

Academic Year 2023/2024

Health and Safety Policy




This should be read with the following:

- Supporting Children with Medical Conditions Policy
- Staff handbook

This policy sets out Moorlands Primary School Health and Safety arrangements and procedures.

Signed by Head Teacher: 

Signed by Chair of Governors: 

Approved: June 2024

Review Period: Annual

Next Review Date: June 2025



Health and Safety Policy

Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety, welfare and wellbeing of their employees and others who may be affected by the school's activities.

The headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, Risk Management through Information, Instruction, Training and Supervision:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training, and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Headteacher

Signed:  Dated: June 2024

Chair of Governors

Signed:  Dated: June 2024

Review due: June 2025

This statement should be displayed alongside the Health and Safety at Work Act poster. School and Council safety policy and safe working procedures, can be found on the School Website and Southampton City Council H&S Pages.

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Organisation and Responsibility

Governing Body

The overall responsibility for health and safety at Moorlands is held by the Governing Body who will:

- Ensure that health and safety has a high profile
- Hold The Head Teacher to account for implementing this policy and arrangements
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

The governing body will nominate a Health and Safety Link Governor. The purpose of the Health and Safety Link Governor is to assist in the assessment of safety related matters and provide appropriate support to the head teacher. The Link Governor, head teacher, business manager and a member of the site team will meet periodically to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Governors will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

Head Teacher

The responsible manager for the school is the Head Teacher who will act to:

- Develop a safety culture throughout the unit/centre/school/premises
- Consult staff and provide information, training, and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures
- Ensure effective operation of H&S Performance Management

Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or Southampton City Council Health & Safety Team as required.

The areas or responsibility include taking the role of:

Fire Safety Co-ordinator

The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the head teacher. He/she will take charge during the fire drill and emergency events. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/head teacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete necessary Legionella training and all training records are to be retained. The local authority monitor Legionella in accordance with the schedule set out in Water Services Legionella Control Records Logbook stored in the office. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning, and general Legionella management tasks are correctly completed and recorded in accordance with local authority requirements set out in the Water Services Legionella Control Records Logbook stored in the office. He/she will advise the responsible manager/head teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/head teacher and/or Property Services as required.

Asbestos Nominated Responsible Person

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the responsible manager/head teacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Local Authority Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register which is kept in the main office and that asbestos is managed in accordance with the requirements of Southampton City Council. He/she will advise the responsible manager/head teacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/head teacher and/or the Southampton Health & Safety Team as required.

Business Manager

The nominated on-site accident investigator for the school is the Business Manager. They will lead all accident investigations, ensuring they comply with both departmental and corporate procedures. In their broader role related to health and safety, the School Business Manager also plays a crucial part in keeping staff training up to date. Additionally, they source competent contractors and work collaboratively with the headteacher to ensure the school maintains overall health and safety compliance.

SLT Team

Member of the Senior Leadership Team (SLT) will step into the roles of Head Teacher, Site Manager or Business manager in case of absence and act within their level of competence and seek appropriate guidance and direction. The SLT includes:

- Headteacher

- Deputy Headteacher
- Assistant Headteacher/s
- Senior Teacher
- Business Manager
- Site Manger

Appointed person(s) and first aiders

The school's appointed person is Mrs Rachael Townsend and Mrs Bev Thorne. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Completing relevant reporting procedures, including the first aid book
- Sending pupils home to recover, where necessary
- Calling parents in the case of a significant injury or accident for example injuries to the face or head
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. This will always be the First Aid Medical Book and relevant letters to be sent home with the child.
- Keeping their contact details up to date

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Where any new process or operation is introduced in the area of an employee's responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

The Corporate Health and Safety Service

The City council delegates to the School Governing bodies and Head teachers (as the Responsible person) the duty (in managing the school's budget share) to take necessary actions to comply with all health and safety legislation, City Councils policies, arrangements for managing

Health and Safety, Safe Working Procedures and environmental legislation, as pertinent to their school.

Corporate Health and Safety Service as per Service Level Agreement with Southampton City Council is responsible for:

- Ensuring that schools are aware of their responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where the school is not compliant.
- Providing competent health and safety advice to schools in line with council policies and procedures.
- Creating and maintaining the schools' source templates for Health and Safety Policies, Arrangements, Safety Working Procedures and School Safety Advice Notes
- Advising and supporting schools where necessary on the production of risk assessments and localised procedures.
- Supporting headteachers when carrying out accident investigations and when implementing and monitoring corrective actions.
- Assisting the school and council in liaising with enforcement authorities.
- Issuing periodic health and safety bulletins on changes to legislation, updates to the council's and schools' Health and Safety Policy, safe working procedures, schools' safety advice notes, training/briefing sessions, and results from accident investigations, audits, and inspections.
- Providing access to the SYPOL COSSH management system

Health and Safety Performance Management

In order to comply with legislation and fulfil statutory responsibility, Moorlands Primary make sure that:

- Its undertakings are properly Planned, Organised, Controlled, Monitored and Reviewed so as to reduce the health and safety risk to as low as is reasonably practicable
- Where risks are identified, action plans are produced and acted upon.
- It creates the environment required to establish and promote a positive health and safety culture.

This is achieved by implementing Health and Safety Management system adopting Plan, Do, Check, Act principles informed by the steps outlined below.

Monitoring Health and Safety

Headteacher must ensure health and safety performance against Health and Safety Legislation and local arrangements and procedures. The monitoring results are included as part of the Health and Safety Agenda item on management team meetings. Results are shared and scrutinised by the Governing Board.

Active Monitoring

- Have relevant risk assessments been carried out, are they up to date?
- Have Self Audits and Inspections been planned and carried out?
- Have action plans been developed, are they being implemented and monitored?
- Have health and safety competency standards been identified and are staff aware of their responsibilities, are staff competent, if not are plans in place to train them?
- Has a training needs analysis been carried out and training booked?
- Has equipment been maintained, inspected, and tested as required?
- Responsible Persons - are the building statutory compliance checks up to date?
- Have contractors been vetted for their health and safety performance during the procurement phase and are they being monitored.

Reactive Monitoring

- Are reviewing/actioning accidents/incidents on HSMS, Pupil Minor report forms being completed for incidents and remedial actions undertaken?
- Have local investigations been carried out?
- Are accident statistics monitored and trend analysis carried out?

Inspection

Headteachers or nominated SLT member must carry out half-termly formal (documented) as per Appendix 1 and informal health and safety inspections of the school premises in consultation with School recognised Trade Union Safety Representatives and a nominated H&S Governor.

Action plans must be developed to deal with any health and safety issues identified. The results of the inspection and action plan must be discussed under the health and safety agenda item of school management team meetings and included in Head Teacher report to Governing Body.

Management Audit

The school is undertaking an annual, management-led self-audit of Health and Safety. The self-audit tool is available on the SCC health and Safety intranet site:

<https://www.southampton.gov.uk/media/s4njbpg1/school-self-audit-tool-03-12-2012-v2.xls>

Any shortfalls in audit compliance result in an action plan. Audit results and action progress forms part of the Head Teacher report to the Governing Board.

H&S Governor will review each section of the audit as part of their scheduled monitoring visit, with aim to verify the whole document during the course of the academic year.

Action Plan

School wide Health and Safety Action plan is formalised demonstrable and discoverable documents used to show there is a plan in place to improve health and safety where action is required to reduce risk to as low as is reasonably practicable. Actions plans are monitored by the Governing Board to ensure evidence based progress is being made.

Arrangements

The following arrangements for health and safety have been developed in accordance with the relevant Health and Safety Regulations including, but not limited to:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos Regulations 2012
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005

These arrangements set out all the health and safety provisions and processes for Moorlands Primary ensuring they are communicated and implemented by all staff and are to be used alongside other current school procedures & policies.

Accident, Injury and Illness

The school has first aiders who are either First Aid at Work or Paediatric trained with at least one being on site at any given time. Their details are displayed in the school office. All staff members are offered awareness training to cope with everyday minor accidents within the school. First aid equipment is kept in the school office. A portable first aid box is taken on all school visits.

Arrangements regarding first aid provision are set out in the Appendix 3

The names and locations of the first aid trained staff on site are listed in the Appendix 3 and also clearly signposted around the school.

A needs assessment of the first aid requirements is completed annually and ensures that first aid provision meets or exceeds the standards set out by the DfE (<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>) .

This details the number of first aid staff required. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Our school's Appointed Person, First Aiders and Paediatric First Aiders are listed in the Medical Room, Office and First Aid Book. Their names are also being displayed prominently around the school. At Moorlands we have made the decision to have all Learning Support Assistants to be First Aiders.

All major incidents and occurrences of violence or abuse are recorded using the online system supplied by the Local Authority. Minor accidents are recorded on Medical Tracker. All accidents are reported to full governing body meetings in the Head teacher's report.

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the corporate policy requirements (<https://www.southampton.gov.uk/schools-learning/guidance-for-schools/health-and-safety/health-and-safety-manual/accident-reporting/>).

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the SCC Accident/incident reporting form (online or via the paper version stored in the office. If the paper version is used, then it will need to

be added on to the online system as soon as practical). (<http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/manual/accident-reporting.aspx>)

A copy of the completed form is then automatically sent to Southampton City Council's Health & Safety Team. The person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are recorded on Medical Tracker.

Statistical report is provided to the Governing Board as part of Headteacher report

Incidents reportable to the Health & Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), will be notified to the Southampton City Council's Health & Safety Team for them to report. A copy of the form will then be created by SCC HST and sent to the school. Corporate Health and Safety Service will provide guidance on reportability and deadlines for submission.

All accident/incident reports will be monitored by governors for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Violent, aggressive, threatening, or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using incident reporting system.

Please refer to Physical Intervention Policy: Positive Handling for more details.

If a child is ill in school, efforts will be made to contact the parents. The child will be made comfortable and kept under observation. If it is not possible to contact parents, they will be informed at the end of the day. If a child has headlice the parents will be informed and asked to treat the child. If the problem is persistent in a class/school all parents will be notified. The school may also refer to social services.

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages five
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room (Acorn building)
- The Burrow (Oak building)
- The school kitchen
- School trip bags

Mrs Rachael Townsend is the appointed person to check, on a half termly basis, that the first aid kits are fully stocked and in date;

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Wellbeing

The Governors and Head teacher recognise their responsibilities towards addressing issues arising from work related stress. They will seek advice from the Local Authority's Corporate Health and Safety Unit and make staff aware of the relevant sources of support. The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance, and requirements. On-site arrangements to monitor, consult and reduce stress situations are managed and monitored by the Senior Leadership Team. Staff may access help with physical and mental health through the schools wellbeing programme – School Advisory Service (<https://schooladvice.co.uk/sas-wellbeing-app>).

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed, and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Community Users/Lettings

Premises hirers and community/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

The Head teacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors

The school uses Local Authority approved contractors or its own appointed contractors for works to the school site. Where non-SCC (Southampton City Council) registered contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The local authority's Safe Selection of Contractors Checklist is to be used to determine competence of non-SCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

Any major work requiring a permit to work system should ideally be undertaken by an external competent contractor who should provide their own "Permit to Work" PTW system, as detailed in their Safe System of Work SSW or Method Statement

The Site Manager will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work. All contractors must report to the school office where they will be asked to sign the visitor's book and asbestos register. All contractors must be issued with the local written contractor induction pack that includes all relevant details of fire safety procedures & local safety arrangements. Any proposed work for the period leading up to the next Governors meeting will be reported on. The term contract or contractor can also extend to parents in a school or voluntary groups. The Site Manager is responsible for ensuring the work does not present a hazard to pupils, staff, or visitors.

Risk Assessment

General risk assessment management will be co-ordinated by the business manager in accordance with guidance contained in the Children's Services Safety Guidance.

Risk assessments are undertaken for all areas where a significant risk is identified, or a possibility of such risk exists. The trained risk assessor on site who is the Site Manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments and associated control measures are to be approved by the head teacher or their delegated member of staff prior to implementation. Completed risk assessments stored in the office and will be reviewed periodically in accordance with each risk assessment's review date.

Provision of Information

The business manager/head teacher will ensure that information sharing routines are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include briefing meetings, meeting minutes and email distribution.

Local health and safety advice is available from the head teacher and the Children's Services Health & Safety Team can provide both general and specialist advice. The *Health and Safety Law* poster is displayed in the staff room.

Training

Governors are made aware of all training to staff including health and safety training through the Head teacher's report. Relevant and appropriate health and safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in health and safety matters relevant to the school. The Head teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction, and training regarding their safety at work. A whole school training needs analysis will be carried out annually by the SLT from which a comprehensive health and safety

training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices as necessary within their role
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly interval

Appropriate annual e-learning courses to meet SCC mandatory corporate training requirements (Fire Awareness, Slips, trips and falls and Manual Handling). Training records are held by the Admin Officer, who along with the Head Teacher is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Display screen Equipment

Prolonged overuse or improper use of Display screen equipment or working on poorly designed workstations or work environments can cause fatigue, eye strain, upper limb problems and backache. All staff who are regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

In Moorlands the Users are:

- SLT
- Office Staff
- Phase Leaders?

All users must:

- complete the display screen equipment e-learning course every year without exception
- carry out annual workstation assessments using Workstation Assessment Form as per appendix 2
- discuss with their line manager any issues identified
- request arrangements eye test and Visual Display Unit (VDU) glasses if necessary

Control of Hazardous Substances (Chemicals, Cleaning Equipment)

Hazardous substances, materials, chemicals, and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Site Manager. The premises COSHH assessor acting on behalf of the responsible head teacher is the Site Manager.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. There is a COSHH file for the products/substances used in the school office or classrooms. COSHH (The Control of Substances Hazardous to Health) Assessments take place and records kept. All hazardous substances are to be stored in the secure and signed storage when not in use which locked cleaning cupboard or site team's garage for this premises. These remain locked at all times. Any chemical or cleaning material must only be used in the manner and for the purpose intended and with due regard to all legislation, which may govern its use.

Asbestos Management

Asbestos management on site is controlled by the Site Manager. The Asbestos Management Plan as issued by the Local Authority is located in the office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the Asbestos Survey Log as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will be notified to the local authority in order that the asbestos register may be updated accordingly. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Site Manager.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the head teacher and/or the Site Manager who will immediately act to cordon off the affected area and contact the Local Authority for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the head teacher and/or the Site Manager. The contact details of the Asbestos Team at the local authority are: asbestos@southampton.gov.uk, 02380832170.

Legionella Management

Legionella management on site is controlled by the Site Manager who will manage and undertake all procedures regarding Legionella in accordance with SCC policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. The local authority monitor Legionella in accordance with the schedule set out in Water Services Legionella Control Records Logbook stored in the office. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning, and general Legionella management tasks are correctly completed and recorded in accordance with local authority requirements set out in the Water Services Legionella Control Records Logbook.

Environment

All school environment in maintain in accordance with DfE Advice on standards for school premise (<https://www.gov.uk/government/publications/standards-for-school-premises>) meaning that:

- Heating - the school should be kept at a temperature suitable for children who may be sitting still with reasonable ventilation measures including provision of fans in hot weather.
- Lighting - the classrooms, offices and corridors should be well lit to ensure good visual communication, visual comfort and help avoid eye strain. Any faulty lighting are reported to the office.
- Sanitation - soap and paper towels / hand driers are provided in children's and staff toilets.
- Ventilation – suitable ventilation is provided through the use of windows, doors, or other openings.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect log and reported to the Site Manager.

Defects identified during these routine documented inspections are to be immediately reported to Site Manager, business manager or head teacher and recorded in the premises defect log. Any identified high level risks or safety management concerns are to be actioned immediately.

Fixtures/Fittings and the Fabric of the Building

Any defect must be reported to using the schools online reporting form. The Site Manager will assess the situation and take appropriate action to eliminate or minimise the effects to health and safety of all persons within the school or in its near environment. All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under Southampton City Council's Property Service, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Equipment & Resources

The Governors and Head teacher will commit suitable financial resources to the achievement of a safe working environment. School managers recognise that a pro-active approach to health and safety is cost effective.

- Equipment is not to be used if found to be defective in any way - any damage must be reported immediately.
- Defective equipment is to be reported & immediately taken out of use until repaired
- Paper cutters should not be used by children unless supervised and should not be left in the classroom or corridor unattended.

Plant Maintenance

The school has a service level agreement with the Local Authority to maintain and service plant and equipment. Any plant or equipment that the school purchase themselves will also be subject to a regular maintenance contract.

Electrical Equipment

The head teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person. approved by SCC
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/head teacher in order that it can be added to future PAT testing schedules

Kitchen

The kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the kitchen is with City Catering. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Good Housekeeping

Tidiness, cleanliness, and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways, including routes to and from classrooms, within classrooms and to and from the building to the playgrounds, are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards

- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Emergency Procedures

General emergency evacuation is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and a critical incident plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided, and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Fire Risk Assessments

The Fire Risk Assessment will be written by an outside company, reviewed, and updated by the Site Manager and agreed by the Health and Safety Team.

It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf, or disabled, and make plans to include their safe evacuation.
- Review the evacuation plan and each room's instructions for this.
- Look at the past years' records of fire practices etc.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the provision of instruction to students or visitors to the building.

Staff Training

Every member of staff and any students will receive instructions in fire precaution during induction. The training will be recorded in the induction pack. All members of staff will receive refresher training as and when necessary.

Visitors and trainees

Visitors and trainees will be instructed at the beginning of their attendance and given a Visitors Handbook. All classes have instructions displayed on where the nearest evacuation meeting point is, and evacuation routes are pointed out.

Disabled Evacuation

All fire exits are wide enough to enable wheelchair users to leave the building easily and safely. Risk assessments will be carried out on all disabled people to ensure safe evacuation and a Personal Evacuation Plan drawn up.

Fire Drills

Fire drills will be carried out once a term at different times of the day and involving different groups. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Site Manager. Each alarm point will be numbered, and a different number will be tested each week and recorded in the logbook. Statutory fire alarm system checks will be made periodically by the Local Authority

Emergency Lighting

The emergency lighting will be tested visually each week by the Site Manager and recorded in the logbook. Statutory emergency lighting checks will be made monthly by the Local Authority.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

Fire Safety Equipment

The school commission external safety checks by Southampton City Council to ensure we are fully compliant in the management of Fire Safety testing of equipment and signage. This is overseen by the Site Manager.

Fire Extinguishers:

Water Combustible materials such as wood, paper, cardboard:

- Do not use on fires involving electrical equipment.
- Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.
- Do not use on flammable liquids.

Dry Powder Flammable liquids, Electrical fires:

- Carbon Dioxide (CO₂) Electrical fires and small fires involving flammable liquids.
- Foam Flammable liquids and combustible materials Fire Blanket Deep fat fryers and frying pans etc.
- Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape. If the fire is already contained, such as a small amount of burning material in a waste bin, use a fire blanket for a cooking or clothing fire.

Lone working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

All lone working is to be approved by the Head teacher and is to be carried out in accordance with the the following arrangements and apply to staff who may undertake lone working on this site such as as: The Head teacher, the Deputy Head teacher, and the Site Manager. When lone working is undertaken it must only take place:

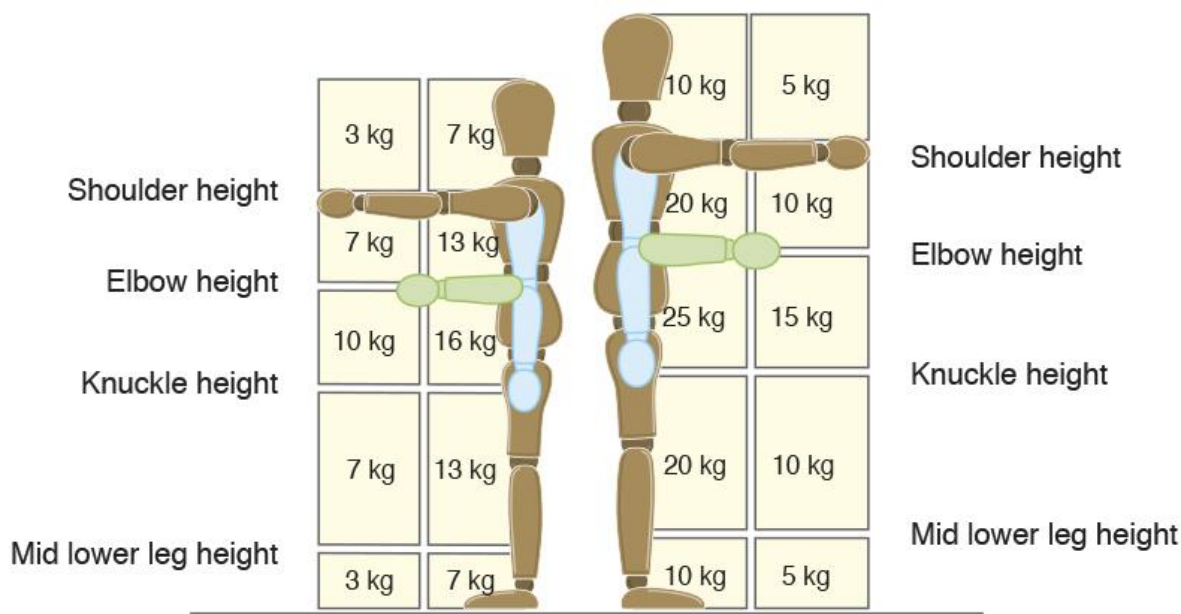
- With the Responsible Manager/Head teacher's approval
- And be in accordance with the SCC Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

The lone working arrangements for staff who may undertake lone working on this site are to report by text or phone to the head teacher, Site Manager or business manager upon arrival and leaving the school.

Manual Handling

Staff are not permitted to regularly handle or move unreasonably heavy, awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

As general guidance the following should not be exceeded:



Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements. The Site Manager must complete the moving and handling e-learning course every year without exception.

Thirty to forty percent of all accidents are caused by bad techniques when lifting and handling. Correct lifting and handling techniques are therefore vital. The following techniques should be followed:

- To jerk, shove, or twist the body can cause injury.
- The back should be kept straight, and the chin tucked in with the feet firmly placed on the floor.
- The weight should be evenly distributed and held close to the body.
- The palms should be used for gripping the load- not the fingertips-the grip must not be changed whilst carrying.
- The load must not obscure one's view.

Work at Height

At Moorlands Primary School, general work at height will be undertaken in accordance with the on-site risk assessment for work at height, which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises, who will have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course (every three years) is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SCC guidance
- Provide stepladder and steps training to the Site Manager using the SCC Working at Height guidance
- Carry out periodic inspections of all on-site ladders, stepladders, and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers, and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment
- Where practicable, safety harnesses / man anchor systems shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points.
- All safety harnesses / man anchor systems and anchor points shall be tested, certified, and checked 'in date' for test prior to use.
- Employees and contractors are to lower items down using ropes or via chutes into skips. If necessary, smaller items shall be lowered down in a bucket. Lowering materials must be conducted in a controlled manner.
- Before carrying out any work at height / work involving a fragile surface a risk assessment of the work to be undertaken will be conducted. The risk assessment will consider weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.

Security

Appropriate signage directing visitors to the school office will be maintained. All visitors must initially report to the main reception where they will be provided with the key health, safety, and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors are required to sign in and wear a visitor's badge whilst on site. Staff will be vigilant in challenging unauthorised adults on the site.

Vehicles

There is separate vehicular and pedestrian access to the school site, and these are clearly marked. When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office. Staff oversee such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities). There is a marked bay in the car park for use by Blue Badge holders. Pupils are taught what to do when vehicles are moving around the school site.

Smoking

Smoking is not permitted on the premises. For the purposes of this policy smoking includes e-cigarettes/vaporizers.

Medical Needs & Medicine in School (See School Admin of Medicines Policy, medical conditions policy & health plans)

Head teacher to develop, in consultation with his/her staff, policies and procedures that not only provide appropriate care for children but are practicable from the school's point of view. If children need long term medication (e.g. for asthma) it must be taken to the office where it will be kept in the labelled trays. A record should be kept each time a child uses their inhaler.

Staff will not usually give medicine to children, but parents can come in to school to administer medicine to their own child. In exceptional circumstances or for long-term illness, the Head teacher will nominate a member of staff, to administer prescribed medicines to a child and records must be kept. Medication that is not prescribed (in its original container) cannot be administered by school staff. Children with ongoing injuries or stitches will be allowed into school at the Head teacher's discretion.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by Southampton City Council. We follow guidance provided by Hampshire County Council to manage the risk assessments for off-site activities. The appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Offsite Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoor Education Service's procedures and guidance (Evolve). All such visits are to be planned well in advance. Staff should ensure adequate arrangements for First Aid are in place and it is recommended someone trained in emergency First Aid should be present on every trip. Visit leaders are responsible for recording risk assessments for each visit. A register of attendees with contact numbers, an itinerary and relevant medical information is provided for each group leader and left with school. At least one mobile phone is taken on each visit and more if groups separate during the activities. Where road transport is used, only companies that provide seat belts to all seats will be hired. Further guidance is available within Hampshire C.C. Offsite Activities File or on the Hampshire EVOLVE site. The guidelines and regulations issued by SCC regarding First Aid, hazards and staffing ratios must be consulted and adhered to. Guidelines and regulations are kept within school as a reference source.

Physical Education

The teacher must consider the age and physical development of the child under instruction in ascertaining the type of activity and apparatus used.

Watches and earrings should not be worn.

All PE equipment to be serviced annually.

Physical intervention

Arrangements regarding physical intervention are set out in the Behaviour and the Physical Intervention Policies. All instances of physical intervention, where a person has been restrained, will be recorded using the restraint form, signed by relevant staff, reviewed by the Head Teacher, and stored with the Deputy Head.

Playtimes

All children must be closely supervised to ensure that activities are not of a nature that could cause injury.

Children must not be allowed to play on equipment when it is wet/icy .

Jewellery

Children may not wear more than one pair of stud earrings. Children may wear one non-audible watch.

Jewellery may be worn for religious reasons with prior consent of the Head teacher.

Appendix 1 - School Health and Safety Inspection Checklist

Persons involved:	
Date of inspection:	

Section 1 – External Areas and Play Equipment				
		Yes	No	Comments
1.1	Are paths and playgrounds free from foreseeable trip/slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Are utility holes secure?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Are grass areas reasonably even and free of glass, needles etc?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Do trees/branches appear safe?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Is the perimeter fencing sound?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2 – Vehicles On Site				
		Yes	No	Comments
2.1	Are traffic routes marked or signed?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Where possible, is there segregation of vehicles and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Is there designated parking?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Are there designated loading/unloading bays?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Are traffic warning signs and markings clear?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 3 – Evacuation

		Yes	No	Comments
3.1	Are escape routes clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Are exit doors free from internal/external obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Are evacuation notices displayed adjacent to alarm call-points and key locations?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Are fire drills held termly?	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Have extinguishers/alarm been serviced within last year?	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Is the alarm audible?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4 – Building Issues

		Yes	No	Comments
4.1	Are floors and floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Are handrails on stairs sound?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Are door mechanisms in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Is safety glass used where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Are facilities for people with disabilities appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Do gutters, down-pipes and other fixtures appear sound?	<input type="checkbox"/>	<input type="checkbox"/>	
4.7	Do roof tiles appear secure?	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Are security systems adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 5 – Temperature & Ventilation

		Yes	No	Comments
5.1	Can a reasonable room temperature be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	

5.2	Are fans/blinds provided to alleviate high temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Is the natural and artificial ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 6 – Lighting

		Yes	No	Comments
6.1	Are all lights working?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Are diffusers clean?	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Is internal lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Is external lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 7 – Electricity

		Yes	No	Comments
7.1	Is access to electrical system restricted to authorised persons?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Is there a warning sign displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Is there an electric shock first aid poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Are materials in the electrical cupboard stored in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Are portable electrical appliances tested periodically by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	Are plugs and leads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Are socket outlets at least 1m away from running water?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 8 – First Aid and Medical Provision

		Yes	No	Comments
8.1	Are names of first aiders displayed or known?	<input type="checkbox"/>	<input type="checkbox"/>	

8.2	Are certificates valid?	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Are first aid boxes adequately stocked?	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Are arrangements in place for safe disposal of body fluids and sharps?	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Do staff wear gloves when dealing with body fluids?	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Are staff aware of your policy for administering medicines?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 9 – Welfare Provision

		Yes	No	Comments
9.1	Are there suitable toilet facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Are suitable washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Are the facilities adequately inspected, cleaned, ventilated, and lit?	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Have drinking water outlets been labelled?	<input type="checkbox"/>	<input type="checkbox"/>	
9.5	Are there appropriate facilities for people who are unwell?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 10 – Working at Height

		Yes	No	Comments
10.1	Are steps or 'kick-stools' available and used appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Are ladders/scaffold towers in good condition and stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Are ladders/scaffold towers used by authorised persons only?	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Is there a safe system for working at height e.g. roofs?	<input type="checkbox"/>	<input type="checkbox"/>	
10.5	Where staff cleans windows, have safe procedures been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	

10.6	If a window-cleaning contract is used has a safe system of work been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	
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Section 11 – Management

		Yes	No	Comments
11.1	Is LEA health and safety information available?	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Do staff know of their existence?	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Is the health and safety law poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 12 – Miscellaneous

		Yes	No	Comments
12.1	Is furniture in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Is storage of small quantities of flammable/hazardous substances suitable?	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	Do office staff have enough working space?	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	Are all parts of the school maintained in a clean and tidy condition?	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Are there adequate facilities for the safe storage and disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2 - DISPLAY SCREEN EQUIPMENT SELF-ASSESSMENT

Username:		Managers name:		Date:	
Hub:		Team/Workplace:		Assessment No:	

User to complete Yes/No section

Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Display Screens				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background, and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier	
Is the user sat directly facing the screen?			Moving the screen so the user sits directly in front will aid correct posture for the users back	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	

Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory. • work is intensive; and/or • the user has problems getting the screen to a comfortable position. 	
Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Display Screens Cont:				
Is the screen free from glare and reflections?			<ul style="list-style-type: none"> • Use a mirror placed in front of the screen to check where reflections are coming from. • You might need to move the screen or even the desk and/or shield the screen from the source of reflections. • Screens that use dark characters on a light background are less prone to glare and reflections. 	
Are adjustable window coverings provided and in adequate condition?			<ul style="list-style-type: none"> • Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. • If these measures do not work, consider anti-glare screen filters as a last resort, and seek specialist help. 	
Mouse, trackball etc:				
Is the keyboard separate from the screen?			This is a requirement unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			<ul style="list-style-type: none"> • Try pushing the display screen further back to create more room for the keyboard, hands, and wrists. • Users of thick, raised keyboards may need a wrist rest. 	

Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • hands bent up at wrist; • hitting the keys too hard; • overstretching the fingers. 	
Are the characters on the keys easily readable?			<ul style="list-style-type: none"> • Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing. • Use a keyboard with a matt finish to reduce glare and/or reflection. 	
Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Mouse, trackball etc:				
Is the device suitable for the tasks for which it is used?			<p>If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).</p>	
Is the device positioned close to the user?			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> • prevent arm overreaching; • tell users not to leave their hand on the device when it is not being used; • encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?			<ul style="list-style-type: none"> • Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. • The user should be able to find a comfortable working position with the device. 	

Does the device work smoothly at a speed that suits the user?			<ul style="list-style-type: none"> • See if cleaning is required (e.g. of mouse ball and rollers). • Check the work surface is suitable. A mouse mat may be needed. 	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
Mouse, trackball etc:				
Is the software suitable for the task?			<ul style="list-style-type: none"> • Software should help the user carry out the task, minimise stress and be user-friendly. • Check users have had appropriate training in using the software. • Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. 	
Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Furniture:				
Is the work surface large enough for all the necessary equipment, papers etc?			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach.	
Is there a document holder available?			A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	

Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare	
Is the chair suitable?			The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	
Is the chair stable?			<ul style="list-style-type: none"> • Are all the feet/castors in place • Is the floor even and sound 	
Does the chair have a working: <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat pan height adjustment? • swivel mechanism? • castors or glides? 			Is the user familiar with the chair operation	
Is the chair adjusted correctly?			<ul style="list-style-type: none"> • The user should be able to carry out their work sitting comfortably. • Consider training and/or information for the user in how to adopt suitable postures while working. • The arms of chairs can stop the user getting close enough to use the equipment comfortably. • Move any obstructions from under the desk. 	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Furniture Cont:				
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height if necessary.	

Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	
Environment:				
Is there enough room to change position and vary movement?			<ul style="list-style-type: none"> • Space is needed to move, stretch, and fidget. • Consider reorganising the office layout and check for obstructions. • Cables should be tidy and not a trip or snag hazard. 	
Is the lighting suitable, e.g. not too bright, or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights do not cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			<ul style="list-style-type: none"> • VDUs and other equipment may dry the air. • Circulate fresh air if possible. • Plants may help. Consider a humidifier if discomfort is severe 	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing	
Training and Information:				
Has the user been given training and/or information on the health and safety aspects of DSE?			<ul style="list-style-type: none"> • Contact L&D for access to safety media e-learning • See intranet DSE microsite 	
Has the user had an eye test in the past 2 years?			All DSE users are entitled to an eye test every two years	

Does the user take regular breaks when using DSE for prolonged periods of an hour or more?			A change of activity away from DSE can be considered as a microbreak	
Risk Factors	User to tick		Things to Consider	Action to take (to be completed by user's manager or DSE assessor)
	Yes	No		
Call Centre DSE users only (takes calls while addressing display screen):				
Do users have their own headsets if required?				
Has the user received training and/or information on how to clean the headset?				
Are there approved cleaning materials available?				
Does the headset have volume controls?			Manufacturer controls or a noise cancelling microphone.	
Has the user experienced any dulled hearing or ringing in their ears? e.g. acoustic shock incidents			Call handlers should be encouraged to report to management exposure and management should keep a record of these reported events.	
Has the user experienced any loss of voice? (Dysphonia)				
Other issues:				
Have the questions covered all the health and safety issues you wish to raise concerning the use of your workstation and workplace?			e.g. do you have any general health and safety concerns such as excessive workload, lifting and carrying or general health concerns or conditions which may affect how you use your DSE?	

If the answer to the above question is NO, please use the space below to provide further details

Mobile devices (Laptops; Tablets Smartphones etc.):

Do you use Mobile devices for work?		Devices are subject to DSE regulations when in prolonged use. Have mobility bundles been provided and is prolonged use avoided where necessary? See SWP Display Screen Equipment (DSE) for further guidance.	
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Assessor commentary

User signature

If the user experiences any future health concerns which they feel are related to DSE work, they should seek further advice from a DSE assessor and/or the Corporate Health and Safety Service and their own GP.

The following section is for use by DSE assessors and user managers only.

Assessor Name:		1 to 1 with DSE user held? Y/N:		Assessor signature:	
DSE Assessor course attended Y/N		Date of 1 to 1:		User manager signature:	

Have you conducted a posture set up with the user? Y/N:		Have you carried out a visual check of the user's workstation to ensure it is set up correctly? Y/N:	
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Recommendations (In order of priority and date)

Action to be Taken	Person Responsible	Target Date	Completion Date

Assessment Review (Corrective action to be added to the list above) This assessment must be reviewed if changes occur, or problems are reported. In any event it must be reviewed annually (A review means considering if the assessment is still valid. It is not necessary to repeat the assessment)

1st Review

2nd Review

3rd Review

4th Review

5th Review

Reviewed by:

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Date:

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Appendix 3 – First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Appointed Person or member of SLT will contact parents immediately
- The first aider who dealt with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Serious accidents or injuries must be investigated by either Mrs Sarah Harrison or Mr Andy Venn as accident investigators and followed up with appropriate Health and Safety procedures.

Of-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Parents' contact details
- Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be reviewed by the Educational Visits coordinator: Mr. Joe Cunningham. There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. On all school trips there will be a trained first aider present.

Appendix 4 EMERGENCY EVACUATION PROCEDURE

WHEN THE ALARM BELL RINGS:

Staff and children indoors:

- Everyone stops and listens.
- Teachers instruct children to line up calmly
- Follow nearest Fire Exit sign



- Teaching assistants check classes and toilets, making sure all the doors and windows are closed.
- Children, led by their teachers, walk calmly to main playground, line up in classes in the far corner, well away from the building.
- Office staff gather registers and visitors book, evacuating through the main entrance, making their way around to the playground.
- Office Staff check the registers at meeting point on the playground.

Staff and children outside;

- A member of staff blows the whistle.
- Children stop and line up quickly and calmly into class groups in far side of playground.
- Wait until the rest of the school has joined them.
- Teachers do head and register

IF YOU DISCOVER A FIRE THEN RAISE THE ALARM BY IMMEDIATELY OPERATING THE NEAREST FIRE ALARM!



Appendix 5 School Emergency Plan

How people will be warned if there is a fire:

- The siren (a varying tone) will sound throughout the school. If the siren fails, a continuous pulse of the school bell will be made manually and/or a continuous whistle will be blown.

What staff should do if they discover a fire:

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to the muster point (parallel to the hedge of the bottom playground)
- Admin Team and SLT should take emergency 'grab' bags to the designated muster point.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

What pupils or visitors should do if they discover a fire:

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves. I.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but not run.
- The Admin Team will take the class registers & contact list to the assembly points (registers must be returned promptly to the office.)
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.
- Procedure for checking the premises have been evacuated.
- Roll calls will be made by class teachers against the register.
- In the Acorn Building (1971) TAs in each area will check the toilets and corridors after instructing children to exit via the nearest door. In the Oak Building (2013) this role is taken by TAs working in that area.
- Gate keys can be found in the emergency response file in the emergency grab bag. All Middle and Senior Leaders also hold a gate key.

How the evacuation of the woods should be carried out:-

- Staff will set off siren on loudhailer
- Staff in woods to bring all children together in front of hide
- Staff to wait for further instructions via loudhailer to see if it is safe to come to the muster point.

Where people should assemble after leaving the premises:-

- All children line up on the Lower Playground, Early Years on the right and through to Year Six on the left on the farthest side of the playground (parallel with the hedge)

Identification of key escape routes & how they are accessed to escape to a place of safety:

- From Acorn Building (1971), each class has an external door, and this should be used to exit from the building, and then walk the shortest, safest route to the assembly point.
- From the Hall, through the exit doors onto the covered walkway and down to the muster points
- From the Oak Building (2013), each room has an external door which should be used.
- From the Hub, use the nearest safe exit to leave the building

Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure, they should leave firefighting to the Fire Service.

If the decision has been made to evacuate the school site, please follow the School Emergency Plan. Gate keys can be found in the emergency grab bag and are held by all Middle and Senior Leaders.

The duties and identity of staff that have specific responsibilities if there is a fire:

- Admin Team – telephone the fire service and take registers and contact details to the assembly point
- Kitchen / Catering Staff – turn off cooking appliances before leaving kitchen
- Site Manager – shut off any machinery in use when alarm sounds.
- Teaching Assistants - check toilets and general shared areas for evacuation
- First Aiders will check on children and adults once at the assembly point.

Arrangements for evacuation of people especially at risk:

- Children with severe mobility difficulties will be assisted as identified by their individual risk assessment

Any appliances or power supplies that have to be isolated if there is a fire:

- Kitchen equipment

Specific arrangements for high risk areas:

- Kitchens – cooking appliances will be isolated
- Boiler House – keep flammable materials to a minimum

Contingency Plans for when safety systems are out of order:

- In the event of the fire detection system being out of order, a whistle will be blown, or the siren will sound on the loudhailer.

How rescue services will be called and who is responsible for this:

- The Admin Team will call the fire service from the main office or mobile phone.
- The detail of which building is on fire must be made clear and direction to the relevant approach to the school (i.e. Kesteven Way or Townhill Way).

Procedure for meeting rescue services on their arrival and notifying them of any special risks:

- The Headteacher or SLT will liaise with the emergency services on their arrival.

- Depending upon the site of the fire the HT or SLT will meet the fire services at the main entrance to the Acorn building or at the Townhill Way entrance.

What training employees need and the arrangements for ensuring that this training is given

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Staff will also be required to complete and pass online training in Fire Safety