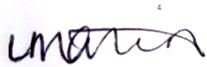


Health and Safety Policy

Aspire Federation



Reviewed and updated: October 2023
Next review: October 2024

Signed: 

Signed: 

Name: Laura Martin
(Executive Headteacher)

Name: Peter Hilton
(Chair of Governors)

Date: ...6.11.23.....

Date: ...6.11.23.....

Statement of intent

At William Hildyard C of E Primary and Nursery School and St. George's C of E Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

Relationship to other policies

This policy operates in conjunction with the following school policies:

- First Aid Policy
- SEND policy
- Accessibility Plan
- Premises Management Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Data Protection Policy
- Educational Visits and School Trips Policy

This policy also operates in conjunction with Lincolnshire County Council's Health and Safety manual and guidance - [Health and safety manual – Professional resources \(lincolnshire.gov.uk\)](https://www.lincolnshire.gov.uk/professional-resources/health-and-safety-manual)

Roles and responsibilities of Executive Headteacher, other staff, governors

The governing board, in conjunction with the Executive Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Executive Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the Heads of Schools and appropriate staff.
- Work closely with school site managers/premises officers/caretakers to ensure the schools meets its health and safety duties.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Heads of Schools will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy at their school site, and for areas of responsibility delegated by the Executive headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.

- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

All **pupils** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.

- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The Executive Headteacher will ensure that there is an appropriate number of first-aid trained staff members working within in each classroom. Please refer to the First Aid Policy for details of First Aiders and location of first aid resources in each school.

Contacting the emergency services

The Executive Headteacher, with Heads of Schools, will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. If the parent is unable to accompany their child to hospital, two members of staff will travel in the ambulance with the pupil.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school field. Staff will be aware of any pupils who have Personal Emergency Evacuation Plans. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Accident reporting and Investigation

- All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to Head of School, or Executive Headteacher, using the standard Accident Report Form.
- More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

- The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents

Significant accidents will be reported to the Local Authority using the 'EvoSafe' online reporting tool. Using [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#) and the flowchart [RIDDOR flowchart 2020 \(lincolnshire.gov.uk\)](#), significant incidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents

- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Executive Headteacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager/Caretaker as soon as possible, who will then inform the Executive Headteacher, or Head of School, as appropriate.

Accident investigation

All accidents, however minor, will be investigated by the Executive Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Executive Headteacher will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises and equipment.
- Monthly reports and updates to the Executive Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Risk assessment

The Executive Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Termly assessments of high-risks areas, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Executive Headteacher, with Heads of Schools, are responsible for certifying that procedures for ensuring that safety precautions are properly managed and will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

Sharps

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. a heroin needle, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The Heads of Schools will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Executive Headteacher, Head of School and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

Lockdown (invacuation) procedure

All staff fully understand and effectively implement the Invacuation (Lockdown) Procedure, which will be implemented in the event of an intruder on site, or similar.

The Executive Headteacher, with Heads of Schools, are responsible for certifying that procedures for ensuring that safety precautions are properly managed and will be discussed, formulated and effectively disseminated to all staff.

The school will test invacuation procedures on a termly basis. Records will be maintained and held by the Site Manager.

The invacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Bomb Threat Procedure

Office staff are fully briefed and have a procedural notice in the event of a bomb threat. The Executive Headteacher and Head of School will be advised who will alert the Police and evacuate the premises using the fire alarm, if appropriate. The Executive Headteacher and/or Head of School will relinquish operational control of the premises to the emergency services on arrival.

The Bomb Threat Procedure will be followed.

Visitors and contractors

All visitors to the school including contractors will sign in on the InVentry system, which provides a clear set of guidelines. All visitors must wear a badge or visitor lanyard at all times. The badge/lanyard indicates whether the visitor is DBS cleared or otherwise.

Visitors will be collected or escorted through the school to their destination; they will not be left alone with children unless they have enhanced DBS clearance.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking and follow the Lettings Procedure.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. All contractors must read and sign the Asbestos Policy, Procedure & Risk Management Plan before commencing any work which may disturb the fabric of the building.

Construction and maintenance

When undertaking construction or maintenance work, the school, or LCC if it is an LCC project, will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;

- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Executive Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Executive Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Executive Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Executive Headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Executive Headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Asbestos

- A comprehensive Asbestos Survey has been completed and is held on the central LCC database. A copy of the Asbestos report is available at the school office.

Administration of Medicines

- Please refer to 'Supporting pupils with medical needs' and 'Administering medications' School Policy documents.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum.
- All hazardous materials will be stored in a locked, secure cupboard when not in use and out of the reach of pupils at all times.
- The Caretaker (with appropriate support from the Head of School and/or Executive Headteacher) will retain and adhere to the instructions on all Safety Data Sheets for chemicals used on site, and will ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought in to use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the H & S Coordinator.

Display Screen Equipment

- Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the appropriate guidance on their use.

Educational Visits

- The school will use LCC's Guidance for Off-Site visits and related activities with National Guidance and Evolve documentation (latest 2022).
- The school will appoint an educational visits coordinator (EVC) and ensure they receive the training necessary to carry out the role.
- Where there is no educational visits coordinator, the Executive Headteacher will perform this duty.
- The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays, using Lincolnshire County Council's preferred online system – Evolve.

Electrical Items

- All items of portable electrical equipment in school are inspected and checked
- Staff visually inspect electrical equipment before use for obvious defects. Faulty electrical equipment is to be reported to the Head of School and/or Executive Headteacher, who will arrange inspection/repair by competent individual. Electrical equipment that is known to be, or suspected of being, faulty must not be used until a repair has been carried out. If the item cannot be safely repaired it will be safely disposed of.

- Only authorised and fully qualified personnel will be permitted to install or repair electrical equipment
- An appropriately qualified electrician will test fixed wiring installation every five years.
- Portable appliance testing (PAT) will be completed by competent individuals and in accordance with HSE guidelines.
- Personal items of electrical equipment should not be brought into school for use by staff or pupils.

Employee Health and Wellbeing

- Please refer to the Sickness Absence Policy

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage and are not blocked at any time
- Plans showing exit routes are displayed by the door of each classroom
- Fire Alarm tests are performed weekly
- Emergency Lighting tests are performed monthly
- A fire drill is practised and documented each term
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- A separate fire risk assessment and evacuation procedure has been produced. The Fire Safety Folder and Log is held in the School Office
- All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.
- All staff are responsible for ensuring evacuation routes and doors are kept clear at all times. Thumb turn locks on doors must only be used during the school day in the event of an intruder being on school grounds and when securing the premises at the end of the school day

First Aid Provision

- First Aid boxes are checked and restocked regularly.
- Portable first aid kits are taken on educational visits. A qualified First Aider also attends all trips, with a paediatric first aider supporting trips involving EYFS children.

- Staff have access to protective disposable gloves and are to take care when dealing with spillages of blood or other body fluids and disposing of dressings

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens
- The storage cupboard containing knives will be locked at all times

Housekeeping and Cleaning

- Good housekeeping is a major control measure in the prevention and reduction of fire and slip, trip and fall hazards. Staff are responsible for keeping their own workspace tidy.
- To ensure premises are kept clean, and to minimise accumulation of rubbish, premises are cleaned after use each working day.
- Wet floor cleaning is carried out last thing, when minimum persons on site with use of warning signs to minimise risks of slips.
- Leaves from drains and gutters are removed when necessary
- In snow and icy conditions snow is cleared and area salted on pathways, car park, playgrounds and areas of potential danger. Users are alerted to which areas are treated. The Head of School, or in their absence, the Executive Headteacher will make decision to let children outside in icy conditions.

Lone working and Personal Safety

- LA Guidelines are followed
- Lone Working is limited to caretaker and members of teaching staff.
- If a member of staff chooses to do this, they should inform the Executive Headteacher and Head of School of their intention and make the necessary arrangements with a family member or friend to know where they are and what time they intend to be home. This person should also have the contact numbers of the Executive Headteacher and Head of School, should the lone worker not return. The relative or family friend would inform the Executive Headteacher and Head of School should they not return at the stated time so that the required action can be taken.
- Staff should read and refer to lone working guidance and risk assessments.

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely
- Staff should read and refer to manual handling guidance and risk assessments.

Outdoor Play Equipment

- Outdoor play equipment is subject to annual inspection by LCC approved contractors, and is also checked weekly by school staff
- The Playground equipment and its use is supervised. The class teacher or midday supervisors will check the equipment is safe to use, taking into account weather conditions
- Suitable footwear must be worn when using this equipment.

Physical Education

- Staff check apparatus/equipment before use. If faulty equipment is found, it is removed from use and the Head of School is notified.
- Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery can be worn and long hair should be tied back.

Playground Supervision

- Appropriate levels of supervision are maintained in playgrounds according to DfE guidelines.

Personal Protective Equipment (PPE)

- Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.
- The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Lincolnshire Authority Health and Safety Team.
- All PPE must be maintained in good working order, and any defect reported immediately to the Executive Headteacher, for repair or replacement.

Pregnant Members of Staff

- Procedures for pregnant members of staff will be followed, including carrying out a '*Pregnancy Risk Assessment*'

Risk Assessment

- The school maintains risk assessments that cover activities in school, school visits and the running of the school building and grounds
- The Executive Headteacher and Head of School will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

Security

- All visitors to the school, including contractors, are required to report to the school office and to sign in.
- Access is controlled by a door entry system that relies on office staff allowing entry.
- All staff and visitors to the school, once signed in at Reception, are issued with badges that confirm their legitimacy on site. Staff should challenge any unknown person seen entering the building or grounds in order to avoid the risk of theft, damage or injury to pupil/staff. Visitors without a current DBS will be issued with a red lanyard badge and should be accompanied around the site during the school day, at all times.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Smoking and Vaping

- The Governing Body has adopted a no smoking and vaping policy within the school building and grounds.

Snow and Ice

- The Caretaker will strive to keep open the main pedestrian routes during snowy and icy conditions.

- If it becomes impossible to keep these routes clear the Executive Headteacher is informed and this information contributes to any decision to close the school

Stress at Work

- The Executive Headteacher will carry out individual stress risk assessments as necessary
- Anyone experiencing problems should refer, in confidence, to the Executive Headteacher in the first instance.

Supervision of Pupils

- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules

Training (H&S)

- Health and Safety training needs can be discussed as part of teachers' individual's annual reviews
- Training needs may also be identified as part of a risk assessment process

Vehicles on Site/car park arrangements

- The main school gates are kept closed to all vehicles when children arrive and leave school at the beginning and end of the day.
- Pedestrians are encouraged to use the path, rather than walk on the road way.
- The Executive Headteacher is responsible for management of vehicles on site
- A 5-mph speed limit is recommended in the Car Park and visitors are reminded to take care at all times. Visitors must park their vehicles so that they do not obstruct fire escape routes, roads, access or other vehicles.

Violence to Staff

- All staff are required to report all incidents of verbal & physical violence straight away to the Executive Headteacher who will record all incidents.

Working at Height

- Working at heights risk assessments have been completed for the school
- Unless a specific risk assessment has been agreed (and recorded) with the Executive Headteacher or Head of School, staff must not use tables or chairs to access resources or work at heights.

- When using a stepladder, it must always be supported by another person. Users must be able to stand on it comfortably and not have to overreach. Users are responsible for carrying out a visual check of equipment prior to use and must not use if defects are present - any defects must be reported to the Executive Headteacher immediately and the WAH equipment removed from use.
- All staff to have read guidance information about working at height

Work Equipment

- All work equipment will be purchased from a reputable supplier with considerations given to:
 - The suitability for purpose
 - The positioning and or storage of the equipment
 - Installation and Maintenance requirements (contracts and repairs)
- Staff must not use new items of work equipment unless appropriate training has been given.

Work Experience

- Teacher Training Students are managed and inducted by a member of teaching staff in collaboration with the student's training college
- Work experience students are looked after by a member of teaching staff and an induction programme is followed
- All work experience students are covered by the School's liability insurance.

Reporting Hazards

All staff are responsible for reporting hazards. It is then the Executive Headteacher's responsibility to follow up this report.

Arrangements for monitoring and evaluation

The Executive Headteacher will report on a regular basis to the governing body. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.