrangement 17: Vehicles on Site

Vehicular access to the educational establishment is restricted to educational establishment staff and visitors only and not for general use by parents / carers when bringing children to educational establishment or collecting them. Access to the educational establishment must be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access.

Arrangement 18: Lettings

Lettings are managed by the Headteacher following LC guidance.

Arrangement 19: Stress and Wellbeing

The educational establishment and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LC's management standards.

Arrangement 20: Legionella

The school complies with advice on the potential risks from legionella as identified in the corporate health and Safety manual and in the LC Legionella Policy.

A water risk assessment of the educational establishment is been completed and recorded and the site agent is responsible for ensuring that the identified operational controls are being conducted and recorded in the educational establishment's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint. A list of roles and named persons who carry them out must be completed as part of the Legionella management plan.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60 deg C, at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after educational establishment holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from sources of water);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by [insert contractors name] and tank water temperature recorded;
- Where thermostatic mixer valves (TMVs) are fitted, these will be serviced annually.

Arrangement 21: Swimming

Swimming in public Establishments

These will be planned as an offsite visit in line with the Educational Establishments policy. The educational establishment will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the educational establishment will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided.