WINDERMERE SCHOOL
FOUNDED 1863

11: Health and Safety Policy

HEALTH & SAFETY POLICY STATEMENT AND MANAGEMENT ARRANGEMENTS

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This document describes how Windermere School is organised to deliver effective health and safety for its employees, pupils, parents and anybody else affected by its activities.

Health and Safety is the responsibility of all employees. We all have a contribution to, and an involvement in health and safety. We have a responsibility for ourselves, each other and anybody else affected by our decisions, actions or omissions.

If we take ownership of any defects that we see or are brought to our attention, not just those within our own jobs, we will be looking out for each other and our organisation.

When it comes to Health and Safety every employee has an equal voice regardless of their position within the organisation, whether staff or student.

There is no shortage of stories about ridiculous decisions taken, wrongly, in the name of health and safety – we aim to tackle real risks in a proportionate manner. This includes recognizing that the benefits of enjoying a full and varied school curriculum demands the opportunity to expose pupils to environmental and activity hazards. It is our aim not to restrict their experiences but to coach them and educate them on how to control these risks safely.

Nevil Jeffery
Operations Manager
Health and Safety Management Lead
Date: 11th September 2024
Reviewed: 12th October 2025

1: HEALTH AND SAFETY POLICY STATEMENT

We are committed to the health and safety of all involved in our school whilst protecting the environment and communities in which we operate. Our health and safety aspiration is: no accidents, no harm to people. We aim to positively manage risk for all activities in which our pupils are involved to allow us to leverage outdoor learning under expert tuition.

We are mindful of our obligations under the Health and Safety at Work etc. Act 1974, and recognize that a foundation of sound Health and Safety is integral to this vision and our performance.

All Members of the School community, Staff, Pupils, Contractors and visitors have a duty of care for the health and safety of themselves and others who may be affected by their activities.

We will achieve this by:

- developing a working environment in which there is an awareness of the vital importance of health and safety.
- demonstrating positive leadership to encourage a positive culture where clear plans and objectives for improvement are set, establishing appropriate policies and procedures so that, everyone is aware of their individual responsibilities and is actively engaged.
- integrating health and safety into the structure of departments and each individual's jobs so that they take personal responsibility for their actions and the health and safety of others;
- ensuring that we recruit competent people and that staff are effectively trained and are competent to carry out their tasks;
- consulting and communicating with staff and pupils both directly and via written material;
- taking a proactive approach to actively controlling risks in a consistent and proportionate manner;
- monitoring the effectiveness of measures that we take.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

Frank Thompson	Peter Hogan
Head	Chairman of the Governors
Date: October 2025	Date: October 2025

2: ORGANISATION AND RESPONSIBILITIES

This section sets out the broad structure for management and the responsibilities of the Governors and employees of Windermere School. These responsibilities are defined in greater detail in health and safety procedures issued through the Health and Safety Committee.

Everyone should be aware of their own responsibilities. Individuals must take personal responsibility and will be accountable for, their actions.

The Board of Governors

The Board of School Governors, as a body, has general duties and responsibilities as an "employer" under the Health and Safety at Work etc Act, 1974, and related legislation and for their decisions that may affect health and safety.

In order to meet these responsibilities, the Board will ensure that:

- Undertake an annual review of the overall Health and Safety performance of the School.
- there are appropriate and effective safety policies and procedures;
- there is visible leadership to develop a positive attitude to health and safety among employees;
- there is demonstrable commitment to achieving a high standard of health and safety performance and ensuring that health and safety is an integral part of the overall management culture;
- the Head meets his responsibilities for safety, health and welfare;
- adequate resources are directed towards achieving these objectives; and recognise Kym Allan Associates as the, Governor appointed Health and Safety consultant on the Risk Management Board.

School Governors

The School Governors have an individual responsibility to keep themselves aware of the School's Health and Safety policy and to:

- take personal responsibility for their own actions and decisions;
- co-operate with the School so that it can comply with its duty of care;

- follow procedures and safe systems of work designed for their protection;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare; and
- report accidents or any situation, practice or procedure they suspect is potentially hazardous.

The Nominated Governor for Risk will undertake a site review once a year, with a view to reporting any hazards that they perceive to be in evidence on site.

3: MANAGEMENT AND SUPERVISION

Head

The Head has ultimate responsibility for the delivery of health, safety & welfare within the School and will:

- provide visible leadership, and encourage the same from all senior managers and department heads, in order to promote a positive attitude to health and safety;
- ensure that health and safety is an integral part of the overall management culture in which health and safety objectives are regarded as linked to other business goals;
- ensure that adequate resources are made available to enable health & safety policies and procedures to be effectively implemented;
- appoint a competent person to assist the School in compliance with the requirements of health and safety legislation;
- ensure that both the Risk Management Group and Health and Safety Committee remain effective and fit for purpose;
- consult with the nominated staff representatives to enable them to be fully effective.

Health & Safety Lead Manager

The Director of Operations nominated to act as the Health and Safety Lead and is appointed as the competent person for Health and Safety. They will:

- act as a focal point to advice on and embed best health and safety practice within the Senior Leadership;
- champion and promote health and safety amongst the School organisation, governors, employees and pupils, and build and coordinate relationships to achieve this;
- represent senior management by chairing the Health and Safety Committee; and the Risk Management board
- ensure Senior Leadership and Governor health and safety competencies.
- discharge the responsibilities for managing operational premises and open spaces.

Head of Junior School, Deputy Heads, Heads of Department and Operational Managers

Head of Junior School, Deputy Heads, Heads of Department and Operational Managers have overall responsibility for health, safety and welfare within their Department and will:

- provide visible leadership in order to promote a positive attitude to health and safety;

- ensure that health and safety is an integral part of the overall Department management culture;
- ensure that there are health and safety management procedures within their department so that risks are effectively identified and assessed, and control measures properly implemented;
- ensure that Teachers and staff under their control meet their responsibilities for safety, health and welfare;
- ensure that health and safety responsibilities throughout their departments are delegated to competent, authorised, resourced and trained persons and that these responsibilities are properly assigned, accepted, clearly understood, fulfilled and monitored;
- ensure that employees are consulted regarding any proposed structural alterations, workplace re-organisation, changes in work equipment, staffing levels or work practice likely to have significant implications for their health, safety or welfare and report such issues to the health and safety committee.

  The Senior Leadership Team and Director of Operations are the appointed competent persons to assist the School (under Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to comply with the requirements of health and safety legislation and will:

- have the right of executive action in an emergency or situation where there is an unacceptable risk, being accountable to the Head;
- advise on the requirements of Health and Safety legislation and good working practice;
- maintain a central record of all risk assessments;
- provide information and guidance, and carry out audits as necessary and as directed;
- liaise as necessary with the Health and Safety Executive, Police, Fire, and any other statutory bodies and Trade Union representatives; and
- investigate and report on significant incidents and issues.

Teachers

Teachers are responsible for health, safety performance and welfare issues within areas of responsibility, whether relating directly to the activity of their lesson or to contractors working on their behalf and will:

- promote a positive health and safety culture in which pupils are engaged and can make suggestions for improvement;
- demonstrate commitment to achieving a high standard of health and safety performance;
- ensure that hazards are identified and risk assessments are effectively carried out, recorded and acted upon;
- ensure that any preventative and corrective measures, including written safety procedures, identified by risk assessments are implemented, recorded and monitored as necessary;
- ensure that their pupils, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others;
- ensure that any other persons under their control or responsibility, meet their responsibilities for safety, health and welfare;
- monitor and supervise others under their control to ensure that work is carried out in a safe manner; and
- refer any significant health and safety concerns that cannot be resolved to their department head.

Operations Supervisors

Supervisors are responsible for health, safety and welfare performance as delegated to them by their Line Manager and will:

- assist their Manager in promoting a positive health and safety culture;
- ensure that staff, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others;
- ensure that staff, and any other persons under their control or responsibility, meet their responsibilities for safety, health and welfare;
- monitor and supervise staff and others under their control to ensure that work is carried out in a safe manner; and
- refer any significant health and safety concerns that cannot be resolved to their Manager.

4: ALL STAFF, PUPILS, CONTRACTORS AND VISITORS

Everyone

All Members of the School community, Staff, Pupils, Contractors and visitors have a duty of care for the health and safety of themselves and others who may be affected by their activities. In particular, every employee, regardless of seniority will, in addition to any duties outlined above:

- take personal responsibility for their actions and work within their competence;

- co-operate with management so that the School can comply with their duty of care;
- follow procedures, guidance and safe systems of work designed for their protection;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- check that work equipment is in safe working order before use; and
- report accidents or any situation, practice or procedure they suspect is potentially hazardous.

5: SAFETY REPRESENTATIVES

Safety Representatives

Staff may appoint Safety Representatives to represent their interests regarding health and safety matters. This Role is currently undertaken by the Operations Manager, Head of Windermere International Summer School, and Educational Visits Coordinator

The functions of Safety Representatives include the following:

- investigate accidents and reports of hazards;
- to represent employees on health, safety and welfare matters
- investigate complaints of a health and safety nature made by their members;
- discuss health and safety matters with the Head and Management;
- carry out inspections of the workplace;
- receive information from Inspectors of the Health and Safety Executive and similar enforcing authorities; and
- attend meetings of the Health and Safety Committee.

The School will arrange for appropriate facilities and assistance to be given to Safety Representatives to enable them to fulfil their functions.

6: HEALTH AND SAFETY GROUPS

Risk Management Group

The Risk Management Group drives the health and safety agenda across the School organisation. It is a strategic body and meets once a term. Its purpose is to:

- Identify the significant risks facing the School;
- ensure that responsibility is clearly delegated to the competent person to manage these risks;
- to identify any resources required to facilitate risk management and arrange their release if not currently in place;
- monitor the health and safety performance of the School;
- advise the School Governors and management as necessary on their duties in respect of health, safety and welfare.

The membership of Risk Management group will be drawn from the following list of roles as is appropriate and others added as deemed required by the Chairperson:

- The Chairperson (Director of Operations);
- Windermere School Head;
- Head of Junior School;
- Operations Manager
- Governor nominated lead for Risk Management supported by (Kym Allan Associates Ltd).

Health and Safety Committee

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The Health and Safety committee will:

- Review statistics with a view to recommending corrective action;
- Examine safety audits, inspections and assessments;
- Authorise the updating of school procedures relevant to Health and Safety.
- Consider legislation, reports and information in order to determine necessary action;
- Keep a watch on the effectiveness of rules, systems of work, training and communication.

The membership of the committee will be: drawn from the following list of roles as is appropriate and others added as deemed required by the Chairperson:

- The Chairperson (Director of Operations);
- The Head of Junior School
- The Deputy Head of Browhead
- The Designated Safeguarding Lead
- Educational Visits Coordinators (Senior School, Junior School and Outdoor EVC) and Head Windermere International Summer School to include their role as Staff representatives;
- Operations Manager;
- The School Nurse;

Other specialists will be co-opted as necessary and the committee will meet at least termly and the minutes will be displayed on school/departmental notice boards.

7: PERSONS WITH SPECIFIC RESPONSIBILITIES

The Governing Body and Head have delegated certain tasks and roles to the following:

- The Health and Safety Co-ordinator – **Director of Operations Andrew Smith**
- The Health and Safety Governor(s) – **[Chair of Governors]**
- Workplace First Aiders – **Susan Brown, Abi Bergess, Sean Gallacher, Jane Kirkpatrick,**
- Paediatric First Aiders – **Jenny Davies, Jo Gaskin, Philip Baines, Joanne Pink.**
- Emergency First Aiders- **Scott Chandler, Mark Lovick.**
- Person responsible for ensuring first aid boxes remain stocked – **Abi Burgess**
- Site Security issues, CCTV – **Nevil Jeffery**
- Defects are to be reported to – Maintenance Team and **Nevil Jeffery**
- Organisation for equipment repairs, maintenance and routine servicing – **Nevil Jeffery**
- Training and Development Coordinator (H&S) – **Andrew Smith**
- Asbestos Coordinator, responsible for visual inspection and the recording of termly condition monitoring – **Nevil Jeffery**
- Coordinator of Risk and COSHH Assessments is – **Nevil Jeffery, Kathryn Bethell**

- The person responsible for ensuring that all persons working in school undergo suitable recruitment and vetting checks – **Aukje Noorman**
- Designated Safeguarding Lead (DSL) is – Browhead - **Susan Brown**, The Junior School - **Jenny Davies**
  The Junior School EYFS – **Joanne Pink.**
- Educational Visits Co-ordinator – **Paul Platt**
- The Responsible Person for Fire Safety – **Frank Thompson**
- The Fire Safety Manager (person in charge in an emergency) – **Andrew Smith or Nevil Jeffery** and for Junior School, **Jenny Davies, House Parents**
  - Boarding houses out of hours, **HOMS.**

- Fire Wardens – **Rob Dewhurst, Nevil Jeffery, Andy Monk, HOMS, Aukje Noorman, Joanne De Vries, Lisa Ashworth and at Junior School, Year group teachers and Kate Osmaston.**
- Person responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book – **Nevil Jeffery**
- Holder of accident/incident records and official site accident book – **Nevil Jeffery**
- pupil accident book – **S Brown / Nurse**
- The person(s) responsible for undertaking accident investigations – **Andrew Smith or Nevil Jeffery**
- Ladder register is maintained by – **Rob Dewhurst**
- PE and fixed playground equipment in-house visual inspections – **Rob Dewhurst**
- Radiation Protection Supervisor – **Kate Bethell, Head of Science**.

Heads of Department/Managers with specific responsibilities for H&S Management within their own areas are:

Adventure – Paul Platt,

Physical Education – Meg Ellery,

Performing Arts and Art – Naomi Nield, Natalia Burtt-Jones, Katherine Pateson

Science, Food and Nutrition – Kathryn Bethell,

Junior School – Jenny Davies,

Boarding –Sue Brown

General Services, Catering and Cleaning – Nevil Jeffery,

Maintenance and Estates – Nevil Jeffery,

Transport – Will Dolman,

Summer School –VACANT

7.1 Location of Supporting Systems/Documents

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in school.

Location of Key Documentation

- Displayed H&S Policy Statement and Arrangements – Staff Notice board and Staff Handbook

- Defect reporting system/book – Maintenance@windermereschool.co.uk
- General School Risk Assessments – Staff Handbook
- Pupils' Accident Book – SIMS Database
- Official Accident Book is held in – SIMS Database from September 2021
- A list of pupils with specific medical conditions/needs is held in – SIMS Database
- Archived health and safety documents/records are held in – Staff Handbook
- Emergency / Fire Evacuation Plans – Staff Handbook, Operations Office and The Junior School Office.
- Maintenance and servicing records (Building Register) – ONE Drive and Operations Office
- Health and Safety Management Plan – ONE Drive and Operations Office
- Asbestos Management Plan (including Asbestos Register) – ONE Drive and Operations Office
- Water Hygiene Risk Assessment – ONE Drive, Operations Office and Zeta online.

7.2 Other Related Policies

This policy should be read in conjunction with other related school policies and procedures including:

- Child Protection Policy and procedures
- Peer on Peer Abuse Policy
- Procedures for Protecting Children when Contractors are Working in Educational Settings
- Code of Conduct for adults visiting or working on a school site (leaflet)
- Recruitment Selection and Pre-Employment Vetting Policy & procedures including the Single Central Record
- Online Safety Policy and procedures
- Whole School Behaviour Policy and procedures
- Code of Conduct for Staff & Other Adults
- Positive Handling, Support and Physical Intervention Procedures
- PSHE Policy, including RSE
- Single Equality Scheme/Objectives
- Guidance on the Use of Photographic Images
- School Drug Policy
- Supporting Pupils with Medical Conditions Policy and procedures
- Intimate Care Procedures
- Educational Visits Procedures
- Attendance Arrangements
- Data Protection Policy
- Special Educational Needs Information Report/Policy
- Missing Child Procedures
- First Day Calling Procedures
- Emergency Plan(s) including Lockdown procedures
- Risk Assessments
- Premises Management including security measures, formal inspections and Buildings Register
- Accessibility Plan
- Voluntary Home School Agreement
- Lettings Arrangements
- Any Covid-19 related Addendums to existing policies

8: ARRANGEMENTS / PROCEDURES

8.1 Consultation, Communication and Competence

Consultation

The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will co-operate and consult with employees and pupils as necessary. If a decision involving work equipment, processes or organisation could affect the health and safety of our staff, we will allow time to give them, or their representatives, the chance to express their views, and take account of these views before reaching a decision. Consultation with staff will be carried out on all matters relating to health and safety at work either collectively or direct with individuals.

The Governing Body will recognise, co-operate and consult with properly appointed Health and Safety Representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within school. Provision will be made for specific staff safety committees where requested and they will be provided with the facilities and assistance they may reasonably require to carry out their functions. At the present time, the school does not have an appointed Trade Union Representative However Staff are represented by the EVC Co-Ordinator and Head of Windermere International Summer School at H&S Committee.

The school has a dedicated Health and Safety Committee. This aims to improve communication links throughout the school and give ownership of health and safety to staff at different levels. Members of the Committee report back directly to their own teams/departments and bring to the Committee issues raised by their teams/departments in a bid to improve health and safety throughout the school.

The relevant Governor sub-committee meets regularly to discuss health, safety and welfare and safeguarding issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication

The School will provide all employees (including trainees and those on fixed term contracts) with comprehensible and relevant information on the risks to their health and safety identified by risk assessments and the preventive and protective measures required to prevent accident, injury or loss.

Agency workers and seconded workers are treated as employees under health and safety legislation, and we will ensure that these employees have appropriate induction and are informed likewise of hazards and risks associated with the working environment.

Information supplied will be pitched appropriately, given the level of training, knowledge and experience of the employee. It will also be provided in a form which takes account of any language difficulties or disabilities. For employees with little or no understanding of English, or who cannot read English, we may need to make special arrangements. These could include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.

While any child (below minimum school leaving age) or Young Person (under 18) is at work i.e. on work experience from another school, a trainee or employed, the requirements to provide information are the same as for other employees. There is however an extra requirement on the employer to provide the parents/carers of children at work with information on the key findings of the risk assessment and the control measures taken, before the child starts work. Children on work experience will also receive formal Health and Safety Induction.

Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC) provides competent, health and safety advice to the School and is responsible for keeping the school up to date on all health and safety matters of relevance. The Health & Safety Coordinator is responsible for ensuring that all new information supplied by KAHSC is effectively communicated to the relevant target audience.

Information and/or advice on matters relating to the health, safety and welfare of employees will generally be circulated via staff meetings unless it is of immediate importance to any individual

employee or group of employees. Health and safety will be a standing item on the agenda of staff meetings and Governor meetings.

Additions and alterations to the Policy, which is a working document, will be circulated to staff promptly.

Safety Signs & Notices

Where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs will be provided. Appropriate signs will be displayed and will be easy to follow; a Health and Safety information notice board will be provided/maintained and a Health and Safety Law poster displayed.

Health and Safety Training

All personnel shall be competent to perform tasks that may impact on health and safety in the school. Competence shall be defined in terms of appropriate education, training and/or experience. Training procedures shall consider differing levels of responsibility, ability and literacy; and risk.

All employees will be provided with:

- induction training in 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, use of certain machinery etc.)
- refresher training where required.

A formal health and safety training record will be set up and maintained that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required. Records of staff training are kept in the Personnel Files located in the Finance Office and there it is intended that this is moved onto the KAHSC website along with copies of training certificates by January 2026. This will enable KAHSC to notify us 3 months in advance of required refresher training for individual staff members to enable us to book courses.

Each individual's line manager will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Induction Training

All new members of staff (including volunteers, pupils and pupils on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Health & Safety Coordinator and line manager to ensure that the relevant procedures and documentation has been seen and understood.

The school has a Health and Safety Induction Checklist which will be completed with each new starter/trainee commencing the first week of their employment.

References and Useful Links

Safety Representatives and Safety Committee Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996
Safety Signs and Signals Regulations 1996
Management of Health and Safety at Work Regulations 1999
KAHSC General Safety Series G12

https://www.kymallanhsc.co.uk/Document/DownloadDocument/7862
KAHSC General Safety Series G29
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7864
KAHSC General Safety Series G43
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8067

8.2 Monitoring, Review and Audit

Governors will fulfil their obligation to monitor the effectiveness of the implementation of the Health Safety Policy by undertaking documented Governor Health and Safety Monitoring throughout each school year.

The Governing Body with the support of the Head will, at intervals that it determines appropriate, monitor and review the school's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate. The review process aims to identify where changes to policy, objectives and other elements of the health and safety management system are required.

Typical information used in such a review may include the following items:

- accident statistics/trends;
- results of internal and external health and safety management audits, updated legislative requirements and corrective actions implemented since the previous review;
- the findings from premises inspections or other monitoring exercises;
- reports of emergencies (actual or exercises);
- reports from individuals on the effectiveness of the system locally;
- reports of hazard identification, risk assessment and risk control processes.

Typical actions following such a review may include the following items:

- minuted discussions and detail of the review;
- revisions to the Health and Safety Policy and objectives;
- specific corrective or improvement actions with assigned responsibilities and target dates for completion and review;
- areas of emphasis to be reflected in the planning of future internal occupational health and safety management system.

Those undertaking such reviews will report as required following its completion.

Health and Safety Objectives / Management Plan
The Governing Body will establish and maintain documented health and safety objectives that will be SMART *(specific, measurable, achievable, realistic & time bound)* and be consistent with the Health and Safety Policy including commitment to continual improvement. There will be a suitable 'programme' in place i.e. set objectives will be documented within an Action/Management Plan. Objectives will be quantified wherever practicable with timescales and costs. Senior management (or other suitable persons) will be allocated responsibilities regarding health and safety objectives which will be communicated to relevant personnel. The Management Plan/Objectives will be set and/or reviewed following the Management Review (as above) or at other times when necessary.

References and Useful Links

OHSAS 18001 Occupational Health and Safety Management Systems
HSG 65 Successful Health and Safety Management

Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994
KAHSC Model H&S Management Plan
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8722
KAHSC Termly Governor Monitoring Packs (Autumn Term, Spring Term & Summer Term)

8.3 Health and Safety Inspections of Premises and Activities

The Governors (or Health and Safety Sub-committee) in liaison with the Head and/or Health and Safety Coordinator will undertake a health and safety inspection of the school premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Head. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan.

Safety Inspection Regimes
More frequent safety inspections will be carried out by nominated staff to ensure:

- Cleanliness of all workplaces, good housekeeping, the removal of waste, suitable storage of materials, books and files, etc.;
- Welfare and sanitary provisions (male/female, children's and disabled toilet facilities) are in good order;
- Good condition of premises and equipment, including highlighting defects;
- Recording of specific inspections is taking place, e.g. asbestos monitoring, pre- use visual checks of electrical and work equipment, visual inspection of play/gym equipment, vehicle checks;
- Supervision of relevant activities is taking place on the school site;
- Suitability of on-site vehicle movements (traffic management plans).

The frequency of inspections will depend on the activity being undertaken and hazards present. Hazardous workplaces such as kitchens, D&T, Science etc. may need to be inspected at a greater frequency than low risk environments such as offices and records will generally be kept of inspections of higher risk environs.

Defect Identification and Reporting
We recognise that defective equipment or dangerous conditions can lead to personal injury or harm. No defective electrical appliance or lead, and no defective mechanical device or tool that might give rise to danger may be used.

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to the maintenance department (maintenance@windermereschool.co.uk). Steps should be taken to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices. The Bursar will ensure that the necessary action is taken to rectify each defect without delay. Where funds are not immediately available, the defective the equipment or work area in question will be taken out of service and this will be added to the Annual Health and Safety Management for action when funds become available. This will also become an agenda item at the next relevant Governors Sub Committee Meeting.

All staff are required to report accidents, incidents, near misses, defects and hazards. If, following their report, they are not satisfied with the actions taken to address their concerns, they may raise the issue through their usual line management route. If the problem remains unresolved, then the issue may be referred to the Head or Governing Body.

References and Useful Links

KAHSC Governor H&S Inspection Checklist
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7920
KAHSC Defect Report Sheet
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7164

8.4 External Health and Safety Management Audits

External audits are independent, unbiased reviews of the school's management system and can be a very useful exercise. KAHSC will, on request, carry out a health and safety management audit. These audits will be carried out by a qualified safety professional. Following this process, we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Head and Governing Body with the support of KAHSC where required.

References and Useful Links

OHSAS 18001 Occupational Health and Safety Management Systems
HSG 65 Successful Health and Safety Management

8.5 Risk Management and Risk Assessments

The purpose of undertaking a risk assessment is to identify significant risks, to document what hazards exist and the measures necessary to control them. Risk assessment allows us to meet the principle requirement of the Management of Health and Safety at Work Regulations and to establish safe ways to work and to protect staff, pupils and workers and any others who may be affected by school activities.

Generic School Risk Assessments for many day to day site, admin and curricular activities along with off-site visits are available to download from the KAHSC website www.kymallanhsc.co.uk. But these are to be edited into Windermere School format and controls adjusted to meet our local situation. For EVC documentation, templates have already been adapted for our local situation and these are to be used to formulate, the trip specific assessment by the trip leader.

KEY STAGE 3+ ONLY: In specialist areas such as Science, D&T, Art & Design and PE for example, it is expected that the Head of Department will plan for regular and recorded Risk Assessments and ensure that good practice notes and guidance issued by professional and specialist bodies, will be followed closely. Departments will refer to industry guidance such as CLEAPSS model risk assessments, Haz-cards or guidance, the AfPE book etc. which will be adapted locally. From these, warnings and controls will be produced in 'texts in daily use'.

Where model/generic risk assessments are used, we ensure that these are tailored to reflect the actual activities in relation to the school.

Although the Head remains responsible for ensuring development, all staff within school could be involved in the risk assessment process. When relevant, risk assessments will be developed and/or reviewed with the input of affected staff. Development will usually be led by an individual who has received specific training in the theory of risk assessment and a teacher/head of department/other who has the hands-on experience of tasks being assessed. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards.

Risk assessments will be working documents, their effectiveness monitored and reviewed following any significant changes or when they are no longer valid e.g. following accidents or near misses, the introduction of new equipment or systems of working, legislative changes etc. Risk assessments do NOT need to be re-written each year but DO need to be monitored and checked to ensure they remain valid and revised if there have been any changes. Staff should ensure they are aware of any risk assessments relevant to their roles and completed risk assessments will be available at all times for staff to view and will be held as working documents, and in many cases be required to dynamically risk assess based on the live situation in front of them.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on the individual's personal file and will be undertaken by the relevant line manager.

New and Expectant Mothers - Risk Assessment

It is the responsibility of staff to inform their line manager of any medical condition or pregnancy which may impact upon their work. When a member of staff notifies their line manager of their pregnancy, relevant risk assessments will be considered and an additional individual assessment carried out to ensure that throughout pregnancy, while at work and on return to work, risks to their health and safety are adequately controlled.

Young Persons at Work - Risk Assessment

We are happy to provide a limited number of work experience placements for young people. The exact nature of the duties undertaken by the student will depend on a number of factors, including the age and experience of the work experience student and the requirements of the course being undertaken by work experience student.

A designated member of staff will supervise all work experience pupils. They will oversee the visit and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The work experience student will become a member of the School staff for the period of their visit. This fact will have considerable bearing on their expected behaviour. A formal Health and Safety Induction will be carried out on day one of the placement.

The risks associated with work experience pupils or trainees may differ slightly to the risks that have been identified for other workers due to their inexperience, possible immaturity and the unfamiliarity with the environment or work processes. Existing risk assessments must consider any young person's working at the school (both pupils on work experience from other schools under the compulsory school leaving age and young employees under the age of 18) who may be put at increased risk due to their age and inexperience. There is however an extra requirement on the employer to provide the parents/carers of children at work with information on the key findings of the risk assessment and the control measures taken, before the child starts work.

Initially the work experience will usually involve periods of observation. As the student becomes more familiar with the layout of the School and its operation the expectations of and responsibilities given to the student will change. Duties and responsibilities may include assisting with the supervision of morning duties, assisting staff before or during activity sessions and with cleaning up.

In order to satisfy fire regulations, if work placement pupils wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave.

If the School is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

References and Useful Links

CLEAPSS – www.cleapss.org.uk
Association for PE – www.afpe.org.uk
HSE Risk Assessment site - http://www.hse.gov.uk/risk/risk-assessment.htm
HSE Work Experience Guidance
www.hse.gov.uk/youngpeople/workexperience/organiser.htm
KAHSC General Safety Series G09
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7790
KAHSC General Safety Series G43
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8067
KAHSC Work Experience Induction Checklist
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8241
School's current Risk Assessments

8.6 Accidents, Incidents, Ill Health and Dangerous Occurrences

Recording and Reporting

Accidents Involving Pupils: All incidents involving pupils will be recorded on the SIMS database.

Where the following criteria is fulfilled, the Operations Manager will make an entry to HSE. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the HSE This must be done within 7 days of the related accident and so all information relating to the incident must be given to the Operations Manager promptly.

- all serious injuries involving pupils;
- pupils removed from the scene and taken to hospital for treatment;
- serious head injuries i.e. where pupil is taken to hospital or medical advice is sought or advised;
- where fault can be assigned i.e. lack of supervision, faulty equipment etc.
- any incidents of violence or aggression resulting in serious injury or where police involvements has been necessary;

Parents will be informed about all injuries/accidents to children and of any first aid given. 'Bump Head letters' are sent home with pupils following any accident involving head injuries.

EYFS ONLY – Reporting to Ofsted and Local Child Protection Agencies: Refer to relevant section below for details.

Accidents Involving Employees: The Official Social Security Accident Book (BI 510) will be completed for all incidents/accidents involving employees and this is located in the Nurses pigeon hole. The entry in the accident book can be made either by the injured person or by a nominated person. After each entry is made, the page will be torn out, a copy given to the injured person and the original filed in the relevant personnel file, in line with the Data Protection Act.

Under RIDDOR, any accidents to staff which result in the following are reportable to the HSE. The Operations Manager must be contacted to complete the HSE notification if any of the following criteria are met:

- Fatality
- Specified Injuries
- Over seven-day absence

- Reportable occupational diseases

Although Over 3 Day Injuries/Absence are no longer reportable to the HSE, we must still keep a record of all over three day injuries.

Accidents Involving Contractors and the Self-Employed: The Official Social Security Accident Book must be completed just as it would be for school employees.

Accidents/incidents involving contractors working on school premises are normally reportable by their employers. It is important, however, that school staff are made aware of any accident, incident or ill-health in the event that the resulting injury/ill-health or incident was as a result of something which the school is responsible for e.g. electric shock as a result of faulty mains wiring; exposure to asbestos where the school staff failed to inform the contractors of its presence etc. Information provided to contractors regardless of whether they work in the school on a permanent or temporary basis will include the need to report accidents or incidents to the school representative.

Accidents Involving Members of the Public (Other Than Pupils) Including Volunteers: The Official Social Security Accident Book must be completed.

Injuries to members of the public or volunteers where they are taken from the scene of an accident to hospital for treatment and the accident arose in connection with 'work activities' are reportable to the HSE under RIDDOR. In these instances, the Bursar will notify the HSE on our behalf of any incidents that are RIDDOR reportable.

Violent Incidents: Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to their Line Manager. The Governors take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Violent incidents between pupils will be dealt with in accordance with the Whole School Behaviour Policy and do not need to be reported to the HSE unless serious in nature i.e. severity of injury, police involvement etc. They must still be recorded as an Incident on the SIMS database.

Violent incidents towards staff by other staff, pupils or members of the public will be dealt with in accordance with the Whole School Behaviour Policy. Physical or verbal violence to staff will be reported to HSE in the following situations:

- absence from work as a result of emotional, psychological or physical injury;
- any incident involving physical assault;
- involvement of the police or other agencies;
- incidents resulting in a review of the school's procedures;
- any other violent incident that an employee feels is unacceptable should be reported.

Near Misses: Staff and pupils are encouraged to report near misses as such incidents could, in the future, result in a major injury if appropriate control measures are not introduced to prevent a more serious incident occurring. Heads of Faculty co-ordinate the recording of near misses, and data on these forms must be kept anonymous. The Operations Manager is responsible for bringing this data to Health and Safety Committee meetings. There is no requirement to report these incidents to HSE as the analysis of near misses at a local level will help us to ensure that potential accidents are prevented in the future.

Dangerous Occurrences: An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE. This includes situations such as the accidental release of substances which may damage the health of any person (e.g. Asbestos) and electrical short circuits or overload causing fire or explosion. Details can be found in Appendix B in KAHSC General Safety Series G03. For any dangerous occurrences the Director of Operations must be notified to completion of an investigation form, within 7 days of the incident. The Director of Operations will notify the HSE of these incidents.

Occupational Ill-Health and Notifiable Diseases: Where an employee considers the ill-health to be work related, or if this is confirmed by an Occupational Health Specialist or other professional medical practitioner, this must be reported without delay to the Director of Operations and or Operations Manager

Where the work related ill health results in a Notifiable Occupational Disease (refer to Appendix B in KAHSC General Safety Series G03), these incidents will be reportable to the HSE.

Reporting To Ofsted and Local Child Protection Agencies

Our Early Years Provision is not registered with Ofsted separately from the school so is not on the Early Years Register and therefore there is no legal requirement for us to notify Ofsted of any serious accidents, injuries or deaths which occur in relation to the childcare we provide.

However, in line with the Statutory Framework for EYFS we will notify or our local Child Protection Agency of any serious accidents, injuries or deaths which occur in relation to the childcare we provide to EYFS children.

Accident Investigation

- The Director of Operations or Operations Manager will be responsible for reviewing all accidents to determine if an investigation is appropriate given the circumstances of the accident. The approach to the investigation will be varied based on the circumstances of the accident. If it is decided an investigation is not required the Bursar will review the circumstances and determine if actions are required to prevent recurrence. The majority of accidents will be low level requiring minimal investigation with the outcomes only needing to be noted on the SIMS accident recording database.
- More detailed investigations may be needed for more serious incidents and these will be conducted by the Bursar.
- Where appropriate, risk assessments will be formally reviewed following accidents/near misses.

Accident Data Analysis

Accident/incident statistics are reported to the Health and Safety Committee on a termly basis and the governing body on at least an annual basis to enable any patterns to be identified and to determine, where necessary, measures to prevent recurrence. Accident data is used to benchmark performance over time, within each campus.

Retention of Documents

Staff, Volunteers, Visitors, Members of the Public, Contractors, Self-Employed	**Records relating to accident/injury at work** - Date of incident + 12 years. In the case of serious accidents, a further retention period will need to be applied.
	The **official accident book pages** – Date of Incident + 6 years.
Pupils	Accident records (in any format) - Date of birth of the child + 25 years.
All	All records will be clearly marked and stored in such a way to prevent accidental use or loss. After the minimum record retention period has passed, we will destroy / delete the records concerned in line with the IRMS – Records Management Toolkit for Schools (May 2019)

References & Useful Links

http://www.hse.gov.uk/riddor/
DfE Statutory Framework for EYFS
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9089
The Childcare Register (General Childcare Register) Regulations 2008
IRMS Records Management Toolkit for Schools May 2019
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9451
KAHSC General Safety Series G0
1 https://www.kymallanhsc.co.uk/Document/DownloadDocument/7621
KAHSC General Safety Series G03
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7861
KAHSC Near Miss Report Form
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8564
KAHSC On-line Accident Recording/Reporting System

8.7 Liability Claims

Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, we will:

- immediately forward the letter of claim or CNF to our Insurers, in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Insurers, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Insurers, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.
- This process will be led by the Bursar.

8.8 First Aid

First Aid Requirements
Our first aid requirements are based on risk assessment, and include:

- designated workplace first aiders (names displayed on posters in school);

- adequate numbers of suitably qualified staff providing first aid provision for pupils (including paediatric first aiders where required);
- identified locations of first aid boxes with complete and "in date" contents;
- accommodation in order to cater for the medical and therapy needs of pupils, including accommodation for the medical examination and treatment of pupils; and the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.
- Playground, sports and vehicle kits where required;
- first aid considerations for off-site visits including travelling first aid kits.

If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

Training for ALL First Aid personnel is arranged by the School Nurse who is responsible for ensuring that recertification training is arranged where necessary before existing certificates expire and ensuring that new persons are trained should first aiders leave.

First Aiders and Emergency First Aiders in the Workplace complete a three hour annual basic skills update in line with HSE Recommendations.

First Aid Supplies

These are located in appropriate locations throughout school and where required, are available for off-site visits and midday supervisors and contain items recommended in KAHSC General Safety Series G02. If at any time these articles are missing or stocks are running low, inform the designated person who is responsible for stocking first aid containers and ensuring all stock past its expiry date is discarded and replaced.

First Aid Records

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

Supporting Pupils at School with Medical Conditions

All medication will be administered to pupils in accordance with the DfE document 'Supporting Pupils at School with Medical Conditions' and the school's own Policy and procedures for Supporting Pupils at School with Medical Conditions held separately.

Individual Health care plans are in place for those pupils with complex or chronic/ongoing medical conditions. These plans are reviewed at least annually (or more frequently as necessary) and written precautions / procedures made available to staff.

Staff undergo general awareness training in relation to the school's policy and procedures for Supporting Pupils at School with Medical Conditions and specific training related to health conditions of pupils and administration of medicines (by a health professional as appropriate).

Details of pupils with food allergies are adequately communicated to school meal providers (whether this be in-house catering teams, contracted catering teams or external providers), food technology teachers and wrap around care providers e.g. breakfast and after school clubs.

Aspirin should **not** be administered. Any prescribed medication e.g. tablets/medicine which a child may be required to have, must be administered by authorised staff only on the written instruction of the parent/guardian. Pupils who suffer from severe migraine or severe period pains may be given paracetamol based medication following written/verbal consent from the parent/guardian.

Head Injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Where young people receive a head injury their parents/carers should be informed. In the case of pupils, this should be done immediately by telephone if symptoms described above occur. For more minor bumps etc. the parent should be informed when they collect the child or by sending a standard 'Bump Head' letter home with the child as appropriate.

NHS direct recommends that the person who is injured should sit quietly for the first 2 hours after the injury and be monitored for the next 48 hrs.

Dental Emergencies

Dental emergencies are likely to fall into two categories:

- The child who arrives at the setting with dental pain or sepsis, or who develops either in the time they are there;
- Injuries to the teeth and mouth.

Where a child arrives with dental pain or sepsis, managers should firstly endeavour to contact the parent/carer to establish whether they have taken, or will be taking, appropriate action. Any NHS Emergency Dentist Service will always try to help a child in an emergency, but it should be noted that such treatment is not normally possible unless parental consent has been obtained.

In cases of dental accident, such as teeth being fractured or knocked out, managers should again endeavour to contact the parent/carer to ascertain whether there is a family dentist the child can attend as an emergency patient. If there are other significant facial injuries as well

as tooth damage, the child should go to hospital. If it is not possible to contact parents, or if managers need advice on how best to proceed, they should call the NHS 111 service or take the injured person to the nearest A&E department.

In cases where teeth are fractured, every effort should be made to find missing teeth or parts of teeth. On no account should anyone attempt to put back in a child's mouth a tooth or part of a tooth. These should be stored immediately in fresh milk or water and taken quickly to a dentist for professional advice.

Transporting Injured Pupils

Emergencies: If it is deemed to be an "emergency" or an otherwise serious injury, paramedics or an ambulance will be summoned to the school/location of the accident/incident. If there is any doubt about the seriousness of an injury, the person in charge will not hesitate to call an ambulance. The use of a school employees' or other persons' private vehicle to take the pupil to hospital should not be used in these circumstances.

The emergency contacts procedure for the injured pupil will also be activated with the parent(s)/carer(s) being advised to either come to the school or go direct to a specified hospital. Where the parent(s)/carer(s) is/are able to accompany the pupil in the ambulance, school employees will not usually need to be further involved. If however the parent(s)/carer(s) will be meeting the pupil at hospital, a school employee will need to accompany the pupil in the ambulance and arrangements made for the employee to be able to return to school once the pupil is in the care of the parent(s)/carer(s). Pupils should not be left unaccompanied at the hospital and therefore the school employee may have a protracted wait for the arrival of the parent(s) / carer(s).

Care will be taken to identify those pupils whose religion may conflict with emergency medical treatment.

Site Access for Emergency Services: Access to the school site for ambulances etc. should be available without delay. Where access is restricted for security reasons, the procedures for summoning an ambulance will include a designated person to open the gates or lift the barrier etc.

In some circumstances it may be decided by the ambulance service that the **"air ambulance"** is required to transport a casualty to hospital and, where feasible, that landing within the school grounds is desirable. It will be the responsibility of the helicopter pilot to determine the safety aspects of any given landing site (atmospheric conditions, adjacent buildings, overhead cables, trees, people on the ground etc.) and the ambulance crew on the ground would direct other aspects of the situation.

Non-Emergencies: In less serious situations where paramedics or an ambulance is not required but it is considered that a visit to hospital or other medical facility is still needed, we will contact the pupils' parent(s)/carer(s) to inform them of the situation and request that they arrange to collect their child from school and transport them accordingly. This is the recommended method.

Use of Staff Vehicles: However, if the parent(s)/carer(s) do not have access to private transport and a taxi is not appropriate or available, members of the School Management /Leadership Teams has the discretion to arrange for a school employee to take the injured pupil (and their parent/carer) to the nearest hospital or other medical facility in the employees' vehicle but a number of factors will be considered before agreeing to this method:

- the personal safety of the employee;

- the condition of the injured pupil and whether it is likely to deteriorate during the journey;
- weather/road conditions at the time;
- whether adequate staffing cover for the employee is available within the school or at the incident location;
- condition/road-worthiness of the employees' vehicle.

No school employee should transport a pupil to hospital without another appropriate adult in the vehicle to care for the child. A mileage allowance will be payable from the school budget.

Use of a Taxi: If a taxi is used, a member of staff must accompany a pupil. Use of a taxi would require only one member of staff. The taxi could be used in circumstances to take a pupil home where the parent/carer does not have transport or for dental emergencies. A Taxi company, operating a School account should be used.

Handing over the Responsibility for an Injured Pupil to the Parent: Initially it is the Deputy Head Pastoral, Head of Boarding or School Nurse's responsibility to endeavour to contact the parent/carer of an injured pupil to make arrangements for the necessary treatment.

If the parent/carer cannot be reached, it is the responsibility of the Staff member in charge to make appropriate arrangements and to contact the parent/carer at the earliest possible time. Until that has been done, the Staff member in charge is responsible for the pupil. It should not be left to the hospital, doctor or police to notify the parents, although they may wish to do so.

The responsibility for deciding whether medical treatment, such as an operation is required must be a decision for the medical staff involved. However, if it has not been possible to contact the parent/carer, the medical staff may seek the consent of the teacher acting 'in loco parentis'. Although there can be no hard and fast rules about the line that the teacher should take in this situation, it is extremely unlikely that a parent/carer would succeed in any legal action against a teacher who has consented to a pupil being treated.

It occasionally happens that a pupil can be delivered to his/her parent/carer, but that the parent/carer is not in a position to seek immediate treatment. For example, a mother may have a young baby whom she cannot leave and could be distressed if suddenly asked to cope on her own. Heads and Managers are, therefore asked to satisfy themselves that the parent/carer can take over the responsibility for the pupil before returning to the school.

References and Useful Links

The Health and Safety (First-Aid) Regulations 1981
http://www.hse.gov.uk/pubns/books/l74.htm
DfE Statutory Framework for EYFS
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9089
DfE Supporting Pupils with Medical Conditions
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8528
Public Health England: http://www.hpa.org.uk/HPAwebHome/
Public Health England guidance 'Health Protection in Schools and Other Childcare Settings': https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
NHS Choices Website - http://www.nhs.uk/Pages/homepage.aspx
HSE - Blood Borne Viruses in the Workplace document
KAHSC General Safety Series G02
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7620
KAHSC Medical Safety Series M01

https://www.kymallanhsc.co.uk/Document/DownloadDocument/9225
KAHSC Medical Safety Series M06
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7124
KAHSC Medical Safety Series M07
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8062
School's Supporting Pupils with Medical Conditions Policy & procedures

8.9 Disease/Infection Control

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by a reasonable time the school will contact the parents (parents will be aware of the school's protocols for absence reporting).

If doubt is expressed regarding a child's health during school hours, parents are contacted and requested to take the child home or to seek medical advice and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, the child will be removed to hospital by school staff.

When pupils are suffering from a disease or infection, parents will be advised to seek professional medical advice regarding the date the child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter of any serious threats to the health of pupils.

We display and follow the Public Health England guidance 'Health Protection in Schools and Other Childcare Settings' available from the Gov.Uk website: https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities in school. This provides information regarding the care of children and of adults dealing with 'infection control'. If required, we will seek the advice of the Public Health England (PHE) - Local Health Protection Team. Pupils/staff will only be excluded from school if guidance dictates this is necessary.

All staff should take precautions to avoid infection and must follow the 'prevention and control' guidance in the PHE link above. Staff must wear single-use disposable gloves and make use of hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. When administering first aid or dealing with blood or body fluids staff will wear single-use disposable gloves and make use of hand washing facilities. Midday supervisors will carry a small supply of the disposable gloves with them when supervising play. Dressings, cleaning cloths or equipment will be disposed of appropriately. Individuals treating colleagues/pupils must ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

References and Useful Links

Public Health England: http://www.hpa.org.uk/HPAwebHome/
Public Health England guidance 'Health Protection in Schools and Other Childcare Settings': https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
NHS Choices Website - http://www.nhs.uk/Pages/homepage.aspx
HSE - Blood Borne Viruses in the Workplace document
KAHSC Medical Safety Series M01
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9225
KAHSC Medical Safety Series M06
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7124

8.10 Document Management / Retention of Documents

All documents which form part of the health and safety management system will include suitable document control so it is clear which version of each document is the most current and to avoid using obsolete documents. This will simply appear in the header or footer of each document to include the Issue No. and the last review date. The Version number will begin with the academic year for which it applies: v 21.0 for 2021/22 School year, for example. Every further amendment will add a further single point to the version. 21.1, 21.2 etc.

Statutory policies are held in the Inspection and Policies Team.

Electronic archiving is acceptable as we have a sound electronic back-up off site.

References and Useful Links

IRMS Records Management Toolkit for Schools May 2019
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9451

8.11Control of Hazardous & Dangerous Substances (COSHH & DSEAR)

Hazardous Substances
Hazardous substances are those that are capable of causing adverse health effects e.g. toxic, irritant, corrosive, oxidising etc. and can include cleaning chemicals, adhesives, paints, pesticides, dusts, substances used for science or design technology teaching, and biological agents.

We use CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) specialist advice and support in science and technology. CLEAPSS provide COSHH information for the curriculum-based chemicals.

To help us in complying with COSHH we:

- identify all hazardous substances and work involving potential exposure to hazardous substances;
- prevent work with hazardous substances, and/or substitute hazardous substances for less hazardous ones where possible;
- where not possible we obtain the Manufacturer's Safety Data Sheet for the product and complete a COSHH assessment for all work involving exposure to hazardous substances;
- store hazardous substances securely using appropriate signage;
- store chemicals in suitable containers with contents and hazards clearly labelled and never decant products from their trade containers into unlabelled or hand labelled bottles;
- segregate incompatible chemicals (e.g. oxidising agents and solvents);
- store hazardous liquids in significant quantities in suitable secondary containment to safely contain any leakage;
- provide suitable Personal Protective Equipment (PPE).

Dangerous Substances
Dangerous substances are those that are flammable, highly flammable, extremely flammable and explosive under the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) 2002.

To help us comply with DSEAR we:

- find out what dangerous substances are in the workplace and what the risks are;
- put control measures in place to either remove those risks or, where this is not possible, control them;
- put controls in place to reduce the effects of any incidents involving dangerous substances;
- prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

Separate DSEAR Risk Assessments are **NOT** required for dangerous substances where the **risk is low or trivial** and risks have been adequately assessed as part of other general or Fire risk assessments.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- For the purpose of defining separation distances and storage locations all Gas cylinders are to be considered as full whatever the state of their contents.
- These are only to be stored in the gas cylinder storage cage located in the quarry at Browhead.
- They are not to be used inside or within 3m of any school property or left in common areas unattended.
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed at the quarry storage site (eg Highly flammable – LPG, Authorised personnel in this area only)
- smoking or naked flames are not permitted in or near the quarry because it is a designated storage area.
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials. Grass, weeds, leaves and litter must not be allowed to collect in the storage locations.
- checks are to be made to ensure that all hosing and connections are in good order and there are no leaks prior to use
- no valves on any cylinder should be left open and they should not be dropped or roughly handled

Local Exhaust Ventilation (LEV) and fume cupboards in Design Technology & Science will undergo a thorough examination and test at least every 14 months (usually annually) by a competent person, currently the Trained, Science Technician, in accordance with the COSHH Regulations. Records are kept on site.

References and Useful Links

http://www.cleapss.org.uk/
Control of Substances Hazardous to Health Regulations 2002 (as amended)

http://www.hse.gov.uk/coshh/
Dangerous Substances & Dangerous Atmospheres Regulations 2002
http://www.hse.gov.uk/fireandexplosion/dsear.htm
KAHSC General Safety Series G38a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8161
KAHSC General Safety Series G38b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8962
KAHSC Codes of Practice for Caretakers, Cleaning and Catering

8.12 Asbestos Management

A variety of Management and Demolition/Refurbishment Asbestos Surveys have been undertaken in school, copies of which are available at all times. The Operations Manager has delegated responsibility for the safety of contractors and for the safety of those employed and/or are working within the school. Contractors, maintenance teams and all staff will be briefed on the location and condition of any ACM's in the areas where they are to be working, provided with a copy of the Asbestos Register (and any associated building plans) and briefed on the control measures to be implemented.

We have an Asbestos Management Plan which includes details on how we aim to manage asbestos including procedures for dealing with planned and emergency work involving asbestos containing materials. This Management Plan is implemented at all times. As part of our Asbestos Management Plan, the Bursar will implement a system for regularly checking the condition of any remaining presumed or identified ACM's on site, to monitor its condition and look for any signs of deterioration, taking action where necessary. This will be done formally on an annual basis by the Bursar although staff are encouraged to report any obvious signs of damage as soon as they are identified so that remedial action can be taken as a matter of urgency. We will ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place.

All relevant staff will receive appropriate Asbestos Awareness training.

Current guidance requires removal of all ACM's likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Refurbishment/Demolition survey will be arranged at the planning stage of the job so any ACM's can either be removed prior to work starting OR the work designed so as to avoid disturbing ACM's.

Where ACM's are removed or repaired, competent contractors will be used to remove/treat the asbestos. The contractor will be required to provide evidence that they have notified the HSE providing the correct information on form FOD ASB5 for notifiable work. A four stage clearance certificate should be provided following the completion of asbestos removal work which required an enclosure and following asbestos removal work Waste Consignment notes should be provided to school to show that removed Asbestos was treated as hazardous waste and disposed of accordingly.

References and Useful Links

HSE Asbestos - http://www.hse.gov.uk/asbestos/
DfE Asbestos Management in Schools Click here to access
KAHSC General Safety Series G07
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7624
School's Asbestos Surveys and Management Plan

8.13 Water Hygiene Management

Control of Legionella

The Head is the Nominated Responsible Person under the Approved Code of Practice on legionella control. With responsibility delegated to the Operations Manager for contract management in-line with L8.

We have arranged for a contractor to undertake a water hygiene risk assessment and will arrange for this to be reviewed at least every two years by the Operations Manager who holds sufficient Knowledge and with support of a contractor who is registered with the Legionella Control Association for this purpose.

Water hygiene monitoring will be carried out in accordance with the findings of the risk assessment. Where this is undertaken by a contractor, the contractor will be registered with the Legionella Control Association for the category of work they undertake. Any remedial work will be carried out by a competent person.

The school's Operations Manager reviews recommendations made in risk assessments and monitoring visit reports to identify and authorise required works.

Any infrequently used outlets, e.g. showers, spray taps etc., will be flushed through (hottest temperature possible) every week in which they have not been in use. Shower/spray tap heads will be removed and de-scaled at the beginning of each term. Written records of these checks will be held.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a monthly basis. Records of these checks are kept on line, with non-compliant readings reported via email to the Bursar to carry out remedial action.

Records will be retained throughout the period they are current and for at least two years afterwards. This includes records of any monitoring inspection, test or check carried out, and the dates, for at least five years.

Preventing Scalds and Burns

We will ensure measures are in place to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. This includes solutions such as thermostatic mixing valves to hot water outlets used by them (which will be adequately maintained), using low surface temperature radiators, locating sources of heat out of reach, e.g. at high-level or guarding the heated areas, e.g. providing radiator covers, covering exposed pipework.

References and Useful Links

Legionnaires' disease. The control of legionella bacteria in water systems
ACOP www.hse.gov.uk/pubns/books/L8.htm
Control of Substances Hazardous to Health Regulations 2002 (as amended)
HSE Guidance 'Legionella - A Brief Guide for Duty Holders' Click here to access
KAHSC General Safety Series G15
School Premises Regulations 2012
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994
School's Water Hygiene Risk Assessment and maintenance/monitoring records
Building Bulletin 87

Workplace (Health, Safety and Welfare Regulations) 1992
HSE http://www.hse.gov.uk/healthservices/scalding-burning.htm

8.14 Radon

Our School was assessed for radon levels through a monitoring programme in 2010 run by the HPA and organised by the LA. Monitors were placed in strategic locations in our school for a period of three months, whereupon the monitors were returned to the HPA for analysis and a verdict of No further action required.

References and Useful Links

HSE http://www.hse.gov.uk/radiation/ionising/radon.htm
Management of Health and Safety at Work Regulations 1999
Ionising Radiation Regulations 1999
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.15 Equipment and Maintenance

- All employees are required to inspect visually their work equipment, to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.;
- All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager;
- Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary;
- No private equipment is to be used unless it has been deemed safe by a competent person, with a visual inspection or PAT test as required.
- All systems, plant and equipment will be maintained in line with manufacturer's instructions and industry guidance. All servicing and maintenance will be carried out by competent persons assigned by the Bursar.

References and Useful Links

KAHSC General Safety Series G25
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8781
School's Equipment Maintenance Schedule and records/Buildings Register
School's Health and Safety Management Plan

8.16 Workstations / Display Screen Equipment

The school ensures that all staff classed as 'users' of DSE equipment:

- Have access to a safe workstation that meets the minimum requirements of the Health and Safety (Display Screen) Regulations;
- Undertake an annual DSE self–assessment which is be reviewed where there are significant changes including change of workstation, reports of physiological problems, following the introduction of control measures etc.; IT Manager or Nominated Person
- Can request a paid eyesight test and payment for the cost of single vision spectacles if

these are required for DSE work.

Due to their compact nature, laptops are not designed to be used for extended periods of time. When they are used for longer periods, they will be used with a laptop raiser and a separate keyboard. Where laptops are supplied to staff or pupils to use at home, we ensure that users are provided with information on the safe and proper use of laptop computers.

Interactive white boards will be fixed and used in accordance with the manufacturer's instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.

References and Useful Links

Display Screen Equipment Regulations 1992 as amended 2002
KAHSC General Safety Series G13
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8068
KAHSC General Safety Series G20
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8060
HSE Website - http://www.hse.gov.uk/msd/dse/

8.17 Information Technology (IT) and Online Safety

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. ideally height and comfort adjustable for individual users.
- Lighting, heating and ventilation levels will be adequate for the types of activities undertaken.
- Combustible items in the IT workroom will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
- The server unit is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
- The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
- It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. We will ensure a comprehensive curriculum response to enable all pupils to learn about and manage the associated risks effectively and will support parents and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online.
- We have a suitable Online Safety Policy which includes acceptable use agreements for staff, Governors and pupils, reinforces the need for parents to act responsibly when using Facebook or other social networking sites and includes references to extremism, radicalisation and child sexual exploitation.
- There are robust security measures in place to protect potentially sensitive documents being accessed at home or being taken off site using pen drives, which must be encrypted. Our arrangements for security are fully discussed in the school Online Safety Policy held separately.

References and Useful Links

School's Online Safety, Child Protection, Data Protection & Whole School Behaviour Policies, Code of Conduct for Staff & Other Adults & Home School Agreement

8.18 Policy on the Use of Mobile Phones

Pupils

We discourage and advise all parents to discourage, pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. Where a pupil does bring a mobile phone to school, the phone must remain switched off and held in a Yondr signal restriction pouch during the school day and may not be used, for any purpose on school premises, grounds or during off-site school activities (such as school swimming or sports activities). The only exception to this would be in an emergency or with the express approval of a member of school staff. The Head may, at their discretion, allow any member of staff to approve such requests or may nominate a specific person to consider such requests.

Where a school pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone can be confiscated from the pupil in line with the Whole School Behaviour Policy.

Employees

Our Online Safety policy and Code of Conduct for Staff & Other Adults clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, the school's Online Safety Policy and local Safeguarding Children Partnership guidance on Online Communication and Texting.

Images of children should normally only be taken on school equipment i.e. digital camera or mobile phone; if personal equipment of staff is used, the individual should inform another member of staff, show them the images and ensure that the downloading and subsequent deletion of the images from the personal device is witnessed (if possible by the same member of staff who witnessed the original image taking.

For staff that have a legitimate business use to take images of pupils on their phone, the Deputy Head Pastoral will hold a record of staff who have made this declaration and will annually check that staff have deleted all images and requirement to remain on the register.

References and Useful Links

KAHSC General Safety Series G10
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7627
KAHSC General Safety Series G21
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8880
School's Child Protection, Online Safety, Data Protection & Whole School Behaviour Policies, Code of Conduct for Staff & Other Adults & Home School Agreement

8.19 Child Protection

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the **Cumbria** Safeguarding Children Partnership (CSCP): https://www.cumbriasafeguardingchildren.co.uk/

Use of Pupils Images

The school recognises its duties under the Data Protection Act 2018 / GDPR. Due care will be taken with records management and in the use of any media which clearly identify pupils. Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the pupils in the photographs.

If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of pupils) the school would not be releasing personal data subject to the Act at all. Alternatively, if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as swimming or PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

The school will seek parental consent for use of data and images related to a child when a child first starts school - consent does not need to be gained annually – the onus will be placed on parents/carers to notify school if they wish to withdraw consent. The Marketing and Admissions Department hold the completed consent forms for student images and are consulted on any instances of non-consent.

During the course of the year there may be opportunities to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media.

Photography or filming will only occur with the permission of the Head and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, children will only be named when there is good reason i.e. prize winning. Home addresses will never be disclosed.

References and Useful Links

KAHSC General Safety Series G21
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8880
KAHSC General Safety Series G27
School's Data Protection, Child Protection & Online Safety Policies
Data Protection Act 2018 & GDP Regulations:
http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

8.20 Manual Handling

Manual handling is the transporting or supporting of loads (inanimate- objects; animate – people) by hand or bodily force, which includes, carrying, lifting, pushing and pulling. Manual handling may result in adverse health that is caused by a single accident (e.g. strained/torn muscles, dropped loads, cuts/abrasions etc.) or sustained over a longer period (bad back, worn joints etc.).

The Manual Handling Operations Regulations 1992 require the following measures to be considered in hierarchical order:

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided;
- reduce the risk of injury so far as is reasonably practicable.

Risk Assessment

The school will undertake manual handling risk assessments for all unavoidable hazardous manual handling activities. This includes the handling of people as well as objects. To ensure control measures remain effective, all assessments will be reviewed regularly or when there have been significant changes:

- to the work practice or workplace/environment;
- to safety equipment provided;
- to the nature of the load;
- a substantial
- increase in the amount of time performing manual handling operations;
- a substantial change in other task requirements, e.g. more speed or accuracy.

Training

Induction: All employees are inducted into good manual handling techniques and provided with information and instruction before being exposed to manual handling risks.

Manual Handling Practical: Where moving and handling objects or people forms a significant part of an employee's role, they undertake specific training before engaging in the activity.

Assessors: receive training to enable them to: identify hazards (including less obvious ones) and assess risks from the type of manual handling being done; use additional sources of information on risks as appropriate; draw valid and reliable conclusions from assessments and identify steps to reduce risks; make a clear record of the assessment and communicate findings to handlers and others who need to take action and to recognise their own limitations so that further expertise can be called on if necessary.

Pupils: Pupils are supervised when moving and handling equipment such as PE mats or furniture for example and are shown how to do so safely before an activity takes place.

Health

Where an existing employee's health condition is being affected by the manual handling activity, or where the manual handling activity causes a health condition, the Head/Manager can refer them to an occupational health adviser. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

Where an employee has advised their Head/Manager they are pregnant, the Head/Manager should complete a New and Expectant Mother Risk Assessment with the employee (refer to General Safety Series G24 on the KAHSC website for further guidance). Advice and support can be obtained from Kym Allan Safeguarding, Health and Safety Consultants.

Reporting injury and ill health

Any manual handling incident, including ill health that is suspected of being caused or aggravated by manual handling activities, should be reported and investigated in line with Accident Reporting Procedures. It may also be appropriate to refer the employee to an Occupational Health Adviser, where the injury affects their work or work continues to affect their injury.

References and Useful Links

Manual Handling Operations Regulations 1992
http://www.hse.gov.uk/msd/manualhandling.htm
KAHSC General Safety Series G23
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8069
Manual Handling of Objects Training - available from KAHSC using 'allocated contact time', Tel: 01228 210152. Moving and Handling of People Training - available from Learning Support Services, Tel: 01900 706090

8.21 Working at Heights

Ladders & Step Ladders

- If it is necessary to gain access to heights which cannot be reached from the ground, proper access equipment, e.g. kick stools, step ladders, ladders and tower scaffolds, must be used. It is NOT acceptable to use chairs as a means of access. Where it cannot be avoided, suitable equipment and procedures will be put in place to minimise risk.
- Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access.
- Staff using ladders and stepladders will receive training and instruction in their safe use. Ladders and stepladders will not be used by pupils.
- The only ladders and stepladders approved for use will be those constructed and marked to EN131, or to BS 1129:1990 Class 1 or BS 2037:1994 Class1.
- Each time a ladder is used, the user should check for visual signs of instability or deterioration.
- Ladders and stepladders will be subject to formal routine in-house checks to ensure they remain in a safe condition. Defective ladders will be taken out of service immediately and labelled appropriately until repaired or disposed of.
- Ladders & stepladder will be stored where they are protected from continual exposure to bad weather in well-ventilated areas. Timber ladders and stepladders will not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- Ladder will be well supported throughout its length to prevent weakening of the joints. They will not be hung so that the weight is carried by the rungs but will be stored on edge clear of the ground in racks or wall brackets (horizontally). Stepladders may be stored vertically.

Ladders and steps will be secured to avoid use by inappropriate persons i.e.trespassers for example.

Mobile Tower Scaffolds

- Access towers or platforms will only be used in accordance with manufacturer's instructions.
- Guard rails must be in position around the platform when the platform is occupied

- Access to a platform must be by ladder secured to the narrowest side of the tower at the top and bottom, unless a built in internal ladder is provided and not by climbing up the outside of the tower frame.
- If any of the components or any joints of the tower unit are missing or damaged the unit should be taken out of use and labelled 'Warning – this scaffold is unsafe and must not be used'.
- Mobile scaffolding must never be mounted without first locking the wheels
- Never attempt to use a ladder on an access tower to increase reach.
- Mobile scaffolding must never be moved with a person on it, neither should any equipment be left on the platform whilst it is in motion
- Whenever tower scaffolds are in use provision must be made to prevent unauthorised access by providing barriers or tapes around the base.
- Persons who erect, alter, dismantle or inspect any type of tower scaffold must be competent to do so, or be supervised by a competent person. Competent persons should have attended a formal training course, e.g. Prefabricated Access Suppliers and Manufacturers Association (PASMA) certificate or equivalent.
- In order to maintain mobile access towers or platforms in a satisfactory and safe condition it is necessary to carry out regular inspection and maintenance.
- Formal annual inspections of mobile access towers will be carried out and recorded.
- Repairs should only be carried out by personnel approved by the manufacturer or supplier.

Trestles

- Lightweight staging or mobile access scaffold should be used in preference to trestles wherever possible.
- Toe boards and guardrails must be incorporated into platforms above 2m and a means of fall prevention is required.
- Trestles should not be used for access above 4.5m and should only be used for light work or relatively short duration.
- Lightweight staging should be used in preference to boards.
- All equipment must be checked to ensure it is in good condition before use to ensure there are no loose or damaged cross bearers, the hinges are in good order and that there are no defective stiles.
- The moving and erection of trestles must only be undertaken by persons that are competent to do so and those using trestles must not over-reach.

References and Useful Links

HSG33 - Health and Safety in Roof Work http://www.hse.gov.uk/pubns/books/hsg33.htm
The Work at Height Regulations 2005 (as amended)
http://www.hse.gov.uk/pubns/indg401.htm
HSE Safe Use of Ladders and Stepladders http://www.hse.gov.uk/falls/ladders.htm
KAHSC General Safety Series G19
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8010
KAHSC Code of Practice for Caretakers
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8019
KAHSC Code of Practice for Drama
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8059

8.22 Fire and Emergency Arrangements

Comprehensive arrangements are in place for fire safety and emergencies. We also have a Fire Safety Management Policy which includes our Emergency Evacuation Plan, a School Emergency Plan, a Fire Risk Assessment and a Premises Fire Log Book.

Fire Risk Assessment

A documented fire risk assessment is in place at campus, and it is kept up to date and made available to all staff. A copy of this is also held off-site on the Staff handbook drive and also in the Inspection and Policies team. The risk assessment will be reviewed annually or at such earlier time as there is reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates.

Responsible Person

The Executive Head is the Responsible Person for Fire Safety and will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. They are responsible for implementing the Fire Safety Management Policy.

Fire Safety Manager(s)

The Fire Safety Manager is the person who will take overall control during the evacuation process, as recorded in section 7 of this document. Their duties include:

- ensuring the fire and rescue service is called where required;
- coordination of people at assembly points and ensuring the evacuation is conducted effectively;
- delegating certain tasks to other suitable personnel;
- liaison with the emergency services on arrival and provision of key information requested by the Fire and Rescue Service, e.g. results of roll call; location of fire (if known); type, locations and quantities of dangerous substances; the nearest water supply fire hydrant; provision of information on locations of asbestos; the gas and electricity main shut-off valve locations; the Fire Risk Assessment;
- initiating disaster recovery procedures;
- ensuring that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

The Head or nominated person(s) including Senior Leadership Team and Boarding staff will act as the Fire Safety Manager and, with the support of all staff, ensure all fire safety checks are carried out e.g. weekly manual call point testing, monthly emergency lighting testing, monthly inspections of fire-fighting equipment etc.

Fire Wardens

Suitable numbers of trained fire wardens will be in place. Their duties include:

- helping children and others (i.e. visitors) to leave the premises;
- checking their area to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.;
- using appropriate fire-fighting equipment if trained and safe to do so;
- reporting to the Fire Safety Manager;
- shutting down dangerous equipment and operating emergency shut-off switches;

- taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Head and/or liaising with the Fire and Rescue Service.

Fire Drills

Fire evacuation exercises are held at the beginning of each new term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and pupils can participate in fire practices including for example, part time staff and pupils and out of hour's premises users. Boarding houses all undertake their own night time drill in the first week of boarders arriving on site.

Training

All staff will receive basic fire safety induction training and staff with key responsibilities are identified and given further training.

Pupils are supplied with fire safety training in the form of fire drills, so that they are aware of the actions to be taken in the event of a fire.

In the Event of Fire

Raising the alarm - any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual call points located around school (where present) and shouting "Fire". If fire is detected by automatic detectors, this will trigger the fire alarm.

Fire Action Notices detailing the action to take in the event of fire are displayed next to each fire alarm manual call point and final exit door. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms and each residential area and boarding dormitory. These are intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

Staff, Pupils & Visitors - nominated persons are responsible for taking the signing in device to access our electronic register "Passtab", to the assembly point to ensure that all persons are accounted for by way of a roll call.

Assisting **vulnerable people/people with disabilities** - where pupils or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

Catering staff - must ensure that if the alarm is raised they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so) and evacuate the building by the nearest available exit.

Contractors/visitors - all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. This is in the form of a safety instruction on the rear of their visitor lanyard. Any outside group hiring the school's facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

Assembly points - children, visitors and staff will gather at the agreed assembly point(s) outlined on Fire Action Notices displayed in school. Class teachers and/or other nominated staff will act as Fire Wardens and ensure that roll call information is provided to the Fire Safety Manager.

Lunchtimes - where an evacuation occurs at lunchtimes, Nominated Supervisors are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

Variations to the Plan
Variation to the usual plan may occur in specific instances including:

- **Performances/Events** - Evacuation Plans are completed before each performance/event involving a significant increase of people.
- **Failure of fire warning/detection systems** - If any safety systems were to fail, alternative arrangements are in place to raise the alarm throughout the premises to enable occupiers to evacuate quickly.
- **Lone Working** - people who might be lone working will be made aware of the emergency actions they must take in the event of a fire.

Escape Routes, Final Exits and Fire Doors
All escape routes will be kept clear of obstruction and are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. All staff must be aware of the location of final exits and alternative escape routes.

All exits will be readily openable from the inside without the use of a key (e.g. panic release devices or thumb turn locks) at all times including outside normal school hours, e.g. during evening performances or after school meetings.

The school operates a formal system for checking fire doors and fire exit doors to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc. The Bursar is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

Fire-fighting Equipment
This equipment is provided throughout the premises in suitable locations with the most appropriate appliance available for the risks in that area. Equipment must only be used by trained staff to tackle small fires if it is safe to do so and to assist escape from fire. Means of escape must not be compromised when tackling a fire.

Arson Prevention
Refer to the School Fire Safety Management Policy held separately which includes our Arson Vulnerability Assessment and Arson Prevention Strategies. All bin stores are located away from main buildings and flammable chemicals stored in outlying locations away from residential areas.

Bomb Threats or Suspicious Packages: Although very rare occurrences, the school recognises the importance of ensuring that emergency plans and procedures need to be in place for dealing with potential or actual threats. These will include measures if suspicions are raised by a verbal threat or unidentifiable package/article on the school site. We follow the information set out in the Home Office document, *Protecting Against Terrorism* https://www.gov.uk/government/publications/protecting-against-terrorism.

The Major Incidents policy, held in the Bursars office covers more detail on the Schools response in this case.

School Closures - Emergency and Planned
The Head will be responsible for taking the decision to close the school in an emergency. The school will follow the procedure outlined in the KAHSC School Closures Advice displayed in school. All parents will be contacted by the quickest available means. Should there be no contact available; any affected children will remain in school.

References and Useful Links

Regulatory Reform (Fire Safety) Order 2005
HM Government Fire Risk Assessment in Educational Premises *https://www.kymallanhsc.co.uk/Document/DownloadDocument/7755*
Protecting Against Terrorism *https://www.gov.uk/government/publications/protecting-against-terrorism*
KAHSC General Safety Series G31
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7872
KAHSC General Safety Series G35
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7826
KAHSC General Safety Series G36a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9507
KAHSC General Safety Series G36b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8745
KAHSC General Safety Series G4 1
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7870
KAHSC General Safety Series G46
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9313
KAHSC School Closures Advice for Schools
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8698
School's Emergency Plan, Fire Safety Management Policy including the Emergency Evacuation Plan, Fire Risk Assessment and Fire Logbook

8.23 Use and Control of Contractors and Consultants

Contractor Competence and Compliance

The Governors, Head and Director of Operations will ensure all contractors and sub-contractors are properly selected and vetted with regard to their health and safety competence. The selection of contractors will take into account contractor competence, i.e. membership of and accreditation by recognised bodies, liability insurance and other related factors, to ensure health and safety compliance is met. Questionnaires are available to assist in the selection process. The Operations Manager holds a register of approved contractors and vetting questionnaires for other department managers to use in the event of procurement.

Control of Contractors on School Sites

The Operations Manager is the person responsible for the budget that pays for a contractor's service. They have a responsibility to ensure that effective liaison takes place between the school and contractors and that both parties are clear about their responsibilities. Contractors on school site can pose additional risks which may affect security, access and egress, fire evacuation etc. which should be addressed by the contract manager and contractor through the risk assessment process. Suitable method statements or equivalent will be made available for contracted work and suitably scrutinised. Contractors will be responsible for assessing risks in relation to their work.

The Head is responsible for the health, safety and welfare of the pupils, staff, other users of the premises and visitors on the school site when contractors are working on the site and during construction work. The Head must ensure that risks to pupils, staff and visitors created by contractors and/or construction work are adequately assessed and suitable control measures implemented to protect school users. The risk assessment should be proportionate

to the hazards and risks involved. For example, for construction projects that are completely separate from occupied school buildings and grounds such as a new block being built remote from the existing buildings and playgrounds with its own vehicular access, the documented risk assessment will be reasonably brief possibly covering suitable site and vehicular separation. For larger, projects or construction work being done on or around occupied school buildings and grounds, the risk assessment will inevitably be more comprehensive. Any risk assessment should be a working document which may evolve as work progresses or site hazards/risks change.

All Contractors will be provided with documented safety information relating to the school and site which includes expected behaviour (contractor safety information sheet), local rules and procedures including emergency procedures, information about safeguarding (refer to 'Safeguarding' section below) etc. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any intrusive works commence.

Where relevant, joint health and safety inspections or other monitoring arrangements of contracted activities will take place. Work will be inspected before the contractor leaves site and there is a designated person to monitor contractors on school premises. Contractors are informed of the designated person & advised to contact them prior to commencing work.

In the event of extensive work being undertaken on the premises, contractors will meet with the Bursar, members of the governing body and designers. Health and safety issues will be discussed at regular meetings between the contractor and the client with matters arising actioned within appropriate timescales or escalated.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. There is a designated person(s) who monitors the contractors throughout their time on the premises.

Safeguarding

A Code of Conduct Leaflet for Adults Visiting or Working in School will be:

- issued to contractors and others working temporarily in the school when quotations or tenders are invited;
- stated as a condition of any order for maintenance work or building contract.

Additionally, where appropriate, the code should be:

- highlighted at any pre-start meeting;
- posted on the building site;
- included as part of the contractor's site safety briefings;
- issued to contractors' staff in the form of a leaflet.

All contractors working on site who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children (regardless of whether the contractor works on a single site or across a number of sites/schools) must:

- be segregated from pupils by physical means, time or a combination of both; **or**
- be supervised at all times when children may be present (or children always supervised); **or**
- hold DBS certificates (without a children's barred list check) - a letter confirming that this is the case from the contractor's employer is sufficient providing the date of the Employers Letter is added to the Single Central Record (where applicable).

Risk Assessments will be conducted for the 'Use of Contractors - Child Protection'. Documented **Procedures** will also be in place for protecting children when contractors are working in school.

Permit to Work Systems

A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous. It is also ensures a more formal means of communication between site supervisors and operators and those who carry out the hazardous work. The Operations Manager holds the template for Permits and needs to be consulted for work that falls under this category before work commences.

Essential features of permit-to-work systems are:

- the identification of the person who can authorise certain jobs, and any limitations to their authority;
- the person responsible for specifying the necessary safety precautions;
- training and instruction in the issue, use and closure of permits;
- monitoring and auditing to ensure the system works as intended;
- identification of the hazards involved in the work;
- clear identification of tasks, risk assessments, permitted task duration, and supplemental or simultaneous activity and control measures.

Permits to Work will be considered for high-risk activities on the school site including:

- hot work - for work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding) or which might generate sparks or other sources of ignition;
- work in confined spaces;
- work on electrical systems;
- roof access and other work at height with significant risk;
- excavations;
- any other work specifically requiring a permit under a written safe working procedure or where potential risks warrant use of a permit.

References and Useful Links

KAHSC General Safety Series G07
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7624
KAHSC General Safety Series G18a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8071
KAHSC General Safety Series G18b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8769
KAHSC General Safety Series G36a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9507
KAHSC General Safety Series G36b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8745
HSE Using Contractors – A Brief Guide http://www.hse.gov.uk/pubns/indg368.pdf
HSE Managing Health and Safety in Construction – Guidance on the CDM Regulations http://www.hse.gov.uk/pubns/priced/l153.pdf
School's Asbestos Management Plan (including the Asbestos Register)
School's Procedures for 'Protecting Children when Contractors are Working in School
School's Contractor – Child Protection Risk Assessment

8.24 Construction Work (CDM)

Construction work be can defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc. **ALL** construction work is covered by the Construction (Design and Management) Regulations 2015 regardless of the scale of the project or duration of the work. As a **Client**, we will:

- appoint the right people at the right time;
- ensure there are arrangements in place for managing and organising the project;
- allow adequate time;
- provide information to designers and contractors;
- communicate with designers and building contractors;
- ensure adequate welfare facilities on site;
- ensure a construction phase plan is in place;
- protect members of the public, including our employees;
- notify relevant construction projects to the HSE;
- keep the health and safety file.

ALL Construction projects must have:

- workers with the right skills, knowledge, training and experience;
- contractors providing appropriate supervision, instruction and information;
- a written construction Phase Plan (developed by the main contractor) – checked and retained by school.

Projects where more than one contractor is involved, the above points plus:

- a principal designer and principal contractor must be appointed in writing;
- a post construction Health and Safety File.

If work is scheduled to last longer than 30 days **AND** have more than 20 workers working simultaneously at any point in the project **OR** exceeds 500 person days, both of the above sections plus:

- the Client must notify the project to the HSE.
- The role of Client Officer, acting on behalf of the Client, Windermere Educational Trust Ltd, is fulfilled by the Bursar, who will ensure that all of the clients responsibilities under CDM are met.

References and Useful Links

KAHSC General Safety Series G18a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8071
KAHSC General Safety Series G18b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8769
HSE Using Contractors – A Brief Guide http://www.hse.gov.uk/pubns/indg368.pdf
HSE Managing Health and Safety in Construction – Guidance on the CDM Regulations http://www.hse.gov.uk/pubns/priced/l153.pdf

8.25 Site / Building Security and Personal Safety / Lone Working

We have, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff. An assessment of the number and type of security incidents (e.g. walkers straying on to school premises and getting

into the buildings; vandalism and break-ins, unhygienic detritus such as used syringes and condoms) will highlight how much of a risk a right of way / other security issues may present. We have created a record system of these incidents to show that we are taking the hazard seriously with constant monitoring of the situation. The security risk assessment will be routinely reviewed annually by the Bursar (or sooner should circumstances change significantly); the findings will also be used in the review of these Security Procedures. The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff. The school has close links with local police and the Community Police Officer.

Reception (Main Entrance)

- At Campus, the entrance to the main building and a reception desk is clearly signed. Every visitor to the school is channelled through reception. Even when the receptionist or secretary is not on duty full time, reception remains the point to which all enquiries should be directed.
- As a school with multiple buildings the main building has a reception desk and access control. Signage directs all visitors to this entrance. It is impractical to have access control on all other blocks so pupils will be safeguarded in these other blocks by other methods such as supervision. Atlesson changes the entrances to these blocks are supervised. Unauthorised visitors will be challenged by staff.
- Reception is a secure area and visitors cannot gain access to other parts of the school without being challenged or at least seen by a member of staff.
- Main entrance doors are fitted with a remote access intercom and a camera so that visitors can be seen prior to being allowed entry.
- Designated entrances restricted for staff use have had security access control systems installed.

Signs

- Reception is clearly identified by signs so that visitors who are not familiar with the site are in no doubt of the visitor entrance to the school. Parents are informed that they must use this entrance during the day rather than the morning/afternoon pupil entrances.
- Signs are easily seen from general car parking areas and all accessible boundary entrances.

Doors/Gates

- Doors are secured from the inside but the locking mechanisms to doors that may be used in the escape from fire are fitted with locks capable of being opened without a key by those escaping from the fire.
- Any door to which a lock or securing device, e.g. a push pad panic latch, night latch, etc. is fitted, is capable of being opened by any occupant of the building including children.
- Doors with latches or digital locks also have automatic door closers fitted. These are capable of engaging a latch effectively but the last few inches of travel has been damped to ensure that fingers are not caught in a rapidly closing door.
- The school gates are kept open overnight to allow access of vehicles to boarding houses at Browhead.
- Keypads are placed on all main entrances and are in force when children are in the building.
- The building is checked by the School Caretaker or designated contractor, ensuring all windows and outside doors are secure and security alarms are set.

- We ensure that supervision rotas take account of monitoring the premises' access and egress points and pupil safety in non-lesson time and that visitor admittance procedures are maintained and staffed throughout break and lunchtimes.

Closed Circuit Television (CCTV)

CCTV is installed at our school. Reference should be made to our separate CCTV Procedures (and Data Protection Policy) developed in line with the ICO CCTV Code of Practice. Signage informs people of where CCTV is in operation.

Security Lighting

- Extensive floodlighting covers frequently used footpaths, entrances and exit doors adjacent to car parks.
- Security lighting has been installed externally – the aim of this is to act as a deterrent by assisting casual surveillance of the premises.
- External lighting, panic alarms and burglar alarms are regularly checked and any faults reported to the Bursar, General Services manager or Maintenance Department.

Communications

Our school is made up of separate buildings or remote classrooms. Communication links are maintained by an extended mobile telephone system.

Anti-Climbing Measures

- Signs have been displayed warning that it is dangerous to climb onto roofs and where there are skylights (and other fragile roof structures) 'Fragile Roof Warning Signs' are prominently displayed;
- Wheelie bins are not located close to low level roofs;
- Tree branches close to low level roofs are maintained and trimmed back when necessary.

Boundaries

The perimeter boundaries are clear but not robust enough to withhold unwanted access. The school relies on the visibility of those boundaries to monitor for intruders. At Elleray House pre-prep, all EYFS play areas are within a 2m high fence or located behind a series of fences.

Visitors/Contractors Book/Badges

- All visitors and contractors must be signed in and out of the school buildings and issued with visitor's badges. Care is taken to ensure that badges are recovered from visitors when they leave to prevent the system losing credibility. We impress on visitors the need to wear the badge at all times.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member off staff in order to "sign out" of school.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- Pupils are encouraged to let staff know about people on the premises who are not wearing a badge.
- A Contractors Safety Information Sheet and Code of Conduct for Adults Visiting or Working on School Site Leaflet have been prepared to share with contractors and visitors admitted to the site so that all are aware of the safety procedures in operation.
- All contractors working on site who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children (regardless of whether the contractor works on a single site or across a number of sites/schools) must:

- be segregated from pupils by physical means, time or a combination of both; **or**
- be supervised at all times when children may be present (or children always supervised); **or**
- hold DBS certificates (without a children's barred list check) - a letter confirming that this is the case from the contractor's employer is sufficient providing the date of the Employers Letter is added to the Single Central Record (where applicable).

- Risk Assessments will be conducted for the 'Use of Contractors - Child Protection'. For further details, refer to our Procedures for 'Protecting Children when Contractors are Working in Educational Settings' held separately.

Pupil and Staff Signing in Out Procedures

- The School operates a signing in /signing out system for all staff /pupils who are late / leaving early.
- Pupils who wish to leave the site during the school day must have written permission, sighted by appropriate staff.

Cultivating a Positive Safety and Security Attitude

- All staff are made aware of the school's security procedures, especially staff that have been given a specific role to play. This forms part of all new staff Induction Training and is reinforced with other staff at regular intervals. Every occupant of the school is encouraged to foster and maintain an inquisitive attitude towards strangers. Details of known local people who have no reason to be present have been noted.
- If suspicions are heightened, descriptions, both personal and of vehicles will be recorded, (the singular most important item of information in relation to a vehicle being its registration mark) in case they subsequently need to be passed to the police.
- Regular briefings of pupils and staff are carried out which encourage them to report anyone suspicious wandering around the site.
- Anyone not wearing a visitor's badge or people who are found in the school or its environs with no reason to be there will be challenged by staff or reported to a member of staff by pupils. In certain circumstances, staff will be required to gauge whether or not it is appropriate to challenge individuals depending on the situation.
- Children are actively encouraged to tell staff about the presence of strangers or anyone acting suspiciously but under no circumstances should they approach them.

Cooperation with third parties, extended services and community groups

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building. Parents will be informed about the schools' security arrangements and any part they are expected to play e.g. when visiting the school or at handover times.

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

Supervision

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors. The access arrangements for the grounds are:

- *School field* – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge. As communication is not easily possible whilst on the fields, supervisors in this location will use a two-way radio at The Junior School or mobile phones at Browhead.
- *Lunchtime* – children use school field that could be accessed by a person walking past the authorised entrance, always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- *Playground* – our main access route to the reception is adjacent to / through the playground. This area is only used under staff supervision at break and lunch and staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- *Auxiliary blocks* – these cannot be secured by electronic means. Supervision rota for breaks and lunchtime.
- *Lesson changes* – due to the multi-block nature of the site, access control is not possible for every individual building during lesson changes. Supervision is provided by casual staff movement on site.
- *Start of school day* – as the grounds have open access, key staff are on site 10 minutes before the start of the school day to provide supervision at key locations such as drop off points.
- *End of the school day* - staff are deployed in designated areas including collection points.

Personal Safety / Lone Working

- Lone Working Risk Assessments are undertaken for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training/instruction.
- Procedures have been established for staff and employees who may be working on the premises alone or isolated in separate parts of the building(s). These procedures also take into account cleaning staff and staff on duty during further education sessions.
- The school is fitted with an alarm which is set by the last person leaving at the end of the day/work period.
- The building must be checked by the last person leaving, ensuring all windows and outside doors are secure.
- Staff working late, should ensure doors are locked, notify someone responsible (i.e.a family member or colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.
- External lighting, panic and burglar alarms are regularly checked and any faults reported to the Operations Manager and Maintenance Department
- Lone working is not permitted when working at height, carrying out hot works, working in confined spaces, or for the use of potentially dangerous substances or machinery.

Cash Handling, Storage & Carriage

- We encourage payment by BACS transfer or credit card to avoid the handling or storage of cash.
- Holding large amounts of cash in school will, where possible, be avoided.
- When it is necessary to hold large amounts of cash, the cash will always be kept in the safe suitable for holding that particular amount of cash.

- The following guidelines have been adopted in relation to keys for safes, strong rooms, security cabinets or any other keys, which give access to property of intrinsic value:
- the number of staff having such keys is kept to a minimum;
- during the normal working day, if practicable, keys should be kept on the person at all times;
- if it is not possible for keys to be kept on the person at all times, they will be kept in a locked key security cabinet and the key to the security cabinet kept on the person at all times;
- high security keys are not left on premises when they are closed for business, even in a locked security cabinet. Designated key holders will keep them in their possession at all times;
- It is not be possible to identify what the keys are for by looking at a label or tag attached to it. The keys are numbered / otherwise marked so that only authorised users know or are able to establish what they are for.
- The issuing of school master keys to staff is strictly limited.
- Counting money will be done in a locked room away from public view.
- Cash held on premises which is used from time to time for payments etc. will be reconciled as frequently as circumstances dictate.
- We always vary the times when cash is carried off the premises and try to vary the route taken to destination
- Wherever possible, staff travel to the bank or post office by car rather than on foot. Where ever possible, we have a designated driver to drop the cash handler off as close as possible to the bank or post office where parking is not available.
- The duty of banking is shared so no one person becomes associated with carrying cash.
- Cash is disguised in a carrier bag or other holdall and staff instructed to ensure it is hidden or covered in the car.
- For significant amounts of cash, we would consider using a secure cash collection service.
- Persons responsible for carrying cash on school business are provided with adequate induction, training and instruction and it is made clear that they are not expected to put themselves at risk by resisting any person who is attacking or threatening them. They should concentrate on observing the attacker to assist in the subsequent police investigation.

Medicines

Refer to the school Supporting Pupils at Schools with Medical Conditions Policy and procedures held separately.

Security of Laptops and other Valuables

Lockers are made available to pupils for security of personal items, although parents and pupils are regularly advised not to bring or allow children to bring valuable belongings into school. Secure areas are available for staff possessions.

The following procedures are followed to help reduce the risk of opportune thieves taking laptops and other high value equipment from school:

- We ensure that all staff and others in the school understand exactly what they need to do to keep ICT and other valuable equipment safe. Teachers and support staff then pass on the relevant information to their classes. Training reviews are given at least annually, and the ICT security guide regularly reviewed to take account of any new equipment that has been purchased.
- Laptops are kept in rooms where there are blinds which can be closed when the room is not in use; evenings, weekends and during the school holidays.
- During long periods of closure, laptops and other high value equipment are locked in secure cupboards or storerooms.
- Locks are push button combinations, only staff know the combinations.

- We never advertise ICT assets on our school website, social networking sites or newsletters. We do not inform the local press when we purchase a lot of new equipment.
- When new equipment is bought, we flatten its packaging, turn it inside out and crush it before putting it outside with the rubbish, to avoid notifying potential thieves to a delivery.
- We ensure external ICT technicians present ID before they are taken to service computers and ensure that these people sign in and out.
- We ensure that visitors are accompanied when they walk around the building and insist that all guests sign in and out.
- If any of our mobile IT is stolen, we will alert the police as soon as possible.
- Where we have any concerns about the security of our school and the equipment within it we will contact our local Crime Prevention Officer by dialling 101 and asking for the Crime Prevention Service.

References and Useful Links

KAHSC General Safety Series G01
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7621
KAHSC General Safety Series G16
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7863
KAHSC General Safety Series G42
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8245
School's CCTV Procedures, Child Protection & Data Protection Policy

8.26 Workplace Environments

A safe and healthy workplace environment will be maintained at the school in line with School Premises (England) Regulations 2012, the Education (Independent School Standards) (England) Regulations 2010 (as amended 2013) and the Workplace (Health, Safety & Workplace) Regulations 1992.

Heating
A comfortable working temperature will be maintained of at least 16°C unless much of the work involves severe physical effort in which case the temperature will be 13 ºC (or where it is impractical to maintain these temperatures i.e. where food has to be kept cold). In the event of the need for portable heating or cooling, any equipment provided to achieve this will be suitable for use, free from defects, and safely sited so as not to create additional hazards.

Radiant heaters and naked flame appliance (e.g. LPG) will NEVER be used.

Welfare & Changing Facilities
Suitable welfare and changing facilities will be maintained in a safe and clean condition for all staff and pupils in line with the School Premises (England) Regulations 2012, the Education (Independent School Standards) (England) Regulations 2010 (as amended 2013) and the Workplace (Health, Safety & Workplace) Regulations 1992. Toilets and washing facilities for staff may also be used by visitors are separate from those provided for pupils (except where they are designed for use by those who are disabled). Each toilet for disabled pupils contains one toilet and one washbasin and has a door opening directly onto a circulation space that is not a staircase, which can be secured from the inside. The number and location of accessible toilets are sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

Medical Accommodation

Suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including accommodation for the medical examination and treatment of pupils and the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility. The accommodation provided may be used for other purposes (apart from teaching) however it is always readily available to be used for the purposes above.

Additional medical accommodation will also be made available where required which caters for pupils with complex needs.

Ventilation

An adequate supply of fresh air will be maintained. Where possible this is from natural ventilation from windows.

Access and Egress

We will implement inspection procedures, defect reporting and extra attention during inclement weather. We will bring our winter gritting plan to the attention of staff, pupils and parents/guardians to ensure safe routes are followed during periods of snow and ice.

Acoustics

The acoustic conditions and sound insulation of each room is suitable, having regard to the nature of the activities which normally take place within each area. Checks will be made of any new builds by Building Control to ensure compliance.

Lighting

- The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.
- The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein.
- External lighting has been provided in order to ensure that people can safely enter and leave the school premises.
- Blinds / curtains are in place to block sunlight, to avoid glare, excessive internal illuminance and summertime overheating;
- Emergency lighting has been installed in areas accessible after dark or where not already in place, the need to provide emergency lighting in areas accessible after dark has been added to our Annual Management Plan as a future, longer-term objective.

Water Supplies

- Suitable drinking water facilities are provided which are readily accessible at all times when the premises are in use and are in a separate area from the toilet facilities.
- Toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.
- Cold water supplies that are suitable for drinking have been clearly marked as such.
- The temperature of hot water at the point of use by pupils does not pose a scalding risk to users i.e. hot water is heated to temperatures of 60ºC, but the temperature at outlets used pupils is controlled by thermostatic mixer valves to achieve temperatures at taps not exceeding 43 ºC (refer to Section on Legionella Control).

Outdoor Space

Suitable outdoor space is provided in order to enable physical education to be provided to pupils in accordance with the school curriculum and pupils to play outside.

There are two types of outdoor space used for physical education (PE); sports pitches and hard surfaced games courts. Sports pitches, grass and/or all-weather, are used for team

games such as football, hockey and cricket, and for athletics. Games courts are for sports such as netball and tennis. Outdoor space is also available for informal play and socialising.

Outdoor Working

Refer to the Sun Protection arrangements within this Policy for further details.

Window Blind Cords and Chains

We have identified via Risk Assessment the presence of any looped cord or chained window or door blinds and have implemented the following measures to prevent strangulation:

- Staff ensure that cords or chains are stowed out of reach so that children are not at risk of strangulation.
- Wherever possible, we have used safety devices such as cord cleats, cord/chain tidies and chain break connectors. Where loops cannot be stowed away safely they have been cut to ensure that the loop is removed.
- Staff are instructed to always reposition nearby furniture (e.g. chairs) to ensure they cannot be used to access looped cords, or where people can become accidently entangled.
- We have introduced a regular checking regime for all blinds which have looped cords or chains to ensure that they remain in a safe condition. Staff inspect these in their own classrooms/areas and report any faults to the maintenance team, so that remedial action can be taken.
- Where new furniture is introduced, or decoration and room layouts have changed we ensure that the risk assessment is reviewed and updated as appropriate.
- When new blinds are ordered, we will select blinds which do not contain cords or have concealed cords.

Preventing Finger Trapping Incidents

- A risk assessment has been undertaken to determine the risk of finger trapping incidents;
- We try to reduce or remove the need for pupils to gather near the doors;
- We ensure that essential equipment is not positioned adjacent to or immediately behind doors e.g. A paper towel dispenser;
- We increase awareness of staff and pupils to potential risks;
- We prevent uncontrolled access to vulnerable doors.
- Where such measures are not practicable, finger guarding devices have been installed;
- Wherever possible during replacement or refurbishment of doors then the risk of finger trapping should be designed out. Where this is not possible and there is a significant risk then finger guarding devices will be fitted where required;
- For both new and existing devices in schools class teachers are responsible for regularly undertaking a brief, informal visual inspection to check the condition of any protective devices fitted. any obvious defects should be reported in the usual manner so that repairs or replacement can be undertaken.

Glazing

- Every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage and be appropriately marked;
- Glazing in critical locations is considered reasonably safe if its nature is such that, if breakage did occur, any particles would be relatively harmless (i.e. by installing toughened glass);
- The requirement may also be met if the glazing is sufficiently robust to ensure that the risk of breakage is low (i.e. laminated glass or covered with safety film), or if steps are taken to limit the risk of contact with the glazing (i.e. by the use of barriers);

- Steps are taken to ensure that glazing will break safely must such a child come into contact with it;
- Wired glass inherent in fire doors has been replaced with Georgian wired safety glass;
- Where there are large uninterrupted areas of transparent glazing, steps have been taken to identify its presence e.g. by marking or etching the glass to make it apparent;
- Windows and doors are adequately maintained to ensure that they open easily and without effort;
- Those individuals opening windows are not put at risk of falling either through the glass or the subsequent opening;
- Window restrictors have been fitted where the risk of falling from a window opening is apparent. Windows do not open directly onto traffic routes in such a manner that individuals are liable to collide with them;
- Artwork or other material never obscures viewing panels in doors;

Dog Fouling

- Notices have been displayed around the site in prominent positions indicating that school fields are private property;
- Parents are regularly reminded by letter not to bring their dogs onto school grounds, even when dropping off or collecting their children from school;
- Where instances of dog fouling, the Maintenance Team will be asked to remove the offending material. They are advised to avoid direct skin contact with the faeces and they must wear gloves. They will remove the faeces with a shovel and dispose of them by double-wrapping/bagging them and placing them in the general refuse.

Building Work

All building work undertaken including new builds, alterations of and improvements to existing buildings will conform to the Building Regulations 2010.

References and Useful Links

The Workplace (Health, Safety and Welfare) Regulations 1992 ACOP - http://www.hse.gov.uk/pubns/priced/l24.pdf
The Education Act 1996
School Premises (England) Regulations 2012
Education (Independent School Standards) (England) Regulations 2010 (as amended 2013)
DfE Statutory Framework for EYFS
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9089
National Minimum Standards for Boarding Schools Click here to access
KAHSC General Safety Series G44
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7925
NHS Sun Safety Advice - http://www.nhs.uk/Livewell/travelhealth/Pages/SunsafetyQA.aspx
Cancer Research Sunsmart Website - http://www.sunsmart.org.uk/
Health risks from working in the sun HSE Guidance
http://www.hse.gov.uk/pubns/indg147.pdf -
Glass & Glazing Federation http://www.ggf.org.uk/commercial
The Local Government (Miscellaneous Provisions) Act 1982
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.27 Wellbeing

Refer to the school's Wellbeing Management Procedures held separately.

8.28 Educational Visits and Activities

Refer to the school's Offsite Visits Procedures held separately.

References and Useful Links

OEAP National Guidance www.oeapng.info
www.kymallanhsc.co.uk
School Off Site Visits Procedures

8.29 Food Safety Arrangements

General Food Safety Standards (School Meal Provision, Food Technology/Baking, Cookery Clubs & Wrap Around Care)

- Our school aims to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.
- We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.
- We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point) and follow rules laid out in the Food Information Regulations 2014 with regard to allergens.
- Any employee involved with the handling and preparation of food will hold suitable food hygiene qualifications which are renewed at intervals not exceeding 3 years:

- CIEH **Level 1** Food Safety Award (or equivalent) is designed for staff handling very low risk foods such as wrapped foods, fresh fruit etc. and for 'waiting on' staff. This MAY include nursery staff if only preparing sliced fruit for pupils or breakfast club staff only preparing toast and cereal for example.
- CIEH **Level 2** Food Safety Award (or equivalent) is designed for everything else including commercial catering.

- ALL staff activities (commercial kitchens, food technology, cookery clubs, wrap around care) will be aware of food allergens and the consequences of them being eaten by anyone with a food allergy. Basic allergen training will be given to all staff on their first day of employment and before food handling duties commence with records of training kept. All staff will be trained in avoiding cross-contamination of foods by the major food allergens.
- All relevant staff involved in food preparation will need to be aware of the contents of Individual Healthcare Plans for pupils with allergies.
- Staff will be trained to cross reference Individual Healthcare Plans for Pupils with food allergies.
- Allergen information of school meals must be recorded and available. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.

Food in the Curriculum

Up to & including key stage 2 only

- Appropriate risk assessments must be in place for food technology activities, the working environment and machinery/equipment.
- Gas appliances in food technology should be serviced every year by a Gas Safe Registered engineer, and current records/certificates must be held on site. Similarly, any electrical appliances used will either need to be included in the school's portable electrical appliance inspection & testing programme, or if not portable equipment, should undergo routine planned, preventative maintenance in line with manufacturer's instructions.
- All emergency gas and power cut-off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services
- Portable/transportable ovens must be sited appropriately i.e. not underneath overhanging cupboards, away from combustible materials/displays especially those that are loose, away from water supplies etc. and must never be moved when hot/warm.
- It is essential to ensure the number of pupils using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or pupil numbers reduced to prevent this.
- Clear working procedures should be written down and brought to the attention of anyone who may be required to use equipment.
- Oven gloves/cloths and where appropriate, cooker guards and hob covers must be available & used appropriately.
- Ovens are only to be used by adults or pupils using the oven are supervised appropriate to their age range and abilities.
- Equipment must be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Equipment, materials and tools must be regularly inspected and appropriately maintained.
- If fridges/freezers are used to store food stuffs/ingredients for food technology activities, the temperature of equipment must be checked and recorded on a daily basis (Fridges between 2-5ºC; Freezers -18 ºC or below).
- Food stuffs must be stored appropriately i.e. perishable items stored off the floor and food/ equipment shelving sealed, clean and wipeable.
- Appropriate fire-fighting equipment must be located in the workroom (appropriate fire extinguisher(s) and fire blanket) and fire exits must be unobstructed.
- Heat generating equipment MUST be switched off after use and at the end of the each day.

Key stage 3+ only

- Food Technology staff will refer to CLEAPSS risk assessments which will be adapted. From these, warnings and controls will be produced in 'texts in daily use' available to those who use/need them. Other specific food related risk assessments will also be undertaken where not adequately covered by CLEAPSS. These will be reviewed regularly or when there have been significant changes.
- A copy of British Standard BS4163:2014 – Health and Safety for Design Technology in Schools and similar Establishments will be available.
- The Head of Faculty will undertake annual 'Audits' of the department using the CLEAPSS document G79 Auditing Health and Safety in Secondary School D&T and regular formal inspections will be made of food rooms and stores.
- Allergen information will be including in teaching and learning.
- Gas appliances in food technology will be serviced every year by a Gas Safety Registered engineer, and current records/certificates will be held on site. Similarly, any electrical appliances used will either need to be included in the school's portable electrical appliance

inspection & testing programme, or if not portable equipment, should undergo routine planned, preventative maintenance in line with manufacturer's instructions.

- Gas cookers will be fitted with safety chains. Chains will be long enough to allow the cooker to be moved out for cleaning purposes but prevent the flexible gas pipe from being strained. The chains will be securely fixed at both ends. Hooks or clips will not be used.
- All emergency gas and power cut-off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services. In food rooms, there will be a main electrical shut off switch which is lockable, accessible and working at all times (with fridges and freezer son separate circuits).
- 'Gas' shut off valves will be in place in food rooms that are accessible and working at all times with the off position being clearly indicated , These have a security key facility, so that they are not easily interfered with by pupils.
- Pressure cookers will be subject to an annual inspection.
- It is essential to ensure the number of pupils using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or pupil numbers reduced to prevent this.
- Clear working procedures will be written down and brought to the attention of anyone who may be required to use equipment.
- Oven gloves/cloths and where appropriate, cooker guards and hob covers must be available & used appropriately.
- Ovens are only to be used by adults or pupils using the oven are supervised appropriate to their age range and abilities.
- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Food stuffs must be stored appropriately i.e. perishable items stored off the floor and food/ equipment shelving sealed, clean and wipeable.
- All out of date food/ingredients will be disposed of immediately and weekly checks will be made to ensure that no food or ingredients past their use by date are held in school.
- A suitable pest control contract is in place with a competent contractor.
- An adequately stocked first aid box (including blue plasters) will be easily accessible.
- Appropriate fire-fighting equipment must be located in the workroom (appropriate fire extinguisher(s) and fire blanket).
- Flooring will be suitable in food rooms i.e. slip-resistant, sealed and washable.
- Food rooms will not be used as pastoral bases unless supervising staff are Food Technology Teachers.
- Suitable storage arrangements will be made for pupils' coats and bags.

Wrap-Around Care (Breakfast and After-School Clubs)

- Allergen information of the foods served at the club(s) will be recorded and available - this will include the bread(s), cereals, crumpets etc. used, along with any spreads. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.
- Food stuffs will be stored appropriately, off the floor, in sealed and where necessary, labelled containers where appropriate.
- There is a system in place for accidents occurring during Breakfast Club to be communicated to school at the end of each session.

- There is also a system in place for accidents occurring during school time to be communicated to After-School Club at the end of the school day.
- Accidents which occur during Breakfast or After-School Club are recorded in the relevant **SCHOOL** accident book i.e. neither has their own accident book – refer to our Accident Reporting Procedures held separately for details.
- Breakfast and After School Clubs have their own First Aid kits which are maintained in line with our First Aid Procedures held separately or they will utilise the school First Aid kits which are maintained in line with our First Aid Procedures.

References and Useful Links

Food Safety Act 1990
Food Safety (General Food Hygiene) Regulations 1995
The Food Hygiene (England) Regulations 2006
Food Information Regulations 2014

Food Standards Agency – Safer Food Better Business Manual *https://www.food.gov.uk/business-industry/sfbb*
KAHSC Catering Code of Practice
CLEAPSS www.cleapss.org.uk/
The Food Standards Agency http://allergytraining.food.gov.uk/

8.30 School Cleaning

- Appropriate risk assessments are undertaken for cleaning activities, the working environment and machinery and all cleaning staff are made aware of the hazards and risks associated with their work and what they should do to prevent accidents to themselves and other (control measures).
- Portable electrical appliances are included in the school's electrical inspection and testing programme.
- All cleaning staff receive training/instruction in Health and Safety Induction, Use of Machinery/Equipment, Control of Substances Hazardous to Health and Manual Handling.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN school accident book and will be reported in line with our Accident Reporting Procedures.
- There will be an appropriate defect reporting procedure in place. Cleaning staff should report any identified defects or hazards to their equipment or the environment in line with our Defect Reporting Procedures.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services i.e. Water, Electricity, Gas, Oil.
- All cleaning staff are instructed to ensure that they never obstruct Fire exits or escape routes.
- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures.
- Fire drills are on occasion, undertaken while cleaning staff are present so that they become familiar with the fire evacuation routine.
- Cleaning staff are made aware that all equipment MUST be switched off after use and returned to the locked store.
- The use and storage of cleaning chemicals will be subject to a COSHH Risk Assessment which is reviewed regularly and disseminated to relevant staff.
- Cleaning products are only ever decanted into properly labelled spray bottles – never unlabelled bottles.

- Sufficient colour coded equipment is supplied to Cleaning staff so that they clean specific areas safely, keeping equipment separate from one another.
- Cleaning materials and equipment are kept securely stored when not in use and cleaning staff instructed not to leave cleaning products unattended at any time.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.
- Cleaning staff are made aware of the location of any asbestos containing materials in the building so that they do not accidentally damage them during their work.
- Cleaning staff are instructed NOT to work at height when there is no-one else in the vicinity – refer to our Work at Height Procedures for further details.
- Cleaning staff are provided with a Cleaning Code of Practice as part of their Induction which includes a Staff Handbook and a Health and Safety Manual.
- Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required during outbreaks of communicable diseases/illnesses. If the Environmental Health Department or Public Health England consider there is a need for extra cleaning this will be arranged with our cleaners. This might particularly be the case if children or staff have had vomiting or diarrhoea on the premises; when toilet areas and door handles etc. may receive extra attention.

References and Useful Links

Control of Substances Hazardous to Health Regulations 2002 (as amended)
http://www.hse.gov.uk/coshh/
Dangerous Substances & Dangerous Atmospheres Regulations 2002
http://www.hse.gov.uk/fireandexplosion/dsear.htm
Workplace (Health, Safety and Welfare) Regulations 1992
Public Health England guidance 'Health Protection in Schools and Other Childcare Settings': *https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities*
KAHSC General Safety Series G38a
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8161
KAHSC General Safety Series G38b
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8962
KAHSC Codes of Practice for Caretakers and Cleaning

8.31 Electrical Safety

All staff, and where appropriate, pupils, will be shown how to use equipment, and to switch it off when not in use and at the end of each school day.

Acquiring Electrical Equipment

- All new items purchased will comply with the appropriate British Standard or European equivalent.
- Second-hand acquisitions or electrical equipment lent to, or borrowed by, the school will be checked for electrical safety before use. Any mains operated equipment belonging to staff will also be checked in this way. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a competent person.
- Second-hand, borrowed and staff equipment will be recorded as being used and will be included for testing during the regular testing programme (see below).

User Visual Checks

Any item with a plug will be given an informal visual check every time it is used – all staff have been instructed to do this. If a fault is detected, staff will remove the plug to decommission the appliance, if possible. If not, defective appliances will be labelled with a warning instructing others not to use. Staff must then report the fault in line with our Defect Reporting procedures.

Formal Visual Inspections

Formal Visual Inspections of electrical appliances will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance and General Safety Series G17.

Combined Inspection and Testing

Combined Inspection and Testing (PAT) will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance. A competent person undertakes Combined Inspection and Testing and formal records are held.

Record of Equipment

A record will be kept of all portable items of electrical equipment. When any piece of portable electrical equipment is acquired or removed from the site the record will be updated accordingly.

Residual Current Devices (Circuit Breakers)

These provide an additional level of protection and will always be used:

- when a Premises Licence has been obtained for a public performance;
- when non-school equipment is used;
- whenever any piece of electrical equipment is used outdoors;
- where fish tanks use mains voltage equipment (e.g. pumps heaters and lighting).

Extension Leads

- When being used, we ensure they do not present a tripping hazard, they are not overloaded, the lead is not twisted and there is no strain on the cable. Leads will always be fully unwound from any cable drum;
- Extension cables will never run under carpets or through doorways;
- Extension cables will be checked as part of the regular testing programme;
- Extension cables will be regarded as temporary. Regular use may indicate the need for additional sockets;
- Block style adaptors will NOT be used in school under any circumstances.

Fixed Convector/Fan Heaters

These are serviced and vacuumed out on at least an annual basis by a competent person with records kept.

Kitchen

Fixed electrical equipment in the kitchen is serviced annually by a competent person and records are held in the Buildings Register.

Fixed Electrical Installation

The main electrical installation will receive a Periodic Electrical Installation Inspection by an NICEIC Registered contractor at periods not exceeding five years. Records will be held. Any remedial work required as a result of the Inspection Report will be undertaken on a risk priority basis.

EYFS

Socket covers will be used in unused socket outlets in the early years and foundation stage only where identified as required by school risk assessments.

References and Useful Links

http://www.hse.gov.uk/electricity/index.htm
KAHSC General Safety Series G17
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7991
KAHSC General Safety Series G25
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8781
HSG 107 - Maintaining Portable and Transportable Electrical Equipment Click here to access
INDG 236 - Maintaining Portable Electric Equipment in Offices & other Low-Risk Environments Click here to access
HSR 25 Memorandum of guidance on the Electricity at Work Regulations 1989 Click here to access
HSE L22 - Provision and Use of Work Equipment Regulations 1998. ACOP and guidance Click here to access
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994
School's 5 year Fixed Electrical Certificate
School's Portable Appliance Testing Register

8.32 Gas Installation and Appliances

- School Boilers and appliances are serviced annually by a Gas Safe Registered Engineer and records are kept.
- The gas installation will be inspected every 5 years by a Gas Safe Registered Engineer including pressure testing from the meter to the final appliance.
- Fixed gas equipment in the kitchen is serviced/gas checked annually by a Gas Safe Registered contractor.
- For emergency procedures relating to Gas Leaks, refer to the School Emergency Plan.

References and Useful Links

Gas Safety (Installation and Use) Regulations 1998
KAHSC General Safety Series G25
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8781
KAHSC General Safety Series G30
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7988
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.33 Oil Tanks and Appliances

- The oil tank are adequately bunded;
- We never leave sight gauge valves open and use British Standard automatically closing valves or electronic gauges;
- We check the tank, pipe work, gauges, sight valves and bund regularly and get a qualified OFTEC registered technician to service and inspect the tank, pipes and appliances at least annually;

- As we have underground pipe work, we know exactly where it runs and ensure that no above ground activities can puncture it;
- We monitor how much oil we use so that we are quickly alerted by any loss of oil;
- We supervise deliveries, particularly if the delivery driver cannot see our tank during filling;
- We have adequate insurance cover, and not just to replace the lost oil.

References and Useful Links

Control of Pollution (Oil Storage) (England) Regulations 2001
KAHSC General Safety Series G25
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8781
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.34 Smokefree Workplace

Our school operates a complete smoke-free policy which applies at all times. Smoking (including E-Cigarettes/vaping) is not permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to **any** vehicle being used for school business.

The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Pupils breaching smoke-free rules will be dealt with according to the Whole School Behaviour Policy.

These rules apply to employees, parents, visitors, members of the public, contractors and others working in or using the school's premises or vehicles. This will be clearly advertised and visitors to the school will be informed of it.

The school will support employees or pupils wishing to give up smoking by advertising and promoting external smoking cessation services and through regular health promotion activities. Resources will also be available to educate pupils and free specialist advice regarding health promotion activity will be provided.

References and Useful Links

http://www.nhsggcsmokefree.org.uk/smokefree-services/smokefree-schools.html
http://www.ash.org.uk/

8.35 Transport

Private cars

- Private cars are to be used to transport pupils ONLY when the owner of the car has a valid driving licence
- Where possible, children should sit in the rear of the car and seat belts are to be worn at all times.
- Any child under 12 years and 4ft 5 in will need to use a booster cushion, and those under 25kg in weight must use a booster seat. Procedures are in place to ensure that this occurs i.e. school keeps a supply of booster cushions or ensures parents supply these when required.

- Booster seats/cushions are not required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver.
- Children will alight from the car on the kerbside, not the roadside.

Occasional Business Use Insurance

Any staff member who uses their own vehicle/car on school business (for example Administrative Staff who drive to the bank to deposit school money or staff attending work related training courses) should have occasional business use cover. We have as a school obtained blanket "Occasional Business Use Insurance" which covers employees for such purposes.

Minibus

The school leases a fleet of minibuses that are adequately maintained.

If pupils are ever charged for anything involving the minibus (school owned or hired), the School will hold a Section 19 Permit which is renewed every 5 years. Permits will be held in the minibus(s) at all times it is/they are in use.

We will 'Approve' all drivers to drive school owned or hired minibuses using an external assessor.

No standing passengers may be carried and all children will wear a seat-belt.

Coach Hire

All coaches hired for school use must be fitted with seat belts. Local firms are contracted by the Transport Manager.

For the purpose of school excursions, the buses arrive and depart before and after school hours to prevent traffic hold ups outside the main gates.

References and Useful Links

The Safe Operation of Minibuses Manual
KAHSC General Safety Series G11
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8859
Outdoor Education Adviser Panel National Guidance http://oeapng.info/(4.5 a-d)

8.36 On-Site Vehicle/Pedestrian Separation

The School has undertaken a risk assessment of traffic hazards on our site and the following control measures have been implemented to minimise the risk of injury from on-site traffic:

Buses
Where buses come onto the school site this can be an area of high risk which therefore needs to be carefully managed. The following precautions have been taken:

- There is a designated bus stop;
- The school is served by a large number of buses so there are designated and clearly marked bus parking bays. Bays are numbered and buses use the same bay every day to ensure pupils know where to find their bus;
- There are adequate bays for the number of buses serving the site;
- Buses minimise reversing on the school site as this is the most dangerous manoeuvre that a bus can make – where reversing is required this takes place outside of peak times. All buses

are reversed into their bays before the end of school. This is closely monitored by the school to ensure that the bus companies meet this requirement;

- We ensure a banksman supervises the safe movement of large reversing vehicles or ask that drivers of such vehicles have rear mounted cameras fitted;
- Bus bays and stops are located so that pupils can enter a safe pedestrian area immediately on alighting the bus e.g. they don't need to cross a traffic route to reach the pedestrian area;
- On after school pick up if a bus has not arrived pupils are held back in a safe area – e.g. hall or playground;
- Where buses are parked and waiting for extended periods drivers switch engines off to minimise noise and pollution

Supervision

Staff are proactive in the supervision before and after school and are aware of the need for the following:

- Challenging unauthorised or inappropriate parking which creates a hazard;
- Steering pupils away from traffic hazard areas;
- Supervising bus collections;
- Monitoring bus contract performance e.g. are buses arriving at the required time;
- Staff involved in supervising are clearly visible to traffic and pupils and remain behind traffic barriers if not wearing a Hi Visibility vest.

Signs

There is clear information for visitors communicated on signs. These include:

- Entrance and exit sign;
- Site speed limit;
- Directions for deliveries;
- Pick / up drop off point;
- Visitors parking;
- Disabled parking – pick up / drop off point;
- Main entrance to building;
- No parking;
- No parents cars on site;
- One way signs (as appropriate).

Speed control

- A speed limit has been set for the site. The speed limit has been displayed on a sign at the entrance to the site.
- Speed humps have been installed to physically force drivers to reduce their speed.

Vehicle access and parking

- We minimise vehicles allowed onto site, particularly during the start and end of school day to segregate vehicles and pedestrians;
- Delivery times are restricted e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes/break times;
- Overflow parking on the tennis court at Browhead is monitored because of the risk of damage to the surface itself, including the spillage of oil;
- There is a staff (and visitor) car park which is segregated from the pedestrian access to the school site;
- There is a one-way system for vehicles;
- Physical protection is in place around vulnerable areas of buildings e.g. bollards or barriers;

- There is restricted access for vehicles e.g. by closing the gates at the beginning and end of the school day;
- Hedges and shrubs are maintained around vehicular areas and car parks to ensure maximum visibility.

Parents cars

Provision for parents' cars at the beginning and end of the school day can be a major issue and we try to manage this in the following ways:

- The school has a clear policy regarding allowing parents' cars on site to pick up and drop off pupils.
- This policy is communicated to parents through regular reminder letters in the event of a problem.
- Where parents' cars are allowed on site there is a marked and designated pick up and drop off point;

Pupils' vehicles

- As we have a sixth form there are clear rules regarding pupils' vehicles on site.
- There is a designated car park for use by members of the sixth form.
- Irresponsible driving can result in permission to drive onto site being withdrawn.

Pedestrian routes

- Barriers or rails have been erected to prevent pedestrians crossing at particularly dangerous points;
- Pedestrian routes avoid abrupt changes of angle and follow direct lines wherever possible;
- Children's play areas are sited away from parked cars
- There are designated crossing points located at safe places with appropriate signs and markings.

References and Useful Links

Workplace (Health, Safety and Welfare Regulations) 1992
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.37 Personal Protective Equipment

- PPE will be provided for staff and pupils where risks cannot be fully controlled in other ways. Staff can request PPE through their Line Manager or Bursar.
- PPE will always be suitable for the task and the user.
- Re-usable PPE will be subject to periodic inspection to confirm its continued suitability, and where appropriate, subject to routine maintenance.
- Staff and pupils must use PPE as instructed and report any defects or other problem promptly to the Operations Manager.

References and Useful Links

HSE - http://www.hse.gov.uk/toolbox/ppe.htm
Personal Protective Equipment Regulations 1992
KAHSC General Safety Series G37

https://www.kymallanhsc.co.uk/Document/DownloadDocument/7637

8.38 Physical Education, School Sport and Physical Activity (PESSPA)

The law expects that all physical education teachers will work within a 'modus operandi', which identifies all the foreseeable safety problems associated with the activities undertaken. The school must declare its own policies and practices, which will eliminate foreseeable risks. The Head must ensure that such a system is operable, even by recently appointed staff. At least one teacher has been identified whose responsibility it is to see that safe practice is realistic and working day to day. The law will expect that an individual school's code of safe practice in physical education will reflect its own particular needs according to its programmes and premises in addition to factors which it may have in common with other similar establishments.

There is a separate Policy Statement for Physical Education, School Sport and Physical Activity (PESSPA) which includes the named person responsible for ensuring that safe practise is carried out. Guidance offered in the *'AfPE Safe Practice in Physical Education, School Sport and Physical Activity'* is followed. The responsible person must ensure that staff have had specific training in any specialised activities. Records are kept of who has what qualification and when it is due to be renewed.

All pupils are instructed to safely move and handle equipment they use for PESSPA activities. Staff supervise the erection and dismantling of PESSPA equipment at all times and not allow children to do this on their own (unless their age and capabilities allow). The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort and will themselves assist in the actual process of erecting and dismantling.

Risk Assessments are undertaken of all PESSPA activities so that control measures to eliminate or reduce the likelihood of an accident occurring can be implemented. Risk assessments will be monitored and reviewed regularly and be disseminated to relevant personnel. Clear written guidance, rules and procedures for use of equipment will be provided.

There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.

We ensure there is adequate storage for equipment. PE mats are held in a fire resistant store with doors kept locked when not in use.

Jewellery is not permitted to be worn during any form of PESSPA or movement exercises. There is clear guidance within the School Prospectus concerning appropriate clothing and footwear for physical activities.

Inspection of Gymnasium Equipment

- Regular inspections will be made of halls, floors, gyms and equipment.
- PESSPA Equipment will be inspected before use.
- More detailed inspection to check the operation and stability of the equipment and also look for evidence of wear will carried out by staff every 1 to 3 months, or as indicated by the manufacturer's instructions. An inspection record will be kept.
- Gym Equipment is formally inspected at least annually by a competent contractor in accordance with the manufacturer's instructions to establish the overall condition of the equipment, foundations and surfaces. The level of competence of the person carrying out the inspection will vary with level of risk associated with the complexity of the equipment.

- If at any inspection equipment is found to be in need of repair, it will be removed, replaced or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation or erecting protective fencing. The repair will then be completed as soon as possible.

References and Useful Links

Safe Practice in Physical Education, School Sport & Physical Activity – (AfPE Book)
http://www.afpe.org.uk/
KAHSC General Safety Series G05
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7623
School's PESSPA Policy Statement

https://www.kymallanhsc.co.uk/Document/DownloadDocument/9108

8.39 Safe Use of Playground Equipment

Supervision

At The Junior School, Children will be supervised at all times whilst using outdoor play equipment; risk assessments will be conducted to determine the appropriate number of people required to supervise play areas (this takes into account observation points, line of sight etc.). Supervising staff are made familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- The pupils will be educated about the use of climbing equipment.
- Staff/supervisors on duty will ensure that outdoor play equipment is visible and can be appropriately supervised when in use and will make regular checks for defects and report them as appropriate.
- Where necessary, a rota for use, taking into consideration the age and number of children using it at any one time will be enforced and staff/supervisors will ensure pupils behaviour appropriately.
- Consideration will always be given to weather conditions and outdoor play equipment will NOT be used during wet or icy conditions.
- Where equipment is sited on grassed areas it will be kept out of use in wet weather and for an appropriate length of time afterward to allow the ground to be sufficiently dry.
- Apparatus will only be used at appropriate times when supervised. Parents will be informed that the apparatus is for school aged children only and not to be used before and after school.

Clothing/Footwear

- Suitable clothing should be worn. Hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc.
- Appropriate footwear must be worn. Hazards arise from slippery soles, open toed and sling back sandals, heels and untied laces, etc.
- Staff on duty will ensure that children not dressed appropriately are not permitted to use the equipment.

Zoning of Activities

Consideration has been given to the range of activities occurring within the playground area:

- Ball games/chasing games are sited away from the climbing area.
- In the nursery play area, wheeled toys in particular, are be used away from the climbing area.

Play Equipment Standards

- An independent competent person carries out annual inspections and maintenance and advises the Operations Manager whether any alterations need to be made.
- In order to ensure compliance, we only use manufacturers/contractors with appropriate play industries registration when planning to install new outdoor play equipment. We will also check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.
- Scrambling and climbing elements do not exceed 3 metres; for children below 5 the height does not exceed 1.6m.
- Structures have been spaced clear of each other to prevent one activity interfering with another, and are clear of walls, fences etc.

Safety Surfaces

- **All** products meet the appropriate BS EN Standards. Both **portable** and **fixed** climbing equipment with a fall height of 600mm has an impact-absorbing surface when used outside.
- The extent of surfacing around static equipment extends at least 1.75m beyond the outermost points of the base of the frame.
- Where bark is used this area is a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Additional bark is available to top up to the original level.

Inspection and Maintenance

Informal Daily/pre use checks by staff - All staff with playground duties are responsible for checking equipment and surfacing before use, concentrating on the following points:

- No evidence of obvious wear / damage
- Area safe from health hazards e.g. needles, glass, faeces etc.
- Impact absorbing surfaces no cuts, tears, wear or unstuck areas
- All fastening tightly secured
- No broken chains, stretched links or loose or twisted shackles
- Uprights unbroken and firm in the ground

Where any defects / hazards are identified appropriate steps will be taken to prevent use until problems have been satisfactorily resolved.

Monthly Formal Inspection (in-house) - A more thorough check of the equipment will be conducted on a weekly basis and records will be held on the Weekly Outdoor Play Equipment Checklist. Completed records will be held by the Bursar.

Annual inspection - A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 will be conducted at least annually by a competent contractor. Such checks ensure safety and identifies any improvements required in terms of the European standards. Any recommended repairs are undertaken, or the equipment taken out of use until funds are available to carry out the repairs or improvements.

References and Useful Links

BS EN 1176:2008 1-7 - Playground Equipment
BS EN 1177:2008 - Impact Absorbing Playground Surfacing Safety Requirements and Test Methods
DfEE – "Playground and Safety Guidelines"
API – "Guide to Outdoor Play Area Installation"
Institute of Leisure and Amenity Management – "Outdoor Play Areas for Children"
National Playing Fields Association – "Towards a Safer Adventure Playground"

ROSPA – "Children's Playgrounds"
ROSPA – "A Guide to the New European Playground Equipment and Surfacing Standards"
KAHSC General Safety Series G33
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7635
Compliance Monitoring in Council Buildings
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7994

8.40 Supervision of Pupils

At years 3 to 6, Children will not be left unsupervised at break times, while years 7 above, Age appropriate, indirect supervision is in place. All staff, volunteers and pupils will be aware of any special site hazards an out of bounds areas. Within reason off sites break times should not be less than those for on-site break-times.

Supervision of Pupils Before and After School

Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends, and any such supervision time is included in teachers' directed time. The relevant section of the teachers' conditions of Employment requires teachers to supervise pupils "whether… before, during or after school sessions".

Parents must ensure that their children arrive at, and are collected from, school at the appropriate time either by delivering to/collecting from the school themselves; permitting them to walk to and from school alone or ensuring that, for those entitled to home-to-school transport, the child arrives at a pre-determined pick-up point and making arrangements for them to return home from the pre-determined drop off point. While the school's duty of care exists so long as the pupils are on the school premises with the school's consent, it is unreasonable for the school to have to take responsibility for children arriving at school before supervision could reasonably be expected. Similarly arrangements for collection of pupils at the end of the school day must also be reasonable.

In the case of pupils arriving/leaving on school transport, it is important that staff are available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Communication with parents in these situations is particularly important. The school prospectus states when the school will take responsibility for children before school opens and at the end of the day and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, then the parents will be told well in advance. This is particularly important at schools where for many years, teachers and/or ancillary workers have arrived at school in time to supervise any early arrivals, i.e. prior to the 10-minute period before school starts.

Younger i.e. foundation age pupils should be kept in school and handed to parents/carers once they arrive. This may also be necessary for pupils in Key stage one but is not statutory. Any pupils with special educational needs will be considered separately when a risk assessment will be used to determine the supervision and handover procedure of the pupil concerned.

Children who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be

present and a dangerous situation develop, then legally as well as professionally and morally, the member of staff should attempt to intervene or to seek assistance, as the situation requires.

Start of the School Day

- The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from them to staff and vice versa;
- There are clear procedures for welcoming pupils into the School. The school doors are closed at 5.30pm. After this time, pupils must report to the main school office via the main entrance;
- Teachers are on site from 8.15am
- Registration is taken at the beginning of the school day and immediately after the pupils' return from lunch in order to ensure that all are accounted for.
- As a Multi-block school the main building has a reception desk and access control. Signage directs all visitors to this entrance. It is impractical to have access control on all other blocks so pupils will be safeguarded in these other blocks by other methods such as supervision. At lesson changes the entrances to these blocks are supervised. Unauthorised visitors will be challenged by staff;
- Reception is a secure area and visitors cannot gain access to other parts of the school without being challenged or at least seen by a member of staff;
- Main entrance doors are fitted with a remote access intercom and a camera so that visitors can be seen prior to being allowed entry. Only authorised visitors are allowed access.

During Lesson Time

- Staff mark attendance registers using the SIMS database, promptly and accurately – morning and afternoons to maintain a live register of who is on site
- If children leave their classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and pupils are accounted for on return to the classroom;
- Updated contact information for parents is sought regularly and maintained;
- Behaviour Management Plans are in place for pupils with challenging behaviour including those who may be 'flight risks';

During Break Times

- Sufficient numbers of duty staff should be on the playground before children come out and for the duration of the break;
- At The Junior School, Supervising staff must ensure that gates to other areas are secured when children are playing outside in a designated play area and adequate supervision is maintained;
- Staff patrol all areas of the playground throughout the session and are allocated specific 'sentry' points during break times.
- The use of two-way radios by duty staff will be considered to enable speedy responses/action.

End of the School Day

- Children leave by assigned exits;
- Children in Foundation Stage and Years 1/2 are collected by their parent from Elleray House or main hard tennis court,. Staff call the children when they see the parent or nominated alternative adult and hand the child over.
- In KS2, children are supervised at the foot of the main stairwell and handed over parents at this point to be walked to their cars.
- Years 7 above pupils will make their own way to their agreed collection point, usually under the canopy at the back door to await parents' collection.
- Pupils using the bus will attend their collection point and sign in with their driver.

After School Clubs

- Thorough risk assessments will be carried out;
- A register of pupils will be taken;

15 minutes after non-collection at the normal time	School reception will call pupil's emergency contact numbers in hierarchical order.
30 minutes after non-collection at the normal time	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/carer. If still no response, call the Police and explain a child has not been collected.
1 hour after non-collection at normal time	Arrange for care in the boarding house until collection is completed.
A full written report of the incident will be recorded and held. ISI/Ofsted will be made aware of any serious childcare incidents but usually only if the Police or Children's Services are involved and concerns remain for a child's welfare.	

Non-Collection of Pupils

Off-Site Visits

The school will take all reasonable precautions to ensure that whilst children are on off-site visits, they are appropriately supervised by members of staff, parents, volunteers and others.

- Thorough risk assessments are conducted and adequate staff/pupil ratios are provided when pupils leave the school premises;
- Permission from parents is obtained generically when pupils first start their school career, for all residential trips, trips abroad and adventurous activities and parents are notified in advance of all off-site visits;
- Mobile telephones are taken on every visit and emergency contact numbers left at school (and on-line with Kym Allan Safeguarding, Health & Safety Consultants Ltd. for Level 2 trips);
- If the off-site visit involves coach travel or travel on public transport, the group will be counted on and off the vehicle with an additional head count before the vehicle moves off;
- At the venue, all children will be given details of where the meeting point is. Regular head counts will be taken when moving from place to place;
- In some circumstances, and where is it deemed appropriate, children will be provided with a card which indicates the school name and the name and telephone number of the accommodation at which they are staying;
- Where children are given 'free-time' they will be required to stay together in groups of not less than 3.

References and Useful Links

Safeguarding Children Partnerships (SCPs): **Cumbria**:

https://www.cumbriasafeguardingchildren.co.uk/ / **Lancashire**:

http://www.lancashiresafeguarding.org.uk/ / **Northumberland**:

http://www.northumberland.gov.uk/Children/Safeguarding.aspx

Working Together to Safeguard Children July 2018 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_Guide.pdf

School's Child Protection Policy & procedures and Missing Child procedures

8.41 Stage and School Performances/Events

In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions. Pupils are permitted to assist but are supervised at all times and given suitable safety instructions.

Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury.

- The School holds a Premises Licence issued by the Local District Council for Licensable Activities. A copy of the Licence is displayed in Reception/Outside the school Hall.
- We develop a written evacuation procedure for performances/events (when larger than normal numbers of people would be present); ensure that all staff are aware of their responsibilities should an evacuation be required during a performance/event and ensure this is clearly displayed. The performance/event leader also ensures this is explained to audiences/participants at the beginning of any such performance/event.
- Calculated Hall Capacity for the hall is not exceeded unless suitable mitigating controls are introduced and included in the fire risk assessment.
- Seating, modular staging/stage blocks and trade stalls for example never obstruct fire escape routes/doors.
- Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.
- Reference should also be made to the school Fire Risk Assessment held separately.

General Precautions

- Supervisors of performances and rehearsals are made aware of general emergency evacuation procedures and will ensure that suitable safety instructions are provided to audiences prior to the rehearsal or performance.
- Supervisors will ensure that the set-up for performances and rehearsals employs suitable safety measures, especially in relation to the physical safety and ability of persons involved, and to include manual handling tasks, work at height, lighting and special effects, e.g. use of dry ice and smoke machines.
- Where strobe lighting is employed this will be kept to a minimum, and clear signs will be displayed at all points of entry indicating that strobes will be used.
- Any specialist equipment will only be used by competent personnel.
- All electrical equipment will be used in accordance with the manufacturer's instructions and visual user checks will be made. RCD (Residual Circuit Devices) will be used where required.

References and Useful Links

School's Evacuation Plans and Fire Risk Assessment
http://www.hse.gov.uk/electricity/index.htm
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Lifting Equipment and Lifting Operations Regulations 1998 (LOLER)
Manual Handling Regulations 1992
KAHSC Code of Practice for Drama
https://www.kymallanhsc.co.uk/Document/DownloadDocument/8059
KAHSC General Safety Series 17, 19, 23, 28, 32, 35 and 37
School's 5 year Fixed Electrical Certificate
School's Portable Appliance Testing Register

COSHH 2002 (as amended) - (smoke machines, paints and solvents etc.)

8.42 Animals in School

Animals can play an important role in the education of children who can learn about their needs and characteristics. Before animals are allowed in the school, suitable and sufficient risk assessment will be carried out, including any planning which needs to be considered for pupil or animal welfare. We will ensure that any animals kept by the school will be cared for in line with the appropriate welfare requirements.

Recognised publications and guidance e.g. CLEAPSS guides and the Public Health England guidance 'Health Protection in Schools and Other Childcare Settings' will be used to determine suitable animals, inform risk assessments, and will be available when keeping animals in school.

References and Useful Links

http://www.cleapss.org.uk/
Public Health England guidance 'Health Protection in Schools and Other Childcare Settings':
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
KAHSC Medical Safety Series M01
https://www.kymallanhsc.co.uk/Document/DownloadDocument/9225
KAHSC Medical Safety Series M06
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7124

8.43 Sun Protection

At the Junior School:

We are aware of the dangers that over exposure to ultraviolet (UV) radiation from the sun can have on a person's health and skin from becoming sunburned to developing skin cancer and we acknowledge the importance of sun protection. We want staff and pupils to work in and enjoy the sun safely. Following these procedures will help us all achieve this.

IMPLEMENTATION

As a school we will:

a) Develop staff awareness, i.e. provide information and teaching resources about sun safety like the NHS advice https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/ and the Sunsmart resources below.
b) Promote the SunSmart skin cancer prevention messages by using the SMART code:

- **S**tay in the shade 11am-3pm
- **M**ake sure you never burn
- **A**lways cover up with a t-shirt, hat, and sunglasses
- **R**emember to take extra care with children
- **T**hen use at least factor 15+ sunscreen for KS1 AND 2: Factor 30+ sunscreen for EYFS; and we will implement the concepts of "Slip, Slop, Slap, Seek and Slide":

- **SLIP** on clothing to cover your arms and legs
- **SLOP** on sunscreen with factor 15+ (30+ is considered best practice)

- **SLAP** on a wide-brimmed hat
- **SEEK** shade or create your own shade
- **SLIDE** on some UV protective sunglasses

c) Ensure messages are consistent for all staff and pupils about the need to cover up and use sunscreen regardless of how dark their skin is because skin cancer may be less prevalent in people with darker skin, but it is often more serious if it develops and prevention works best.

d) Implement other sun safety precautions to include using lip balm with a SPF of 15+, providing tips and reminders to families and staff about sun safety like using parasols effectively and recommending families and staff perform regular skin examinations at home.

e) Require all topical sun protection products that belong to pupils (balms, sunscreen etc.) to be clearly labelled and no pupil should share products belonging to any other pupil unless we have received a valid parental request to allow it and there are no reasons why we should not agree.

References and Useful Links

Skcin (The Karen Clifford Skin Cancer Charity) Sun Safe School Scheme
Cancer Research SunSmart website
NHS: Sunscreen and Sun Safety
National Cancer Intelligence Network (NCIN): Skin Cancer Hub
KAHSC General Safety Series G31 – Severe Weather Procedures
School's own Intimate Care Procedures

8.44 Tarn and becks at Browhead.

- The Pond has been designed so that the edges of the pond are shallow, with the deeper zone positioned away from the edges. The depth has been kept as shallow as possible but does not exceed one metre at its deepest point.
- The pond is located remotely, behind the artificial pitch and difficult to access.
- Consideration should be given to fencing around to prevent unsupervised entry.
- Consideration has been given to the likelihood of authorised users (extended schools attendees) and trespassers during the evening and school holidays or if the school grounds will be used as a shortcut to another place.
- Appropriate warning signs and barrier tape have been posted, warning of the presence of a pond detailing it is not to be entered, and this is checked by grounds staff regularly while clearing the Artificial pitch.

References and Useful Links

KAHSC General Safety Series G28
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7856
RoSPA Pond Safety Advice - http://www.rospa.com/leisurOnline_Safety/water/advice/pond-garden-water/

8.45 Science

KEY STAGE 3+ ONLY

- The Science Department will refer to CLEAPSS guidance. CLEAPSS Haz-cards and recipe cards and the Lab Handbook will be adapted locally as necessary. From these, warnings and controls will be produced in 'texts in daily use' available to those who use/need them. These will be reviewed regularly. Additional risk assessments will also be undertaken where not adequately covered by CLEAPSS.
- The Science Department has produced their own Science Health and Safety Policy **held separately**.

References and Useful Links

KAHSC Science Safety Series Sc01
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7640
CLEAPSS Guidance - http://www.cleapss.org.uk/CLEAPSS Guide L93 - Managing Ionising Radiations & Radioactive Substances in Schools & Colleges
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7494

8.46 Trees

We have extensive trees in our grounds, and tree surveys are undertaken at five yearly intervals by a competent person and a copy of the Tree Survey Report is held in school by the Operations Manager. All recommendations are appropriately actioned using a contractor who is a member of the ARB Approved Contractor Scheme (run by the member of the Arboricultural Association).

The condition of trees on site will be closely monitored (including after storms or strong winds); the trees managed and the site **re-surveyed periodically**, with recommendations acted upon on a risk priority basis. We contact our local district council before any SIGNIFICANT work is undertaken on our trees.

Tree Climbing by anyone other than qualified Arboriculturalists, is not encouraged on site.

References and Useful Links

http://www.trees.org.uk/
HSE: Managing the Risk from Falling Trees
Forestry Commission

8.47 Behaviour

The school considers the safety aspects which could arise in relation to behaviour. Reference should be made to the Whole School Behaviour Policy, Code of Conduct for Staff & Other Adults and Positive Handling, Support and Intervention Procedures held separately.

References and Useful Links

KAHSC General Safety Series G01
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7621
KAHSC General Safety Series G22
https://www.kymallanhsc.co.uk/Document/DownloadDocument/7632
School's Whole School Behaviour Policy, Code of Conduct for Staff & Other Adults, Peer on Peer Abuse Policy and Positive Handling Procedures