

# Health & Safety Policy

Golcar Junior, Infant & Nursery School



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## Aims of the policy

Golcar JIN school aims to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, Clients, students, general public and others whilst working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national Health & Safety Legislation.

Golcar JIN school aims to –

- Provide and maintain a safe and healthy environment across the premises
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the premises
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Electricity at Work Regulations 1999](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Personal Protective Equipment at Work Regulations 1992](#)
- [The Control of Asbestos Regulations 2012](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)
- [The Ionising Radiations Regulations 2017](#)
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002 \(DSEAR\)](#)
- [The Corporate Manslaughter and Corporate Homicide Act 2007](#)
- [Occupiers' Liability Act 1957](#)
- [Occupiers' Liability Act 1984](#)

Golcar JIN school follows [national guidance published by Public Health England](#) when responding to infection control issues. Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#). All staff will have access to the Health and Safety Policy on the staff sharepoint and are required to read it. The school undertakes to keep staff informed of any changes to the policy and procedures through formal and informal meetings, communication with Line Managers, staff bulletins, staff meetings and email messages or any other appropriate means.

## Health and Safety Statement

### Golcar Junior Infant and Nursery School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
  - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This
  - includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
  - All equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - Appropriate safe systems of work exist and are maintained;
  - Sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]



Sharon Appleby, **Chair of Governors**



Samantha Gallant, **Headteacher**

11<sup>th</sup> September

11<sup>th</sup> September 2025

## Organisation of health and safety

This policy sets out the roles and responsibilities of staff at all levels throughout Golcar JIN for the management of health and safety.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with Golcar JIN. It discharges the responsibility for health and safety through the Head Teacher, School Business Manager and Caretaker.

This health and safety policy shall conform to the Department for Education Guidance <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Golcar JIN school Head Teacher is responsible and accountable for the implementation and compliance of this policy within their own setting and will manage its health and safety adhering to Kirklees Education Authority policies and procedures supported by school specific risk assessments where required to meet statutory compliance.

**Attached to the policy is an A-Z handbook which outlines the specifics of each area of health and safety management**

## Roles and responsibilities of health and safety

### The school governing body

Kirklees authority, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the authority. Kirklees delegates day-to-day responsibility to the Headteachers at each school through the scheme of delegation.

The governing body at the school are responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, monitoring the safety management systems, managing the corporate risk register and making strategic decisions about the direction of the school. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises.

The Board responsibilities are –

- To ensure that each Board Member accepts their role in providing health and safety leadership.
- To ensure the Board's decisions reflect its health and safety intentions
- Ensuring an overall and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Senior Leadership Team.
- To receive regular and thorough updates in relation to the strategic development plan and associated actions.
- To warrant that all external and third party contracts that are awarded have a consistency of approach, the required levels of competence and ensure legal compliance. Any successful contracts awarded must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate.
- To provide and ensure an informed, proportionate and prioritised risk management system is implemented and monitored, in order to assess the risks to students, staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks, this will include any reasonable adjustments to be considered to allow staff and students to work safely.
- To ensure effective accident and near miss reporting and investigation procedures are in place

- To ensure monitoring of compliance contracts is undertaken and suitable reports are provided to the Senior Leadership Team e.g., mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring.
- To ensure there is an effective business continuity plan in place
- To ensure there is an emergency plan along with emergency procedures in place for safe evacuation/evacuation
- To ensure that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments
- Challenge the school to ensure best practice is followed.

As an employer, Golcar JIN School governors also have a duty to ensure that leaders –

- Assess the risks to staff and others affected by activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure the property, assets and other resources are protected and well managed
- Ensure that decisions reflect health and safety intentions
- Ensure that adequate health and safety information, instruction and training provision is provided
- Ensure that suppliers and contractors have been appropriately reviewed for health and safety standards

### **Health and Safety Lead/Headteacher**

The Headteacher is responsible for local Academy health and safety on a day-to-day basis and this involves –

- Develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and estate are safe and regularly inspected
- Providing adequate training for academy staff
- Reporting to the local governing board on health and safety matters
- Ensure that all Statutory inspections and other maintenance is planned, completed and recorded
- Ensuring that a fire risk assessment is carried out, appropriate equipment is in place and properly maintained and that appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring that suitable and sufficient risk assessments are in place and regularly reviewed
- Ensuring that safe systems of work are being followed
- Ensuring that all necessary safety signs and notices are displayed
- Ensure that the relevant legislation and good practices are in place and continually observed.
- Actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.

In the Headteacher's absence, there will be a designate a member of the Senior Leadership Team to assume the above day-to-day health and safety responsibilities.

### **Business Manager/Senior Administrator**

Business Manager/Senior Administrator have a responsibility for –

- Working with the health and safety lead to ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national Health and Safety Legislation.
- Developing and implementing, with the support of the health and safety leads, relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements.

- Ensuring all staff have had an induction, have undertaken statutory online training, and any other Health and Safety training applicable to an individual's role, and ensure that staff are provided with adequate information, instruction and training and are competent to carry out their roles.
- Working with the health and safety lead to implement effective arrangements for business continuity along with an emergency plan and procedures for the safe evacuation of the school.
- Investigating and reporting all serious incidents and liaising with appropriate persons as necessary and within the legal time frame for reporting RIDDOR accidents to the health and safety lead.
- To receive confirmation from the Caretaker that there is a systematic and methodical system for the inspection and servicing of workplace equipment within the school.
- To oversee adherence of the effective management and monitoring of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out. This should be undertaken with guidance from the health and safety lead.
- Work with the Caretaker to ensure that the school's Asbestos Building Logbook which contains the asbestos register and the Premises Asbestos Management Plan (PAMP) are maintained and available as required and ensuring the identified staff attend annual asbestos awareness training.
- Ensuring that ahead of a refurbishment or building project that they communicate and work with the health and safety lead. Building projects must comply with the Construction (Design and Management) Regulations 2015 (CDM). Ensuring that all structural/construction/refurbishment works undertaken by the school are notified by the Caretaker in good time.
- Ensuring appropriate local procedures are in place for the management of contractors on-site in conjunction with the Caretaker and that the contractor's logbook is implemented and followed.
- Ensuring appropriate action to identify and manage any hazards arising out of contractors work or activities undertaken. Provide any appropriate health and safety information to contractors' e.g., asbestos register and logbook, underground services, floor loading, safe working loads, school activities.

### **Teaching and Support Staff**

Golcar JIN staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will –

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Ensure that they are familiar with the risk assessments and that the safe systems of work are followed
- Follow all relevant codes of safe working practice and local rules
- Ensure that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- Implement the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained so they can be easily understood.
- Carry out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to.
- Ensure that all students and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements or arrangements for activities relevant to them.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.



- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, Lockdown, first aid, accident or incident reporting.
- Report any incidents that occur.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Ensure that where necessary, the appropriate personal protective equipment (PPE) is available, in good condition and used i.e. eye, hand protection etc. Ensure any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical equipment is visually checked before use, and not left on and nor unattended.
- Reporting to their Line Manager any defects in equipment or identified inadequacies in procedures.
- Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair' or similar, until repaired or replaced.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons e.g. the use of equipment in Technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their Line Manager or Head of Department.
- Set an example by personally following safe working practices.
- Establish good housekeeping and safe storage standards in all areas of their responsibility.
- Model safe and hygienic practice for pupils

### **All other employee duties**

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to –

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Health and Safety Policy and procedures at all times.
- Report all accidents, incidents and near miss incidents in line with the reporting procedure.
- Report all defects in relation to the condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Co-operate with the Senior Leadership Team on all matters relating to health and safety.
- Not to intentionally interfere with, or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Inform the Senior Leadership Team if something happens that might affect their ability to work e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving licence, pregnancy etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment (PPE) provided for safety or health reasons.
- Ensure they are familiar with the emergency procedures and arrangements, within their work area e.g. first aid accidents, fire, lockdown etc.

### **Education Visit Coordinator (EVC)**

The EVC is responsible for –

- Being a champion for all aspects of visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Complete a risk assessment for all Educational Visits and provide to the Headteacher for comment and approval.

- Support/oversee planning via the Evolve Management System, so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning.
- Ensure that planning complies with requirements and that the arrangements are ready for approval within agreed timescales.
- Undertake EVC training on a regular basis and keep up to date with legislation and serious case review lessons learned.
- Support the Headteacher in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that each activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and employer's requirements.
- Keeping the Senior Leadership Team informed about the visits/outdoor learning taking place and its contribution to school/establishment effectiveness.

### **Site Manager/Caretaker**

The Site Manager / Caretaker at each should work in conjunction with the Business Manager/Senior Administrator for all matters relating to health, safety and welfare within the scope of their duties.

The Site Manager / Caretaker's responsibilities are to –

- Rectify defects and hazards that they identify or have been brought to their attention. Communicate with the Business Manager/Senior Administrators on any significant areas.
- Ensure local practices are followed and be responsible for contractors when they enter the Academy to undertake contractual work, maintenance, servicing etc. This should include all health and safety matters, a mini induction to site, proportionate to the size and scale of the works, and where required to issue any required permit to work;
- Ensure the implementation of the contractor's logbook is in place and followed.
- Notify the Business Manager/Senior Administrator of any planned Hot Works so that insurers can be notified/complete a hot works certificate.
- Review written risk assessments and method statements for all intended works before the work commences and reject/amend where appropriate.
- Familiarise themselves with all relevant information, surveys, inspections, statutory and compliance findings, and where relevant ensure the Business Manager/Senior Administrator is updated for actions to be considered, authorised and implemented.
- Ensure the day-to-day management of asbestos containing materials (ACM's) in accordance with Asbestos Policy, procedures and guidance is adhered to.
- Ensure that ahead of a refurbishment or building project commencing that advice/guidance from the asset team. Building projects must comply with the Construction (Design and Management) Regulations 2015 (CDM). Good communication with the Business Manager/Senior Administrator must be maintained.
- Ensure that all site staff, including contracted cleaning and catering staff, are equally aware of the Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g., storage arrangements, materials, equipment, and hazardous substances.
- In conjunction with the Business Manager/Senior Administrator, implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment e.g., gym equipment, playground equipment, Science and DT equipment, etc.
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres. To ensure that the building logbook, containing the asbestos register is referenced and understood, updated and permit to work issued. To obtain a signature from contractors evidencing sight of asbestos register and survey.
- Undertake annual asbestos awareness training.
- Ensure competency of all contractors appointed. All contractors must have completed the onboard/offboard induction process. They must support the commitment to safeguarding children and have appropriate DBS certificated staff, or where the DBS

status of contractors is not known, ensure that they are supervised by an authorised member of staff whilst on site.

- Undertake and co-ordinate the emergency procedures relevant to them and their team, as detailed in the emergency plan.
- Undertake required checks of safety systems, e.g., Fire alarm, fire doors, firefighting equipment, smoke detectors, water temperatures, flushing of little used outlets etc. as legally required.
- Undertake inspections and rectifications of site security, secure fencing etc.
- Ensure the intruder alarm is operational and tested.

### **Pupils and Parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **Contractors**

Contractors will agree health and safety practices with the Headteacher, Business Manager or Caretaker before starting work. Before work commences the contractor will provide written evidence to the school that they have completed a suitable and sufficient risk assessment of all their planned work and that this is available at the location at all times during their works.

Staff who are trained in first aid are responsible for –

### **First Aiders**

- Ensuring that the first aid kits are fully stocked and in date
- Ensuring that the appropriate forms are completed as per the Accident/Incident procedures
- Raising awareness to the Head Teacher and/or Senior Leadership Team if an ambulance is called.
- Familiarising themselves with and follow school's First Aid Policy

### **Fire Wardens**

Staff who are trained in fire procedures are responsible for –

- Ensuring they are aware of the emergency evacuation procedures
- Following all fire training they receive
- Whilst exiting the building, they thoroughly check the area that they move through, closing all fire doors as they go.

### **Risk Assessments for specific areas of health and safety**

The Management of Health & Safety at Work Regulations place a duty on all employers to assess the risks associated with their work activities, record their findings and inform all persons likely to be affected by the work activity of the associated risks and control measures identified.

The purpose of a risk assessment is to identify potential hazards, put in place measures to eliminate or reduce the risk associated with the hazard and to allow work activities to continue without the risk of injuries, incidents, damage to property etc.

If risk assessments are undertaken correctly, they can prevent accidents to the employees, students, visitors, contractors, members of the public, third parties, dangerous occurrences from happening, environmental incidents and property damage.

The findings from a risk assessment must be documented, written down and reviewed on a regular basis and/or when there have been significant changes. Risk assessments are to be communicated to all relevant personnel with a copy made available to view (hard copy and/or digital copy) at all times.

Golcar JIN will ensure that risk assessments are in place for all tasks, activities, operations and works undertaken both on-site and off-site. The responsibility for the school's risk assessments lies with the Headteacher and their nominated local team i.e. Business Manager/Senior Administrator, Caretaker etc.

There are exceptions to the above and these are noted below –

### **Educational Visits**

For each separate educational visit, a visit specific risk assessment will be carried out by the trip lead and approved by the Education Visit Coordinator (EVC) in consultation with the Headteacher. These risk assessments will be retained on file.

### **Site Security arrangements**

Golcar JIN are responsible for the security of the school site in and out of school hours. The school is responsible for ensuring the intruder and fire alarm systems are maintained.

The Caretaker carries out daily/weekly/monthly checks including –

- Rooms, corridors, toilets and kitchens are generally clean and tidy
- Firefighting equipment is in place and undamaged
- Fire exits are clear from obstructions
- Fire alarms or smoke detectors that run on batteries are operational
- All signage is still clear and visible
- Under-stair storage is free from flammable materials
- Access to the school for emergency vehicles is clear and unobstructed
- All drains are covered
- Temperatures of fridges and freezers are within the safety ranges
- Your windows are locked in a safe position and can't be opened fully
- Clocks are showing the correct time
- Toilets are well stocked with soap, paper and towels throughout the day, and sanitary disposal units are in good order
- Intruder alarms are working
- Bins in classrooms are emptied into external bins and these bins are secure
- Specialist classrooms (e.g. science labs or kitchens) are tidy and locked: all equipment is put away safely, work surfaces are clear and tidy and specialist equipment is locked away (such as knives, sharp tools etc)
- Walkways are treated with salt and grit in icy weather

Look out for –

- Repair and safety concerns
- Signs of vermin and insects (such as wasps, ants, cockroaches, mice and rats)
- Double glazing cracks
- Dangerous objects in the playground (such as glass or needles)
- Slip or trip hazards
- Damage to play and mealtime equipment
- Untidy plugs and cables - make sure lights and electronic equipment is turned off at the end of the day

We have a security contract with Think Smart Security for call outs.

### **Fire safety arrangements**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly by the headteacher and site responsible persons.

Emergency evacuations are practiced at least once a term. The fire alarm is a loud continuous bell. Fire alarm testing and call point testing is completed weekly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. In the event of a fire –

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
-

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk **do not fight a fire, get out, stay safe.**
- Staff and pupils will congregate at the assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Head Teacher or nominated person will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services, Head Teacher or nominated person with responsibility say it is safe to re-enter

The school have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

The school ensure that personal emergency evacuation plans (PEEP's) are in place for all persons that this is relevant to including those with mobility needs and disabilities.

See fire safety policy for more information.

### **Equipment at the school**

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place, the health and safety team will monitor maintenance schedules.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **Lettings and hiring rooms/sports areas at the site**

Any lettings agreement that is agreed adheres to the lettings policy and this health and safety policy.

### **Accident and incident reporting**

#### **Accident records**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. These are recorded using CPOMS accident forms.
- As much detail as possible will be supplied when reporting an accident, all sections of the accident reporting form must be completed.
- Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. 18.2 Reporting to the Health and Safety Executive. These will be on CPOMS.
- The responsible person will fill out an incident reporting form of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation <https://hse.gov.uk/riddor/> (regulations 4, 5, 6 and 7) and report these using the LA accident reporting online tool.
- Kirklees authority will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include –
- Death
- Specified injuries. These are –
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
- Electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here –

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents - Early Years Foundation Stage

The responsible person will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting serious incidents**

The responsible person will notify the relevant local child protection agencies/local authority/Ofsted of any serious accident or injury to, or the death of, a pupil in the school or the Early Years Foundation Stage.

### **Reporting to Ofsted**

The responsible person will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the school and the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Training for health and safety**

Staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

A mandatory training list specifies which members of staff need specific training. This is kept in date by the Business Manager.

### **Consultation on health and safety matters**

#### **Staff**

The Head Teacher will consult with staff safety representatives of trade unions, and any representative elected by the staff who are not in trade unions. Staff should raise health and safety issues in Departmental meetings, pastoral groups, and any formal management meetings. Any points raised should be duly minuted and reported promptly to the Head Teacher. Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

#### **Pupils and Parents**

Pupils also play a part in health, safety and welfare and will be encouraged to discuss health and safety issues by raising concerns to the Head Teacher, Deputy Head Teacher or their nominated representative.

Parents/guardians may also be consulted on issues that they may be expected to have views and concerns on e.g. security, safeguarding of students, road safety etc. The Head Teacher may determine the number and manner of the consultation.

### **Monitoring of health and safety compliance**

This policy will be reviewed by leaders as a minimum annually or sooner if there is a change to procedures, Regulations or Legislation.

At every review, the policy will be approved by the governing board.

### **Links with other policies**

This health and safety policy links to the following policies and documents –

- First Aid

- Risk Assessment
- Supporting Pupils with Medical Conditions
- Accessibility Plan

# **Golcar Junior, Infant & Nursery School**



## **A-Z Health and Safety Handbook**



## Health and Safety Rules

- It is the duty of all employees to co-operate with the Governing Body in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

### Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

### Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

### Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

### Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

### Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly reported to the business manager or headteacher.
- Employees must notify management of any incident in which damage is caused to property.

### Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or willful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Willful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

## Arrangements for Health and Safety

**First aid boxes** are sited around the school in the following locations:

Main office

KS1 corridor

KS2 library

All staff must make themselves familiar with the location of the nearest first aid point, the names of the first aid personnel and the location of the Accident Book.

All near misses must also be reported to the School Business Manager (SBM) as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### Definitions

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the school.

## Asbestos

The school will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

Where a problem arises relating to the condition of asbestos-containing material, the employee must inform the Caretaker

Asbestos Survey and Premises Asbestos Management Plans (PAMP) in place and accessible for those who undertake any construction or refurbishment works. A survey/record is kept of the location of asbestos that has been found on the school site and reviewed annually or as required after any intrusive works. The PAMP folder is located in the SBM office. Visual checks must be carried out on all encased asbestos. All contractors must be shown the folder and they must have signed to say they have read it.

Our health and safety lead and responsible persons are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.



## **Bomb Threat**

### **Please follow government and OFSTED guidance**

In the event of receiving a bomb threat please follow the below

Note the time of the call

Is the caller male/female.....accent?

Try to ascertain the caller's name

Try to keep the caller on the line to gain enough information – time, likely location of device(s)

Write down everything the caller is saying including background noise, are they telephoning from a mobile?

Whilst on the telephone – decide what your alert signal will be to another colleague to alert the Crisis Management team – see Emergency Plan

The colleague must locate and inform a member of The Crisis Management Team as soon as possible

Staff must not telephone the Police directly yourself

Do not encourage the caller to approach the school

Do not share any information about the school and/or personal details with the caller

## Communication and Consultation

The school has established effective lines of communication so as to involve and consult our employees.

These include:

- individual conversations
- internal publications
- staff meetings
- Health and Safety training



In addition the school displays the 'Health and Safety Law – What You Need To Know' poster.

## **Disabled Persons including Students with Special Educational Needs (SEN)**

The school will give full and proper consideration to the needs of disabled employees, students and visitors.

To achieve this, the school will:

- treat all disabled employees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

## **Display Screen Equipment (Computers)**

All reasonable steps will be taken by the school to secure the health and safety of employees who work with display screen equipment.

This policy is aimed at those who regularly use DSE, known as 'Users':

- a) for continuous periods of more than one hour *and*
- b) for more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. You will be advised if your post allows you to be classed as a 'User'.

The school will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

## **Eye Tests and Corrective Appliances**

The school will signpost the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee.

## **Training**

Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

## **Health**

Employees should inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

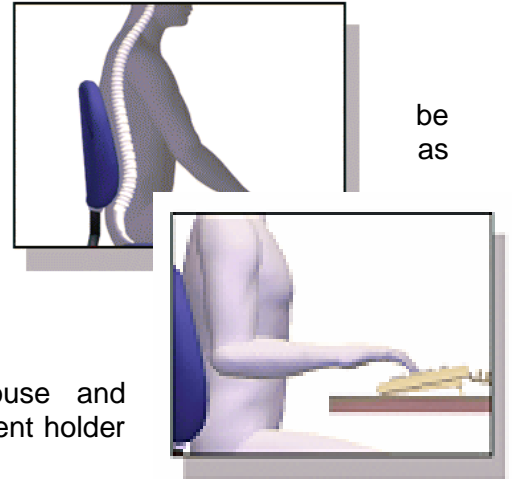


## Display Screen Equipment (DSE)/Visual Display Unit (VDU)

### Some practical tips:

#### Getting Comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.



#### Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

#### Using a mouse

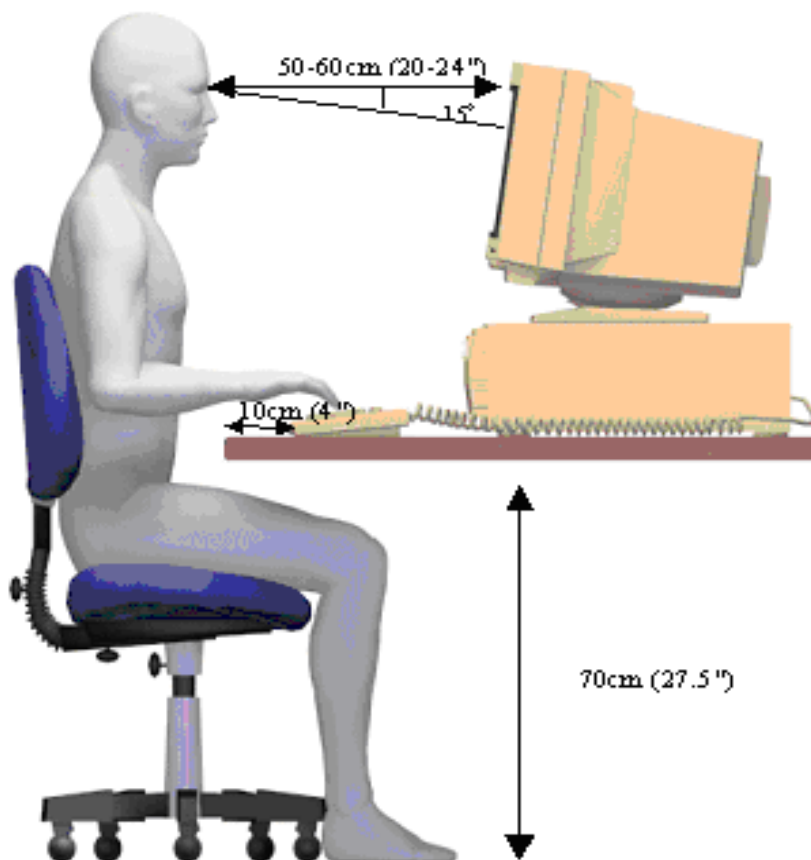
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

## Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

## Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



## Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the school of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the school.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- only use a mobile phone or other electronic device, in line with current legislation and if you feel Drugs and Alcohol

## **Alcohol**

Staff must not drink alcohol on school premises.

Any employee who is found consuming alcohol on school premises without or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the school's disciplinary procedure.

## **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on school premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager.

If the school suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the school reserves the right to refer you to occupational health.

## **Medical Examination**

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the school reserves the right to suspend you from your employment (with or without pay) to allow the school to decide whether to deal with the matter under the terms of the school's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

## **Reasonable Grounds**

The school reserves the right to search you or any of your property held on school premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The school reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its staff on the school's premises.

## Educational Visits

School must have one member of staff who is trained as the Educational Visits Coordinator (EVC) who will be responsible for training/advising staff in relation to all off site visits.

Golcar JIN School EV Coordinator is William Metcalfe deputised by the head teacher and business manager.

When planning an off site visit staff must:

- see the trained EVC for training on how to lead an off site visit
- follow the academy off site visits procedure/policy when planning all visits
- see the EVC to complete the necessary paperwork/Event
- seek approval before any off site visits can take place

## Electricity

All reasonable steps will be taken to secure the health and safety of employees, volunteers and students who use electrical equipment.

Employees must:



- visually check electrical equipment for damage before use
- report any defects found to the headteacher/caretaker
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

## Electrical Safety

### What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth.

Ensure that:

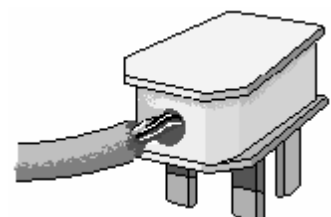
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments.

### Visual checks on electrical equipment

1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the school, though the responsibility for undertaking visual checks falls to all employees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape
- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration



- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.

## Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.




























Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.





You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.

Fire Drills must take place termly and these must be recorded in the Fire Book.

Only fire blankets and the following types of fire extinguisher are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart								
Extinguisher		Class of Fire						Special Notes
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	
 Red	Water	 Yes	 No	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	 Yes	 Yes	 No	 No	 No	 No	Not practical for home use.
 Canary Yellow	Wet Chemical	 Yes	 No	 No	 No	 No	 Yes	Cooking Oils & Fats



 Blue	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✗ No	✓ Yes	✗ No	Safe use up to 1000v.
 Blue	L2 Powder	✗ No	✗ No	✗ No	✓ Yes	✗ No	✗ No	Earlier M28 model may not work on all metals
 Black	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✗ No	✓ Yes	✗ No	Safe on high and low voltages.
 White	Dry Water Mist	✓ Yes	✓ Yes	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe to use on up to 35kV

## Fire and Emergency Evacuation

### IF YOU DISCOVER A FIRE:

#### **Operate the nearest fire alarm call point.**



IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

### ON HEARING THE ALARM:

The fire alarm sound is a **Bell**



#### **Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you

#### **Go to assembly point**



Report to the person in charge of your assembly point

The assembly point is located:

**Playground - MUGA**



DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFT UNLESS AUTHORISED TO DO SO

## **VISITORS**

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

## **LIAISING WITH EMERGENCY SERVICES**

The responsible person will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

## **First Aid**

### **Guidelines on Responding to Injuries**

#### ***Minor injuries***

The following injuries are considered minor and capable of being dealt with by a first aider in school: Grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body.
- The cut is jagged.
- The injury involved a pet, especially a cat.
- The injury involved a wild animal.
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing.
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes.
- The injury is a puncture wound.

#### ***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 must 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.

#### **Hospital Admission**

Where a student is required to attend hospital using an ambulance and their parents are unable to attend hospital promptly, a member of staff should go to the hospital.

In the exceptional circumstance of parental permission being required, and the parent is unobtainable, a member of staff can act in loco parentis.

If a child is taken directly to hospital they will be accompanied by a member of staff who will stay with the student until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the academy on the condition of the injured student as and when information is made available.

The parent/carer of a student attending hospital must be advised at the earliest opportunity.

Support for the injured student and their parents will be provided as determined by the individual circumstances of the incident.

## **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

### ***Spillage Procedure***

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

In the event of a spillage, cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin of the cleaner should be covered with a waterproof dressing. Disposable gloves and apron must also be worn, and if necessary use additional personal protective equipment and clothing to protect the body and clothes.

### ***Hard surfaces e.g. floor tiles, impervious table tops.***

In the event of small spills or splashes of blood, clean with neutral detergent and hot water.

### ***Large spills***

In the event of a large spill of blood, faeces or other bodily fluid:

- Remove the spillage as much as possible using absorbent paper towels
- Flush these down the toilet or dispose of them carefully in waste bag
- Cover any remaining spillage with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave the paper towels in place for up to 30 minutes, and then clear them away.

**Alternatively**, large spills may be covered with granules from the spillage kit for two minutes. The spillage and the granules should be carefully removed with paper towels and disposed of carefully into a waste bag.

Clean area with neutral detergent and hot water once either procedure has been completed.

***Soft surfaces and fabrics e.g. carpets and chairs***

For spills on soft surfaces and fabrics:

- Remove the spillage as far as possible using absorbent paper towels,
- Clean with a fresh solution of neutral detergent and water, and
- Carpets and upholstery can then be cleaned using a suitable cleaning product. Steam cleaning may be considered if necessary.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external school waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

All employees should wash their hands after taking part in any of the above procedures.

As with other all hazardous substances used in school, bleach and disinfectants should be stored, handled and used in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be easily accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided at all times when handling or using them.

## **Gas Installations and Appliances**

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

### **Gas Emergencies**

In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
3. If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply.

### **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF**

4. If the general public in the neighbourhood are at risk contact the police on 999

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of staff and students to substances hazardous to health is prevented or at least controlled to within statutory limits.

The school will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Staff should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.



There are a range of hazardous substances to which the regulations apply. These include:



- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids
- premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes.







### Hazard Labelling

Hazardous substances may be defined as being toxic, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases stored under pressure.

Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard.

Hazardous substances can be readily identified by their label:

	<b>Health Hazard</b>		<b>Corrosive</b>		<b>Toxic</b>
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	<b>Flammable</b>		<b>Oxidising</b>		<b>Harmful to the environment</b>
	<b>Serious Health Hazard</b>		<b>Explosive</b>		<b>Gases under pressure</b>

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled. You will be informed of any hazardous substances generated by the school's work processes.

### Exposure Routes

Exposure to hazardous substances may be via:

- inhalation e.g. dust/particulate or vapours/fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection.

### Hazard Effects

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

### Control Principles

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls.

### Working with Hazardous Substances

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:
  - in place



- fully operational
  - available.
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work.

### **Whilst working**

- ensure regular check controls are effective
  - clean up any spillages etc
  - report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager.

## **Infection Control**

School staff and students are from time to time at risk of infection or of spreading infection.

The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

## **Staff Illness and Reporting**

Staff should notify the SBM if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV.

The SBM will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

## **Confidentiality**

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

## **Infection prevention and control**

The school follows national guidance published by Public Health England and The Department for Education when responding to infection control issues. We will encourage staff and pupils across the school to follow the good hygiene practice, outlined below, where applicable.

## **Handwashing**

- Wash hands regularly for 20 seconds with liquid soap and warm water, or use a hand sanitiser and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue, dispose of tissue immediately, do not reuse.
- Wash hands for 20 seconds with liquid soap and warm water, or use a hand sanitiser after using or disposing of tissues
- Spitting is forbidden

### **Personal Protective Equipment (PPE)**

- Wear disposable non-powdered vinyl or latex-free CE marked/UKCA marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles, face shield and or face masks if there is a risk of splashing to the face or contamination via air borne particles. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.
- Use the correct personal protective equipment for the task or incident being dealt with

### **Cleaning of the environment**

- Secondary Academy' - Clean the environment frequently and thoroughly.
- Primary Academies - Clean the environment, including toys and equipment, frequently and thoroughly.
- Where a member of staff or student shows symptoms of a contagious viral infection, all surfaces must be cleaned and disinfected.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below –
  - Make spillage kits available for blood spills
  - Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Do not shake dirty laundry, this minimises the possibility of dispersing any contamination through the air.
- Bag children's soiled clothing to be sent home, never rinse by hand
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## Clinical waste

- Always segregate domestic and clinical waste.
- Ensure the PPE used for the disposal of clinical waste is proper and correct, if unsure do not use **ALWAYS CHECK**.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas if you feel there is a risk of wider contamination or until the waste has been stored for at least 72 hours.
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.
- All waste disposal certificates to be retained on site and available for inspection at any time.

## Animals

- Risk assessment for the handling and housing of animals to be in place and to include the controls for persons with an allergy to animals i.e. fur, dander etc.
- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## Exclusion periods for infectious diseases

All academies will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4. In the event of an epidemic/pandemic, Impact Education and all academies will follow advice from Public Health England about the appropriate course of action.

## Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>COVID – 19 (Pandemic)</b>	Impact Trust follows guidelines from the DfE and Public Health England. All academies in the Trust have individual risk assessments and these should be referred to along with current guidelines.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.

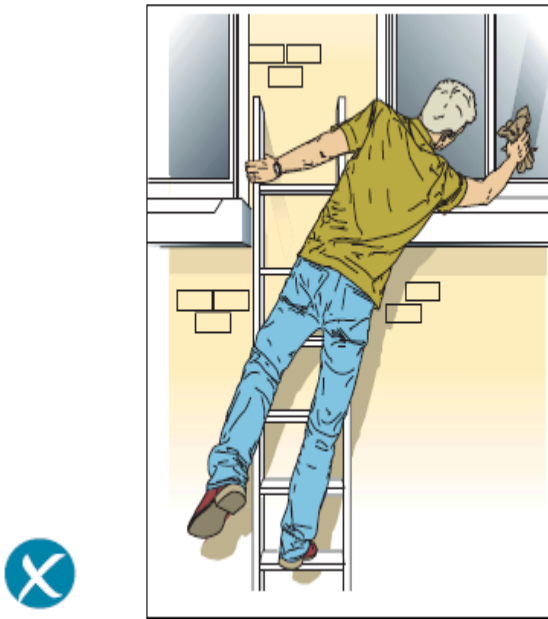
<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

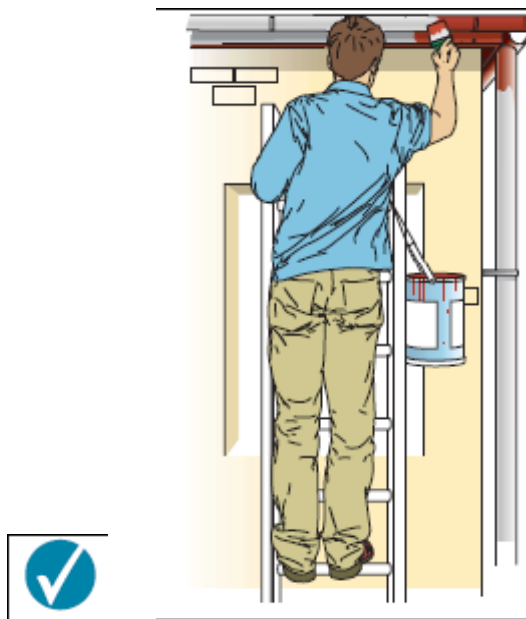
## Ladders and Stepladders

Do not use a ladder or step ladder unless you have had working at height training. This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions.



Overreaching – not maintaining  
3 points of contact



Maintaining 3 points of contact

### Do:

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the THREE POINTS OF



CONTACT RULE – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

#### Correct 1 in 4 angle:

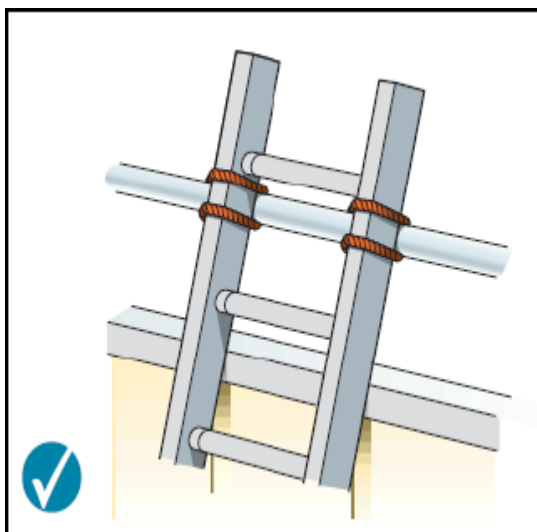


#### Securing a ladder

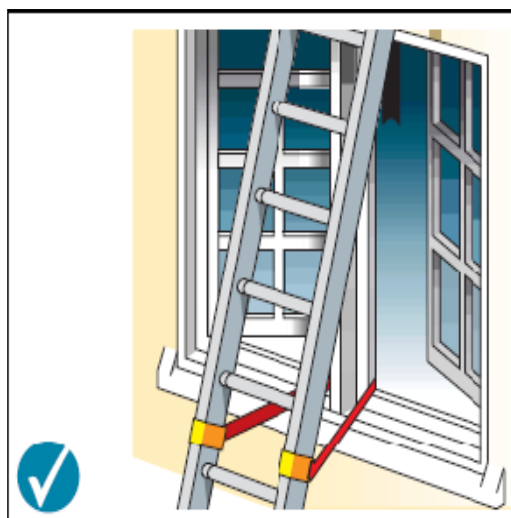
To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).



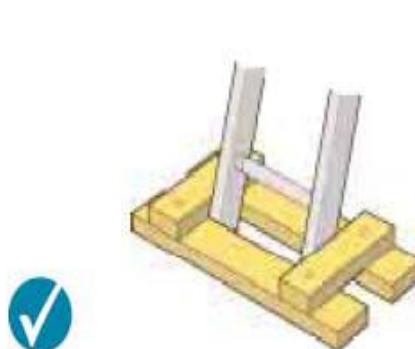
Ladder tied at the top stiles (correct for working on, but not for access)



Tying part way down



Tying near the base



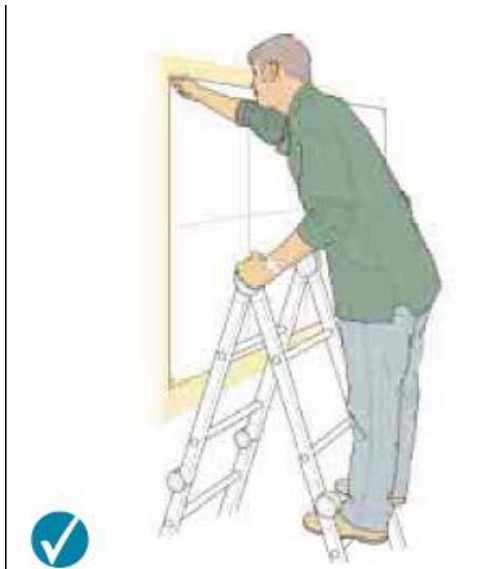
Securing at the base

### Safety in use – stepladders

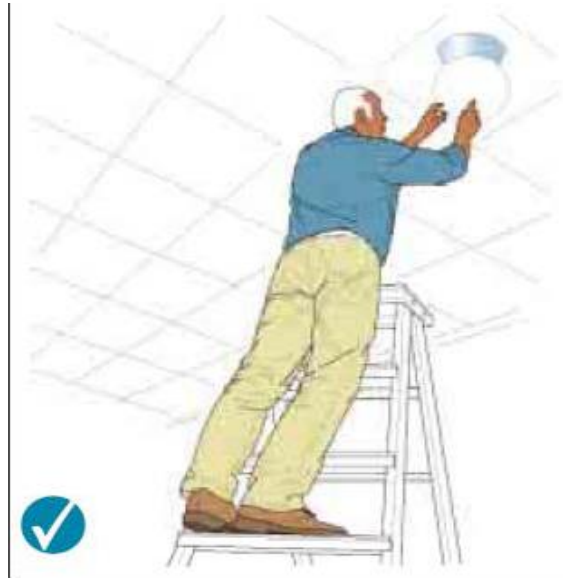
On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder

- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task

- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

### **Is the ladder or stepladder safe to be used?**

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

### **Pre-use checks**

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

## **Storage**

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

## **Legionnaires Disease**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system. To achieve control of legionella bacteria the school will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretaker and any problems should be reported to them.

The Responsible Person is: Samantha Gallant

## Lightning and electrical storms

Lightning can cause severe injury or death. We must safeguard our children from any risk. This is our school's advice during any periods of stormy weather.

**Children should not play outdoors during an electrical storm.** Here's why and what schools should do:

### Why It's Dangerous

- **Lightning can strike from up to 10–12 miles away**, even if the storm seems distant. [\[Safety dur...Healthcare\]](#)
- **Open areas, trees, metal structures**, and **water bodies** are high-risk zones for lightning strikes. [\[UK Thunder...ould Avoid\]](#)
- Children are especially vulnerable due to their tendency to seek shelter under trees or near fences, which are unsafe.

### Recommended School Actions

1. **Suspend all outdoor activities** (e.g. PE, break time, sports) immediately when thunder is heard or lightning is seen.
2. Follow the rule: **"If thunder roars, go indoors."** [\[Safety dur...Healthcare\]](#)
3. Keep children **away from windows, metal fixtures**, and **electrical equipment**.
4. Ensure pupils are **not grouped closely together** if caught outside—spread out by at least 15 feet to reduce risk. [\[Safety dur...Healthcare\]](#)
5. Monitor **Met Office weather alerts** and act promptly on warnings. [\[Stay safe...Met Office\]](#)

### ☒ Safe Shelter Guidelines

- Indoors in a **brick or concrete building** is safest.
- If sheltering in vehicles, ensure they are **fully enclosed** (not convertibles).
- Avoid **tents, gazebos**, or **metal sheds**, which offer no protection. [\[UK Thunder...ould Avoid\]](#)

## Lockdown/Invacuation

To initiate a lockdown there will be a continuous ringing of the electric bell and/or whistles. A telephone call from the main office will be made to the Nursery to alert them. Nursery will use a whistle to let the children know that the lockdown signal has been activated.

A whistle will be sounded outside by a member of staff in year group. This signals a lockdown to any staff / children who are outside.

### PROCEDURE

1. Check the corridors / library areas for children and get them into the classroom.
2. If sited close to a corridor door, check the door has been cable-tied to restrict access into the area.
3. Front reception area to be cleared and staff to cable-tie hall doors and make way to SBM room.
4. Close your classroom door and lock if possible. Use door wedges to make entry more difficult.
5. Close the blinds and cover any vision panels.
6. Place children against the wall or under the tables, so any intruder looking in cannot see them. If the threat is a chemical or toxic release everyone should cover their nose and mouth (own clothing can be used).
7. Turn off lights, whiteboards and laptops.
8. Keep children as quiet as possible.
9. Inform staff group via WhatsApp group of any additional / missing children in your classroom. Using a minimalist format like the below:  
  
**CLASS NAME/NUMBER OF CHILDREN/NAMES OF CHILDREN MISSING/INITIALS OF STAFF/NAMES OF VISITORS/VOLUNTEERS.**
10. If children are outside guide them to the nearest designated safe place.
11. Stay in safe area, keeping in touch via the WhatsApp school group, until directed by the crisis team to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. If fire or smoke is visible make your own safe decisions and inform the crisis team.
12. If an evacuation occurs, everyone will be directed by the crisis team to a safe location. Once evacuated teachers should take the register to account for all the children present in their class.

Crisis management team would make contact with anyone not on the WhatsApp group e.g. supply teacher/visitor.



## **Lone Workers**

### **Rules for lone workers**

- Anyone working alone must have access to a telephone and ensure that a member of SLT knows when they have arrived/left site.
- SLT must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;
- All lone workers, for reasons of security, health and safety, should lock themselves in the building.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

### **Opening/Closing the building**

- When the last person has left the building and notified SLT, he should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
- When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety.
- Key holders are also advised to inform someone when they are attending an alarm call out.

### **Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the activity or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors).

#### **Lone working**

Lone working may include –

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

There must be a lone worker risk assessment in place for all persons who may be lone working and this is to be communicated and signed onto by the individual.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone and proof of this to be provided.

## Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available on site, and that staff are trained in how to use them safely.

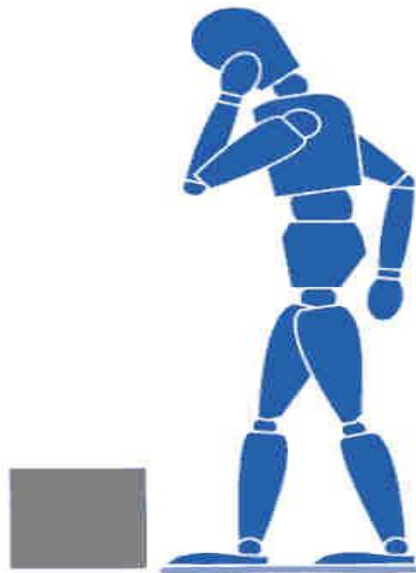
Unnecessary or incorrect handling can cause injury, in particular to the back.

Do not try to lift anything beyond your individual capability and before ascertaining weight, stability and centre of gravity.

The correct handling technique required to lift items safely is demonstrated below:

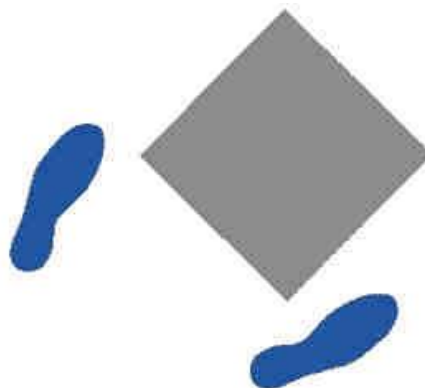
### 1 Planning

Plan the lift, consider where the load is to be placed, the distances involved; are there any obstructions such as closed doors, is assistance required and can handling aids or equipment be used?



### 2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



### **3 Knees**

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available on site, and that staff are trained in how to use them safely.

### **4 Back**

The back should be straight - not necessarily vertical ( $15^{\circ}$  -  $20^{\circ}$  from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

### **5 Arms**

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



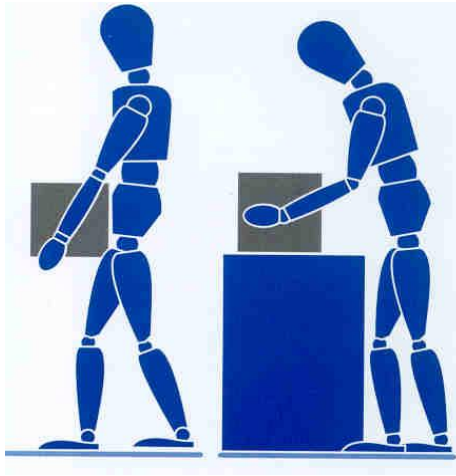
### **6 Hands**

Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

### **7 Head**

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

### **8 Moving the load**



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

## 9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on

the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

## Needlestick or Sharps Injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as EpiPens) or other medication prescribed to students or staff in an auto-injector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by students, or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, staff should be aware of the hazards posed by needles, sharps and similar waste.

The direct handling of needles should be avoided. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used EpiPen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If you suffer an injury from a needlestick or sharp which may be contaminated you must:

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don't scrub the wound whilst you are washing it
- don't suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance as advised by the First aiders
- report the injury to your line manager.

## New and Expectant Mothers

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify the Headteacher at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their Headteacher of any changes which may affect the risk assessment including any medical conditions, incidents etc.

### New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant, these are to be completed by the responsible Health & Safety lead or Line Manager.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below –

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles. Further guidance is available following this link [Chickenpox in Pregnancy \(Green-top Guideline No. 13\) \(rcog.org.uk\)](https://www.rcog.org.uk/guidance/green-top-guidelines/green-top-guideline-no-13-chickenpox-in-pregnancy)
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation. [Further guidance is available following this link Flow chart - management of a pregnant women in contact with rash illness | eLearning \(rcog.org.uk\)](#)
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly



## **PE and play equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff to check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the relevant person.
- All PE and play equipment is inspected annually for defects and safety

## Personal Protective Equipment

The school provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees and volunteers provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your manager
- ensure the PPE fits correctly, is comfortable and fully adjusted.



## Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

The school will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The school has appointed Samantha Gallant as the designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

### Staff Responsibilities

The school requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child.

**If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to the Designated Safeguarding Lead or children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.**

### Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

### Further Information

All staff should refer to the Safeguarding Policy for full details of the school's policy and arrangements for safeguarding.

## Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the school that all of its premises are smoke-free and that all staff and students have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire school, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, students and visitors in all areas of the school.



### Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The school will ensure that all staff and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in school vehicles that are covered by the law.

## **Stress and stress at work**

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

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable school, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager. If deemed appropriate, the school will provide access to confidential counselling for staff affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the member of staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

### **Occupational stress**

Golcar JIN is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. The business manager is the staff well-being champion. Employees are given regular updates about accessing services and completed stress management risk assessments where needed.

Systems are in place for responding to individual concerns and monitoring staff workloads. HR insurance gives staff access to 6 sessions of face to face or telephone counselling and on-line CBT.

## **Supporting Students with Medical Needs**

The school's policy is to support students to attend school who have a medical condition. The school will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at school. The school will also put in place procedures to deal with emergency medical needs.

The school will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed/updated annually.

### **Administering Medicines**

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check: the child's name; prescribed dose; expiry date; written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

### **Self-Management**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely. However children could access them for self-medication if it is agreed that it is appropriate.

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

### **Educational Visits**

The school will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include

children with medical needs. It might also include risk assessments for such children. **These adjustments should be documented on the trip paperwork.**

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

## **Sporting Activities**

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **School Transport**

Where students have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

## **Non Prescription Medication**

Non prescription medication should not be administered by the school. This includes paracetamol and homeopathic medicines.

Staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor.**

Where it is necessary to administer non-prescription medicine to a child, specific written permission must be obtained from parents / carers and the administration documented.

If a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff should notify the parents that their child has requested medication and supervise the student taking the medication if the parents have agreed to it being taken.



## Swimming Pools

There is no specific legislation for managing swimming pools nor swimming lessons in the public sector. The key legislation for those holding responsible positions in the provision of lessons and facilities are the Health and Safety at Work etc. Act 1974, and the Occupiers' Liability Acts 1957 (includes for lawful visitors) and 1984 (includes unlawful visitors such as trespassers). The Management of Health and Safety at Work Regulations 1999 impose a legal duty on providers to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity, to document their assessments and to act accordingly.

Golcar JIN will use guidance from [Swim England – Swimming and Water Safety in Schools](#) to ensure the safe operation, maintenance and use of swimming pools within our premises which includes where the swimming pool is also available to the local community to use. It is our mission to keep everyone involved in school swimming safe.

Swimming and water safety is included within the National Curriculum Physical Education (NCPE) programme of study for England.

Golcar JIN will ensure that –

- there are risk assessments and safe working procedures in place for the safe use, operation and maintenance of the swimming pool
- all staff, teachers, lifeguards and pool maintenance staff are suitably trained to an appropriately recognised standard and that they are fully aware of their responsibilities
- all water hygiene standards are met and maintained by regular testing and recording of results
- chemicals are stored, used and handled safely in line with the risk assessment and will fully comply with the requirements of the Control of Substances Hazardous to Health Regulations (COSHH)
- all swimming activities both teaching and recreational, are conducted within recognised safety standards for supervision, life guard provision and first aid
- all management controls are provided and maintained
- all staff who have responsibility for managing, operating or controlling pools including hiring and community use and those who teach and supervise swimming, read and fully understand the requirements of Kirklees procedures for Swimming Pools
- no-one is permitted to swim unsupervised or without an appropriate level of lifeguarding skill present.
- there are procedures in place for its use of the pool facility and that these are written down in a form which includes normal and emergency procedures that are appropriate to the pool's particular circumstances
- that no mains powered electrical appliances such as radios, tape recorders, televisions, heaters etc. are allowed within the pool area
- that the size of the swimming group is determined by the teacher/pupil ratio
- that safety signs and notices will be displayed in or around pools and these signs will include – “*deep water*”, “*shallow water*”, “*water depth*”, “*no running*” and “*no diving*” which will be displayed in appropriate places where they can be easily seen both in and out of the water.

All staff involved in providing and managing swimming lessons will be suitably trained as follows –

- **Specialist Aquatics Teacher**  
The individual in charge of the school swimming and water safety lesson as a minimum will be qualified to Swim England (ASA) Level 2 of STA equivalent
- **Swimming Teacher Assistants**  
Individuals that can work under the supervision of a Specialist Aquatics Teacher, qualified to Swim England (ASA) UKCC Level 1

- **Lifeguard / Lifesaver**

The individual responsible for lifeguarding, rescue and resuscitation of swimmers in difficulty

### **General Poolside Rules –**

- Pupils must not be allowed access to the water except under direct supervision.
- Running along pool side and any form of interference and boisterous play must be forbidden. Good discipline must be maintained.
- Pupils must not be allowed into water too deep for them to confidently stand safely unless they are capable swimmers. Deep and shallow water areas must be clearly marked and segregated and must be carefully brought to the attention of all pupils before any session begins.
- Special arrangements must be made for one to one instruction and supervision to give any pupil experience of deeper water swimming.
- The supervising Teacher must be on the pool side in a position to see the whole group at all times.
- The supervising Teacher must know the number of pupils before each session begins and keep a check on numbers throughout and safely account for each at the end.
- A Swimming Teacher who is also responsible for lifeguarding/lifesaving should not work alone. There must be at least one lifeguard present at all times during planned school lessons. The risk assessment should inform the number of Lifeguards required.
- Lifeguards must never leave the poolside unattended and always secure the poolside against unauthorised access. They must remain alert and be facing the pool at all times.

### **Pool Water Monitoring**

Pool Water Monitoring Contractor (PWMC) will provide a telephone helpline for all matters concerning water treatment plant operation, chemicals and pool water quality and may provide advice and training throughout the year to assist in maintaining the quality of their pool water. The PWMC will liaise closely with the Local Authority to ensure pool water quality is maintained by providing regular water quality reports to the Adviser for Physical Education.

### **Swimming Pool Plant Rooms and Chemical Stores**

All swimming pools, their plant rooms and chemical stores, must be kept clean, tidy and secured/locked when not in use. Only authorised and qualified pool carers should have access to plant and chemical store areas.

### **Security**

All swimming pools must be adequately secured to prevent unauthorised access, use and intrusion, so far as is reasonably practicable. Security measures must be kept in a state of good repair at all times. Doors should be kept secured at all times when the swimming pool is not in use.

## Temporary Staff and Volunteers

The school will take the necessary measures to ensure the health and safety of any temporary and volunteer staff in its employment.

To achieve this, the school will provide temporary or volunteer staff with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the requirements of the safeguarding policy
- a risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary and volunteer staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers are additionally required to complete the proper DBS checks and to assist with implementing the school's safeguarding policy during their work.

## Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the school to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees will receive **induction training**.

Such training will cover:

fire procedures, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed
- complete the Schools mandatory training

## **Violence to Staff**

The school recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to a senior member of staff / your manager so that this can be recorded and investigated. The school will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

### **Violence at work**

Golcar JIN believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## Visitors

In the interest of safety and security, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## Work At Height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Golcar JIN are to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work and in accordance with the HSE hierarchy of controls for Working at Height.

NOTE: The use of any ladders must be considered before commencing any works, is there another way?

In addition –

The Caretaker retains ladders for working at height and these **MUST** be kept in a locked, controlled space/room to prevent students from having access to them.

Personnel **MUST** have received ladder training for any ladders that are to be used.

Ladders are to be subjected to weekly ladders inspections by a competent person and tagged accordingly

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height and these must be noted in their RAMS and subject to weekly inspections

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons. A record of who and when somebody has accessed the roof is kept.

## Work Equipment

The school will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

Employees must

- only use work equipment for which they have received information and training for
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons
- report defects immediately to their manager/supervisor
- use any personal protective equipment as required.



## Working Time Regulations

The school will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The school will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

## Further information

All staff should refer to their contract of employment for full details of the school's policy on working times, holidays and other benefits.

## Workplace Transport

The school will take all reasonable steps to control and manage the risks from the use of workplace transport. Pedestrian and vehicle traffic will be prevented from coming into contact wherever possible, and vehicles will be controlled on site so as to pose minimal risk to each other and to persons present on site.

Employees must:

- obey all instructions regarding designated traffic routes and restricted areas whether on foot or in a vehicle
- refrain from entering or directing others into restricted areas
- adhere to school procedures and the directions of designated site personnel (such as banksmen) when carrying out reversing, loading and unloading, parking or similar vehicle-based activities
- complete any required competency assessments for driving
- comply with all vehicle operations procedures
- adhere to the site speed limits.

When using school vehicles, employees must carry out any pre-use checks and report any damage or defect to the vehicle promptly.

## HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer.