



Health and Safety Policy

(The Governors of Parklea Primary School have adopted the recommendations of Luton Borough Council)

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1. Scope of policy

This policy applies to all schools where Luton Borough Council (LBC) is the employer. It is augmented by corporate and departmental health and safety arrangements, procedures and safe systems of work as deemed appropriate.

Application to schools

In a community school in Luton, the employer's legal duties are placed on Luton Borough Council (LBC). In turn, through the formal Scheme of delegation, certain responsibilities are placed on governing bodies and headteachers. In order for the system to work effectively, a school should set out its arrangements and this is most conveniently done in the health and safety policy. Whilst having a policy is not, strictly speaking, a community school's legal responsibility, Luton Borough Council considers it to be an essential element of a school's health and safety management system. It is a document Luton Borough Council always looks for in its monitoring activities.

This policy sets out education-specific responsibilities and arrangements for the management of health and safety; however, school staff employed by Luton Borough Council should also read the council's corporate health and safety policy (CHS001) and the corresponding corporate health and safety manual; this includes the requirement to share information relating to various hazards for example by use of the council's online incident reporting system (assessnet).

Governor involvement

In a school, although one governor may be given the role of health and safety governor, all governors share a collective responsibility for the management of health and safety. Individual governing bodies may make their own specific system, but the minimum expectation is a termly governor(s) inspection of premises; governors may also wish to include an annual detailed examination of policies, incident investigation and the vetting of risk assessments. In general terms, the governing body's role is as a critical friend with a strategic eye. Every school will have its own approach and there is no definitive description of the role of governors in health and safety management. Their involvement may range from planning to spend the budget to deal with a major H&S need such as the installation of a new fire alarm system, to checking that risk assessment information refers to Luton Borough Council or national advice. The governor's role can vary over time, but the details of the involvement in health and safety management should be recorded in the local health and safety policy.

2. Health and Safety Policy General Statement

The governors and headteacher acknowledge and accept that:

Luton Borough Council has the prime responsibility for health and safety and that the governing body and headteacher have specific responsibilities to manage health, safety and welfare at local level and to implement corporate policies. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in part 2: of this policy - the organisation section.

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

To support the published policies and aims of Luton Borough Council;

To promote continuous improvement in the health and safety performance; and

To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

The headteacher, as local health and safety coordinator, must ensure that guidance, codes of practice and other advice from Luton Borough Council are implemented.

The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Luton Borough Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

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

This document will be made available to all staff in the school.

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

3. Organisation

As the employer, Luton Borough Council has overall responsibility for health and safety in Community and voluntary controlled schools.

The roles and responsibilities of the governing body, Headteacher and employees are set out below:

Local Authority:
Community Schools

Employer:
Luton Borough Council

Strategic Governance:
Corporate Directors of People

Local Governance:
School Governors

Local responsibility:
Headteacher

Advise and audit :
CHST

Schools is a term given to schools, nurseries & special schools

At a local level duties and responsibilities have been assigned to staff and governors as detailed below:

Task	Responsible person
	Name/job title
Local Health and Safety and policy review	Carol Onley – School Business Manager
	Stephen Spooner – Headteacher

Task	Responsible person
	Name/job title
Health and Safety Awareness to Governing Body	Carol Onley – School Business Manager
Communication and information management	Carol Onley – School Business Manager
Critical Incident management	Stephen Spooner – Headteacher
'Responsible Person' for fire, legionella, asbestos	Carol Onley – School Business Manager
Health and Safety Training to include programmed updated training	Carol Onley – School Business Manager
Personal safety procedures	Carol Onley – School Business Manager
Planned checks procedures/premises/equipment	Carol Onley – School Business Manager
Risk assessments for premises/job roles/pregnant staff	Carol Onley – School Business Manager
Infection control	Carol Onley – School Business Manager
Incident reporting/investigation	Leadership Team including Middle Leaders
Educational trip and activity risk assessments	Leonore Steyn / Specific Trip Coordinator
Fire procedures including personal emergency evacuation plans	Carol Onley – School Business Manager
Locally organised premises maintenance, repair and improvement	Carol Onley – School Business Manager
First Aid (training and equipment)	Carol Onley – School Business Manager
Vehicle control and pedestrian safety	Carol Onley – School Business Manager
Child protection co-ordinator	Stephen Spooner - Headteacher
Educational Trips Coordinator (EVC)	Leonore Steyn / Specific Trip Coordinator
Stress and Wellbeing	Beverley Fortune – Wellbeing Lead

Task	Responsible person
	Name/job title
Child Protection Co-ordinator	Stephen Spooner - Headteacher
Supporting pupils with medical needs	Carol Onley – School Business Manager
Premises security	Carol Onley – School Business Manager Stephen Spooner - Headteacher
Contractors on site	Carol Onley – School Business Manager Stephen Spooner - Headteacher
Outside lettings	Carol Onley – School Business Manager

Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

The Business Manager has responsibility for day-to-day management of health and safety issues and is known as the responsible person.

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

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

Sundon Stars Pre-School must retain overall responsibility for health and safety. The day to day management of health and safety will be the responsibility of the centre manager who can be contacted on 01582 591225.

Luton Borough Councils health and safety team, Tel: 01582 54 (7027)

DL-LBCCorporateHealthAndSafety@luton.gov.uk provide competent health and safety advice for community, community special and voluntary-controlled schools.

4. Arrangements

Detailed information on the council's expectations is provided in Luton Borough Councils Corporate Health and Safety Manual. Below are links to local arrangements.

Arrangement 1	Risk assessments
Arrangement 2	Offsite visits
Arrangement 3	Health and safety monitoring and inspections
Arrangement 4	Fire evacuation and other emergency arrangements
Arrangement 5	Fire prevention, testing of equipment
Arrangement 6	First aid and medication
Arrangement 7	Accident reporting procedures
Arrangement 8	Health and safety information and training
Arrangement 9	Personal safety /lone working
Arrangement 10	Premises work equipment
Arrangement 11	Flammable and hazardous substances
Arrangement 12	Asbestos
Arrangement 13	Contractors
Arrangement 14	Work at height
Arrangement 15	Moving and handling
Arrangement 16	Display screen equipment
Arrangement 17	Vehicles
Arrangement 18	Lettings
Arrangement 19	Minibuses
Arrangement 20	Stress
Arrangement 21	Legionella
Arrangement 22	Local swimming and pools
Arrangement 23	Work experience
Arrangement 24	Fire risk assessment

5. Risk Assessments

The school has a comprehensive list of risk assessments that are on the Staff Hub which is available to all staff.

Other risk assessments are completed on a needs basis for example:-

New and expectant mothers

In school activities

Staff/Pupils risk assessments due to medical needs

Fetes, drama productions and firework displays etc

In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.

Playtime Arrangements

For playtime, there are no minimum pupil/staff supervision ratios laid down in law. The DfES advises that the numbers of staff (teachers or midday supervisors as appropriate) on duty at any one time should be determined according to the results of a risk assessment which takes into account the ages and abilities of the children and the geographical features of the school. The considerations here are based on health and safety law and the ratios must be in line with the minimum requirements necessary to ensure that children are safely supervised at all times.

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager or activity lead following guidance contained in the corporate health & safety manual. Risk assessments are approved by the headteacher.

Risk assessments are available for all staff to view and are held centrally in the risk assessment file in the School Business Managers Office. They are reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual risk assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the School Business Manager.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum activities

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

All Luton Borough Council community schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and DT.

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

Primary schools

Be safe! health and safety in primary science and technology, 4th edition ASE ISBN ISBN 978-0-86357-426-9]

National society for education in art & design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

Safe practice in physical education and school sport association of PE 'afPE'
<http://www.afpe.org.uk/>

Off Site Visits

The council has adopted the outdoor education advisory panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned in accordance with the Luton Borough Council educational visits policy.

The council's education safety advisor (i.e. the active schools manager) must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the educational visits co-ordinator who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher for approval.

***CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>**

7. Health and safety monitoring and inspection

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the School Business Manager. These termly inspections will be conducted with the health and safety governor, using the form provided by Luton Borough Council.

Inspections of individual departments will be carried out by heads of department or nominated staff.

In both cases the person(s) undertaking the inspection will complete a report in writing and submit this to the headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

A named governor will be involved in monitoring the local health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

8. Fire Evacuation and Other Emergency Arrangements

The headteacher is responsible for ensuring the local fire risk assessment is undertaken and implemented in accordance with the regulatory reform (fire safety) order 2005. The local fire risk assessment is located in the main office and will be reviewed on an annual basis.

Emergency procedures

Fire and emergency evacuation procedures are distributed to all staff at the beginning of the school year and updated if required throughout the year, and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the local induction process. This training is supported by regular drills.

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

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

Emergency contact and key holder details are maintained by the School Business Manager.

Fire Drills

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

Fire fighting

All staff have completed the fire awareness training on smart log.

All support staff are Fire Warden and Fire Extinguisher trained.

Staff must ensure the alarm is raised before attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment (if trained to use them).

Staff are made aware of the type and location of portable fire fighting equipment at induction.

Details of service isolation points:

Upper Site

Gas: School Kitchen cupboard

Electricity: Electricity cupboard in main corridor

Water: Boiler room

Lower Site

Gas: Site Agent Store

Electricity: Electricity cupboard in main corridor

Water: Storage area at back of main hall

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Agent.

Lockdown procedures

Lockdown procedures have been agreed and are practiced termly. Details of the procedures can be found in the Health and Safety folder.

9. Inspection /Maintenance of Emergency Equipment

The Site Agent is responsible for ensuring that the local fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the main office's.

Fire alarm system

Fire alarm call points will be tested weekly in rotation. This test will occur on:

Upper Site

Wednesday 10am

Lower Site

Thursday 10am

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. Contact details can be found as a confidential appendices to this document.

The fire alarm system is maintained every 6 months. Details of the fire alarm maintenance contract can be found in the confidential appendices to this document.

Fire fighting equipment

Weekly in-house checks are carried out by the Site Agent to ensure that all fire fighting equipment remains available for use and operational.

Details of the Fire Fighting Maintenance contract can be found in the confidential document attached.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Agent.

Emergency lighting systems

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken. Details of the emergency lighting maintenance contract can be found in the confidential appendices to this document.

Means of escape

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

10. First Aid and Medication

The school has assessed the need for first aid provision. Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra curricular activities) can be found as an appendices to the first aid policy.

First aid qualifications remain valid for 3 years. The School Business Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

First aid boxes are located at the following points:

Upper Site:

Main Office

Year 6

Year 4

Lower Site:

Main Office

Foundation Corridor

Entrance to Playground

The School Administration Team are responsible for checking termly that the contents of first aid boxes, including travel kits are complete and replenished as necessary.

Transport to hospital:

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / Carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the health service helpline (NHS direct 0845 4647) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the Schools First Aid and Administration of Medicine policy, based on DfE guidance

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The Administration Team is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by The Administration Team, in the School Offices.

All non emergency medication kept on site is securely stored, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

CHILDREN USING INHALERS

All inhalers are kept in classes in a central place, in a named box so they are readily available for children to use. Should the child be unable to manage the situation themselves they should be brought to the medical room. Inhalers will be administered by the child under the supervision of a member of staff. Please also see our Asthma Policy.

Epi Pens

All Epi-Pens are kept in classes in a central place, in a named box so they are readily available for children to use. Staff are trained to administer Epi-Pens. Once the Epi-Pen has been administered the child must be brought to the medical room and 999 and parents called.

The school has chosen to hold emergency salbutamol inhalers and Epi-Pens for use by children who have been prescribed these and for whom parents have given consent for their use.

Automated External Defibrillator (AED)

Both sites of Parklea, now have an Automated External Defibrillator. The defibrillators can be found in the emergency equipment cabinet in the school hall.

All staff will be given visual training as well as sent a link to carry out online training of the use of the AED.

Defibrillators are safe to use for all those involved and will give a verbal warning instructing the rescuer to stand back when analysing heart rhythm and prior to delivering a controlled electric shock. The Mediana A-15 defibrillator is suitable for adult and paediatric use. Standard defibrillators are suitable for use on people over the age of 12 month.

Individual health care plans (IHCP):

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carers, designated named member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the class teacher

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

11. Accident reporting and investigation procedure

Accidents affecting employees, visitors, contractors, members of the public

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

Accidents affecting pupils

All minor incidents are recorded on an accident form with one copy being sent home to parents and a second copy being placed into the school records to keep; more significant incidents as detailed below must also reported to Luton Borough Council using the online accident reporting system assessnet.

Major injuries.

Accidents where significant first aid treatment has been provided.

Accidents which result in the injured pupil being taken from the scene of the accident directly to hospital.

Accidents arising from premises / equipment defects.

All major incidents will be reported to the headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the governing body as necessary.

The headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the health and safety executive (HSE)

The corporate health and safety team will submit reportable accidents to the health and safety executive (HSE) in accordance with their training and with health and safety guidance

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

A separate accident log will be maintained of all over 3-day accidents where a member of staff is absent for over 3 days, excluding the day of the accident.

Accident investigation.

Accidents/incidents will be investigated; the depth of the investigation will be in proportion to the severity or potential severity of the incident, to prevent similar occurrences, to gather evidence to defend a civil claim or regulatory enforcement – see the Luton Borough Councils corporate health and safety manual for details of requirements.

The following are responsible for completing investigations at the relevant level and in accordance with the Luton Borough Councils corporate health and safety manual:

Level of Investigation	Person responsible
Minimal	All Staff
Low level	Class Teachers
Medium level	Middle Leaders
High level	Leadership Team

Minimal and low level investigations should be recorded on the accident investigation form, which is available from the corporate health and safety team (CHST).

Medium and high level investigations should be undertaken as a formal report, following guidance in HSG245, and in conjunction with CHST.

12. Health and safety information and training

Consultation

The School Business Manager will submit a Health and Safety Report to Governors on a termly basis.

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

Communication of information

Detailed information on how to comply with the council's health and safety policy is given in the health and safety manual which is available on the Luton Borough Council intranet site.

The health and safety law poster is displayed in the staff room at each site.

The corporate health and safety team, Tel: 01582 547027 provide competent health and safety advice for community, community special and VC schools.

Health and safety training

All employees will be provided with:

Access to the requirements of this policy

Update training in response to any significant change

Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)

Training/refresher training where required

Health and safety induction training

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

Guidance:

A general checklist for use with employees could include the following, which includes both basic and more specialised criteria.

- Overview of the schools health and safety policy and organisational structure
- Tour of the premises
- Current local health and safety priorities – safety policy targets
- General health and safety advice, including the schools own guidance and that from the council

- The procedure(s) for reporting incidents, hazards, work-related injuries and illnesses and fires
- Where appropriate, curriculum specific guidance
- For certain staff (Headteacher, business manager, Site Agent, etc.) the arrangements for ensuring that asbestos management duties are fulfilled and the asbestos register is available
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions around the site
- Fire evacuation and emergency procedures
- Critical Incident procedures including lockdown procedures
- Local arrangements for managing visitors (accompaniment within the site, visitor badges, how to react on discovering an unexpected person on the premises)
- Information on locally-specific hazards, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the grounds
- Fire extinguishers and blankets – location and use
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)
- Specific physical/cognitive issues giving rise to the need for personal emergency evacuation plans
- Introduction to recognised unions and the local representatives
- Infection control arrangements
- Employee problems and concerns - specific duties and responsibilities regarding staff welfare
- Grievance procedures (as they relate to health & safety)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)

- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Access to well being advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress

Any new instructions or restrictions will be communicated to all staff email and staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept by the School Business Manager and evidence in the form of copy certificates placed on personell files.

The Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The headteacher will be responsible for assessing the effectiveness of training received.

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

13. Personal safety / lone working

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the headteacher. The school will work in partnership with the council and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. A violence at work form should be completed, in addition to reporting the incident via AssessNet.

Lone working

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

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the headteacher / school business manager and they must sign in and out of the school.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

For staff conducting home visits, they must attend in pairs, carry a mobile phone contact. Ensure the school office is aware of the details of the visit e.g. address, expected time of return / end time and contact arrangements.

School staff responding to call outs

Arrangements have been made on both sites for a key holding company to attend sites if emergency call outs are required. They will then contact key holding personnel to advise of the situation.

14. Premises and work equipment

All staff are required to report to the Site Agent any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Business Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

Staff are forbidden from bringing personal equipment to school unless permission has been granted by the headteacher/school business manager

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by The Site Agent.

Curriculum areas

All staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to The Site Agent.

All portable items of electrical equipment will be subject to formal inspection and testing, Portable Appliance Testing (PAT) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

The inspection and testing will be conducted by The Site Agent according to the agreed frequency of inspection and testing.

The Site Agent is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted on a 5 year cycle

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked weekly for any apparent defects, and the Site Agent will conduct and record a formal termly inspection of the equipment.

PE and play equipment is subject to an annual inspection the contractor information can be found on the condientia appendices document attached..

15. Flammable and hazardous substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "control of substances hazardous to health regulations 2002" (COSHH Regulations).

Within curriculum areas (in particular science and DT), the Site Agent is responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, association for science education's "topics in safety" etc.)

In all other areas the schools nominated person(s) responsible for substances hazardous to health is the Site Agent.

He shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children .

- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- Where persons may be affected by their use on site, The Site Agent is responsible for ensuring that COSHH assessments are available from contractors.

16. Asbestos

An asbestos survey and management plan is in place for the community school in accordance with Luton Borough Councils asbestos policy.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the main office on both sites.

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos, the emergency procedures in the local asbestos management plan should be followed.

Professional advice will be sought and details of the incident reported to Luton Borough Councils property and construction team.

The schools asbestos authorising officers: are The Site Agent and The Business Manager and refresher training is required annually.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers must check the asbestos log and establish whether permission to work can be given.

The asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum)
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g.

areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc

- All records pertaining to asbestos are effectively maintained and retained in accordance with legal requirements
- The school's asbestos management plan is kept up to date and any asbestos works (removal, new project specific surveys etc.) are updated within the site's asbestos register
- If the site are planning alterations to the fabric of the building they should submit a 'self help' form to the council, which will trigger a visit from the Property and Construction compliance team to ensure correct procedures are followed

17. Contractors

All contractors must report to the 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 emergency procedures, relevant risks, and local management arrangements.

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

School managed projects

The [construction \(design and management\) regulations 2015](#)² applies to all building, demolition, repair and maintenance or refurbishment work.

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

The School Business Manager with advice from Luton Borough Council's Capital Asset Department will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done. The school must inform the risk manager of Luton Borough Council so that insurances can be checked.

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

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

***Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.**

18. Work at height

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

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

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

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. site staff, drama, ICT technician etc. or where specific training is required e.g. PASMA training for mobile tower scaffolds.

The school's nominated person(s) responsible for work at height is The Site Agent

The nominated person shall ensure:

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

19. Lifting and handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to The Business Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric moving and handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

20. Display screen equipment

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin / office staff shall undertake a display screen equipment self-assessment.

Advice on the use of display screen equipment is available in the Luton Borough Council health and safety manual.

21. Vehicles on site

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.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

22. Lettings and Shared use of premises

Lettings agreements are managed by The School Business Manager who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the normal operating procedure (NOP) and emergency action plan (EAP).

23. Stress and wellbeing

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 health and safety executive and Luton Borough Councils management standards.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. performance management, mentoring, personal development plans, membership of an employee assistance programme.

24. Legionella

The school complies with advice on the potential risks from legionella as identified in the corporate health and safety manual and in the Luton Borough Councils legionella policy.

A water risk assessment of the school has been completed the Site Agent is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

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

25. School swimming

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the schools policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial teacher education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction. Pools deeper than 1.2M, staff

must have also completed appropriate specialist qualifications as identified in safe practice in school swimming;

- The EVC will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

26. Pandemic Precautions

In the event of a national pandemic:

- The school will adhere to all official guidelines.
- Produce risk assessments to identify measures to minimise the risk of the infection spreading.
- Produce a plan of action to inform stakeholders of procedures in place to minimise the risk of the infection spreading.
- Put the stringent measures identified in the risk assessment in place to minimise the risk of spread of infection, these may include:
 - minimising contact (Social Distancing)
 - cleaning hands more often than usual and ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - cleaning frequently touched surfaces often using standard products, such as detergents and bleach
 - reduction in class sizes
 - rearrange classroom environments
 - review timetables
 - stagger break times (including lunch), so that all children are not moving around the school at the same time
 - stagger drop-off and collection times
 - plan parents' drop-off and pick-up protocols that minimise adult to adult contact

The above list is not exhaustive and would depend on the pandemic.

All stakeholders will be expected to abide by the measures that are identified on the risk assessment and the action plan.

*In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. NEBOSH (national examining board in occupational safety and health) Award qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

Agreed by Governors on: December 2023

Next review date: December 2024