



KIP MCGRATH SOUTH LAKES ACADEMY

HEALTH & SAFETY POLICY

Approved by	
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Position:	Head of Centre
Signed:	<i>Tunde Christie</i>
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Kip McGrath South Lakes Academy

PART 1 – Our Health & Safety Policy Statement and Organisation

We recognise and accept our legal and moral duties to provide for the health, safety and wellbeing of our employees, pupils and any other person who may be affected by our activities both at school and during off-site visits.

As the employer, the Head of Centre retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within school at a strategic level.

The Head of Centre appoints Kym Allan Safeguarding, Health & Safety Consultants Ltd. (KAHSC) as the 'Competent person' to provide support, advice and guidance to the school on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification. The school will access their expertise and guidance as required in the first instance.

Our health and safety performance contribute to the school's overall performance by helping to reduce injury, ill health, losses and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities and systems of work. We will provide suitable information, instruction, training and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our activities to ensure that our health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved.

People are our key resource, not only our employees, but also parents/carers, pupils, volunteers, contractors and any partner organisations we work with. To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular staff meetings, communication with school unions, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures. We will employ other methods to communicate our policy and arrangements as we deem appropriate.

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher.

This statement and the school's documented arrangements

The Head teacher will ensure that KAHSC are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required. The Head teacher will appoint others to specific roles and will delegate tasks which help to support the school's health and safety arrangements. Our specific organisation is outlined in Part 2 of this Policy which includes details of persons undertaking specific health and safety roles.

The School will prepare a Health and Safety Action Plan for monitoring improvement, which will be used as a working document, kept under regular review, and will prepare further written documentation to support this policy which will describe the specific arrangements made for health and safety. These specific arrangements can be made available on request. Wherever possible we will benchmark our performance against available data and seek to achieve continual improvement in performance. Health and safety performance will be documented as part of the school's Annual Health & Safety Management Review.

The Head of Centre will establish suitable forums and procedures for discussing and sharing relevant health and safety information with staff and others, and for implementing the health and safety procedures applicable to the school.

Staff throughout the school have responsibility not only for their own health and safety but also for that of any pupils or others under their control. All employees are expected to cooperate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of the school, failure to adopt adequate procedures will be taken very seriously. Where required appropriate disciplinary procedures will be implemented.

In order to ensure we are achieving adequate health and safety standards; arrangements will be put into place to monitor and review our own performance. These will include regular audits conducted by KAHSC Ltd., periodic monitoring of our health and safety arrangements by the Head of Centre and nominated staff, regular inspection of our equipment and premises, and the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

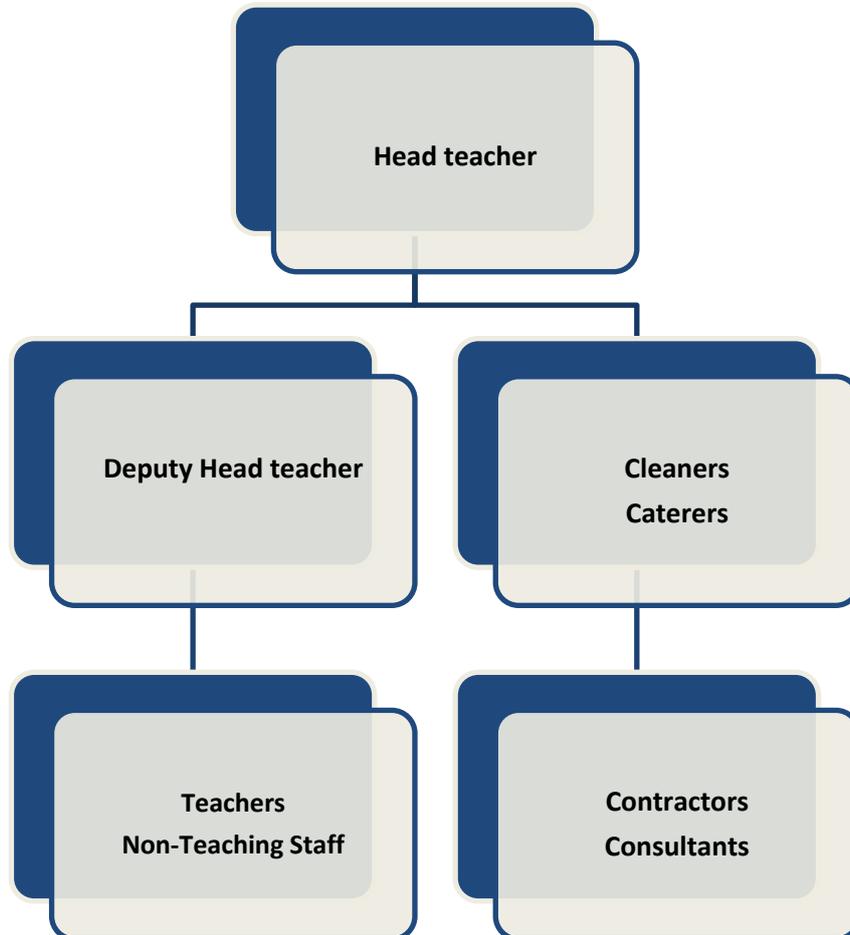
This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974 and represents a summary of the school's organisation and arrangements.

This policy statement and relevant arrangements will be

will be made freely available to all staff and other interested parties on request.

reviewed at least biennially to ensure they remain effective and up to date.

Health and Safety Organisation



PART 2 - Organisation / Responsibilities

2.1 Head teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher, who will:

1. produce an internal Policy document stating the organisational and other arrangements for implementing this Policy;
2. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy and legislation;
3. ensure that newly appointed staff, temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of legislation;
4. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or KAHSC;
5. co-ordinate the implementation of the health, safety and welfare procedures in the school;
6. make clear any duties in respect of health and safety that are delegated to members of staff;
7. stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety;
8. put in place procedures to monitor the health and safety performance of the school;
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure they are kept informed of accidents and hazardous situations;
10. put into place and actively monitor risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress;
11. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction;
12. ensure that all accidents are reported, investigated and any remedial actions required are taken or requested;
13. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger;
14. review from time to time the emergency procedures, the provision of first aid and risk assessments;
15. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises;
16. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the law and procedures contained in KAHSC Safety Series;
17. consult as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff;
18. ensure that contractors on the site are made aware of this Policy and the school's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings;
19. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

2.2 Health and Safety Coordinator/Deputy Head Teacher

The School Health and Safety Co-ordinator is the Deputy Head Teacher and has the following duties:

1. to co-ordinate and manage the risk assessment process for the school and to ensure that where control measures are required, requests for funding are fed into the Management System;
2. to identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence;
3. to ensure general workplace monitoring inspections are carried out;
4. to make provision for the inspection and maintenance of work equipment throughout the school and ensure adequate records are kept;
5. to advise the Head teacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors;
6. to maintain continuing observations throughout the school and make relevant comment to the Head teacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed;
7. to ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally;

8. to ensure that adequate records are kept of specific health, safety and induction training;
9. to ensure that health and safety advice and information received by the school are disseminated in such a way that all appropriate staff have access to such information;
10. undertaking any other functions devolved to them by the Head teacher.

2.3 Teaching/Non-Teaching Staff Holding Positions of Special Responsibility

These staff may include Deputy/Assistant Head teacher(s), Heads of Department/Curriculum Co-ordinators, Clerical Managers/Supervisors and Site Managers/Janitors who will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Head teacher for the application of the health, safety and welfare procedures and arrangements;
2. establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances;
3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Head teacher or Health and Safety Coordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them;
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Head teacher or the Health and Safety Co-ordinator;
5. in accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases of work-related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff;
6. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
7. ensure that all staff under their control are familiar with national and local guidance and the KAHSC Safety Series, if issued, for their area of work;
8. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
9. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Bodies of particular subjects, KAHSC, or others;
10. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed;
11. prepare an annual report for the Head teacher on the health and safety performance of their department or area of responsibility.

2.4 Special Obligations of Teachers

The health and safety of pupils in classrooms, workshops and physical education areas is the responsibility of class teachers. Teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or the KAHSC Safety Series and website guidance, if issued, and to ensure that they are applied;
3. give clear oral and written instructions and warnings to pupils as often as necessary;
4. follow safe working procedures personally;
5. require the use of protective clothing and guards where necessary;
6. make recommendations to their Head teacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety;
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
9. report all accidents, defects and dangerous occurrences to their Head of centre;
10. report any situations which are causing or are likely to cause work related ill-health and work with Senior Managers to bring about a successful resolution to issues raised.

2.5 School Health and Safety Representatives

The Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union or staff. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Head teacher.

2.6 Obligations of All Employees

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy;
2. keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required;
3. comply with any control measures put in place as a result of Risk Assessments carried out;
4. act in the course of their employment with due care for the health, safety and welfare of themselves and others;
5. observe all instructions on health and safety issued by School or any other person delegated to be responsible for a relevant aspect of health and safety;
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device;
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued;
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation;
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties;
10. inform the Head Teacher of any shortcomings they consider to be in the school's health and safety arrangements;
11. exercise good standards of housekeeping and cleanliness;
12. know and apply the procedures in respect of fire, first aid and other emergencies;
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Governors on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

2.7 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

2.8 Contractors, Visitors and Other Users of the Premises

Contractors, visitors and other users of the premises are required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes are made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

2.9 Competent Health and Safety Assistance

Without detracting from the primary responsibility of the governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. **Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC)** have been appointed to provide such competent assistance (www.kymallanhsc.co.uk):

Kym Allan Safeguarding, Health & Safety Consultants Ltd.		
3-4 Citadel Row Carlisle Cumbria, CA3 8SQ		
Tel No. (Office hours & 24 hour emergencies):	01228 210152	
Fax:	01228 210153	
Mobile:	07909 484449	
Name	Title	Email
Kym Allan	Director	kym@kymallanhsc.co.uk
Helen Blamire	Safeguarding, Health & Safety Consultant	helen.blamire@kymallanhsc.co.uk
Penny Gosling	Safeguarding, Health & Safety Consultant	penny.gosling@kymallanhsc.co.uk
Barbara Ross	Health & Safety (Property) Consultant	barbara.ross@kymallanhsc.co.uk
Julie Smithson	Safeguarding, Health & Safety Administrator	julie.smithson@kymallanhsc.co.uk
Laura Sim	Business Support Administrator	laura.sim@kymallanhsc.co.uk
Gordon Hastings	Health & Safety Consultant	gordon.hastings@kymallanhsc.co.uk

Further Assistance and guidance can be sought from:

Local Safeguarding Children Partnerships (SCP's):	
Cumbria SCP:	Lancashire SCP:
Tel: 01228 226898 Email: LSCB@cumbria.gov.uk Website: http://www.cumbrialscb.com/ Concerns about a child: Cumbria Safeguarding Hub Tel: 0333 240 1727 Email: safeguardinghub.fax@cumbria.gov.uk DO (formerly LADO) Tel: 01768 812267 Email: lado@cumbria.gov.uk	Tel: 01772 530283 / 01772 530329 Email: lscb@cyp.lancscc.gov.uk Website: http://www.lancshiresafeguarding.org.uk/ Concerns about a child: Tel: 0300 123 6720 or out of hours 0300 123 6722 (8pm - 8am) DO (formerly LADO) Tel: 01772 536694
Public Health England (PHE) Local Health Protection Teams (HPT):	
Cumbria and Lancashire HPT:	
Lancashire County Council Pitt Street Reception County Hall Preston PR1 8XB Tel: 0344 225 0562 option 2 Fax: 01772 251789 Out of office: 0151 434 4819	

2.10 Persons with Specific Responsibilities

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

- The Health and Safety Co-ordinator – Michelle Christie
- Workplace First Aiders – Tunde Christie – All staff are first aid trained
- Paediatric First Aiders – Tunde Christie – All staff are first aid trained
- Other First Aiders (if any) – Kerry Crane, Richard Sanders, Sam Ryalls, Jamie Walker
- Person responsible for ensuring first aid boxes remain stocked – Tunde Christie
- Defects are to be reported to – Tunde Christie
- Organisation for equipment repairs, maintenance and routine servicing - Tunde Christie

- Training and Development Coordinator (H&S) - Tunde Christie
- Asbestos Coordinator, responsible for visual inspection and the recording of termly condition monitoring - Tunde Christie
- Coordinator of Risk and COSHH Assessments is - Tunde Christie
- The person responsible for ensuring that all persons working in school undergo suitable recruitment and vetting checks - Tunde Christie
- **Designated Safeguarding Lead (DSL) is Tunde Christie and Deputy DSLs are Michelle Christie and Kerry Crane**
- Educational Visits Co-ordinator - Tunde Christie
- The Responsible Person for Fire Safety - Tunde Christie
- The Fire Safety Manager (person in charge in an emergency) - Tunde Christie and deputy – Michelle Christie
- Fire Wardens – Tunde Christie and Michelle Christie
- Person responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book - Tunde Christie
- Holder of accident/incident records, pupil accident book and official site accident book - Tunde Christie
- The person(s) responsible for undertaking accident investigations - Tunde Christie
- In-house visual inspections - Tunde Christie

2.11 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 – Office
- Defect reporting system/book - State location
- General School Risk Assessments – Office
- Pupils' Accident Book – office
- A list of pupils with specific medical conditions/needs is held in - office
- Archived health and safety documents/records are held in - office
- Emergency / Fire Evacuation Plans - office (*copies also held off site*)
- Maintenance and servicing records (Building Register) – office
- Health and Safety Management Plan - office

2.12 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**
- Recruitment Selection and Pre-Employment Vetting Policy & procedures including the Single Central Record
- Online Safety Policy and procedures
- Whole School Behaviour Policy and procedures
- Positive Handling, Support and Physical Intervention Procedures
- School Drug Policy
- Supporting Pupils with Medical Conditions Policy and procedures
- Attendance Arrangements
- Data Protection Policy
- Special Educational Needs Information Report/Policy
- Emergency Plan(s) including Lockdown procedures
- Risk Assessments
- Accessibility Plan

PART 3 – Arrangements / Procedures

3.1 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 Head teacher 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. At the present time, the school does not have an appointed Trade Union or Staff Appointed Health and Safety Representative.

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.

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.

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.

Co-Ordination

The School shares premises with another organisation or employer, therefore, arrangements and procedures have been adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on school premises, such as contractors, cleaning/catering staff, maintenance personnel and private hirers.

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 take into account differing levels of responsibility, ability and literacy; and risk.

The Head Teacher 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, students 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 to

ensure that the relevant procedures and documentation has been seen and understood. Further training and development is identified and incorporated within in the School Management/Development Plan.

3.2 Monitoring, Review and Audit

The Head teacher 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. The Head Teacher will report, as required upon completion of a review.

3.3 Health and Safety Inspections of Premises and Activities

The Head teacher 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 teacher. 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;

The frequency of inspections will depend on the activity being undertaken and hazards present. Hazardous workplaces such as kitchens, may need to be inspected at a greater frequency than low risk environments such as offices.

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 a nominated person. Steps should be taken to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices. That person 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.

All staff are required to report accidents, incidents, near misses, defects and hazards to the Head teacher.

3.4 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 teacher with the support of KAHSC where required.

3.5 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.

Although the Head teacher 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 will 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.

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 Head Teacher.

New and Expectant Mothers - Risk Assessment

It is the responsibility of staff to inform the head teacher 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.

3.6 Accidents, Incidents, Ill Health and Dangerous Occurrences

Recording and Reporting

Accidents Involving Pupils: All incidents involving pupils will be recorded in the Accident Book.

Where the following criteria is fulfilled, an entry will ALSO be made on the KAHSC on-line Accident Recording System:

- 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;

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the HSE. KAHSC will notify the HSE on our behalf of any incidents that are RIDDOR reportable. Data must therefore be entered on the KAHSC on-line Accident system within 7 days of the accident.

Parents will be informed about all injuries/accidents to children and of any first aid given.

Accidents Involving Employees: The Accident Book will be completed for all incidents/accidents involving employees. 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 a secure and confidential location in line with the Data Protection Act.

For all accidents/incidents involving employees, an entry will ALSO be made on the KAHSC on-line Accident Recording System by the Head Teacher or nominated person.

Under RIDDOR, any accidents to staff which result in the following are reportable to the HSE. KAHSC will notify the HSE on our behalf:

- Fatality
- Specified Injuries
- Over seven-day absence
- Reportable occupational diseases

Although Over 3 Day Injuries/Absence are no longer reportable to the HSE, we will still keep a record of all-over three-day injuries this will also be recorded on the KAHSC on-line Accident Reporting system.

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

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the information will be entered on the KAHSC on-line Accident system for onward reporting to the HSE.

Accidents Involving Members of the Public (Other Than Pupils) Including Volunteers: The Accident Book will be completed, and an entry will be made on the KAHSC on-line Accident Recording System.

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 the Head Teacher. The Head Teacher takes 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 KAHSC unless serious in nature i.e. severity of injury, police involvement etc. although we can

record them using the KAHSC on-line Accident reporting system for statistical purposes and to analyse patterns or trends.

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 KAHSC 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 students 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.

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. For any dangerous occurrences an entry will be made on the KAHSC on-line Accident Recording System within 7 days of the incident. KAHSC will notify the HSE on our behalf 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 will be reported without delay to KAHSC using the on-line Accident Recording System.

Where the work-related ill health results in a Notifiable Occupational, these incidents will be reportable to the HSE by KAHSC.

Reporting to Ofsted and Local Child Protection Agencies

Accident Investigation

- Investigations of all accidents will be undertaken so that control measures can be introduced to prevent recurrence. The majority of accidents will be low level requiring minimal investigation with the outcomes only needing to be noted on the KAHSC on-line Accident Recording System and in the Pupil Accident Book.
- More detailed investigations may be needed for more serious incidents and these will be conducted by the Head Teacher.
- Where appropriate, risk assessments will be formally reviewed following accidents/near misses.

Accident Data Analysis

Accident/incident statistics are examined by the Head Teacher on at least an annual basis to enable any patterns to be identified and to determine, where necessary, measures to prevent recurrence.

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 <i>Information and Records Management Society – Records Management Toolkit for Schools (2016)</i> .

3.7 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.

3.8 First Aid

First Aid Requirements

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

- designated workplace first aiders all school staff are fully qualified in first aid;
- 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.
- 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 head of centre 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 Aid Supplies

These are located in the medical room, and where required, are available for off-site visits and contain items recommended in KAHSC General Safety Series G02. If at any time these articles are missing or stocks are running low, inform Tunde Christie 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-aiders 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 staff

Aspirin will **not** be administered. Any prescribed medication e.g. tablets/medicine which a child may be required to have, will 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 will 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.

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, staff 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, staff 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 staff 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 Head teachers 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:

In some circumstances it may be decided by the ambulance service that the "air ambulance" is required to transport a casualty to hospital. 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.

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, the Head teacher 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;
- whether the employees' car is insured for business use;
- 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. The cost may be claimed from the school account (petty cash). 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.

Handing over the Responsibility for an Injured Pupil to the Parent: Initially it is the Head teacher'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 Head teacher to make appropriate arrangements and to contact the parent/carer at the earliest possible time. Until that has been done, the Head teacher 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'.

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. Head teachers are, therefore asked to satisfy themselves that the parent/carer can take over the responsibility for the pupil before returning to the school.

3.9 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' 2017 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. 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.

Blood Borne Viruses (BBVs)

The following guidelines apply irrespective of whether a virus is known to be present or not as they represent sound first aid procedures.

Within the workplace, BBVs are mainly transmitted by direct exposure to blood or other body fluids contaminated with infected blood. Direct exposure can happen through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema or through splashes to the eyes, nose or mouth.

Managing the risk: For first aiders in the workplace, the risk of being infected with a BBV while carrying out their duties is small. There has been no recorded case of HIV or hepatitis B virus being passed on during mouth-to-mouth resuscitation and therefore the procedure should not be withheld in a lifesaving emergency.

All First aiders are advised to follow the following precautions to reduce the risk of infection:

- cover any cuts and abrasions on their skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or any other body fluids;
- use suitable eye protection and a disposable plastic apron where splashing is possible;
- use devices such as face shields when giving mouth-to-mouth resuscitation (but only if trained to use them);
- hands should be washed before and after administering first aid;

Action after possible infection with a BBV: If contamination with blood or other body fluids does occur, the following action should be taken without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water;
- record the source of contamination;
- report the incident to the Head Teacher;
- prompt medical advice is important. Treatment might be appropriate but to be effective, it may need to be started quickly and therefore contact should be made with the nearest Accident and Emergency department without delay.

Decontamination / Disposal of waste

It is possible for HIV and hepatitis B virus to remain infectious in dried and liquid blood for a considerable time and if materials become contaminated with blood or body fluids, they will require decontamination in a way that is designed to inactivate BBVs, mainly by using heat or chemical disinfection, or safe disposal. We have a procedure for dealing with spillages and other forms of contamination and staff have been made familiar with it:

- disposable plastic gloves must be worn, and paper towels used when mopping up blood or body fluids. These should be sealed in plastic bags and safely disposed of in line with local waste disposal arrangements;
- clothing may be cleaned in a washing machine using the hot cycle (min 60° C);
- surfaces and re-usable personal protective equipment (e.g. eye protection) should be wiped down/cleaned with a solution of a suitable disinfectant.

3.10 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.

Any previous versions of documents will either be suitably marked to show they have been superseded and should not be used, then properly archived or destroyed if no longer required. Archived documents (or document boxes) will be clearly marked as 'Archive' with the date(s) they cover and the date that they can be destroyed. Archiving/retention of documents and records will be done in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools.

3.11 Control 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.

3.12 Asbestos Management

A variety of Management and Demolition/Refurbishment Asbestos Surveys have been undertaken in school, copies of which are available. The Head teacher are responsible 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.

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.

Where appropriate, ACMs will be suitably labelled in line with KAHSC General Safety Series G07.

The presence of ACM's on site will be communicated to Cumbria Fire & Rescue Service i.e. they will be provided with a copy of the Asbestos Register for the building(s) – *Address: The Operations Planning Department, Cumbria Fire and Rescue Headquarters, Carleton Avenue, Penrith, CA10 2FA.*

3.13 Water Hygiene Management

Control of Legionella

The Head teacher (or nominated deputy) acts as the Responsible Person under the Approved Code of Practice on legionella control. We also have support from KAHSC where required.

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 Responsible Person reviews recommendations made in risk assessments and monitoring visit reports to identify and authorise required works.

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.

3.14 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.
- 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 (in-house or). Records of servicing and maintenance will be held within our Buildings Register.

3.15 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 reviewed where there are significant changes including change of workstation, reports of physiological problems, following the introduction of control measures etc.;
- 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.

3.16 Information Technology (IT) and Online Safety

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable
- Lighting, heating and ventilation levels will be adequate for the types of activities undertaken.
- 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, 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. Our arrangements for security are fully discussed in the school Online Safety Policy held separately.

3.17 Policy on the Use of Mobile Phones

Pupils

Our students are allowed to bring mobile phones into school as we recognise that there are benefits to having these. Whilst on the whole, we encourage students to have their phones switched off or placed on silent and kept in pockets or bags during sessions, we recognise that for some of our young people their phones are their 'safety nets' and to restrict the usage of them could compromise their emotional wellbeing. In this instance we will refer to the schools risk

assessment and weigh the risks posed through this. If the phones are a distraction to themselves or other students, then this will be reviewed and the student in question will be reminded that if they cannot use the phones sensibly then they will be asked to put them away.

Employees

Our Online Safety policy and Staff Code of Conduct 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 the Cumbria SCP document 'Online Communication Code of Conduct for Staff Working with Children' and the LSCB guidance on 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).

3.18 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 Local Safeguarding Children Partnership (SCP).

3.19 Use of Pupils Images

The school recognises its duties under the Data Protection Act 1998. 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

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 Teacher 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.

3.20 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 should be 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 should undertake specific training before engaging in the activity.

Assessors: Should 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

New employees should complete a pre-employment health enquiry form before appointment. The Head teacher should ensure the employee is aware of the moving and handling requirements of the job. If the employee is referred to an Occupational Health adviser for assessment, they will advise whether the employee is fit to undertake the role, or whether adjustments are recommended. It is the Head teacher's responsibility to decide whether any adjustments recommended can reasonably be put in place.

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 teacher 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 teacher, they are pregnant, the Head teacher should complete a New and Expectant Mother Risk Assessment with the employee.

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.

3.21 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. Wherever possible, work at height will be avoided. 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.
- 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.

3.22 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 Buildings Management file

Fire Risk Assessment

A documented fire risk assessment is in place, kept up to date and made available to all staff. A copy of this is also held off-site. 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 Head teacher 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 – Head Teacher or Deputy

The Fire Safety Manager is the person who will take overall control during the evacuation process. 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 teacher or Deputy (in the absence of the head teacher) 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 Drills

Fire evacuation exercises are held at the beginning of each new term and records are held in the Building Management File. 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.

Training

All staff will receive basic fire safety induction training and attend refresher sessions at pre-determined intervals.

Pupils/students/children/young people will be supplied with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire.

The **Fire Safety Manager** will require more comprehensive training.

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 in the classroom. 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 visitors book, staff signing in/out book/board and class registers 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.

General Emergency Evacuation Plans (GEEP's) will be developed for members of the public and other non-regular visitors with additional needs. A sign will be displayed at reception highlighting that we operate a scheme of assisted evacuation where required.

Contractors/visitors - all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. 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 their 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.

Variations to the Plan

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

- **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. 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.

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.

Other Emergencies

We hold an analogue landline telephone as back-up in the event of an emergency where the digital or mobile signal is lost.

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*

School Closures - Emergency and Planned

The Head teacher 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.

3.23 Use and Control of Contractors and Consultants

Contractor Competence and Compliance

The Head teacher 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.

Control of Contractors on School Sites

The Head teacher has 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 Head teacher 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 teacher is responsible for the health, safety and welfare of the pupils/students, 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 teacher must ensure that risks to pupils/students, 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 Head teacher 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. 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 must:

- be segregated from pupils by physical means, time or a combination of both; **and**
- 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 ensuring a more formal means of communication between site supervisors and operators and those who carry out the hazardous work.

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.

3.24 Construction Work (CDM)

Construction work can be 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.

3.25 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 Head teacher (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)

- The building only has a single access entrance. Signage directs all visitors to reception. 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. Having one main entrance makes monitoring of strangers much easier. Visitors – even parents bringing in forgotten lunches – should use that main door and be dealt with by a receptionist. 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.

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. 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 building is checked by the last person leaving, ensuring all windows and outside doors are secure.
- 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.

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.
- Teachers will not allow any adult to enter the 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. Where appropriate and safe, staff will challenge those individuals who do not appear to have followed the signing in and badge wearing procedures.
- 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; **and**
 - 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.

Fire and Arson Prevention

Further details can be found in the school Fire Safety Management Policy held separately.

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.

Supervision

The building is a shared building and as such some areas are accessible by the public, but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

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 these procedures also take into account cleaning staff and staff on duty during further education sessions.
- 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.
- Home visits are occasionally carried out. staff attending home visits have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school-based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.
- 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 cheque or debit/credit cards 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 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.
- 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

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 the office where there are blinds which can be closed when the room is not in use; evenings, weekends and during the school holidays and is locked during these times.
- During long periods of closure, laptops and other high value equipment are locked in secure cupboards or storerooms.
- 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.
- All high value equipment has been marked with the postcode and the name of the school. The markings are visible and difficult to remove or disguise.
- 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.
- When out and about, staff are instructed to carry their laptops in an anonymous bag or case in order not to alert thieves to its contents.
- 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.

3.26 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. In the event of the need for portable heating or cooling, any equipment provided to achieve this will suitable for use, free from defects, and safely sited so as not to create additional hazards.

Radiant heaters 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. 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 will be 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.

Lighting for pupils with special educational needs:

Pupils with special educational needs, including visual impairment and other disabilities, may have additional lighting requirements and specialist advice may be needed. Key points include:

- colour and contrast, which can help people locate doors and their handles, stairs and steps, switches and socket outlets, etc.;
- glare should be avoided (including from high gloss finishes that can appear as glare sources when they reflect bright lights);
- use of light sources such as high frequency fluorescent luminaires to avoid subliminal flicker that can induce epileptic fits in susceptible pupils;
- large areas of glazing should be clearly marked to avoid accidents;
- additional local task lighting may be needed.

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 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 60°C, but the temperature at outlets used pupils is controlled by thermostatic mixer valves to achieve temperatures at taps not exceeding 43 °C (refer to Section on Legionella Control).

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 accidentally 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 in line with our Defect Reporting Procedures 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 school's 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;
- Records are kept on the premises giving details of the areas of safety glazing - this ensures that when a piece of glass needs to be replaced in the future, it is replaced with that of a similar nature;
- The Risk Assessment is reviewed at least annually (or sooner if circumstances change significantly) to ensure that it remains valid. The risk assessment may be reviewed if areas of school begin to be used for other purposes where the activity is more likely to pose an impact risk; changes in pupil behaviour i.e. the area is used by pupils with unpredictable behaviour, etc.;
- Where glazing is replaced, for whatever reason, a full risk assessment will be prepared which will determine the type of glass to be used and the method by which it will be replaced. This is particularly relevant with respect to fire doors, escape routes, kitchens, etc. Similarly, when embarking on any building or alteration works (particularly change of use), risk assessments will be prepared.

Building Work

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

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

3.28 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.

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.

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 a NICEIC or NAPIT 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.

3.29 Smoke-free 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. 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.

3.30 Transport

Private cars

- Private cars are to be used to transport pupils ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities i.e. business use.
- 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. ensures parents supply these when required.
- Children will alight from the car on the kerbside, not the roadside.
- Within a normal 4/5-seater vehicle, no more than 3 children will be carried.

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 on their car insurance schedule.

Minibus

The school does not own a minibus and only buses/coaches are hired where drivers are provided.

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

We will 'Approve' all drivers to drive school owned or hired minibuses using the model 'Approval Form' within KAHSC General Safety Series G11.

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.

3.31 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 the Health and Safety Coordinator.
- 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 Health and Safety Coordinator.

3.32 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 teacher 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 '*Ape 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 (i.e. climbing). 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.

3.33 Supervision of Pupils

Supervision of Pupils during break/lunch times

- Key Stage 3 students - will not be allowed to leave the school during the school day unless supervised by a parent/carer or a member of staff.
- Key Stage 4 students - we aim to support and promote independence amongst our students and therefore allow them, with parental permission, to be able to go into town to get their lunch or for a break etc. Permission for this will be ascertained during the registration process. The school will discuss and show the risk assessment for this with the parent/carer prior to them granting permission

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. Having said that, pupils cannot be expected to arrive at school all at the same time when parents will themselves be leaving for work at different times. In addition, school transport arrangements mean that there are early arrivals in the morning and perhaps pupils waiting for buses after school. 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.

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.

Non-Collection of Pupils

15 minutes after non-collection at the normal time	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	Telephone: Cumbria Safeguarding Hub: 0333 2401727
A full written report of the incident will be recorded and held. 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.	

3.34 Behaviour

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

