



Health and Safety Policy

St Margaret's CEVAP School

DATE: -	Spring 2026
CO- CHAIR OF GOVERNORS:	Mr David Wilson
CHAIR OF COMMITTEE: -	Mr Nick Jacob
MINUTED: -	Yes
DATE OF REVIEW: -	Annually Autumn Term



Health and Safety Policy

The Governing Body of St Margaret's CEVAP School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The governing body is committed to:

- Providing a safe and healthy working and learning environment
- Ensuring safe working methods and providing safe equipment
- Taking reasonable steps to identify hazards to reduce accidents and work-related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing effective information, instruction and training
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Complying with statutory requirements as a minimum
- Monitoring and reviewing systems to make sure they are effective

All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities

This document is to be signed by all school employees. All contractors must be made aware of the policy and given access to it.

Organisation and Responsibilities

Governors

In its discharge of its duty, the Governing Body will:

- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Annually assess the effectiveness of this policy and ensure necessary changes are made.
- Establish an effective health and safety management structure within the school and monitor and evaluate the school's performance on health and safety matters.
- Bring to the attention of the LA and or diocese any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet
- Ensure that sufficient funds are set aside with which to operate safe systems of work.
- Seek sufficient training to make itself familiar with the requirement of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school.

Headteacher

As well as the duties which all members of staff have, the Headteacher has the following responsibilities.

- Take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times
- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured
- To comply with all relevant legislation, codes of practice and guidelines
- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as reasonably practicable
- To develop school-specific policies on local health and safety issues
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger
- To ensure that site audits are carried out at least annually
- To ensure that arrangements are in place for the routine maintenance and servicing of equipment
- To provide the means for consultation with staff on health and safety matters and monitor and evaluate the health and safety performance of staff
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body
- To have and practice emergency contingency plans
- To investigate and report all accidents, near misses and episodes of work-related ill health
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role



All Members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- Follow agreed working practices and safety procedures
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard
- Ensure health and safety equipment is not misused or interfered with.

Particular responsibilities:

In addition to the general duties which all members of staff have, staff will be directly responsible to the Headteacher and have day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff, pupils and others under their jurisdiction are instructed in safe working practices
- New employees working within their area are given instruction in safe working practices
- Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas of the school in which they work
- All health and safety information is communicated to the SLT and they report any health and safety concerns to the Headteacher.



Arrangements

The Governing Body will:

- Participate in and arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment.
- Ensure through the Headteacher that those contractors employed to carry out work on the site do so in a safe manner so that they do not expose themselves or persons using the premises to health and safety hazards.
- Arrange for risk assessments to be made where the health and safety of any employee or person to whom they have a duty of care is thought to be at risk from their work.

The reception staff will:

- Ensure that contractors' safety policy statements and safe working methods are requested for examination prior to work commencing.

All staff will:

- Record and report any defect or concern together with action taken to rectify the situation. This information will be recorded in the 'Health and Safety Maintenance Log' in the Premises Manager's office.
- Record accidents to staff in the 'Accident Book' kept in the Premises Managers Office and shared with governors termly.
- Report all electrical faults, including loose or damaged components or flexes, etc. to the Premises Manager.

As a matter of routine:

- All electrical portable appliances used in school will be PAT tested annually in line with HSE Guidance.
- All new staff will be made aware of the Health and Safety Policy by reading and signing this document.
- Legionella screening of water systems will be undertaken regularly.

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APPENDIX 1

Accident Reporting Procedures

Staff must report the following to the Headteacher:

- Violent incidents and verbal abuse.
- Accidents, dangerous occurrences and near misses.
- Any accident involving premises defects.

Recording minor incidences

Pupils – All minor accidents must be recorded in the ‘pupil accident book’ located in the music room. In the case of a head bump a sticker must be given so that parents are aware.

Staff – All minor accidents must be recorded in the ‘staff accident book’ located in the Premises Manager Office.

Faulty equipment, fittings etc., must be reported in the H&S book in the Premises Manager’s office and attended to as soon as possible

The Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring.

Reporting incidences which involve injury

Every school and other Education premises must have a book of Suffolk County Council Incident Report Forms (IRFs). The purpose of this form is to record any event which involves injury (physical or mental), or, in the case of a “near miss” an event which might have led to injury, including incidents of violence.

The following must be reported on an IRF form and a copy sent to Local Authority, Diocese and shown to the Governing Body (as St Margaret’s is a CEVA school, we report directly to governors.)

- All injuries ranging from pain or discomfort, through all types of bodily damage (including death).
- Emotional damage and the hurtful effects of stress, verbal abuse, violence, harassment, bullying or discrimination.
- Discomfort arising from rapid and/or repeated movements, sustained uncomfortable posture due to workstation design or manual handling tasks.
- Fires which are started deliberately and thought to be with malicious intent, or are unintended and unwanted, or which are started intentionally in the course of work activity but which get out of control.
- Near misses. A near miss is any event where, had the timing or location been slightly different, a significant injury could have resulted.
- Notifiable diseases.

Reporting of injuries, diseases and dangerous occurrences regular (RIDDOR) summary

The Headteacher is responsible for reporting to the Health and Safety Executive any major incidents or dangerous occurrence, and for retaining copies of any such report for at least one year, and for taking all practical steps to inform the Health and Safety Executive if a death should occur of a person involved in a major accident within one year of the accident. Therefore, there is a legal requirement that all employees inform their employer, and that the employer inform the Health and Safety Executive of certain major accidents and dangerous occurrences arising out of or in connection with work. Failure to report such accidents or dangerous occurrences is an offence.

Accidents involving major injuries must be reported where any person, employed by the School or not, suffers a major injury which arises out of or in connection with work. A major injury is defined as:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm other than a bone in the wrist or hand.
- Fracture of any bone in the leg other than a bone in the ankle or foot.
- Amputation of a hand or foot.
- Loss of sight of an eye. OR:
- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation. NB This includes injuries incurred by pupils whilst playing School sport which result in hospitalisation.



APPENDIX 2**Asbestos**

The Control of Asbestos Policy is held in the office in accordance with The Control of Asbestos Regulations 2005 (CAR)2005

The asbestos register is also held in the school's **Reception Area** and is available to all staff and visiting contractors. All contractors must, prior to **any** work commencing on the fabric of the building or fixed equipment read and acknowledge by signature that they have known fully the location of any identified asbestos and the procedures should they locate new or suspected asbestos.

The School's Asbestos Authorising Officer is the **Ms Andrea Thomas-Dawes, School Business Manager**

- The asbestos log is maintained and that any changes are notified and the Register amended.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager, who in turn reports to the Head Teacher.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

APPENDIX 3

Contractors/Visitors

Introduction

This document is intended to give informative and friendly advice to all those who enter and use St Margaret's CEVAP school. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, and most importantly the safety of both pupil's and visitors is guaranteed.

General Overview

All visitors must report to the reception, give their names, company and purpose of visit. From there they will be directed to the electronic signing in screen to fill in their details. They will be asked to spend a few minutes reading the fire regulations and visitor agreement.

Lone Workers Policy

Single visitors and work persons should be made aware of and have made arrangements to comply with the 'Lone Workers' policy adopted by St Margaret's School, they will need to sign an agreement to this.

Visitors badge agreement

All visitors will be issued with a visitor's badge once they have filled in the following details.

- Signed in
- Read the fire regulations
- Agreed to abide by the rules of the school
- Stated the purpose of their visit and with whom they are meeting (if this is applicable)
- Written down the registration of their vehicle in the visitor's book
- That if they are a single worker has knowledge of and will adhere to the 'Lone Workers' policy followed by the school.

Returning the badge and signing out

Visitor's badges should be returned to reception once the visitor leaves. When visitors return their badges, they should be asked if they have 'Signed Out'.

Visitors without badges (known as well as unknown)

Any visitor not wearing a badge will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

If you see a visitor who is known to you but is not wearing a badge, the chances are that they have not followed the correct visitor's procedures (see above) and so it is your duty to politely remind them of our protocol and request that they return to the office to obtain a badge.

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed, they will have to come to an agreement with the management. If this is not possible then the workmen will have to be inconvenienced. (The need for school security and the welfare of pupils outweighs time and inconvenience to site workmen).

Parents visiting or bringing pupils into school after appointments etc.

All parents must follow the visitor's procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre – arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by St Margaret's personnel if they are not wearing badges (as part of our responsibility and duty of care to the pupil's).

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the classroom staff to come and collect their child. They must not – leave their child without seeing the secretary or someone in authority and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Parents in School

Parents must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff, they can do so after school. There is a clear structure for this process which has been sent to parents. Staff are also happy to communicate via reading diaries, letters, email or telephone. Discussion cannot take place in class in front of pupil's or during lesson time.

Volunteers

Volunteers must follow the signing in process but on receipt of their visitors' pass may then proceed to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement.

Local Authority visitors

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, SCC Advisors, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard Suffolk LA visitor's identification badge which states their details and is worn on a ribbon around the neck. They should still enter their details in the visitors' book and be compliant with our regulations.

After school hours

St Margaret's School has frequent visitors after the official school day i.e. 3.15pm. Contractors will generally ask for the assistance of the caretaker, and it is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocols as staff and pupils may still be on site due to after school clubs and extended school projects.

Therefore, it is important that **ALL** staff are knowledgeable about the Visitors and Lone Workers policies and where badges are kept, questions to ask etc.

Confidentiality

Whilst working or volunteering within the school, visitors must be aware that anything they see or hear within the school premises is of absolute confidentiality. If visitors are concerned about anything, then this must be reported to higher management and will be dealt with entirely within the school.

APPENDIX 4

Display Screen Equipment (DSE)

It is the policy of the school to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE)

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations (amended 2002)

'The Regulations apply where there are people who 'habitually use display screen equipment as a significant part of their normal work'. So, not everyone who uses a VDU is covered by the Regulations - only those most likely to be at risk. You need to decide who these people are. People using a VDU more or less continuously on most days will be covered by the Regulations. So, usually, are others who normally use a VDU for continuous or near-continuous spells of an hour or more at a time; and use it in this way more or less daily; and have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration; or are highly dependent on VDUs to do the job or have little choice about using them; or need special training or skills to use the equipment.'

Responsibilities of the Employer

Ensure that all employees receive adequate information and training for DSE workstations

Provide eye tests to nominated DSE users

Carry out risk assessments for DSE users

Further information and guidance can be obtained from <http://www.hse.gov.uk/msd/dse/index.htm>

The School will fulfil its obligations by:

- the assessments of workstations, using a self-assessment approach using the provided by the H&S coordinator.
- the provision of suitable work equipment
- the provision of information and training for users
- making arrangements for regular breaks for employees working with DSE
- providing eye tests if requested

Workstation Assessment/Self-Assessment

Workstation assessment should be carried out by all staff that spend a considerable time using Display Screen Equipment, occasional users are not covered under the Regulations. The self-assessment form is self-explanatory, and assistance can be provided by the Health and safety coordinator in filling this form out.

The assessment shall be reviewed if major changes are made to equipment or furniture; if workstations are relocated; if the nature of the work changes; or if the health of the user changes. Good practice would be to review the assessment every 1 – 3 years.

Minimum Requirements of Workstations

Workstations and equipment must comply with specific minimum requirements as laid down in the DSE Regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/ castors); a desk which provides adequate space; a monitor which tilts and swivels and has a clearly readable screen.

There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software. These are summarised below

- a) The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.



- b) The keyboard should be tilt able and separate from the screen; sufficient space in front of the keyboards; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse should be suitable for the task.
- c) The work surface must be sufficiently large and low reflecting and allow a flexible arrangement of equipment and adequate space.
- d) The work chair should be stable allowing the user easy movement and a comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back). Footrests should be available on request.
- e) There should be space necessary for the operator to change positions
- f) The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial light
- g) Positioning must prevent sources of light such as windows causing distracting reflections on the screen
- h) Noise must not cause distraction of attention or disturbance of speech
- i) Heat must not be excessive such as to cause discomfort and an adequate level of humidity should be established and maintained
- j) The software systems must be suitable for the task, easy to use, and adaptable to the level of the users' knowledge.

Responsibility of Users

It will be the responsibility of all DSE users to:

- a) Carry out self-assessment
- b) Seek advice from the Health and Safety coordinator
- c) Repeat self-assessment as and when changes occur as given above

Laptop Computers

Laptops must comply with the regulations where they are in prolonged use (e.g. for periods of 1 hour or more and on most days). Because the regulations state that the keyboard and screen must be separate, specific modifications will be considered for laptops in prolonged use.



APPENDIX 4A

DSE Workstation Assessment

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

'Yes' answers require no further action

'No' answers will require investigation and/or remedial action by the H & S coordinator. Any decisions should be recorded in the 'Action to take' column. In the first instance, direct queries to your health and safety coordinator. Assessors should check later that actions have been taken and have resolved the problem.

The checklist only covers the workstation and the physical and work environment. Consideration has to be given to the working task including the duration of work at the workstation, work patterns, pattern of rest/breaks, electrical safety, etc. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.

Risk Factors	Answers		Things to consider	Action to take
	YES	NO		
Display Screens				
Are the characters clear and readable?			Is the screen clean? Check text and background colours compatible.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size	
Is the image stable? i.e. is free of flicker.			Try different screen colour to reduce flicker. If problems still exist, get the set-up checked.	
Is the screen's specification suitable for its intended use?			Certain intensive work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided you can read the screen easily at all times	
Does the screen swivel and tilt?			Swivel & tilt may not need to be built in. You may need to replace the screen if swivel/tilt is absent or unsatisfactory, work is intensive, and/or you have problems getting the screen to a comfortable position.	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.	
Keyboards				
Is the keyboard separate from the screen?			This is a requirement unless the task makes it impractical.	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands & wrists. If you have a thick, raising keyboard, you may need a wrist rest.	



Do you have good keyboard technique?			Training can be used to prevent hands bending up at wrist, hitting the keys too hard or overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read the keyboard may need modifying or replacing. Matt keyboards reduce glare and reflection.	
Mouse, trackball etc.				
Is the device suitable for the tasks it is used for?			The mouse and trackball are general purpose devices suitable for many tasks, and are available in a variety of shapes and sizes.	
Is the device positioned close to you?			Most devices are best placed as close as possible. e.g. right beside the keyboard. Training may be needed to prevent arm overreaching, try not to leave your hand on the device when it is not being used and try to keep your arm relaxed and wrist straight.	
Does the device work smoothly at a speed that suits you?			See if cleaning is required (e.g. of mouse, ball and rollers). A mouse mat may be needed.	
Can you easily adjust software settings and accuracy of pointer?			Ask if you need training in how to adjust device speed settings.	
Software				
Is the software suitable for the task?			Software should help you carry out your tasks, minimise stress and be user-friendly. Training may be available. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
Furniture				
Is the work surface large enough for all the necessary equipment, papers etc.?			Can files/printers be moved to make more room? New phone/power sockets may enable equipment to be moved. There should be scope for rearrangement.	
Can you comfortably reach all the equipment and papers you need to use?			Is there scope for rearrangement to avoid discomfort? A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable and stable? Does the chair have: Seat back height & tilt adjustment? Seat height adjustment? Swivel mechanism? Castors or glides?			The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment.	



Is the chair adjusted correctly?			Move any obstructions from under the desk to enable you to work sitting comfortably. Chair arms can stop you getting close enough to use the equipment properly. Consider removing them.	
Is the small of the back supported by the chairs backrest			You should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes roughly the same height as the VDU?			Adjust the chair height to get your arms in the right position, then adjust the VDU height, if necessary	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
Environment				
Is there enough room to change position and vary movement?			Space is needed to move & stretch. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			You should be able to control light levels. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps.	
Does the air feel comfortable?			VDU's and other equipment may dry the air therefore circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Can the workstation be moved away for the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from your workstation.	

Final questions

If you have other problems with your VDU workstation that are not addressed above, then mention them below.

Have you experienced any discomfort or other symptoms which you attribute to working with the VDU?

Are you aware of the entitlement to eye and eyesight testing?

Do you ensure that you have regular breaks working away from DSE's?

If you experience any ill health, that you feel is attributable to the use of the DSE, it may indicate that reassessment is required highlight this to your Health and Safety Coordinator.

**APPENDIX 5**Emergency Plans

An emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan indicates the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan is held in the Headteacher's office in a red folder labelled 'Critical Incident Plan'. It has been made known to all staff and governors.

APPENDIX 6

Electrical Rules

ALL ELECTRICAL APPARATUS AND CABLES CAN BE DANGEROUS.

The following rules have been prepared solely for the safety of everyone at the school, after consulting electrical experts whose job it is to prevent needless risk of fire or electrocution. Please observe the rules carefully.

- Any equipment which is found to be defective or incorrectly wired will be disconnected. Owners may be held responsible for any damage caused by their equipment
- Make regular inspections to ensure that flexes and their insulation are in good condition and properly fitted to the plugs; check that the cable clamp in the plug grips the flex insulation firmly.
- Any defects in School electrical fixtures or equipment should be reported to the School Office via the Health and safety log.
- With regard to an appliance fitted with a 13 amp plug by the manufacturer or supplier, the plug must not be removed from the appliance. The appliance and the wiring must not be tampered with in any way.
- which is accessible by all staff Switch off lights and electrical appliances when they are not needed.
- If an appliance is brought from your home to the School, it must be without any defects and fitted with a 13-amp plug. No temporary wiring or alterations to any appliance is allowed.
- Unauthorised appliances such as kettles, toasters, **MUST NOT BE** used.
- Fuses within the plug must be of the correct rating. Under no circumstances should a fuse size greater than 5 amps be used for any appliance.
- Hair driers or other devices/appliances which are rated at over 1kw should not be used in a trailing extension
- 4-gang trailing extensions should be no longer than 2m long
- Computers and associated hardware need to be sited on a firm base. A four-way trailing socket pre-wired with a 13-amp plug is the only type acceptable. When installed, the trailing socket must be visible and kept away from radiators, hot pipes and any materials.
- Private electrical equipment may only be connected to the School electrical supply if it is of a proprietary manufactured brand (i.e. the complete unit must have been built in a factory, must not have been modified, not constructed from a "kit").

DO NOT

- DO NOT use two-way adaptors – use ONLY multi-way training sockets.
- DO NOT allow flexible cables to touch any metal fitting, e.g. radiators, pipes, window frames.
- DO NOT remove or tamper with the covers from the fuse boxes, switches, sockets, junction boxes, distribution boards, circuit breakers or any other electrical fixtures or equipment provided by the School.
- DO NOT use a plug to feed more than one appliance.
- DO NOT fit in an appliance a bulb of higher wattage than that recommended by the manufacturers, e.g. some desk lamps and shades are stamped "maximum "x" watts". In any case, no desk lamp bulb may exceed 60 watts.
- DO NOT cover flexible cables, fixed cables, sockets or switches with posters, cushions, carpets etc.
- DO NOT use 13A electrical socket inserts – they often do not comply to British standards and have not been recommended for use since 2016 by the H&S executive.

In summary common sense applies and if you are in any doubt please inform the Headteacher.



Action in an Emergency (To be undertaken by trained First Aider)

Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?

Assess the casualty for responsiveness: Does the casualty respond?

IF THERE IS NO RESPONSE:

Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.

Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.

Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

FIRE EMERGENCY PLAN

On discovering a fire

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- All other staff will then follow the procedures detailed below.

Action and responsibilities when the fire alarm sounds

- The office staff will dial 999 to call the fire service. Other emergency services will be called if necessary.
- The Headteacher, or in her absence, the Deputy and Assistant Headteacher, will do a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors in the corridors.
- The Headteacher or Deputy Headteacher will unlock the gate on the school drive to allow access to the emergency services.
- In the event of any casualties, these will be looked after by a designated first aid person, who will have the responsibility for liaising with the ambulance service.

All members of staff will take responsibility for the evacuation of the building in the following way:

- Keep pupils calm.
- All pupils must be quiet and walk, not run, during the evacuation.
- Pupils must be led quietly to the nearest exit indicated on the diagram located in each area of the school. Pupils should not stop to pick up bags or go to the cloakroom.
- If possible, classroom doors should be closed.
- The school assembles in the playground. Pupils line up in class groups, in register order, with their class teacher.
- Office staff carry out: the registers, visitors' book, pupil late book, signing out book and medical accident book.
- Class teachers check the register and report to the Headteacher and/or Deputy Headteacher as correct, or the names of missing pupils. This is cross referenced with the other books before a search is organised.
- The HLTA checks teaching assistant attendance and reports to Headteacher/Deputy headteacher as correct or the names of any missing member of staff.
- Office staff check staff attendance and visitor attendance and report to Headteacher/Deputy Headteacher as correct or the names of any missing member of staff.
- No person may be allowed to re-enter the building until told it is safe to do so

Disabled persons

- Disabled pupils are the responsibility of the class teacher. They will be evacuated through the nearest designated fire exit.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- The evacuation from the building of any disabled person will be given first priority.

Evacuation Procedures

- If it is established that pupils cannot return to the building, they will be taken out of the Cobbold Street Gate to shelter in St Margaret's Church.

Informing Parents

- The H.T and D.H. will contact parents via telephone or text to ask them to come to the Church to collect their children.
- In the event of serious injury or loss of life in a fire the Critical Incident Plan will be implemented.



Fire drills

- Evacuation drills are carried out regularly.
- The Premises manager has responsibility for keeping records of the drills, and detailing any further action required.
- Arrangements are made to vary the drills so that as many scenarios as possible are experienced.

Staff absences

- If the Headteacher is absent, her duties are taken over by the Deputy Headteacher.
- If one of the office staff is absent, their duties are taken over by the other office staff.

Visitors and contractors

- All visitors and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -action to be taken on hearing the fire alarm or discovering a fire, fire evacuation procedures including means of escape, location of the fire, assembly points and name of the person in charge of evacuation procedures; the location of firefighting equipment and fire alarm call points in relation to the area of their work.
- The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.
- Persons who organise evening events will be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

Fire Warning systems and protection

Fire Alarm

The School building is fitted with an inter-linked fire alarm system. The system consists of sounders in all key areas and an outside bell, which will alert to the possibility of fire.

Evacuation routes

- Evacuation routes will be kept free from obstruction and adequately and clearly marked.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

Fire alarm test

The fire alarms are tested by the caretaker, and records are kept. The caretaker has responsibility for reporting any defects and ensuring they are repaired.

Firefighting equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Fire protection equipment

There are a range of fire extinguishers altogether located in easy accessible places throughout the school site.

The types of extinguishers we have are for use on various classes of fires and these are listed below:

Water

CO2

Foam

Dry Powder



Types of fires and how to fight them

Class A

Class "A" is ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics.

Water can be used on class A fires.

CO2 can also be used however the thing to be aware of with CO2 is that it puts out the fire by removing the oxygen but does not necessarily cool the fire so depending what is burning there is a possibility of the fire reigniting.

Foam can also be used on Class A fires

Dry Power can be used on Class A fires

Class B

Class "B" is flammable or combustible liquids such as gasoline, petrol, kerosene, paint, paint thinners and propane.

CO2 can be used on Class B fires

Foam can be used on Class B fires

Dry Powder can be used on Class B fires.

Class C

Class "C" is energized electrical equipment, such as appliances, switches, panel boxes and power tools.

CO2 is good to use on electrics

Class D

Class "D" is certain combustible metals, such as magnesium, titanium, potassium and sodium. These metals burn at high temperatures and give off sufficient oxygen to support combustion. They may react violently with water or other chemicals and must be handled with care.

This one is a tricky one as when metals burn, they burn at high temperatures and because the temperature is so hot, they tend to need a specialized extinguisher to handle them. CO2 may put out the flames but again the temperature is so hot that re-combustion is very likely.

It is unlikely that we would experience a Class D fire in the school.

Class F

Class "F" is frying pan fires, cooking oil or deep fat fryer fires.

Ideally here the fire blanket is the thing to use. It could take a bit of confront but using a fire blanket safely smoothers the fire.

Be Mindful

There are 3 things needed to have fire – fuel, heat and oxygen. If you are in a classroom don't put paper near a heat source and exercise caution and care in the computer room, kitchens and all places where a fire is possible.

Arson and security

The government tells us that the biggest sources of fires in the UK are fires that have been intentionally started.

A Security Checklist will be issued to staff that normally lock up. This will help to keep attention on the things to look for when locking up so that the possibility of arson is reduced.

APPENDIX 8

Fire Safety Policy

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk. All staff will follow the evacuation procedures on the walls around the school.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety Advisor, (or when changes are made to the building whichever is first). It will:

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

Staff Training

Every member of staff will receive instructions in fire precaution during induction. All members of staff will receive refresher training every 12 months.

Students and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the caretaker. Each alarm point will be numbered, and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested each week by the caretaker.

Emergency Exits

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

General Fire Safety

All staff will make it their responsibility to ensure:

- The caretaker in charge generally locks the exits at night and checks all rooms
- Fire doors will not be propped open unless with a magnetic lock connected to the fire alarm system.
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays above heaters will be securely fixed
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, etc.) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year

Smoking

Smoking is prohibited in or around the school.



APPENDIX 9

First Aid and Medication

First Aid Provision

The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. All staff will ensure that they have read this policy.

All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies. Portable First Aid kits are taken on educational visits and are available from the School Office.

First Aid Boxes

First Aid Boxes are located in:

1. First Aid Store in the music room
2. Each classroom will have a small kit
3. The office

No medicine/tablets are to be kept in the first aid boxes.

The following trained staff are available to provide first aid:

Name	Date Complete	Refresher Due
Fiona Maudsley	March 2024	March 2027
Josh Leutchford	May 2023	May 2026
Claire Thorpe	Oct 2025	Oct 2028
May Langbridge	May 2024	May 2027
Charlotte Elsdon	May 2023	May 2026
Sam Sheeran	Oct 2025	Oct 2028
Chloe Jordon	Oct 2025	Oct 2028
Sumaiyah Choudhury	March 2024	March 2027
Sarah Izzard	May 2023	May 2026
Susan Elliot Duff	May 2023	May 2026
Teresa Curtis	May 2023	May 2026
Eleanor Hart	Jan 2024	Jan 2027
Laurie Peck	May 2023	May 2026
Meghan Whincop	Feb 2024	Feb 2027
Sumaiyah Choudhury	March 2024	March 2027

During non-term time, holidays or absences, all casualties or First aid assistance should be directed to the Orchard Medical Practice situated on Orchard Street, Tel: 01473 213261 or alternatively and if the situation warrants it, dial 999.

Procedures

In school:

In the event of injury or medical emergency, if possible, call the appointed First Aider(s) for that class or another first aid trained member of staff.

Any pupil complaining of illness or who has been injured is sent to the School Office for a trained First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided.



No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.

If the First Aider considers it necessary, the injured person will be sent directly to hospital and Parents and/or guardians should be informed (numbers located in emergency contact numbers file on the shelf in the office.) No casualty should be allowed to travel to hospital unaccompanied.

The decision to call for an Ambulance can be taken if the first aider or person dealing with the incident deems this action necessary. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

All pupil accidents should be recorded to the school logbook in the medical room.

Head bumps must be reported to parents.

Parents must be contacted if there are any doubts over the health or welfare of a pupil.

All serious accidents should be reported to the Head Teacher

Out of School:

Staff taking pupils on trips must ensure that they are aware of any health conditions of pupils

The school mobile telephone must be taken on trips out of school.

Those pupils with asthma must take their inhalers.

If the trip is via Minibus or coach teachers must take a first aid kit.

Educational Visits

The Head Teacher has responsibility for ensuring staff have adhered to the LA's 'Educational Visits Procedures' when organising a visit.

A Risk Assessment must be carried out as part of the educational trip. Particular attention needs to be paid to:

- Outdoor Educational Visits
- Hazardous Activities
- Class Visits
- Swimming Pool Lessons. (Swimming instruction is provided by qualified swimming instructors.)

Staff Accidents

All staff accidents must be recorded in the accident book and handed to the Headteacher.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

Administration of medicines

Before any medication can be given, written permission from parents must be obtained.

The trained Office Staff will administer medicines (stored in School Office).

A record will be kept of any medicine administered under these circumstances.

Where children need to have access to medication i.e. asthma sufferers, and cream applications, these can be self-medicated, but it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication, then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.



Blood Spillages

No person must treat a pupil who is bleeding, without protective gloves.

Disposable gloves and apron should be used when cleaning up any spillage other than water. Body fluids such as vomit, blood, urine and faeces pose an infection control risk.

Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillages and is kept in the Caretaker's Cupboard.



For small quantities use undiluted Liquid Hypochlorite 1% (e.g. Milton) applied onto the blood/body fluids, then wipe over the area with a paper towel / tissue and finally rinse the area with plain water. For larger amounts drop a paper towel over the blood to soak up the excess fluid, and then pour the Liquid Hypochlorite 1% (e.g. Milton) over the towels leave for two minutes. Finally scoop up the debris into a clinical waste bag. These must be placed in a clinical waste container along with the apron and gloves. The area should then be thoroughly cleaned and dried. Should there be obnoxious fumes, then the area will need to be well ventilated.

Head Lice

A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class. If live lice are noticed in a pupil's hair the parents are contacted and asked to treat him/her before return to school.

APPENDIX 10**Flammable and Hazardous Substances****Curriculum**

Within curriculum areas (in particular Science, DT and Art) **each class teacher** is responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid or choose the least harmful of substances which fall under the **"Control of Substances Hazardous to Health Regulations 2004"** (the "COSHH" Regulations).

On site

In all other areas the school's nominated person responsible for substances hazardous to health is **The premises manager**

He will ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 11Health and Safety Training**Consultation:**

The Health and safety committee meets once a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the whole school governing body.

Communication of Information:

The Health and Safety Law poster is displayed in the Staff Room.

Training:

Health and safety induction training will be provided and documented for all new employees by the Deputy Headteacher.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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 etc.)
- Refresher training where required

Training records are held by the Headteacher who is responsible for coordinating Health and safety training needs.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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

**APPENDIX 12****Health and Safety Monitoring and Inspection**

A general workplace inspection of the site will be conducted termly and be undertaken by Governors Premises committee. Inspections will be conducted jointly with the School's health and safety representative(s) if possible. A report will be made to the governing body at least annually.

Monitoring inspections of individual areas will be carried out by the SLT.

APPENDIX 13**Hirers, Contractors and Others**

The Headteacher, Business Manager or Caretaker (as appropriate) will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use the School's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section.

When the premises are hired to persons outside the employ of the Governors, it will be a condition for all hirers, contractors and others using the School's premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School.

All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974.

In instances where the contractor creates hazardous conditions, and these are known to the Head teacher or Caretaker (as appropriate) and refuses to eliminate them or to take action to make them safe, the Head Teacher or caretaker (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governors draw the attention of all users of the School premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All hirers will receive induction and essential information on fire & evacuation procedures and contact telephone numbers in case of emergency, i.e. maintenance issues etc.

**APPENDIX 14****Inspection /Maintenance of Emergency Equipment**

Testing of the fire alarm system

The Fire alarm is tested weekly at a time determined by the caretaker.

Any defects on the system will be reported immediately to the maintenance company.

A fire alarm maintenance contract is in place with **T&P FIRE LTD (0845 0770079)** and the system tested annually by them.

Inspection of fire-fighting equipment

E&J FIRE AND SECURITY LTD undertakes an annual maintenance service of all firefighting equipment.

The caretaker (on a rolling programme) checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

APPENDIX 15Legionella

The school complies with advice on the potential risks from Legionella as identified in the 'Health & Safety Guidelines'

The Caretaker will be responsible for identifying and flushing rarely used outlets on a monthly basis and after school holiday periods. Water temperature checks will be undertaken on a monthly basis in accordance with ACoP L8.

The school has a planned preventative maintenance programme in place to monitor Legionella and the Premises manager is responsible for the implementation of the management plan to control Legionella.

APPENDIX 16Lone Working

Lone workers are those employees who work by themselves without close or direct supervision and as such, come under the school's health and safety at work policy.

The following situations are covered by this policy:

- Site manager or last employee in the building/locking up
- Employees working outside of normal working hours
- People attending out of hours' meetings/functions
- Contractors

There is no legal prohibition to working alone, however all employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible, all staff are made aware of this policy and the procedures required for lone working. Any hazards must be identified, risk assessments carried out and measures put into place to control any risks

Procedures

In the case of employees with certain medical conditions it will be necessary to seek medical advice before allowing them to work alone. E.g. epilepsy

All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. Fire

Where lone working cannot be avoided staff should:

- establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Deputy's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
- have their own or the school's mobile phone to hand at all times.
- ensure that external doors are kept closed and locked.
- ensure they do not put themselves or others at risk.
- **not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.**
- report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- when entering or leaving the building during darkness, ensure the key is readily available and be alert for intruders
- notify the head teacher, site manager or police if there is any sign of intrusion or there are concerns about unauthorised users
- **not** confront intruders or unauthorised users unless it is safe to do so.

APPENDIX 17

Manual Handling

This document sets out the commitment of the Governing Body of the school to meeting the requirements of the Manual Handling Operations Regulations 1992, as amended. It requires that the potential for harm to staff and pupils as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled.

The requirements of this Policy are based on the principle that staff and/or pupils shall not undertake manual handling tasks having the potential to cause harm, unless they have, in the first instance, been risk assessed. Where the risk assessment identifies it to be necessary, prior to an activity being undertaken, appropriate training shall be provided, together with any essential manual handling and personal protective equipment being available.

What is Manual Handling?

The definition of manual handling from the MHOR is:

"any transporting or supporting of a load (including the lifting, lowering, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Manual handling does, therefore, cover all aspects of the physical effort involved in the lifting, pushing and pulling of loads, such as hauling on a rope or pulling a lever, transporting a load that may be moved or supported by the hands or any other part of the body such as the shoulder, the intentional dropping or throwing of a load, as well as mechanical assistance, such as the use of a sack truck.

Staff responsibilities.

The Headteacher will be responsible for ensuring that:

Where staff and/or Pupils are required to undertake manual handling activities, the following hierarchy of risk control measures is in place as required under the Regulations:

- Eliminate or avoid the need for hazardous manual handling
- Undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available.
- For the tasks remaining, identify who might be harmed in undertaking them, how, and the harm that may be caused
- For those manual handling activities that remain, assess the risk of injury. Most assessments will require just a few minutes' observation to identify ways to make an activity easier and less risky, i.e. less physically demanding. In doing so they will also identify any existing controls and whether these are adequate
- that staff undertaking manual handling activities are involved in this risk assessment process
- provision of information, instruction and training to those required to undertake manual handling tasks
- provision of such equipment (e.g. sack truck) as may be identified to be necessary to reduce the risk of injury, so far as that is reasonably practicable
- 'safe systems of work' are in place
- having implemented the controls, ensure that they are periodically reviewed and revised.

Staff/Pupil Responsibilities

Staff and students have a responsibility not to undertake any manual handling activities that may cause themselves or others harm and adhere to the information, instruction and training provided.

They must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

Handling Inanimate Objects

Risk assessments must be carried out for tasks which meet all of the following criteria:

- cannot be avoided
- cannot be mechanised or automated
- pose a foreseeable risk of injury

APPENDIX 17A

Carrying Out Risk Assessments for Handling and Lifting

When carrying out risk assessments everyone who is required to undertake the task is considered, including pupils where appropriate. In the case of pupils carrying out manual handling tasks consideration is given to their physical capabilities

Following risk assessment, control measures are put into place and monitored, to reduce risk.

The following activities have been noted and are risk assessed:

- moving tables, chairs and other items of furniture
- carrying piles of books, library loan boxes, small equipment/supplies
- putting out P.E. equipment
- moving IT equipment e.g. laptop trolley, T.V.
- moving DT equipment e.g. cooker, microwave
- removal of waste, recycled paper, old/damaged equipment

Handling Mobility-impaired pupils

Short-term immobility

When mobility is short term such as when a pupil has a limb in plaster or is on crutches, the head teacher and SEN co-ordinator will assess the means by which that pupil can move around the school and evacuate safely in an emergency. Staff or pupils may be allocated to that pupil to provide for example a steadying hand if necessary, but no untrained person should be allowed to lift or carry the pupil. If lifting or carrying is necessary, a full assessment of the pupil's needs will be carried out with the parents before the child next attends school.

Permanent or long-term immobility

Pupils with long-term or permanent impairment will require their needs to be identified, assessed and controlled to ensure their well-being and that of any staff supporting them.

The LA physiotherapy team will be involved in the assessment of a pupil's needs and in preparing any manual handling procedures.

Undertaking Risk Assessments – the Stages

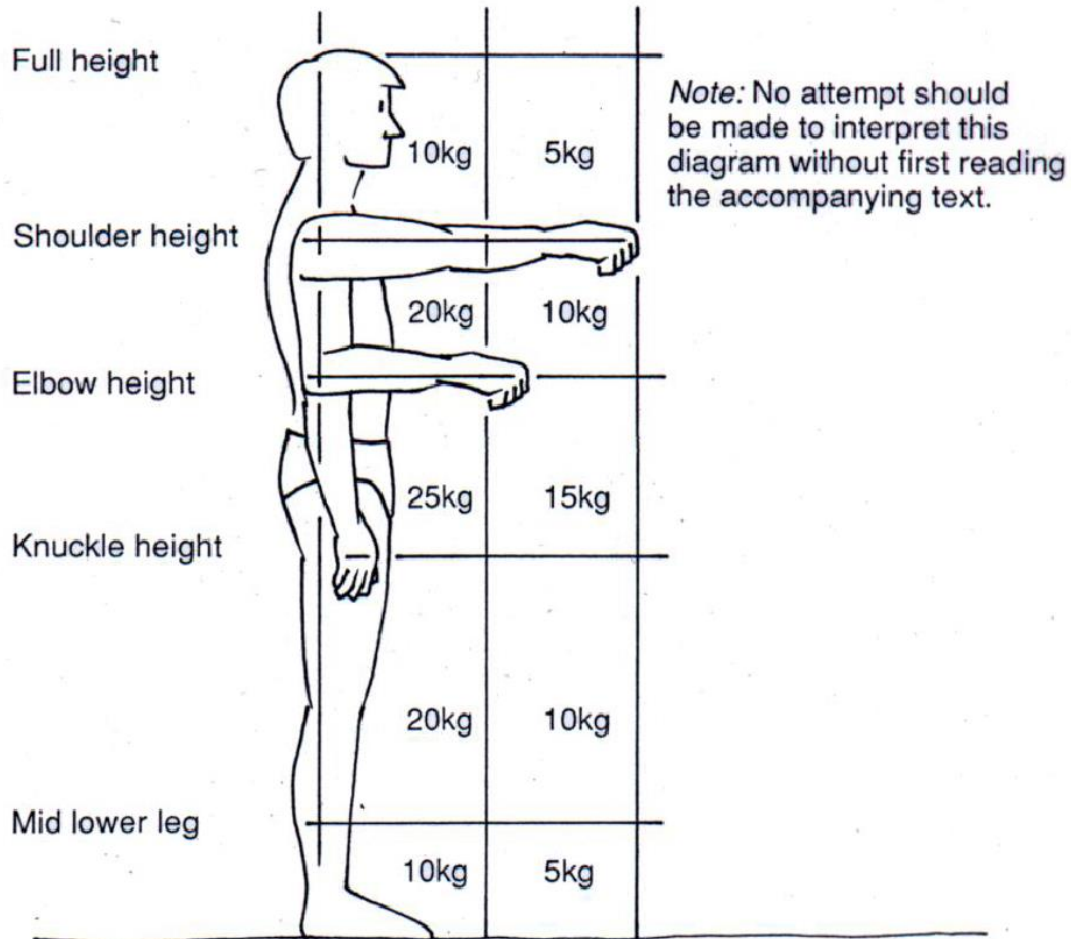
You must firstly identify the manual handling operations that cannot be avoided, and which present the potential to place staff and/or students at risk. This does not mean that every task needs to be assessed and the Health and Safety Executive have developed a filter to screen out straightforward cases. The filter (Figure 1) is based on a set of numerical guidelines that provide an approximate boundary within which a load is unlikely to create a risk of injury sufficient to warrant a detailed assessment. It is believed that the use of the guidelines will provide a reasonable level of protection to around 95% of men and women. However, even those operations lying within the boundaries identified should be avoided or made less demanding wherever it is reasonably practicable to do

Guidelines for lifting and lowering (refer to Figure 1)

The guidelines assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly.

The basic guideline figures for identifying when manual lifting and lowering operations may not need a detailed assessment are set out in Figure 1. If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. It is important to remember, however, that the transition from one box to another is not abrupt; an intermediate figure may be chosen where the handler's hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

The basic guideline figures for lifting and lowering are relatively infrequent operations – up to approximately 30 operations per hour. The guideline figures will have to be reduced if the operation is repeated more often. As a rough guide, the figure should be reduced by 30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than 12 times per minute.



Guidelines for carrying

Similar guideline figures apply to carrying operations where the load is held against the body and is carried no further than about 10 m without resting. If the load is carried over a longer distance without resting or the hands are below knuckle height, then a more detailed risk assessment should be made. Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) the guideline figures can be applied to carrying distances in excess of 10 m.



APPENDIX 18

Offsite Visits

See separate policy on Educational Visits.

**APPENDIX 19****Reporting of defects**

In order to maintain a safe and healthy environment the school has a 'Health and Safety Maintenance Log' for logging all building related defects. This is kept in the Premises Manager's office.

The office staff will check the log daily and prioritise the defect.

If staff deem that a problem cannot wait, then the LA Building Help desk will be contacted. Details in the office.

Out of hours' defects which are of a health and safety / life or death nature should also be reported to the LA building help desk.

If a defect is less urgent the office staff will contact one of our approved contractors.



APPENDIX 20

Risk Assessments

The school risk assessments will be co-ordinated by the Headteacher and School Business Manager.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by subject coordinators and teachers using relevant Health and Safety Codes of Practice.

Rules for off site visits are given in Educational Visits Policy

Personnel

All risk assessments will be communicated to the persons who are at risk and those persons at risk should sign and acknowledge that they have read and understood the risk assessment.

Records of all personnel who have received risk assessments should be kept in case of a claim and proof that staff have carried out "all that was practicable to mitigate risk".

These risk assessments are available for all staff to view and are held centrally.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by their Line Manager.

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

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

APPENDIX 21**Security Arrangements****Securing of Buildings**

The **Senior Cleaner** is responsible for securing of buildings at the end of each day, however all staff should take responsibility for their own classroom at the end of a working day, i.e. shutting windows, turning lights out, closing doors and ensuring outside doors are locked.

The Senior Cleaner will carry out a final lock up / security patrol between 17:45hrs and 18:00hrs.

The headteacher will take responsibility for securing the building if the school is used for a school event that finishes later than 18:00 hours.

During the school holidays hirers will take responsibility for locking and unlocking the premises.

Alarm Activation

Chubb Emergency Response will attend any alarm activations between 21.30 hours and 07.00am. In the case of a false alarm they will check the building, reset the alarm, leave it secured. A report will be left in the entrance hall.

If there has been a security breach the company will contact the keyholders and the police.

APPENDIX 22
Staff Responsible For Health And Safety

Mrs J Gunn – Headteacher - Absent
 Mrs Sharon Cashen – Deputy Headteacher - Absent
 Mrs Fiona Maudsley – Assistant Headteacher - Absent
 Mr D Gates - Associate Headteacher
 Ms Andrea Thomas-Dawes – School Business Manager/Health & Safety co-ordinator
 Mr David Hicks – Caretaker

Members of the Governors Health and Safety Committee:

Mrs J Gunn - Absent
 Mrs J Betts - Interim Executive Headteacher
 Mr D Gates - Associate Headteacher
 Mr N Jacob (Chair)
 Mr T Underwood
 Councillor I Lockington

Trained First Aid staff:

Name	Date Complete	Refresher Due
Fiona Maudsley	March 2024	March 2027
Josh Leutchford	May 2023	May 2026
Claire Thorpe	Oct 2025	Oct 2028
May Langbridge	May 2024	May 2027
Charlotte Elsdon	May 2023	May 2026
Sam Sheeran	Oct 2025	Oct 2028
Chloe Jordon	Oct 2025	Oct 2028
Sumaiyah Choudhury	March 2024	March 2027
Sarah Izzard	May 2023	May 2026
Susan Elliot Duff	May 2023	May 2026
Teresa Curtis	May 2023	May 2026
Eleanor Hart	Jan 2024	Jan 2027
Laurie Peck	May 2023	May 2026
Meghan Whincop	Feb 2024	Feb 2027
Sumaiyah Choudhury	March 2024	March 2027

APPENDIX 23
Stress

St Margaret's school is committed to protecting the health, safety and welfare of all employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the School.

Definition of stress

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

Policy

- The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with all staff on all proposed action relating to the prevention of workplace stress.
- The School will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The School will provide adequate resources to enable managers to implement the School's agreed stress management strategy.

Responsibilities

Senior Management Team will:

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

If necessary, request guidance and support from the LA 'Human Resources' department.

Employees will:

- Raise issues of concern with the SMT, line manager or occupational health.
- Accept opportunities for counselling when recommended.

APPENDIX 24Vehicles on Site**Parking**

St Margaret's School has a very small sight and car parking in the designated car park is for staff and visitors only.

Staff are permitted to park in the car park. If there is space, contractors and peripatetic staff will also be given access. There is also a space at the front of the school which is designated as a disabled space, but is also used for deliveries to the kitchen.

From 8:30am until 4:00pm, whilst children are on the premises, no cars are permitted to enter or park on the playground, except on special occasions such as 'Class Open Assembly' and the 'End of Term' Assembly.

Cars may be parked on the playground after 4:00pm for parents evening or school meetings.

APPENDIX 25Work at Height

Work at height is classed as any work where you require something to stand on to carry out a task. Only authorised step ladders/ladders/tower scaffolds or cherry pickers should be used.

The School's nominated persons responsible for work at height is **the health and safety coordinator**

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.

The W@H regulations state that employers must do the following:

- Make sure that all work at height is properly planned, supervised and carried out by competent persons.
- Their employees must receive relevant information, instruction and training on the safe use of equipment and how to spot and report defects.
- Employers must follow the hierarchy of controls.
- Must do all that is reasonably practicable to prevent anyone falling.

The Hierarchy of Controls

- Avoid working at height - Do as much work as possible on the ground e.g. for window cleaning use long handled poles.
- Prevent the fall - By using equipment or other measures, where they cannot avoid working at height, E.g. permanent edge protection, guard rails, PPE-work restraint (so person cannot reach edge).
- Mitigate - Where the risk of a fall cannot be eliminated, use work equipment or others measures to minimise the distance and consequence of a fall. e.g. Nets, air bags, work retraits and fall-arrest system

Employees duties

Employees must do the following:

- Report any safety hazard, defective equipment to their employer.
- Use any equipment supplied properly, follow any training and instructions (unless you think the instructions would be unsafe to follow, in that case seek further instructions before continuing.

Risk assessment

A risk assessment should be carried out before any work at height is undertaken. The assessment should highlight the measures that must be taken to ensure people are not at risk of falling from height. Assess the risks associated with working at height and also take into account the risk of slips, trips and falls.

Under no circumstances should chairs or other items be used to work at height.

NO MEMBER OF STAFF OR PUPIL SHOULD ATTEMPT TO WORK AT HEIGHT WITHOUT FIRST BEING FORMALLY TRAINED

The Work at Height Regulations 2005 are applicable to all school employees.

APPENDIX 26Work Equipment

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

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

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

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Subject coordinators will identify all work equipment specific to their subject area, in an equipment register and ensure that risk assessments are carried out. Identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

WEEE regulations

Any electrical equipment that is disposed of must follow the WEEE regulations and records of disposal are kept by premises manager. All items on the inventory are signed off by the governing body and then the disposal is coordinated by the premises managers and all records kept.

Please refer to the WEEE folder in the premises office for further details.

HEALTH AND SAFETY POLICY AMENDMENTS

Health and Safety Policy

Written September 2016

Amendments

	Date
Reviewed and updated as required	September 2017
Reviewed and updated	September 2018
Reviewed and updated 1 st Aid names to be added as out of date	September 2019
First Aiders names updated to reflect current staff	November 2020

November 2022

Cover - Governors Names updated
P27 - 1st Aid names updated
P19 – electrical socket cover update
P45 – 1st Aiders and Governors updated
P49 – WEEE regulations added

October 2024

P.10 – signing in process to include new electronic system
P27 – 1st Aid names updated
P.45 – 1st Aiders names updated

January 2026

P.8 - Names updated
P.41 - Names updated