

Somerville Federation

HEALTH AND SAFETY

POLICY & GUIDANCE

HS/ECS/002

DATED: March 2015

**Children and Young
People's Department**



SOMERVILLE FEDERATION

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Somerville Primary School

HEALTH AND SAFETY AT WORK ETC ACT 1974

SCHOOLS' FRAMEWORK HEALTH AND SAFETY POLICY

1. Introduction

1.1. Health and Safety at Work etc Act 1974

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

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

1.2. General Statement

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

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

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

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

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

Signed: (Chair of Governors) Date:

Signed: (Head teacher) Date:

2. ORGANISATION

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

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

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

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

2.1. Responsibilities of the Governing Body

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

2.2. Responsibilities of the Head Teacher

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

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

The Head Teacher has responsibilities for:

- a) Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;

- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- e) Ensuring that the establishment has emergency procedures in place and have a Business Continuity Plan for emergency and crisis situations. The school will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.
- f) Reporting to the Local Authority (where they are the employer) any hazards which cannot be rectified within the establishment's budget;
- g) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- h) The provision of appropriate health and safety information to Governors;
- i) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

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

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

Guidance:

All staff will:

- *Apply the school's health and safety policy to their own area of work and be directly responsible to the head teacher for the application of the health and safety procedures and arrangements;*

Subject Leaders will:

- *Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;*

Team Leaders will:

- *Ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and pupils for which they are responsible and that appropriate control measures are implemented;*
- *Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;*
- *Provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, Local Authority Guidance, National Standards and best practices should be referred to the Head Teacher;*

All staff will:

- *Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where*

required;

The Headteacher will:

- *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to carry out their activities in a safe manner.*
- *Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Local Authority's Incident Report Form (M13);*
- *Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.*

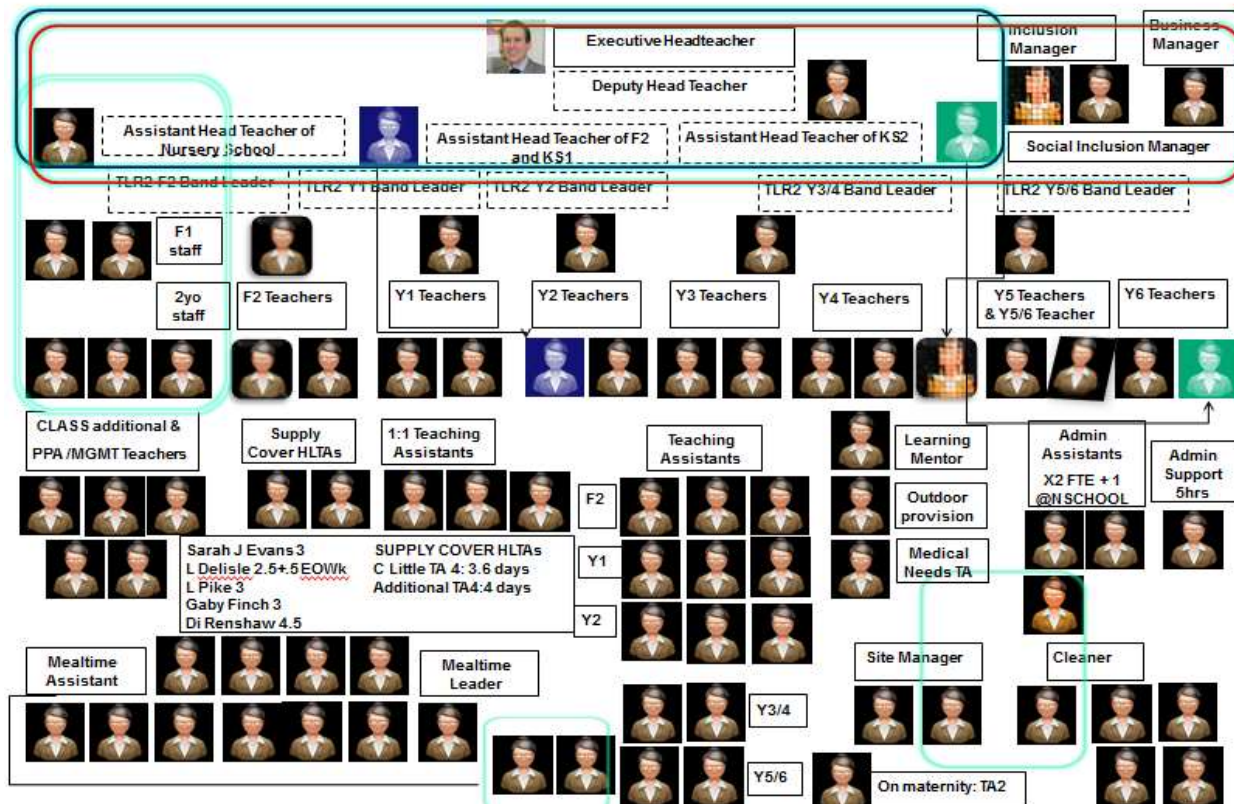
2.3. Responsibilities of Employees

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

All employees of the establishment have the responsibility to:

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

2.4. Management Chain



2.5. Consultation Procedures

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

2.5.1. Local Authority

APT&C JCC

Agenda items to be sent to Mrs A Houghton, HR Officer, Wallasey Town Hall, South Annexe. audreyhoughton@wirral.gov.uk

2.5.2. School

Staff meetings (weekly), staff briefings weekly and termly governor meetings are opportunities to discuss health and safety.

If any items are to be placed on the agenda the headteacher should be informed by a member of staff. The headteacher will keep governors informed via his headteacher report. The health and safety committee will meet regularly (termly) to discuss health and safety issues and report these to the full governing body.

All Health and Safety Information, Policy and Guidance Documents and associated literature are *kept in the school office*.

2.6. Responsible Persons

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

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	Business Manager
2. Accident Reporting, Incident Reporting	School administrator
3. Management of Asbestos	School Caretaker
4. First Aid	Deputy headteacher
5. Fire Precautions; Drills, Exits, Extinguishers	Deputy headteacher
6. Building Maintenance (Control of Contractors)	Business Manager
7. Safety Inspections	Business Manager
8. Manual Staff (information, instruction)	Headteacher
9. Purchasing Equipment and Products	Business manager
10. Security, Out of Hours Lettings	School caretaker
11. Trips, Visits and Overnight Stays	Headteacher and EVC
12. Risk Assessment Management	Headteacher and EVC
13. Management of water hygiene	Headteacher

2.7. Emergency Contacts

In case of an emergency outside of school hours Please see the **crisis management kit** for school contacts

i) Head Teacher: Address: Tel No:	iii) Caretaker Address: Tel No:
ii) Deputy Head: Address: Tel No:	iv) Chair of Governors: Address: Tel No:

Other useful numbers:

Community Patrol	606 5441
Community Patrol 24 hour contact	666 5265
Health, Safety & Resilience Team	606 2071
Facilities Management Help Desk	666 5624
Metro Services Help Desk	666 4417
Arrowe Park Hospital	678 5111
Health and Safety Executive	0161 952 8200

3. ARRANGEMENTS

3.1. Accident Reporting

In accordance with the Local Authority Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Local Authority Incident and Dangerous Occurrence Report (M13) form.
- Violent incidents and verbal abuse on the standard Local Authority Incident Report (MV92) Form.

Copies of these forms are available from the school office

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

Individual accident report forms (*from the school office*) are used to record all minor incidents to children and young people and school staff. More significant incidents and those involving visitors, contractors and members of the public must be reported to CYPD's Health & Safety Section using the forms described above.

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

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

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

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

3.1.1. Reporting to the Health and Safety Executive (HSE).

In the event of

- a fatality or major injury;
- these incidents will be reported immediately to the Health, Safety & Resilience Team on 606 2216/2211, who will notify the appropriate

enforcing authority, Health & Safety Executive.

See also **Local Authority Health and Safety Management Arrangements for Accident and Incident Reporting and Investigation available on Wescom Website “Health & Safety”**

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

NB

The school is still required by law to keep records of accidents where individuals have been incapacitated for more than 3 days, eg absent from work and or change in duties as a result of the work-related accident/illness

3.2. Asbestos

The Local Authority Health and Safety Management Arrangements Asbestos in the Workplace can be downloaded from the Council’s Intranet. Please contact Asbestos Technical Officer for further advice 0151 606 2353.

The asbestos register is held in *the school office of both the Primary and Nursery School* and will be made available to all staff and visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities This includes even small jobs such as installing telephones or computers, putting up shelving or installing security services.

The responsible person, the School Caretaker shall ensure:

- The asbestos log is maintained and that any changes are notified to the Local Authority, Technical Services Department immediately.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A six monthly visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log and a copy sent to the Local Authority's Asbestos Management Team, Technical Services, Cheshire Lines, (0151 606 2353).

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person

Any damage to materials known or suspected to contain asbestos should be reported to *the site manager* who will contact the Local Authority's Asbestos Management Team, Technical Services, 0151 606 2353).

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to *the site manager or the federation business manager*.

3.3. Chemical Safety

Somerville Primary School recognises its duty of care to employees, visitors, contractors and members of the public and all reasonable steps will be taken to secure the health and safety of employees. The Control of Substances Hazardous to Health (COSHH) Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

The school will take all reasonable steps to purchase non hazardous products wherever possible.

3.3.1. Assessments

Risk assessments are available on request for cleaning/maintenance substances purchased from the Council's Central Procurement List.

It is the responsibility of the Business manager to ensure that for other products purchased outside the preferred supplier, Health and Safety Data Sheets are requested from either the supplier or manufacturer and a suitable and sufficient risk assessment must be carried out where it is identified that there is a significant risk.

3.3.2. Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used. Copies of assessments will be available to all employees from the school office. Any additional information will be requested from the Departmental Health and Safety Team.

See Wescom Website “Health & Safety” for Local Authority Health and Safety Management Arrangements for Control of Substances Hazardous to Health (COSHH)

3.4. Contractors

Contractors are appointed following the corporate procurement procedure and three quotes are obtained **and**;

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

The school caretaker is responsible for monitoring areas where the contractor’s work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about [*see asbestos management*].
- They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
- They report and accidents/incidents or near misses which contractors are involved in.

- They challenge any unsafe working practices.

See Wescom Website “Health & Safety” for Local Authority Health and Safety Management Arrangements for Selection and Control of Contractors Working on Council Premises.

3.5. DSE - Display Screen Equipment

It is the responsibility of the Business Manager to ensure that Display Screen Equipment Self Assessment Checklists are completed by staff as detailed below.

All staff who habitually use computers as a significant part of their normal work e.g. admin staff, bursars etc are required to complete the Display Screen Self Assessment Checklist with their Line Manager. (Significant is taken to be continuous / near continuous spells of an hour at a time).

This form is available on the CYPD Wescom Website Health & Safety, Safety Forms

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

See Wescom Website “Health & Safety” for Local Authority Health and Safety Management Arrangements for Display Screen Equipment

3.6. Educational Visits

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

Purposes

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

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

Guidelines

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

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

The system automatically sends notification of visits required to be notified to the LA through to Children & Young People's Department Offsite Visits Adviser.

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

See **Local Authority Adviser: Gaby Crolla, Professional Excellence Centre, 0151 346 6690**

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

3.7. Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with Local Authority Health and Safety Management Arrangements for Portable Appliance Testing and Inspection, conducted by *[state contractor]*. **See Wescom Website "Health & Safety" for Local Authority Health and Safety Management Arrangements for Portable Appliance Testing**

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

3.7.1. Faulty Equipment

- a. Report faults immediately. Do not use or continue to use faulty equipment.
- b. Do not carry out repairs, etc, or even fit plugs.

The Health and Safety Executive has indicated that cost effective maintenance of portable electrical equipment can be achieved by a combination of actions at three levels:

- a) checks by the owner/user of the equipment;
- b) formal visual inspections by a person appointed to do this;
- c) combined inspection and testing by a competent person or contractor.

3.7.2. User Checks (Visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

- a) the item is in good working order;
- b) there is no damage, e.g. cuts, to the cable sheath;
- c) there is no damage to the plug, e.g. bent pins or cracked casing;
- d) the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;
- e) the coloured insulation on the internal wires is not protruding from the plug or equipment;
- f) the equipment is not wet or excessively dusty;
- g) there is no obvious damage to the outer casing of the equipment, e.g. loose screws;
- h) there is no evidence of overheating, e.g. scorch marks;
- i) extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

3.7.3. Combined Inspection and Testing by a Competent Person or Contractor

The School, in accordance with the Local Authority's Procurement Procedures will use the recommended competent contractor for repairs and PAT testing of portable appliances within Children and Young People's Department establishments.

An inventory of all electrical equipment is held on the premises in the school office. It is the responsibility of all staff to notify the Business Manager when new appliances/equipment have been purchased to ensure they are recorded on the inventory.

3.7.4. Guidance on fuses for appliances

3 Amp for most appliances up to 720 Watts(W)	13 Amp for appliances rated over 720 Watts (W)
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Radios Table Lamps Soldering Irons TV's* Electric Blankets Audio and Hi-Fi Slow Cookers *Some TV manufacturers recommend a 5 amp fuse	Irons, Kettles, Fan Heaters Electric Fires, Lawn Mowers** Toasters, Deep Fat Fryers Refrigerators, Freezers Washing Machines Tumble Dryers Vacuum Cleaners **Always use a residual current device (circuit breaker)
<i>Sockets</i> Avoid multi-way adapters. Remember “one appliance, one socket” is safest; an overloaded socket can overheat and cause a fire.	

3.8. Emergency Planning

Definition of an emergency

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

The purpose of the school’s emergency management plan is firstly to allow consideration of various types of emergency and how the school is placed to deal with them, and secondly to give the school community confidence when faced with a crisis.

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

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

It is the responsibility of all staff to ensure that they provide accurate contact details and notify the school office immediately of any changes.

The school’s emergency plan is available on the school website (Statutory documents section) and in the headteacher’s office. It is called the **Crisis Management Kit**.

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

3.9. Extended Schools and Lettings

Lettings are managed by the business manager following **Local Authority Guidance Document HS/ECS/061 “A Management Guide to Extended Services in and around Schools”** available from Wescom Website “Health & Safety”

3.10. Fire

The deputy headteacher is the Responsible Person for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#) which is available to download from the Wescom website and the **Local Authority Health and Safety Management Arrangements for Fire Safety** available from Wescom Website “Health & Safety”

Guidance documentation and model risk assessments are available for Primary Schools and Secondary Schools available from Wescom Website.

The fire risk assessment is located in *the fire log book* and reviewed on an annual basis. The findings of the risk assessment should form the basis of any training to be given to staff, children and young people, visitors, contractors and third party users.

3.10.1. Fire Instructions

These documents are made available to all staff and included in the establishment’s induction process

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Where activities are being provided by non-school/centre staff such as a third party provider, the school/centre will provide appropriate information, instruction and training on the establishment’s emergency procedures and, if there is no member of staff present at the time of the activity, ensure the providers have access to a telephone.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. The locations of the above are identified on the school’s site plan.

3.10.2. Emergency Procedures

A Fire Plan detailing key roles and responsibilities in the event of a fire will be issued to all staff, contractors and third party users and a copy will be kept in the fire log book. See attached model plan.

3.10.3. Model Fire Safety Plan

Roles and Responsibilities

Head Teacher or DHT School office HT	Overall responsibility Oversee evacuation Call Fire Brigade Liaise with Fire Authority
Caretaker	Check fire alarm panel to determine location Ascertain if there is in fact a fire. At no time should the individual put themselves at risk. Sweep of building on way out Meet with fire authority at main gate to direct to location
Admin Staff	Collate registers and visitors log book
Metro Catering Supervisor	To ensure full safe evacuation of all staff and to complete roll call.
Teaching staff	Evacuation of all pupils in their charge
Support staff	Staff who do not provide 1:1 support will be required to sweep all ancillary areas on the way out. Where possible they should close doors and windows. At no time should they put themselves at risk.
Lunch Time Supervisors	All teaching staff will report to the dining hall to supervise safe evacuation of pupils. Support staff will carry out sweep of building – toilets, resource areas, etc. Lunchtime supervisors in the playground will assemble children at fire assembly point.
1:1 Support	Pupils who require 1:1 and assistance in evacuation – a copy of their timetable is displayed in the general office to assist in location at anytime during the school day.

THIS IS A MODEL AND SHOULD BE TAILORED TO MEET NEEDS OF INDIVIDUALS, ENVIRONMENT, ACTIVITIES.

3.10.4. Storage

Care must be exercised when storing combustible materials, egg paper, cardboard, wood, materials, etc, should not be stored under stairs, electrical intake cupboards, boiler rooms, restricting access, etc. Flammable and chemical products must be stored in a locked metal cabinet.

The school will maintain an inventory of all substances on site, giving details of location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance.

www.cleapss.org.uk

3.10.5. Displays

Display materials and decorations

Displays are often located in corridors and in entrance foyers, and generally comprise of materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. You should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly. To reduce the risk of fire spread, you should consider the following:

- Avoid the use of excessive displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put any displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions)
- Treat displays with proprietary flame retardant sprays
- The use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.

3.10.6. Fire Drills

Fire drills will be conducted at least once per term and where there have been changes of use, change of equipment, personnel, activities which may risk increase the risk of fire. A member of the Senior Management Team will be appointed to organise fire drills and should keep a record of the drill as shown below:

Date of Drill	
Approximate No. of Participants	
Optimum Evacuation Time	Actual Evacuation Time
All present to roll call?	
Person Responsible for Drill	
Type and Extent of Drill	
General Assessment of Drill	
Action Taken	

Monitoring and debrief

Throughout the drill the responsible person and nominated observers should pay particular attention to:

- communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- the use of the nearest available escape routes as opposed to common circulation routes;
- difficulties with the opening of final exit doors;
- difficulties experienced by people with disabilities or young children;
- the roles of specified people, e.g. fire wardens;
- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc.; and windows and doors not being closed as people leave without risk to individuals.

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

3.10.7. Fire Safety Training

Fire and emergency evacuation procedures are detailed in the staff handbook and fire log book and a summary posted in all teaching and non-teaching areas.

All staff will be required to attend site specific training on the school's fire safety procedures and emergency evacuation plan on induction, annual refresher, when there has been a change of use, equipment, people, activities and always after a reported incident.

3.10.8. Fire Marshals

All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge. The school will access training from the CYPD Health & Safety Team to provide staff with appropriate information, instruction, training and supervision to ensure they have an in depth knowledge of the school's fire emergency evacuation plan and their role in implementing it.

3.10.9. FIRE SAFETY INFORMATION –

It is the responsibility of each Team Leader to ensure that all employees are aware of the Fire Safety Procedures. Information should include the following:

1. Fire detection systems – how they operate and what action to take.
 - ◆ *Automatic smoke/heat detectors. In the event of a fire, the detectors are activated. These are linked to the Fire Alarm which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building.*
2. Location of Fire Alarm Call Points
 - ◆ *Identify at least two fire alarm call points in the workplace.*
 - ◆ *Employees must familiarise themselves with location of fire alarm call points as they move around the building egg: toilets, canteen, meeting rooms.*
 - ◆ *Give details of when fire alarm is tested, day, time, sound, etc.*
3. Emergency evacuation routes
 - ◆ *Identify at least two means of escape from the workplace.*
 - ◆ *Employees must familiarize themselves with location means of escape as they move around the building egg: toilets, canteen, meeting rooms.*
 - ◆ *Staff to be instructed on how to operate all doors fitted with an over-ride system (break glass green coloured boxes located at side of door and/or fire alarm call point).*
4. Location of Assembly Point
 - ◆ *Identify location of assembly point.*
5. Identify Fire Marshal for their area
6. Action to be taken on hearing the Fire Alarm
 - ◆ *Leave the building at once, quickly and calmly by the nearest safest exit.*
 - ◆ *In the event of lone-working situation staff must summon the emergency services by dialling 9-999.*
 - ◆ *Do not stop to collect personal belongings.*
 - ◆ *Assist with the evacuation of visitors.*
 - ◆ *As you leave the building, close all doors on the way out.*
 - ◆ *Do not use the lift.*
7. Action to be taken on discovery of a fire
 - ◆ *Raise the alarm by breaking the glass on the nearest fire alarm call point.*
 - ◆ *In the event of lone-working situation staff must summon the emergency services by dialling 9-999. There is no need to dial 9 first from the Headteacher's room.*
 - ◆ *Leave the building at once, quickly and calmly by the nearest safest exit.*
 - ◆ *Do not stop to collect personal belongings.*
 - ◆ *Assist with the evacuation of visitors.*
 - ◆ *As you leave the building, close all doors on the way out.*

- ◆ *Do not use the lift*

In the event of an evacuation employees **must not:**

- ◆ re-enter the building unless given permission to do so by the Senior Fire Authority's Officer
- ◆ Move their vehicles unless given permission to do so.
- ◆ Leave the premises unless given permission to do so.

8. Responsibility for visitors

It is the responsibility of the Host to ensure safe evacuation of their visitors.

9. Identifying and Reporting Defects

*All staff have a responsibility to report any defects which pose a risk to the health, safety and welfare of themselves **and others.***

10. Identify fire risks in the workplace

- ◆ *Council's smoking policy*
- ◆ *Electrical Equipment including use of extension lead*
- ◆ *Use of personal electrical equipment is prohibited*
- ◆ *Housekeeping – do not store combustible materials near potential sources of ignition.*
- ◆ *Give details on Terrorist Action*

11. Employees Responsibilities

- ◆ *Housekeeping – safe storage of equipment and materials*
- ◆ *Visual inspections of equipment*
- ◆ *Report defective equipment*
- ◆ *Correct and safe use of equipment*
- ◆ *Ensuring all means of escape routes, fire doors, fire alarm call points and emergency lighting are kept free from obstruction at all times. If it is within the capability of the individual to do something about it they should do it immediately. If not they should report to the Head Teacher immediately.*

3.10.10. Personal Emergency Evacuation Plans (PEEP)

The school has a responsibility for the safety of their staff, pupils and visitors, providing instruction and training and taking into account the special needs of individuals, such as those with disabilities.

It is the responsibility of the school to provide an emergency evacuation plan for all persons on site including individuals with physical/sensory impairments who require assistance. Where individuals require assistance, a personal emergency evacuation plan (PEEP) is required and should be tailored to meet the needs of the individual. This must be agreed between the responsible person and the individual requiring support and in the case of a pupil the parent/carer.

3.10.11. MODEL PERSONAL EMERGENCY EVACUATION PLAN

Name:

School:

Current Year of Study:

Classroom:

Form Teacher:

Course end date:

AWARENESS OF PROCEDURE

Pupil informed of a fire emergency requiring evacuation by:

Existing alarm system

visual alarm system

other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to provide assistance to get out of the building in an emergency).

Name	
Contact Details	
Name	
Contact Details	
Name	
Contact Details	

METHODS OF ASSISTANCE:

(e.g.: Transfer procedures, methods of guidance, etc.)

EQUIPMENT REQUIRED

(List all equipment required for evacuation and locations)

LOCATIONS

(Provide a list of all locations)

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm from each location).

SAFE ROUTE(S):

PLAN OF SCHOOL

(Attach plan of school clearly showing ALL routes of evacuation.)

Copies are located:

- Office
- Support staff
- Pupil

TIMETABLE

(Attach copy of the pupils timetable, review weekly with staff for changes)

Copies are with:

- Office
- Support staff
- Pupil

WEEKLY REVIEWS

(Amendments to timetable to be discussed weekly and amendments made)

--

DRILLS

(Dates of drills and evaluation)

--

Signature of person completing PEEP	
Print Name	
Date	
Review Date	

3.10.12. Means of Escape

Daily visual checks, which are not normally recorded, will be carried out by *the caretaker* to ensure that all routes are kept free from obstruction at all times and that all final exit doors are operational.

All escape routes are marked on the school's floor plan a copy of which is maintained in the fire log book.

3.10.13. Fire Fighting Equipment

Suitable and sufficient numbers of fire extinguishers are located across all areas of the school. These must be clearly visible and kept free from obstruction at all times.

Location and type of fire fighting equipment will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book.

Staff with no training should not attempt to extinguish a fire, however all staff should be familiar with the location of the appliances.

Staff who are expected to take a more active role will be provided with extinguisher training.

3.10.14. Fire Alarm Systems

Location and type of detectors and manual call points will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book.

3.10.15. Emergency Lighting

School to detail the extent of provision of emergency lighting, both internal and external.

Location of emergency lighting and test keys will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book.

3.10.16. Inspection, Service and Maintenance

a) Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by *both site managers* and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on *Fridays after school*.

Any defects on the system will be reported immediately to the Atlas Fire and Security 0151 666 2400

A fire alarm maintenance contract is in place with Atlas Fire and Security 0151 666 2400 for the annual inspection, service and maintenance of the system.

Smoke and heat detectors are tested on a quarterly basis by Atlas Fire and Security 0151 666 2400

Test records are located in the site's fire log book.

b) Inspection of Fire Fighting Equipment

c)

Atlas Fire and Security 0151 666 2400 undertakes an annual maintenance service of all fire fighting equipment.

Atlas Fire and Security 0151 666 2400 will check that all fire fighting equipment is available for use and operational and for any evidence tampering at least termly using the Fire Marshal Checklist. A record of inspections will be maintained in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Atlas Fire and Security 0151 666 2400

d) Testing of Emergency Lighting Systems

These systems will be tested monthly by caretaker and annually by **Atlas Fire and Security 0151 666 2400**

Test records are located in the site's fire log book.

e) Inspection of Fire Doors

Caretaker will carry out daily visual checks for any obstructions on exit routes and ensures all final exit doors are operational.

Caretaker will carry out formal checks using the Fire Marshal checklist at least termly on all fire doors to ensure that they are in good condition, close firmly into their rebates and that all smoke seals and intumescent strips undamaged. Records of inspection are located in site's fire log book.

f) Testing of Manual/Automatic Hold Open Devices

Caretaker will ensure that all hold open devices are fully operational on testing of the fire alarm. All defects to be recorded and records maintained in the fire log book.

g) Record Keeping

All documentation relating to fire safety including inspection, service, maintenance and repair records must be maintained in the school's fire log book school office

Please note

Emergency contact and key holder details are maintained by *Business manager* and provided to Wirral Community Patrol.

3.11. First Aid

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

*In the main foyer area of the Nursery School and in the provision rooms.
In the primary school they are located in the library area of the school. As well as at the school office. Incidental first aid kits are available in each classroom for day to day use.*

Defibs, There are three defibs on site and these are located

- 1. by the school hall-next to the Inclusion Manager's office.*
- 2. In the school office as you enter, on the wall, above the headteacher's pigeon hole.*
- 3. By the disabled toilet.*

When assessing first aid needs it is recommended that the likely risks to pupils and visitors, as well as to staff, are included.

Guidance to risk assessment

- The size of the school, and whether it is on split sites or levels. If so, the assessment needs to encompass additional first-aid provision and the deployment of adequate first-aid personnel cover.
- The location of the school in relation to the emergency services. It is good practice to inform the local emergency services in writing of the school's location and any circumstances that may affect access to the school. Emergency services should also be given clear instructions regarding where and to whom they should report on arrival at the school.
- Any specific hazards or risks on site, e.g. hazardous substances, dangerous tools or machinery, or temporary hazards such as building and maintenance work.
- Any specific health needs or disabilities of pupils or staff and the age range of pupils: these can affect the type of first-aid provision and materials required. (First-aid organisations can provide advice on training for first-aid personnel in schools). When considering how many first-aid personnel are required the governing body or head teacher will also consider:
- Adequate provision for lunch times and breaks. It is good practice to encourage lunchtime supervisors to undergo first-aid training.
- Adequate provision for leave and in case of absences.
- First-aid provision for off-site activities, e.g. educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical-education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs.
- Agreements with contractors (e.g. school meals providers) on joint first-aid provision for their employees.
- Provision for trainees working on-site. They have the same status as staff for health and safety purposes
- Agreed procedures for emergencies in isolated areas, e.g. on the playing field. Accident statistics can indicate the most common injuries, times, locations and activities involved at a particular site. These statistics can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.
- The governing body or head teacher should review the school's first-aid needs at least once a year to ensure the provision is adequate and standards are being

met.

Source: *Guidance on First Aid for Schools: A Good Practice Guide.*

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

The following staff are available to provide first aid- a n up to date list is available from the deputy headteacher

TRAINED TO FIRST AID AT WORK LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Ext No

TRAINED TO EMERGENCY AID LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Ext No

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

Name	Training Provider	Date of Training	Refresher due date	Ext No

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

Where appropriate the classteacher will check that any vehicles are properly equipped with first aid boxes before they are used.

i. Transport to hospital

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

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

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

Please note:

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

ii. First Aid away from School Premises

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

The school will follow the procedure for completion of incident/accident records in accordance with Local Authority guidance Health and Safety Management Arrangements for First Aid Provision available from Wescom Website "Health & Safety"

iii. Clinical Waste

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

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal unit provided by the Authority.

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

iv. Blood Spillages

CYPD guidance on Protection from Blood borne viruses and basic infection Control Are contained in Local Authority's Health & Safety Management

Arrangements for Infection Control available from Wescom Website “Health & Safety”

v. Emergency Contact Numbers

NHS Direct	0845 4647
Accident & Emergency	0151 678 5111
Schools Nurse	0151334 4000 x 5201
Infection control Nurse	0151 604 7750
Public Health England	0844 225 1295

b. Housekeeping

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

i. Floors and Gangways

Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc. Unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting.

ii. Furniture and Fittings

Check circulation routes are not impeded by the arrangement of furniture. Check furniture is not damaged or unstable. Check no furniture is in a dangerous condition, (rough wood, splinters, protruding screws, nails, loose components etc

iii. Storage

Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves egg kick stool or step ladder

iv. Waste

Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes

v. Welfare Facilities

Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers

vi. Fire

Are flammable materials kept away from heat and ignition sources; stored in approved correctly labelled containers, are fire exits, call points, fire extinguishers clearly marked, and free from obstruction

c. Inspections

A general workplace inspection of the site will be conducted termly and be undertaken / co-coordinated by the health and safety governors

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT) and **CYPD's Wescom Website Health & Safety SLA**

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher/centre manager

Responsibility for following up items detailed in the safety inspection report will rest with *the school business manager*.

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings.

i. GOVERNORS HEALTH & SAFETY INSPECTION CHECKLIST

SCHOOL NAME..... AREA
 INSPECTED.....
 DATE INSPECTED..... INSPECTED
 BY.....

1. MANAGEMENT SAFETY SYSTEMS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
*The management safety systems only need to be checked on an annual basis.				
1.1				DATE OF LAST REVIEW -
1.2				
1.3				
1.4				
1.5				
1.6				
1.7				
1.8				DATE OF LAST REVIEW -
1.9				
1.10				
1.11				

1.12	HEALTH & SAFETY POSTER DISPLAYED AND ADDRESSES COMPLETED?				
2. FIRE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
2.1	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS?				
2.2	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
2.3	FIRE DRILLS CONDUCTED TERMPLY AND RECORDED?				DATE OF LAST DRILL
2.4	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?				
2.5	FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)				
2.6	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
3. FIRST AID / MEDICATION		Y	N	N/A	COMMENTS / ACTIONS NEEDED
3.1	FIRST AID BOXES IN APPROPRAITE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
3.2	DOCUMENTED SYSTEM FOR ADMINISTRATION (WRITTEN PERMISSION FROM PARENTS AND DOSAGE SHEETS FOR ANY MEDICINE ADMINISTERED)AND SECURE STORAGE OF MEDICATION ?				
3.3	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? SHOULD BE CARRIED OUT ANNUALLY				
3.4	SYSTEM FOR ACCEPTANCE OF MEDICINES IN PLACE AND SECURE STORAGE USED?				
4. ASBESTOS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
4.1	ASBESTOS PERMISSION TO WORK SYSTEM USED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS FABRIC?				
4.2	ARE 6 MONTHLY INSPECTIONS CARRIED OUT AND COPIES MAINTAINED IN ASBESTOS REGISTER?				
4.3	ALL ASBESTOS REMAINING ON SITE IN GOOD CONDITION?				
5.HOUSEKEEPING		Y	N	N/A	COMMENTS / ACTIONS NEEDED
5.1	ARE WORK AREAS & WALKWAYS FREE FORM RUBBISH AND OBSTRUCTIONS?				
5.2	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
5.3	IS THERE A REGULAR CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				
5.4	ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				

5.5	ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				
5.6	ARE THE BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
6.ELECTRICAL		Y	N	N/A	COMMENTS / ACTIONS NEEDED
6.1	ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
6.2	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACKED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
6.3	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)				
6.4	FIXED WIRING INSPECTED IN LAST 5 YEARS AND REMEDIAL ACTIONS COMPLETED?				
7.TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
7.1	IS THERE A SYSTEM IN PLACE TO VISUALLY INSPECT ALL TOOLS & EQUIPMENT USED WITHIN THE SCHOOL AT REGULAR INTERVALS?				
7.2	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
7.3	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT?				
7.4	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMPLY?				
7.5	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?				
8.D&T / SCIENCE / ARTS AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
8.1	MAINTENANCE / SERVICE RECORDS AVAILABLE FOR EQUIPMENT (CHECKED BY COMPETENT PERSON IN PAST 12 MTHS)				DATE OF LAST INSPECTION -
8.2	MACHINERY SAFELY POSITIONED AND ALL MOVING PARTS GUARDED OR HAVE A BARRIER TO PREVENT CONTACT? (THE HEAD OF DT WILL BE ABLE TO ASSIST IN THIS AREA IF NEEDED)				
8.3	ARE THE MACHINES CLEAN? (FREE OF EXCESSIVE OIL, DUST ETC)?				
8.4	ARE THE EMERGENCY STOP BUTTONS CLEARLY MARKED AND EASILY REACHED?				

8.5	IS THERE PERSONAL PROTECTIVE EQUIPMENT AVAILABLE (EG GOGGLES, DUST MASKS) AND IS IT CLEARLY LABELLED, EASILY ACCESSIBLE AND WELL MAINTAINED?				
8.6	SAFETY RULES DISPLAYED IN WORKROOMS				
8.7	PREP ROOM, WORKSHOPS, LABS ETC. LOCKED WHEN NOT IN USE				
8.8	ARE THERE BLUE MANDATORY SAFETY SIGNS DISPLAYED NEAR WORKSHOP MACHINERY (EG GOGGLES MUST BE WORN)?				
8.9	IS MACHINERY THAT CAN ONLY BE OPERATED BY PERSONS OVER 18 YEARS OLD SECURED TO PREVENT UNAUTHORISED ACCESS? (EG ISOLATED BY KEY, LOCKED IN SEPARATE AREA)				
8.10	HAVE WRITTEN RISK ASSESSMENTS BEEN COMPLETED FOR EACH PIECE OF MACHINERY?				
8.11	HAVE FUME CUPBOARDS/LEV BEEN TESTED IN THE LAST 12 MTHS?				DATE OF LAST TEST -
8.12	ARE EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?				
8.13	CLEANING STAFF AWARE OF POSSIBLE HAZARDS WITHIN DEPARTMENT				
9.HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
9.1	IS THERE A CENTRALLY HELD COSHH FILE WITH UP TO DATE (AUDITED IN THE LAST 12MTHS) INVENTORY OF CHEMICALS AND DATA SHEETS?				
9.2	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
9.3	ARE SUBSTANCES USED IN SCIENCE SUBJECTS STORED / USED IN ACCORDANCE WITH THE CLEAPSS GUIDANCE AND HAZ-CARDS?				
9.4	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (EG SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?				
9.5	ARE ALL CONTAINERS CLEARLY MARKED (EG IRRITANT, FLAMMABLE)?				
10.WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
10.1	CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
10.2	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?				
10.3	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 AND SPECIAL SCHOOLS				
10.4	IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
10.5	SUFFICEINT TOILET FACILITIES?				

10.6	ARE TOILETS CLEAN WITH WASHING FACILITIES? (INC SOAP, HOT WATER AND DRYING FACILITIES)?				
10.7	DOES THE SCHOOL HAVE A STRESS POLICY?				DATE LAST REVIEWED -
10.8	ARE THERE FACILITIES FOR STAFF MEMBERS TO CHANGE CLOTHES / STORE CLOTHES?				
11. GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
11.1	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
11.2	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
11.3	HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?				
11.4	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
11.5	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
11.6	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				
12. OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
12.1	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
12.2	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
12.3	IS OUTDOOR PLAY EQUIPMENT INSPECTED ANNUALLY BY INDEPENDENT PERSONS?				
12.4	IS OUTDOOR PLAY EQUIPMENT INSPECTED DAILY TO ENSURE SAFETY AND CLEANLINESS BEFORE IT IS USED?				
12.5	EXTERNAL LIGHTING ADEQUATE?				
12.6	GATES AND FENCING ADEQUATELY MAINTAINED?				
12.7	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE ?				
12.8	ACCESS TO FRAGILE / LOW ROOFS RESTRICTED?				
12.9	SCHOOL RECEPTION CLEARLY SIGNED?				
12.10	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?				
13 OTHER ITEMS SPECIFIC TO YOUR SCHOOL		Y	N	N/A	COMMENTS / ACTIONS NEEDED

ii. Health and Safety Checklist for Classrooms

Questions		Yes/No/Not applicable	Further Action Needed
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, eg water, bodily fluids?		
	For stand alone classrooms: <ul style="list-style-type: none"> Are access stops or ramps properly maintained? Are access stairs or ramps provided with handrails 		
Work at Height	Is appropriate step ladder or kick stool available for use where necessary – eg, accessing storage above head height, hanging of displays, etc.		
	Is a window opener provided for opening high level windows?		
Furniture and Fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Are all screws fittings in place and secure?		
	Is portable equipment stable, eg a TV set on a suitable trolley?		
	Where window restrictors are fitted, are they in good working order?		
	Are hot surfaces of radiators etc, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual Handling	Have trolleys been provided for moving heavy objects, eg books, materials, stacker boxes, etc?		
	Are trolleys maintained in good condition?		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary tested at suitable intervals to ensure that it is safe to use ? (There may be a sticker to show it has been tested)		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		

Fire	If there are fire exit doors in the classroom are the: <ul style="list-style-type: none"> • Unobstructed • Kept unlocked and • Easy to open from the inside? 		
	Is fire fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace ventilation and heating	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom		
	Are measures in place, for example blinds, to protect from glare and heat from the sun?		

This is not an exhaustive list and you should identify any other hazards associated with the daily use of your classroom, including any further actions needed.

Additional Issues	Yes/No/Not Applicable	Further action Needed

Further action needed

Hazards noted	Action take and when

Name and position	Signature	Date
Location/name of classroom		

d. Legionella

Hertel are the nominated competent persons appointed to undertake Risk Assessments throughout the Local Authority. It is anticipated that these will be repeated every two years. The written report contains findings and recommendations. They are stored in the caretakers room.

Statutory monitoring will be covered by monthly checks undertaken by Hertel and will address any issues that are highlighted by the Risk Assessment. Additional checks will be required particularly where there are showers and these requirements will be addressed individually by the executive headteacher or delegates the daily responsibility to the school site manager.

Technical Services are contracted by CYPD to undertake the management of the contract with Hertel and any queries should be directed to Technical Services, 606 2388.

e. Lighting

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

f. Lone working

Staff are encouraged not to work alone in school/centre. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain permission from the Head teacher/Centre Manager and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. **Refer to CYPD Wescom Website “Health & Safety” Local Authority Health and Safety Arrangements for Management of Lone Working**
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (NB. Consider the use of Key-holder services such as Wirral Community Patrol who will either attend for you or collect the key-holder to attend)
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

g. Manual Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by *the business manager* who will arrange for a suitable and sufficient risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable.

Appropriate information, instruction and training on the safer moving and handling Techniques will be provided to all staff that, as part of their job, are required to undertake these activities.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

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.

See CYPD Wescom Website “Health & Safety” for Local Authority Health and Safety Management Arrangements for Manual Handling

h. Management of Medicines

The school has agreed to administer medicines and will adopt the Local Authority’s Guidance for the “Supporting pupils at school with medical conditions”. See CYPD Wescom Website “Health & Safety”

i. Management of Medicines in Schools and Early Years Settings Checklist

Somerville Primary School

Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?	x		Jan 2016
2.	Has the school nominated responsible trained persons to administer medicines?	x		List nominated staff
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?	x		Location – extract issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures	x		List staff, date and training provider (parent, school nurse, other)
5.	Does the school have procedures for managing medicines on trips and outings	x		Risk assessments, consent forms, etc
6.	Has the school received a written agreement from parents for any medicines to be given to a child	x		Forms 3a (short term) or 3b (long term)
7.	Has the school confirmed, in writing, that they agree to administer medicines	x		Form 4
8.	Is there guidance for children carrying and taking their medicines themselves	x		Specify
9.	Does the school maintain records for the administration of medicines	x		Form 5
10. D	Do staff have access to the school's emergency procedures	x		Form 1
11.	Is a health care plan required for the individual	x		Form 2

Medicines Checklist

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

i. Minibuses

Headteacher is responsible for the undertaking checks on and the operation of minibuses in accordance with the Local Authority Guidance.

It is a requirement for all minibus drivers to attend and pass the Wirral Council's minibus training. They are not authorised to drive the vehicle without this certificate. In addition formal authority to drive is required from the authority's transport division.

The Headteacher is a trained mini bus driver.

j. New and Expectant Mothers

Assessments on new and expectant mothers will be undertaken by *deputy Headteacher* following guidance contained in the **Local Authority Health and Safety Management Arrangements for Risk Assessment and the Health and Safety Management Arrangements for New and Expectant Mothers available from CYPD Wescom Website "Health & Safety"**

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

k. Noise

The school will take all reasonable steps to ensure staff, pupils and visitors are not exposed to noise which may affect their health and safety. **See CYPD Wescom Website "Health & Safety" for Local Authority Health and Safety Management Arrangements for Controlling Noise at Work.**

l. Risk Assessment

i. General Risk Assessments

The school risk assessments will be coordinated by *Headteacher and EVC* following guidance contained in the **Local Authority Health and Safety Management Arrangements for Risk Assessment available from CYPD Wescom Website "Health & Safety"**

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

Description	Department/Responsible Person
Curriculum – eg sciences, DT, PE, Music, Drama, Art, ICT	Subject Leaders
Non curriculum activities – eg movement around school, lunchtime supervision, open	Headteacher via classteachers

evenings, parents' evening, school productions, before and after school clubs for both school and non-school operated, fire	
Location Hazards playground and play equipment, gymnasium, classroom, hall, dining room, ICT,	Headteacher
Equipment	Business manager
Lessons outside Classroom	EVC
Job based risk assessments teaching	Headteacher
Job based risk assessments non-teaching (eg cleaners, caretakers, catering, office, volunteers, midday staffetc.	Headteacher

These risk assessments are available for all staff to view and are held centrally in: school office

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

ii. Curriculum Activities

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

iii. Non-curriculum Activities

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

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

Updates on health and safety matters will be shared with staff either at briefings or staff meetings.

m. Security

The importance of ensuring the security of premises with regard to both people and property can not be stressed enough. Good security allows both staff and pupils to feel safe and confident in their surroundings.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Somerville Primary School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

The Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved –

- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head teacher and School Manger.
- Head teacher will carry out ad hoc security (mystery visit) checks.

The Head teacher will:

- Set up arrangements in school that complies with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.
- This responsibility will be delegated to the School Manager.

See CYPD's Framework Security for Schools available on **CYPD Wescom Website "Health & Safety"**

A copy of the school's policy is located *on the school website and in the school office.*

n. Stress Management

Somerville Primary School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

The school 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 Wirral Council’s Health and Safety Management Arrangements for Managing Stress.

In seeking to ensure the effectiveness of this policy, the School will:-

- Ensure that legal requirements are complied with as far as is reasonably practicable.
- promote best practice, and improve knowledge and skills in stress management
- identify, as far as is reasonably practicable, all workplace stressors, and conduct risk assessments to eliminate or reduce stress, or control the risks from stress. Risk assessments will be regularly reviewed
- consult with staff representatives on the implementation of all proposed school wide action relating to the prevention of workplace stress
- provide adequate resourcing to ensure the implementation of this policy
 - maintain a robust risk management process to ensure that principal
- risks are reported to the Governing Body

i. Action to take if you think someone maybe suffering with stress

The following steps **must be taken** by the Line Manager if a member of staff expresses that they may be suffering from stress or you consider they are showing symptoms of stress or if stress has been diagnosed by their GP.

- Sit down and talk in private with the person concerned.
- Establish whether the problem (or perceived problem) is a work related issue or not;
- Find out whether expert help is required;
- Establish if changes within the work environment could help the problem.
- With the person concerned complete a risk assessment form, this should help clarify what the issues are and what action is required.
- Identify issues causing concern (work related, personal, physical etc);
- Establish what effect these issues are having on the persons’ well-being;
- Identify what measures are in place already to control the risk of stress;

- Identify what further action can be taken to further reduce the risk.
- Arrange for expert help if required by referral to Occupational Health or Employee Assistance Programme for confidential advice and support.
- Where it is identified that the stressors are of a personal nature, direct the individual to Employee Assistance Programme or other external expert agency. **Do not give personal advice.**
- Obtain additional information/guidance/videos/leaflets from either the Health & Safety Team (606 2216/2211).
- If additional action is identified then a review date should be set, with regular non-formal checks made on an ad-hoc basis.
- Ensure that any agreed actions to be taken are acted upon as soon as possible, make sure that the person concerned knows of any possible time constraints.
- Ensure that the risk assessment and any other notes made are recorded, kept safe and agreed with the person concerned.

ii. Rehabilitation

- Ensure there are arrangements for staff to have an early Return to Work interview focusing on the person rather than any work problems there may be;
- Make sure that people who have been off sick with a stress-related illness feel that they are welcomed back;
- Make sure that the person is not placed in a situation which contains the same factors that led to their illness;
- If you discover that work caused, or was part of the cause, of ill health leading to absence, you should address the problems and make alterations;
- Staff are likely to feel uncomfortable if they think they are getting special treatment.
- Make sure the person undertakes the range of duties that would normally be expected of the job.
- Reasonable adjustments such as reduced responsibilities, part-time working or phased return to work could be considered for a limited period of time. Please refer to Local Authority's Guidance Reasonable Adjustments

See CYPD website for Local Authority Health and Safety Stress Management Arrangements available on **CYPD Wescom Website "Health & Safety"**

o. Training

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person's competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

- New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
- Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the school to ensure that all employees are competent, even though the employee may have evidence of formal training.
- In order to secure the health and safety of all employees, the school will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
- Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the line manager.

See Health and Safety Training for New Employees (HS/ECS/014) available on the **CYPD Wescom Website "Health & Safety"**

p. Violence & Aggression

The definition of work-related "violence & aggression" in the context of these arrangements means;

"Any incident where staff are abused, threatened or physically assaulted in circumstances related to their work involving an explicit or implicit challenge to their safety, well-being or health".

Somerville Primary School is committed to providing a safe and secure work environment for all its employees, pupils and visitors. It recognises that both physical injuries and physiological distress can result from acts of violence and aggression and incidents involving verbal abuse, intimidation, threats and physical assault arising in the course of work or as a result of work they undertake.

The Council supports the prosecution and/or taking of legal action against any perpetrators of violence and aggression against a Council employee or an employee of a contractor discharging any Local Authority statutory undertaking whenever that may occur. These arrangements outline the measures and action to be taken to prevent and manage violence towards staff in connection with work; this includes staff on staff

incidents. The Council will also provide support to those employees who are affected by an act of abuse or violence in connection with work.

Where it has been identified, staff will be provided with appropriate information, instruction and training for dealing with difficult situations

See Local Authority website for Health and Safety Arrangements for Managing Violence and Aggression to Staff available on the CYPD Wescom Website “Health & Safety”

q. Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Gates are kept shut between *9.00am and 3.20pm*

The children’s and parents’ access shall be kept clear of vehicles.
The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children’s pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

The caretaker oversees the management of any vehicles entering site during school hours and has an established and effective plan in place.

r. Work at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person(s) responsible for work at height is (are) *the caretaker*

The nominated person(s) shall ensure:

Suitable and sufficient risk assessments must be completed for all working at height activities e.g. putting up displays, changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. The risk assessment must consider the following:

Individual

- Are they up to the job
- Medical/physical needs
- Medication
- Suitable clothing including footwear
- Attended suitable training and refresher courses

Equipment

- Appropriate for the job
- Correct height
- In good state of repair
- Regularly inspected
- Easily accessible
- Conforms to BSEN 131

Location

- Weather
- Lighting
- Uneven/unstable/slippy surfaces
- Contamination – mud, water, oil, etc
- Vehicular and pedestrian access
- Overhead services
- Access – opening doors/windows
- Secured ladder
- Distractions e.g. sudden noise, pedestrians, electric shock
- Height at which works is to be completed

Activity

- Avoid it
- Plan the work
- Minimise the risk of fall or reduce distance of fall
- Duration – up to 30 minutes
- Frequency – daily, weekly, etc.
- Lone worker – can the individual summon help if required.
- Physical effort required
- Manual handling of equipment
- Falling objects

Please see Local Authority Health and Safety Arrangements for Management of Work at Height available on **CYPD Wescom Website “Health & Safety”**

s. Work Equipment

All staff are required to report to *the caretaker* any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

i. External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by *caretaker* for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. An annual inspection will be carried out by a suitably competent contractor. Records of all inspections to be kept on site for a minimum of five years.

ii. Curriculum

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

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

See Local Authority Health and Safety Management Arrangements for the Use of Workplace Equipment available on **CYPD Wescom Website “Health & Safety”**

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	Ladders Visual inspection each time used. Formal checklist to be completed at least once per term.
Caretaking/cleaning equipment including hand tools	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	Visual inspection each time used. <i>school to determine following manufacturers advice</i>
Grounds maintenance equipment	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	Visual inspection each time used. <i>school to determine following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)			Corgi registered contractor	Daily visual Annually
PE and play equipment	Teacher or sport apprentice		<i>Approved contractor</i>	Daily visual before use. Annually
LEV, dust extraction /fume cupboards			<i>Approved contractor</i>	Daily visual before use 14 monthly(max) Refer to CLEAPSS guidance. Records of these examinations must be kept for a five year period.
Art/Design Equipment	Teacher		<i>Insurance engineer</i>	Daily visual before use

				<p>Termly formal written</p> <p>Annual inspection, service and maintenance by competent engineer</p> <p>Refer to CLEAPSS guidance. Records of these examinations must be kept for a five</p>
Portable electrical equipment	Teacher or teaching assistant		<i>Competent trained contractor</i>	Daily visual before use.
Lifts/lifting equipment			<i>Approved contractor</i>	<p>Daily visual</p> <p>Lifts annually</p> <p>Hoists/slings for people – 6 monthly</p>

(Establishments should add/delete items as appropriate)

t. General Statement of Intent

Wirral Council accepts its responsibilities under the Health and Safety at Work etc Act 1974 and all subsequent regulations.

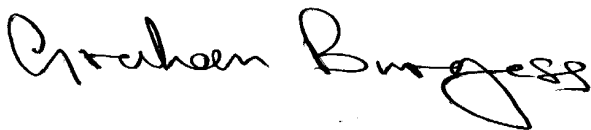
The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

It is the responsibility of the Chief Executive, to ensure that Departments comply with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of the Council.

The Council's objectives, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:-

- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work with safe access to and egress from it.
- A healthy working environment and adequate welfare facilities.

All staff should be aware of their responsibilities contained within this health and safety policy and report any unsafe acts or situations to an appropriate Officer.



Graham Burgess
Chief Executive

Date: 3rd September 2012

"There is nothing so urgent or important that we cannot take time to do it safely"

i. Organisation and Responsibilities

Chief Executive

The Chief Executive is ultimately responsible and accountable for health and safety in the Council.

To achieve the objectives stated in the health and safety statement the Chief Executive will ensure a management system that:

- Makes all Chief Officers fully aware of their responsibilities for health and safety. Ensuring that they develop safety management plans applicable to the work of their department.
- Informs all employees, contractors, service users, visitors and others about this policy and their health and safety responsibilities.
- Sets performance targets and shares them with stakeholders, encouraging everyone to take part in maximising achievement.
- Reviews this policy and the arrangements for its implementation, after consultation with stakeholders, to maintain its effectiveness in changing conditions and circumstances.
- Consults effectively with employees about health and safety matters.
- Requires that Chief Officers bring to the notice of the appropriate committees of the Council matters concerning the adequacy of the resources needed to implement this policy.
- Monitors each departments' compliance with health and safety legislation and Council procedures to achieve continual improvements in health and safety performance.
- Brings any health and safety matters which cannot be resolved or which are causing special concern to the attention of the appropriate Committees of the Council.
- Requires that everyone in the Council demonstrate by example his or her personal commitment to the highest standards of health and safety.

Deputy Chief Executive/Director of Corporate Services

When the Chief Executive is absent the Deputy Chief Executive/Director of Corporate Services will deputise in all health and safety matters. This duty is additional to their safety responsibilities as a Chief Officer.

Director of Technical Services

In addition to any safety responsibilities as Chief Officer the Director of Technical Services will:

- Establish a corporate safety management system to develop, co-ordinate and monitor compliance with policies and procedures to implement the Councils health and safety duties in law.
- Enquire about the level of achievement of the objectives of this policy, acting where necessary to improve performance.
- Revise this policy to maintain its effectiveness in changing conditions and circumstances.
- Inform the Chief Executive about any health and safety matters which cannot be resolved, are giving cause for special concern or which are of significance to all departments.
- Report to the appropriate committees of the Council matters concerning the adequacy of the resources needed to implement this policy.
- Issue managers in the Council with adequate guidance to make them fully aware of their responsibilities under this policy.

Chief Officers

Each Chief Officer is ultimately responsible and accountable to the Council for health and safety within their Department. They will:

- Develop a detailed and effective safety management plan to implement Council policy.
- Include in the plan their departmental safety objectives, organisational requirements and arrangements for undertaking risk assessments.
- Monitor the level of achievement of the departmental objectives, taking action where necessary to improve performance.
- Revise or amend the plan to maintain its effectiveness in changing conditions and circumstances.
- Report matters concerning the adequacy of the resources needed to implement the plan to the appropriate committees of the Council.
- Make Service Managers and Supervisors fully aware of their responsibilities under this policy, issuing adequate guidance on responsibilities, rules, procedures and instructions applicable to the work of their section.
- Arrange to be properly represented at meetings of safety committees and that consultation with employees through these committees is effective.

The Departmental Safety Management Plan must refer to the general policy of the Council and identify the specific roles of all managers and staff.

The Health, Safety and Resilience Operations Manager

The Health, Safety and Resilience Operations Manager is responsible to the Director of Technical Services for the provision of competent advice about health, safety and welfare policy, procedures and training. Additionally he will provide operational support in health, safety and welfare matters to Chief Officers, Service Managers and Supervisors within the Council. With the assistance of the Health, Safety and Resilience Team, he will:

- Co-ordinate the Council's Health and Safety Officers to develop and review the Council's safety, health and welfare policies and practices.
- Advise on potential health and safety problems.
- Monitor departmental procedures for compliance with the standards of safety, health and welfare laid down in the Council's safety policies.
- Assist in the development of safety policies and procedures through the operation of departmental safety committees.
- Ensure that the administrative procedures in relation to the reporting and investigation of accidents and other administrative functions relating to safety and welfare comply with the Council's policy and any statutory obligations.
- Provide advice on the establishment, development and implementation of departmental safety, health and welfare provisions to meet the requirements of the Health and Safety at Work Act.
- Provide advice and arrange, where necessary, relevant health and safety training required to address any risks presented by authorised work activities.
- Assist in carrying out risk assessments and monitoring the implementation of any control measures identified.
- Provide advice on safe working practices in consultation with Chief Officers, determining levels of responsibility and preparing notes for guidance for all levels of employees.
- In consultation with the Director of Technical Services monitor accident reports, continuously reviewing accident trends to advise on future action to comply with statutory requirements and Council policy.
- Promote an awareness of safety and health practices within the Council providing satisfactory publicity and guidance notes at all levels and locations.
- In co-operation with Chief Officers continuously review methods of working to ensure safe working practices.

All employees with supervisory responsibilities

Supervisors and managers will implement the Council's Health and Safety Policy within their own section. They will:

- Assess all work activities under their control and where risks are identified develop action plans to reduce those risks so far as is reasonably practicable.
- Report the findings of any risk assessment to line management where the authority to act lies outside their power.
- Ensure that all employees receive sufficient training, instructions and information to carry out their work safely.
- Provide employees with the correct plant, equipment, personnel protective clothing, furniture etc.
- Monitor that all employees within their area of responsibility carry out their tasks safely.
- Be familiar with Council Health and Safety Policy and departmental health and safety management system.

All other employees

All employees are expected to participate in the implementation of the Council's Health and Safety Policy. They will:

- Act in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements of health and safety legislation currently in force.
- Use correctly all work items, guards, protective equipment etc, provided by the Council, in accordance with the training, instructions or information that they have received.
- Report all accidents and incidents (whether people are injured or not) appropriately.
- Report promptly to line management any defective equipment, plant, premises, hazards or damage.

The various policies, arrangements and guidance that this Council has developed to ensure the health and safety of its employees and anyone else affected by its work are published on the Human Resources Handbook on the

Council's Intranet. These policies and arrangements will be implemented within departments within their own health and safety plans.

4.0 Useful Contacts:

Wirral Council Services

Asbestos Management	0151 606 2353
Water Hygiene Management	0151 606 2388
Health & Safety Team	0151 606 2216
	0151 606 2211
Facilities Management Help Desk	0151 666 5624
	0151 606 2321
	0151 606 2354
	0151 606 2241
	0151 606 2367

Metro Services Help Desk	0151 666 4417
Risk and Insurance	0151 666 3413/3313/3104
Community Patrol	0151 666 5441
Wirral Council's 24 Hour Emergency	0151 666 5265
LOtC Adviser	0151 346 6690
Radiation Protection Officer	0151 346 6551

Health

Health Protection Agency	0344 225 1295
Infection Control Nurse	0151 604 7750

Enforcing Authorities

Health and Safety Executive	0161 952 8200
Merseyside Fire and Rescue Service	0151 296 6208/6209/6210

Somerville Federation



Health and Safety Policy HS-ECS-002

Record of Employee Reading the Policy

See induction records.

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