



# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

*"Learning to love; loving to learn"*

"A new command I give you, Love one another.  
As I have loved you, so you must love one another."

John 13:34

Ratified by Full Board of Governors on 3<sup>rd</sup> October 2023

Review date: October 2024

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## 1.0 HEALTH AND SAFETY POLICY STATEMENT

The school recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities including the pupils of The School. The school, so far as is reasonably practicable will ensure the health, safety and welfare of all persons who may be affected by its activities, such as; -

- employees, volunteers, and visitors
- pupils and other members of the public.
- contractors' and suppliers' employees.

The school will take all reasonably practicable steps to ensure the provision and maintenance of: -

- safe workplaces, with safe access and egress.
- safe plant and equipment; and safe systems of work
- appropriate information, instruction and training for School employees, volunteers, and pupils.
- information to employees from other employers on the risks to health and safety arising from School activities.
- arrangements for the safe use, handling, storage and transport of articles and substances.
- suitable and sufficient welfare facilities, in permanent and temporary locations.

The school adopts a planned and systematic approach, which includes: -

- identifying and assessing the hazards and risks associated with all of The School's activities, with the aim of eliminating, minimising or controlling the risks.
- systems for joint consultation with Safety Representatives, where required.
- monitoring and reviewing to ensure that satisfactory standards are being achieved.

The effectiveness of this policy will be monitored and reviewed as and when necessary, and /or annually.

The Management of Health and Safety at Work Regulations 1999 requires the school to have access to competent health and safety advice. This advice is provided by Peterborough City Council's Health and Safety Advisers

All people who work in or with The School and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

**Signed** .....

**Date** .....

**Head Teacher**

**Signed** .....

**Date** .....

**Chair of Governors**

## **2.0 HEALTH AND SAFETY RESPONSIBILITIES Duties**

### **of Head Teacher**

- To ensure they are familiar with their responsibilities and meet the declared aims of The School's Health and Safety Policy.
- To meet statutory responsibilities in particular the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- To monitor and appraise the effectiveness of health and safety performance within their responsibility.
- Ensure that adequate budgetary provisions are made for health and safety matters.
- To ensure competent health and safety advice for The School on new regulations, or proposed changes in existing regulations.
- Ensure effective fire precautions are implemented at The School and act as the Responsible Person as per The Fire Safety Order 2005.
- To monitor accident/ incident/ near miss and violence at work reports.

### **Duties of Schools Heads of Department.**

- To comply with all current legal requirements concerning the health, safety and welfare of employees at the school.
- To ensure they are familiar with their responsibilities under The School's Health and Safety Policy and ensure the policy is effectively carried out in their department.
- To ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable.
- To ensure risk assessments are completed on the work activities/ tasks within their department.
- To ensure effective First Aid arrangements are established in relation to their work activities and anyone who may be affected by that activity.
- To act as Controlling Officer in the event of an emergency evacuation and ensure appropriate fire evacuation processes and procedures are in place.
- To determine what financial resources are required to provide safe plant, work equipment, personal protective equipment and health and safety training.

- To ensure safe systems of work which ensure that safe plant, substances, equipment, and protective clothing are provided from the resources available.
- To ensure procedures, are in place so that all accidents, incidents, near misses or violence at work incidents are reported.
- To ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.
- To seek the advice and guidance as appropriate from Peterborough City Council's Health and Safety Advisers.
- To ensure all employees receive adequate and appropriate information, instruction and health and safety training considering their capabilities.
- To implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed, and rectified, so far as is reasonably practicable.
- To take appropriate action with regards to any of their employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training, instruction, or endanger any of their colleagues through their acts or omissions.
- To ensure so far as is reasonably practicable that their work activities do not endanger any persons including pupils or work carried out by appointed contractors.
- To liaise with and provide information to Safety Representatives and act upon matters arising from any reports submitted, where requested.

### **Duties of Employees, Temporary Staff and Volunteers**

- To take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions.
- Co-operate with the school to comply with statutory duties for health and safety.
- Maintain competences and attend Health and Safety training as required.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.

- Use any hazardous substance in accordance with the instructions provided, any training received, and the preventative measures defined within the risk assessments for the use of those substances.
- Act as Emergency Evacuation Officer and familiarise themselves with procedures for emergencies at all locations where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified, or equipped.
- Report all accidents, incidents, near misses and violence at work incident to their manager.

### **Duties of the Governing Body**

Governors have a direct influence on the health and safety culture, management arrangements and health and safety performance of The School. The school therefore expects the governing body to:

- adopt and comply with the School Health and Safety Policy.
- support The School's arrangements, procedures, and resources for implementing the policy.

### **3.0 HEALTH AND SAFETY ARRANGEMENTS OVERVIEW: Curriculum**

Good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English, Technology and Citizenship, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health-related topic such as smoking.

The school will encourage pupils to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with healthy options at lunchtime, and healthy break time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g., scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g., a pond, pollution, soil studies
- When on educational visits

There are a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc which every pupil is taught to appreciate and accept.

## **Physical education**

For any physical activity, children change into appropriate PE kit. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery apart from stud earrings, for safety reasons. All jewellery/watches must be removed for organised sports events including swimming.

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

## **Pupils moving equipment**

In the normal day to day running of the school, there are certain situations where children may need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs, then the chair stacker must be used. If many chairs are needed, then the Caretaker will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### ***Items children should NOT move***

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

## **Trips and visits**

In accordance with Peterborough City Councils Evolve portal, educational visits are carefully planned in advance of the trip, with staff visits made if possible. Details are sent to parents. Pupils are asked to wear appropriate clothing for the activity planned. The correct adult / child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

It is the school's policy that the Head-teacher will approve all trips but firstly seek competent advice on visits involving adventure activities, foreign travel, or residential stays.

## **4.0 RISK ASSESSMENT**

Risk assessment is one of the school's key tools for managing health and safety. Risk assessments will be carried out for:

- Curriculum activities
- Work carried out by employee's temporary staff or volunteers

When advised to do so due to local/county/countrywide issue (See 17:00)

All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

## 5.0 ACCIDENTS AND INCIDENTS

The School has an Accident and Incident Reporting Procedure for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences, even where no injury occurs.

The Accident and Incident Reporting Procedure shall be followed in the event of;

- An incident involving a School employee, or person working for or on behalf of The School, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of The School (e.g. a pupil) where the injury is caused by activities or premises or sites under The School's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse.

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### Accidents

For all accidents, no matter how minor or trivial the person's injuries may seem, an accident report should be completed. As much information as possible about the injured person, the circumstances of the accident and the names of any witnesses will be gathered and recorded by the school.

Incidents shall be recorded not later than 3 days after the occurrence, where possible; this can be done by either the injured person or someone acting upon their behalf.

### RIDDOR Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require that certain injuries, diseases and dangerous occurrences are notified to the Health and Safety Executive via their website on form F2508;-

- Where the injured person is a pupil or Member of Public is taken directly to Accident and Emergency (NB not NHS Walk in Centre)

However, injuries sustained by pupils during play activities in playgrounds arising from collisions, altercations, slips and falls, etc are not reportable unless they are attributable to:

- Organised sporting activities
- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision



- Where an employee or temporary member of staff has been off work for a period of >7 working days following a work-related accident or incident.

### **Incident Investigation**

It is the responsibility of the Head Teacher to ensure an appropriate investigation is conducted following the report of an incident and in certain circumstances the Health and Safety Adviser may also carry out their own investigation to ascertain causation.

### **Dangerous Occurrences**

If any member of staff becomes aware of any incident/ situation which they consider to be dangerous to school occupants, they shall immediately inform the office manager/ site manager. If the Dangerous Occurrence appears in the following list, then the Health and Safety Adviser must be informed immediately.

- The collapse of, the overturning of, or the failure of any load bearing part of any;
  - a) lift or hoist.
  - b) forklift truck
  - c) mobile powered access platform.
  - d) access cradle or window cleaning cradle.
  - e) excavator.
- The failure of any closed vessel (including a boiler or boiler tube) where the failure has the potential to cause death to any person.
- Any unintentional incident in which plant or equipment either.
  - a) comes into contact with an un-insulated overhead electric line; or
  - b) causes an electrical discharge from such a line by coming in close proximity to it.
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.
- Any unintentional explosion, misfire, or ignition of explosives.
- Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- Any incident in which breathing apparatus malfunctions.
- The complete or partial collapse of any scaffold.
- Any other incident with the potential to cause death or major injury to any person..

## **Violence at Work**

For the purpose of this policy Violence at work is defined as;

*"Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."*

The School does not tolerate violence to employees. If an employee should find themselves subject to abuse e.g. swearing, name-calling etc., the employee must point out to the person that this behaviour is unacceptable. In the event of a telephone call, which is abusive or becomes abusive, the caller must be told that the abusive behaviour must cease immediately. The service provided by the officer can only be continued if the person can be civil.

## **Violence Reporting Procedure**

Every employee MUST REPORT ALL INCIDENTS OF VIOLENCE occurring in the course of, or out of the performance of their work including incidents arising at their home or away from the work place.

A copy of any other relevant information, such as written statements, should also be attached to the report. The Head Teacher must complete an incident investigation as necessary or where prompted.

Prevention is always the best option and the primary aim of The School however employees shall be fully supported by The School in all reported cases of violence.

## **6.0 FIRST AID**

All pupils are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents involving pupils are normally minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in First Aid Room the school's accident register, accident forms and a list of any allergy's children are in the school office/first aid room; additional first aid boxes can also be found at Early Years. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for every accident that requires medical attention, or caused by any defect in the school or its equipment as per the Incident Reporting Procedure

### **First Aider Duties**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the DFE document "Guidance on first aid in schools".

In most cases, during lesson time first aid is administered by the trained admin staff members. If an accident occurs in the playground and first aid is required, then one of the staff on duty should request the assistance of the adult on duty in the playground as appropriate. At lunchtimes first aid is administered by a trained admin staff. In serious cases, the adult on duty in the playground should accompany the child to the First Aid Room.

If there is any concern about the first aid that should be administered, then the qualified first aiders must be consulted.

Details of qualified first aiders are displayed in the Medical Room.

All details of any first aid administered to a pupil must be recorded in the First Aid Treatment book, a carbon copy of which is kept by book and filed in the office archive.

Any incident involving a knock or bump to a child's head shall be recorded and the details disseminated to all relevant staff members who shall monitor the child throughout the school day for any ill effects; the slip shall also be sent home to inform the parents of the incident.

### **First aid boxes**

The location of first aid boxes is situated in the First Aid room

Contents will be regularly checked by an appointed person and shall include:

- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped □ un-medicated wound dressings; □ one pair of disposable gloves.

### **First aid box content**

The Admin Assistant is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the designated staff member if the supplies in any of the first aid boxes are running low.

## **7.0 ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

**Generally, no member of staff will administer medicine to children.**

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this, or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must first write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration by completing a consent to take medicines in school form.
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration

- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is always available.

### **Allergies/ Long Term Illness**

A record shall be kept in the school office, and in the child's class, of any allergy to any form of medication or food stuff (if notified by the parent), any long-term illness, for example asthma, and details on any child whose health might give cause for concern. Children with food allergies have alert lanyards which are worn during the lunchtime.

### **HIV - Protection**

Appropriate personal protective equipment such as disposable gloves will be provided for staff when treating any accidents/incidents that involve body fluids. Appropriate disposal bags and bins will be provided for any waste (wipes, pads, paper towels etc) which are to be fastened securely and then disposed of appropriately. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

If a discarded hypodermic syringe or similar is found on the premises or school environs, then it should be cordoned off immediately and the Peterborough City Council Sharps Team contacted re collection of items. On no account must staff handle the items. Tel 425425

## **8.0 FIRE EVACUATION PROCEDURE**

Set procedures have been devised in case of an emergency in school, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practice these procedures are carried out at least once a term. All staff and children are made aware of these procedures, and instructed on exit routes, place of assembly and roll call requirements.

### **Please see the plan of the Fire Routes in each room.**

1. At least once each term an unannounced fire drill is held. At the beginning of the chosen week, a warning is included in the staff diary, although the exact time or day is not known. The procedure for the drill is as follows.
2. A phone call must be made to deactivate the link to the monitoring station before the alarm bell is rung. The fire alarm bell, situated in the school foyer, is rung by the Emergency Procedures Co-ordinator (Mrs R Hutchinson/ Mr D Roberts) before going to the Assembly Point.
3. A member of the Office Staff collects the class registers, red emergency contact folder, mobile phone, and the First Aid Kit. These are all kept in the office

4. An office staff member also presses the “fire” icon on the Inventory software to print the staff, visitors, and movement of pupils’ sheets.
5. The School Business Manager takes the site hazard plan and then stands by the main vehicle gate to prevent access to the site and to direct the emergency services.
6. One or more of the qualified First Aiders sets up a First Aid Post and any casualties are brought to it.
7. On hearing the fire alarm, all children, and staff (including kitchen staff, cleaning staff and volunteers if present) immediately leave the buildings. No-one should attempt to locate coats or bags.
8. In orderly lines and assemble on the playing field at a point furthest from the buildings
9. No one should re-enter the premises until permission has been sought from competent persons..
10. In the event of a bomb threat, the assembly point and first aid post will be on the far side of the playing field. If considered necessary, all children will be escorted to Queen’s Drive School or All Saints’ Church Hall.
11. Teaching Assistants and any volunteers working in the classroom accompany the Class Teacher to the assembly point. If they are working with a child/or children away from the classroom they take the children to join their class teacher at the assembly point.
12. Children with a physical, hearing or sight disability will be escorted by a named adult.
13. The kitchen staffs leave via the fire exit in the kitchen or via the school hall emergency exit, walk to the front of the school and reach the assembly point on the school field.
14. Class teachers are issued with class registers, and they check that all the children are present. A member of the office staff checks that staff and visitors are present.
15. If a class is on the playing field the same applies.
16. Occasionally a child is removed from a class before the drill, without the teacher’s knowledge, to provide a further challenge. If someone is not accounted for, the Emergency Procedures Co-ordinator sends a message to the person meeting the Emergency Services to report a missing person.
17. The drill is carried out at lunchtimes at least once a year. See separate procedure.
18. When all clear is given, classes return to the building in an orderly manner.
19. Emergency Procedures Co-ordinator times the drills to ensure that the evacuation takes place in the shortest possible time.

20. All staff and children must know their nearest exits. Soon after admission in September, the class teachers walk their children to their nearest exit to familiarise them with procedures.
21. Drills are recorded in the Fire and Risk Manual. A phone call needs to be made to reactivate the alarm link (Red Care) provider.
22. Fire alarms are tested weekly by the Site Officer and quarterly along with other fire equipment by specialist contractors. All tests are recorded in the Fire and Risk Manual.
23. Fire routes/routines during the item 17:00 pandemic situation have changed (see Appendix B) and social distancing will still apply on registration on the field.

## LUNCH TIME EMERGENCY PROCEDURE/ FIRE DRILL

### WHEN THE ALARM SOUNDS:

1. **Office staff** to
  - i. Take registers, including the Inventory staff/visitors/pupil movement registers, emergency contact folder, mobile phone and first aid kit to playground.
  - ii. Main gate to direct emergency services and prevent pedestrian/vehicle access to site.
2. **Kitchen staff** to playground
3. **Teacher on Dinner Duty is the Emergency Procedures Co-ordinator** and will proceed to playground to check that everyone is present.
4. **Other staff/adults** on the premises to proceed to playground and to assist the Emergency Procedures Co-ordinator as requested.
5. **Children in hall** to be escorted to playground
6. **Children in school** to go via the nearest fire exit to playground
7. **Children on playground** to line up quietly and sensibly in their class groups.
8. **Children with a physical, hearing or sight disability will be escorted by a named adult.**
9. **Midday Supervisors** to count and check all children present according to dinner registers.  
Remain with your group and report to Emergency Procedures Co-ordinator when required.

## **9.0 SMOKING**

The whole school site shall be deemed as a no-smoking area, smoking is not permitted in any area of the school by staff, parents or visitors to the school.

## **10.0 CAR PARKING**

Car parking is identified as a potential hazard for those who use the school and also for neighbours who live within the vicinity of the school. Driver's parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be always observed.

Parking at the school is strictly for staff members only. Visitors will be expected to park away from the school at appropriate locations.

Provision for one disabled parking space is made for disabled badge holders only.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

For exceptional circumstances the car park may be used as a pedestrian entrance/exit. On these occasions the car park will be monitored by the Site Officer and available staff.

## **11.0 SECURITY**

The Head Teacher, Deputy Headteacher, Business Manager and Site Manager are the designated key holders and are responsible for the security of the building.

The Site Officer will check daily that:  All locks and catches are in working order

- All final fire exit doors are operable  The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

And

Before leaving the premises, that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

All visitors are required to report to the school reception and sign in on the Inventory screen and provided with a school pass before entering the premises.

These points must be adhered to, but in no way detract from the open-door policy of the school.

## **12.0 CONTRACTORS**

All work will be co-ordinated by the Business Manager and monitored by the Site Manager. Any concerns should be reported to the Business Manager who will contact the contractor's parent company and the appropriate facilities management provider.

- Contractors are encouraged to telephone and make appropriate arrangements with the Business Manager prior to visiting the school.
- All contractors must report to the reception. The Site Manager will then be informed of their arrival

- Contractors will be made aware that no asbestos containing materials are present on The School campus.
- Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

### **Contractor site rules**

Contractors are prohibited from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

Any problems or queries shall be directed to the Business Manager or the Site Manager

### **Control procedure (4I's - Induction, Information, Initiation, Inspection)**

This procedure will ensure that the school's appointed person and any visiting contractors co-operate and co-ordinate before, during and after any contracted works to be carried out on School premises.

Communication between both parties is essential to ensure that all known hazards are firstly identified and secondly appropriately controlled throughout the term of the contract.

By following this procedure only competent contractors will be permitted and therefore be able to carry out any work on School premise

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<b>4 I's</b>	<b>The following bullet points are examples of the requirements under each of the 4 headings. These lists are not exhaustive and School personnel and contractors must also refer to the full control procedures (IGS 22 - as issued by Peterborough City Council's internal Health and Safety Services Section).</b>
<b>Induction</b>	<p><i>The office staff will explain and ensure completion of:</i></p> <ul style="list-style-type: none"> <li>• Site rules</li> <li>• Emergency procedures</li> <li>• Visitors log + ID</li> <li>• Local contacts</li> <li>• First aid points</li> <li>• Parking</li> <li>• Security</li> </ul>
<b>Information</b>	<p><i>The Office staff and visiting Contractors to share information on:</i></p> <ul style="list-style-type: none"> <li>• Contract details and specification (e.g. start, end, scope)</li> <li>• Contractor competencies (e.g. qualifications, certification)</li> <li>• On site hazards (e.g. Asbestos register)</li> <li>• Hazards introduced by proposed work (e.g. dust , noise)</li> <li>• Contractor responsibilities (e.g. work site security, contractor control)</li> <li>• Site test/inspection records and certificates (e.g. premise hazard manual)</li> <li>• References and instruction packs</li> <li>• Site risk assessments and required control measures</li> </ul>
<b>Initiation</b>	<p><i>The Office staff and visiting Contractors to share information and ensure the following are in place:</i></p> <ul style="list-style-type: none"> <li>• Contractor risk assessments and method statements including Control measures (e.g. PPE, fencing)</li> <li>• Written Health &amp; Safety plan (CDM)</li> <li>• F10 (CDM approval to start on site form)</li> <li>• Permits to work</li> </ul>
<b>Inspection</b>	<p><i>The office Staff and visiting Contractors to share information and ensure the following are completed:</i></p> <ul style="list-style-type: none"> <li>• Completion certificates</li> <li>• Hand over Information</li> <li>• Contractor inspection records</li> <li>• School's site officer acceptance records</li> <li>• Any residual problems or inspection requirements (e.g. further hot work inspections)</li> </ul>

### 13.0 HAZARDOUS SUBSTANCES

Any substance required for use by staff on site at the school will be ordered by the Business Manager and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in a locked store.

Any member of staff using hazardous substances will be appropriately trained on the correct and safe way to work, they must always:

- Read and follow the COSHH\* risk assessment for the substance
- Be aware of procedures for avoiding exposure and for control
- Inform the Office Manager or Site Manager of any issues or problems

\*Control of Substances Hazardous to Health Regulations (COSHH)

#### **14.0 ASBESTOS CONTAINING MATERIALS**

The school has written confirmation that no asbestos containing materials was used in the construction of the school building and that any asbestos contained in the buildings demolished in November 2013 was removed by licenced contractors and disposed of appropriately under their licence.

#### **15.0 ELECTRICAL EQUIPMENT**

Fixed and Portable electrical equipment in the school shall be appropriately inspected and checked on a regular basis for safety by a competent person, the Site Manager / Office Manager shall maintain a record of all checks. All members of staff are instructed to carry out a basic visual check of equipment before they use it, to include checking:

- Cables and plugs are not damaged
- Equipment casing is in good order
- The equipment has not been tampered with or temporary repairs made to any part of it
- An in date test sticker is attached to portable equipment

All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects shall be reported to the Site Manager and the equipment immediately removed from use. All repairs shall be undertaken by a competent person.

#### **16.0 RESTRAINT**

It is very occasionally necessary for members of staff to restrain pupils either for their own safety or to prevent them causing injury to another. The school's policy on restraint is that this should only be done in extreme circumstances.

See Positive Handling and Use of Reasonable Force Policy 2016

#### **17.00 PANDEMIC**

In light of the 2020 COVID19 pandemic, the school would follow government agencies World Health Organisation (WHO), Public Health England (PHE), Department for Health Care (DHSC) and Health and Safety Executive (HSE) response in conjunction with guidance from Local Authority.

- <https://www.gov.uk/government/publications/coronavirus-covid-19-online-educationresources>
- <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schoolscolleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-collegesand-other-providers>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-and-safety-responsibilities-and-duties-for-schools) updated 24.02.2022

## **APPENDIX A: SITE SAFETY TOUR**

A full tour of the school premises and associated grounds will be regularly undertaken by the school Site Officer to check safety and security using the following inspection checklist. The findings of these tours will be recorded in the school office and the appropriate action discussed and agreed at Governor meetings.

**Inspection Checklist - ✓Satisfactory - X Action required.**

Name ..... Date.....

Circulation Areas	✓	X
<p><b>Corridors</b></p> <ul style="list-style-type: none"> <li>• Floor surfaces even and not slippery</li> <li>• Adequately lit</li> <li>• Mats etc. positioned in the correct way to avoid tripping. <b>Doors and</b></li> </ul> <p><b>Windows</b></p> <ul style="list-style-type: none"> <li>• Doors are not obstructed.</li> <li>• Windows have toughened or laminated glass. Doors do not have:- <input type="checkbox"/> Loose or broken hinges <input type="checkbox"/> Damaged or sticking catches.</li> <li>• Broken wooden or glass panels.</li> <li>• Loose or stiff handles.</li> <li>• Doors are not allowed to swing freely without restraint.</li> <li>• Are not broken or cracked.</li> <li>• Are easily opened without undue force.</li> <li>• Do not jut out when opened. <input type="checkbox"/> Are cleaned regularly</li> <li>• Have no broken fasteners</li> <li>• Have a window pole available where necessary.</li> </ul> <p><b>Heating &amp; Ventilation</b></p> <p>Check that</p> <ul style="list-style-type: none"> <li>• The heating system is regularly serviced, and the fan assisted heaters are clean.</li> <li>• Large areas of glass have venetian blinds. <input type="checkbox"/> Windows open easily to allow ventilation.</li> </ul> <p><b>Fire Safety</b></p> <p>Check that</p> <ul style="list-style-type: none"> <li>• The fire exits and routes are clear from obstructions</li> <li>• Fire doors are unlocked while people are on the premises. <input type="checkbox"/> The doors open outwards and are never wedged open <input type="checkbox"/> Fire exits are clearly marked.</li> <li>• Staff and children are familiar with evacuation procedures.</li> </ul>		

- Staff are familiar and adequately trained in the procedure to be Followed when using firefighting equipment.
- Evacuations and fire drill are held termly.
- Firefighting equipment is that recommended by the LEA and Located accordingly.
- Fire alarm systems are tested regularly and are audible throughout the building.
- Flammable substances are stored correctly away from any source of heat

### **Electrical Equipment**

Check that

- The main supply can meet the maximum demand.
- Distribution system is suitable for the type of work being carried out.
- Isolating switches are marked, well sited and accessible and are known to the staff.
- Circuit breakers are used and regularly tested.
- All electrical equipment is disconnected before carrying out maintenance.
- All equipment is correctly wired and earthed and has the right fuses for the appliance.
- All equipment is maintained and regularly tested by a specialised body once a year.

### **Lighting**

- All light fittings are working and are in a clean condition.  No light switches are broken

Lighting is adequate for the type of work being undertaken.

### **Plugs Sockets & Leads.**

- Plugs are all in perfect condition.
- Sockets have no cracks or pieces missing.
- All screws and mountings are secure and in a safe position not subject to damp.
- Indicator lights on sockets function correctly.
- Leads are not cracked, frayed incorrectly joined and are reasonably free from kinks.
- Leads of the correct length are being used.
- Multi point adapters are not being used.
- Leads and flexible cables are securely fixed at both the equipment and plug ends.

### **Equipment**

- Fixed and portable electrical equipment is not damaged and operating correctly.
- Manufacturers' Manuals and instructions are available.  Equipment is being used for its intended purpose.
- All equipment is switched off and unplugged when not in use.
- Main isolating switches are easily accessible and known to staff.
- On off switches function properly
- Heaters have thermal cut-out as well as thermostat.
- All electrical equipment is properly and regularly maintained.

**Use of Gas**

- Gas isolator valves are known
- Gas appliances are regularly tested

**First Aid** - Notices are displayed in First Aid Room detailing

- Names of first aiders
- Location of boxes
- Procedures for calling ambulances etc.
- First aid boxes are stocked according to regulations.
- Accident book is available and kept up to date.  Hygiene control guidelines are followed

**Classrooms** - Check that:

- Class rooms are not overcrowded
- All fixtures and fitting are secure and stable  No damage to furniture – sharp edged or corners.  Furniture is positioned safely.

**Staff Facilities**

- Staffroom is clean and well lit.
- Staff sanitary facilities are adequate and clean  Provision to make tea and coffee.  Enough seating is provided.

**Sanitary Facilities for pupils.**

- Sanitary facilities are suitable, sufficient and properly cleaned.

**Outside Areas**

- There are no uneven/broken/cracked paving slabs or paths  Outside steps are secure and handrails fixed properly
- Sound and well maintained roofs, guttering, drainpipes etc.
- All play areas are clean and free from glass and debris.
- Outside play equipment and PE Appliances are safe and well maintained. Goal post holes are covered when posts are not in position.
- Outside lighting works and is sufficient.
- Parking areas and cycle sheds are safe in regard to the presence of pedestrians.
- All maintenance equipment is securely housed.

**Offices**

- Chemicals for duplicating/photocopying machines are stored correctly and the room where these machines are used is well ventilated.

**Kitchen Areas**

- The kitchen /dining areas are clean.
- The floors are sound and non-slip when wet  A first aid box is available in the kitchen.
- All machines are adequately guarded

**Boiler Rooms**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>• No combustible waste is stored in the boiler room (e.g. oily rags).</li><li>• All safety devices are working properly.</li><li>• The boilers are regularly maintained by a competent person.</li><li>• Cleaning materials are securely stored.</li></ul> |  |  |
|--|--|--|

## **ANNEX B: Initial Fire drill routes:**

- 5MW and Y4 pods exit through the main central stairs and main entrance to avoid too many children in rear passageway and through Y5/6 single door exit. (30 children)
- These assigned routes and lines on field reduce cross over
- Passing in corridors reduced risk, therefore Y3 still to use passageway- keeping to the right / safer than exiting past the kitchens – but EYFS / Y1 children in Y2 pod- could be slower- therefore to keep to different sides of the passageway.
- Y3 Pods to go through MUGA, as EYFS pods most likely through single gateway by then, as they're the nearest to the MUGA.
- Y6 pods and 5GM to use end stairs / single file- to avoid bottleneck with single door exit (30 children)
- Need to measure 2m by 2m grid onto field to socially distance on field. Or use pegs and ribbons at 2m intervals?