



Tadpole Farm
CE Primary Academy

**Health & Safety TFCEPA Policy
VN2 DRAFT**

This Policy is a 2 level policy

DBAT policy where EITHER scope for academy specific elements OR **separate academy policy/procedures required**

This policy is to be reviewed:

Annually /every two years / every three years / other

Annually until school full then every two years (approx 2023)

Drafted by: School Office Manager in conjunction with the Premises Board Members

By signing on physical paper copy, signatories give consent to digital signatures being added to digital documents.

Date approved / adopted by LB		
Signed By:	Chair of Local Board	School Principal
Review date	December 2019	
Date amended		
Page(s) amended		
Review date		
Date amended		
Page(s) amended		

The Health & safety Policy is arranged into 3 parts

- **Statement** - overarching of Health & Safety Vision and Values at Tadpole Farm CE Primary Academy
- **Organisation** - who is responsible for what
- **Arrangements** - specific, who does what

Health & Safety Policy Statement

It is the policy of Tadpole Farm CE Primary Academy (TFCEPA) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all students, staff, clients temporary contractors and general public; there are safe systems of work for all employees and students; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

TFCEPA recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients activities. When staff, or students operate on behalf of TFCEPA, an assessment of risks specific to the school's activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All local board members, headteachers and schools staff must familiarise themselves with the contents of this statement, organisational structure and manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures will be written with staff involvement, where applicable. All health and safety procedures will be communicated to staff. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate, or allocated health and safety officer and or schools management team.

TFCEPA commits itself to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The school's competent health and safety representatives will provide to the school's management team regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure named below will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the school's strategy, UK or EU law and any changes will be brought to the attention of all staff.

Health & Safety Policy ORGANISATION

Tadpole Farm CE Primary Academy (TFCEPA) recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

TFCEPA understands the Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the school's Local Board.

The following is an outline of duties and responsibilities that have been assigned to local board members, the School Principal and other staff.

Local Board Members

The Local Board Members, as a corporate body, have the responsibility to set the strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and visitors. The Local Board Members will be kept informed of all developments relating to health and safety matters and the Clerk to the Local Board will include such matters on the Agenda for termly meetings.

Local Board Members must ensure:

- a) *That in co-operation with the School Principal, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary;*
- b) *That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;*
- c) *That sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school;*
- d) *That the Local Board must ensure that when awarding contracts, health and safety is included in specifications & contract details;*
- e) *That regular Health and Safety inspections of the premises are carried out;*
- f) *That the Local Board appoint a Health and Safety Representative and receive an annual audit of health and safety systems and standards from the School Principal;*
- g) *Ensuring that health and safety keeps on the agenda by including it intrinsically with business discussions.*

School Principal

The *School Principal, Jane Leo*, is responsible and accountable for the implementation and compliance of this policy within the school.

The *School Principal* has responsibility for: -

- a) *Co-operating with the Local Board to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures are implemented and complied with;*
- b) *Ensure a positive health and safety culture is encouraged and developed within the school;*
- c) *Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local Board and other agencies where necessary, in order to inform the development of the overall health and safety strategy;*
- d) *Communicating the policy and other appropriate health and safety information to all relevant people including contractors;*
- e) *Carrying out health and safety investigations;*
- f) *Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training;*
- g) *Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.*
- h) *Reporting to the Local Board any hazards which cannot be rectified within the establishment's budget;*
- i) *Ensuring that the premises, plant and equipment are maintained in a serviceable condition;*
- j) *To notify the Local Board via the Premises and Finance Committee of all notable accident reports 3 times a year.*

The School Principal may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the School Principal from the overall day-to-day responsibilities for health and safety within the school.

School Office Manager (if appropriate or delegated)

The School Office Manager (*Niki Wilding*) is responsible and accountable for delivering the school's health and safety strategic plan, as detailed by the Local Board and the School Principal. They must also ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

The School Office Manager is also required to:

- a) *To be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises.*
- b) *To develop and implement relevant action plans based on risk assessments, outcomes of meetings, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensuring all staff pupils and contractors adhere to them.*
- c) *To be responsible for emergency procedures and evacuation of school premises.*
- d) *To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.*
- e) *Investigate all serious incidents and liaise with appropriate authorities as necessary.*
- f) *Monitoring purchasing and contracting procedures to ensure compliance with the school's policy.*

Facilities Manager - Not Yet Appointed

The Facilities Manager, (*to be appointed*) is responsible and accountable to the School Office Manager and School Principal for all matters relating to health, safety and welfare within the sphere of his duties.

The Facilities Manager responsibilities are to:

- a) *Report to the School Office Manager or School Principal any defects and hazards that are brought to his notice. **Currently delegated to all staff***
- b) *Inform the School Office Manager or School Principal whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors. **Office Manager and Principal share this role***
- c) *Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors. **Office Manager and Principal share this role***
- d) *In conjunction with the School Office Manager or School Principal ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes. **Office Manager and Principal share this role***

- e) *Ensure that all site staff and cleaning staff are equally aware of the school's Health and Safety Policy and that they are equally aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances. **Office Manager and Principal share this role***
- f) *Implement a systematic and methodical system of servicing, inspecting, maintaining, checking and auditing compliance agreements in the school. **Office Manager and Principal share this role***
- g) *Ensuring that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required. **Office Manager carries this role***

Key Stage Leaders & Senior Staff

Key Stage Leaders & Senior Staff are responsible to the *School Office Manager or School Principal* for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include but not limited to, the following: -

- a) *Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all pupils;*
- b) *Apply the school's health and safety policy to their own department or area of work and be directly responsible to the School Office Manager or School Principal for the application of the health and safety procedures and arrangements to all staff and pupils;*
- c) *Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all staff are aware of and make use of such guidance;*
- d) *Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;*
- e) *Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;*
- f) *Resolve any health, safety and welfare problems members of staff refer to them, and inform School Office Manager or School Principal of any problems to which they cannot achieve a satisfactory solution within the resources available to them;*
- g) *Carry out regular, or termly inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.*
- h) *Checking the adequacy of fire precautions and procedures in liaison with the School Office Manager or School Principal. Ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.*

- i) *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;*
- j) *Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.*
- k) *Develop a training plan that includes specific job instructions for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Making known to the School Office Manager or School Principal of any identified training needs.*
- l) *Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.*

Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to the School Office Manager or School Principal, or Senior Teachers for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include, but not limited to, the following:

- a) *Ensuring that a health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all pupils;*
- b) *Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.*
- c) *Carry out safety briefings, 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 ensuring that they are adhered to.*
- d) *Ensuring that all pupils, **probationers** 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.*
- e) *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;*
- f) *Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.*
- g) *Setting an example by personally following safe working practices.*
- h) *Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.*

- i) *Ensuring that all electrical equipment is visually checked before use.*
- j) *Reporting to the School Office Manager / School Principal / Line managers any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.*
- k) *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.*
- l) *Highlighting any training needs deemed necessary to fulfil their role to their line manager or head of department.*
- m) *Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.*

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:

- a) Take reasonable care for the health and safety of themselves and others in undertaking their work.
- b) Comply with the school's health and safety policy and procedures at all times.
- c) Report all accidents and incidents in line with the reporting procedure.
- d) Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- e) Report immediately to their line manager any shortcomings in the school's arrangements for health and safety.
- f) Co-operate with the school's management on all matters relating to health and safety.
- g) Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- h) Inform the school's management if something happens that might affect their ability to work. e.g. suffering an injury, penalty points on a driving license, or becoming pregnant.
- i) Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- j) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

Priory Community School Enterprises Ltd - Health and Safety Department

Priory Community School Enterprises Ltd. have been contracted to provide an effective health and safety service, as published within the Service Level Agreement, for Tadpole Farm CE Primary Academy.

Jo Crickson, Health and Safety Manager and Guy Littlemore, Health and Safety Advisor are responsible for providing this service to the school.

A summary of the Service Level Agreement is to: -

- a) Provide timely health and safety advice, support and training to the school and their staff. Ensure that all governors and staff are aware of their duties and responsibilities in relation to health and safety, and how to implement those duties to full effect.
- b) Undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'.
- c) Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices.
- d) Manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- e) Assist and advise on investigation of all reportable accidents and changes to systems to prevent a reoccurrence. Identify trends and advise on concerns and training needs.
- f) Liaise with any enforcing authority, the HSE, insurance organisations, or other agencies on the school's health and safety arrangements.

All Staff / Volunteers

- a) To complete accident reports in respect of all incidents affecting staff, pupils and other persons on site.
- b) Immediately inform the School Office Manager or School Principal of all serious incidents.
- c) To inform the school's management or health and safety department of all RIDDOR reportable incidents within 24 hours of the incident occurring.

First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Trade Union Safety Representative (if appropriate)

Any Trade Union Safety Representative will be encouraged by the School Office Manager or School Principal to fulfil his or her duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

APPENDIX TERMS OF ACRONYMS

AfPE - association for Physical Education

CLEAPSS - a registered organisation in its own right who help

- *teachers (including head teachers),*
- *technicians,*
- *science advisers/inspectors/consultants,*
- *teacher trainers,*
- *health and safety advisers,*
- *architects (working for subscribers),*
- *other local authority officers,*
- *school governors.*

CLEAPSS covers:

- *health and safety including model risk assessments,*
- *chemicals, living organisms, equipment,*
- *sources of resources,*
- *laboratory design, facilities and fittings,*
- *technicians and their jobs,*
- *D&T facilities and fittings.*

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Tadpole Farm CE Primary Academy

This is not an exhaustive list and will need to be reviewed, amended or added to as required. In addition, the school may have activities that give rise to specific risks and will need to produce their own arrangements for managing these risks.

Where there is reference to a Policy you should ensure that the policy reflects the school's procedures.

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented, to secure a safe and healthy working environment. Additional detailed guidance on arrangements can be found in the PCS Health and Safety Manual (<http://pcs-enterprises.org.uk>). However, the following are the schools specific arrangements that have been identified.

It is important to remember that the PCS guidance of arrangements in the Health and Safety Manual is 'guidance'. The school needs to ensure the guidance fits the school's policies, procedures if it is to be appropriately used.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in Staff Room on the Health and Safety Display board.

1. Accident Reporting, Recording and Investigation - School & Lilypad (including contractors)

- All accidents must be reported to the School Principal.
- All accidents shall be recorded in the accident book. The pupil's accident book is located in the First Aid Room - Serious accidents should be reported to Diocese of Bristol Academies Trust (DBAT). The staff accident book is located in the located in the first aid room - copy to be sent to DBAT.
- The accident forms are held in the front of the folder and the GDrive.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the School Office Manager or School Principal.

- Fatal or major injuries must be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355) and an accident form completed. Also contact DBAT immediately. When necessary, parents / carers or other persons should be notified of the pupil's accident, in conjunction with the Critical Incident Policy.
- Details of all accidents are brought to the attention of the Premises and Finance committee of the local board, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355) and to DBAT.

Please refer to the Health and Safety Manual for further information and guidance

2. Asbestos - The building has been built without the use of asbestos and therefore this section is intentionally left clear

3. Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitor's badge and a health and safety briefing. A contractor's health and safety booklet is also available for Contractors to read prior to work being undertaken on site. On leaving the site they will be required to sign out and contractors must inform School Office Manager or School Principal of the work / actions that have been carried out and any further work that is required.

Contractors will carry out works as per their agreed tendering documentation or permit to work. TFCEPA may appoint contractors via approved DBAT supplier procedures.

4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is maintained and reviewed regularly, including contractors.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- All deliveries are quarantined in the School Foyer and moved to the relevant storeroom (Cleaner's store, Kitchen Coshh Cupboard, or School Stationery room) when appropriate after normal school opening hours.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, misuse, quantities or storage will require a **risk assessment** to be undertaken.
- Details of products used by the site cleaning staff are kept in the school office.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning and catering contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the school's arrangements.

5. **Radioactive Sources** not applicable and deleted from policy

6. **Defect Reporting Procedures**

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the School Office Manager so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled '**Do not use**'. Information about the faulty equipment should be brought to the attention of School Office Manager, so it can be logged, actioned and monitored.

7. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to ***an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school*** (and corrective lenses if required specifically for DSE use).

8. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the School Principal, with the support of the Local Board, aims to embed safe practices into the culture of the school. The School Principal ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the E-Safety Policy for further information and guidance

9. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually based upon the type of equipment and the environment it is used. See Health and Safety Manual.
- ***Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.***
- The PAT register is kept in the School Office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring into the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

10. Fire and Emergency Procedures

- The school has a separate Fire Policy / Strategy.
- The responsible person is the School Principal.
- The assembly point is in the school playground and labelled clearly as such.
- Fire wardens are teaching staff and any support staff in charge of a group of pupils / students. The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.

Fire warden training will be provided by PCS

- Each week the alarm will be tested by the Facilities Manager to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Prestige Fire Protection Ltd. Weekly and monthly checks should be undertaken by the site staff / caretaker. Details should be recorded in the fire log book.
- The fire log book is kept in the School Office (GDRIVE). Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- **Final exit doors must be unlocked whilst there are people in the building. *what must this mean in practice - eg safeguarding and lone working***
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the headteacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- “This is [NAME], I am calling from Tadpole Farm CE Primary Academy, Greene Street, Tadpole Garden Village, Swindon SN25 2QS. We have a fire in [location] our telephone number is 01793 729740
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the School Playground
- Walk quickly – **Do not run**
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by the School Office Assistant and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

Please refer to the Fire Policy and Fire Procedures for further advice and guidance

11. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the First Aid Room and Staff Room. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is in the main Corridor, opposite the School Principal's office
- First aid boxes are located in the following points:
 - First Aid Room
 - Staff Room
 - Hall
 - Community Room
 - Lilypad

Catering First Aid Boxes are located in

- Kitchen
- DT / Food Technology Room

- **The School First Aider** ensures that there are sufficiently stocked first-aid boxes and they ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or School Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

12. Glass and Glazing

It is the responsibility of The School Office Manager / School Principal to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

Please refer to the Health and Safety Manual for further advice and guidance

13. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the First Aid Room.

Please refer to the Infectious Disease Policy and the Health and Safety Manual for further information and guidance

14. Kiln **Not applicable and removed from policy**

15. Lettings

- All lettings must be approved by the School Principal and Local Board.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the school's emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

16. Lone Working

Please refer to the Lone Working Policy and Health and Safety Manual for further advice and guidance

17. Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

Please refer to the Health and Safety Manual for further advice and guidance

18. Medication

Please refer to the Medications Policy for further advice and guidance

19. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually by Gymnasium Maintenance Searchfield and a record of the inspection is kept in the Health and Safety Manual in the school office

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, by supervising staff prior to each playtime. This will be identified on the staff play rota. Weekly or monthly checks will be carried out by the Premises manager for any apparent defects and particularly for contamination by animals.
- The outdoor play equipment is inspected annually by XXXX and a record of the inspection is kept in the Health and Safety Manual. - **getting quotes at the moment and will update once awarded. Required Spring 2017**
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

Please refer to the Health and Safety Manual for further advice and guidance

20. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

21. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the school office.
- Blank risk assessment forms can be found on the PCS website.
- Each class should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

22. Safeguarding

- The Local Board fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed on **September 2015**
- The Safeguarding Officer(s) are **Mrs Jane Leo**
- All staff have received safeguarding training as part of induction training.
Please refer to the Safeguarding Policy for further advice and guidance

23. School Trips/off site activities

The school has a School Trips Policy that was last reviewed **XXXX** *New AP will undertake this plus relevant training in Spring 2017 - Required for residential trips which do not yet happen at Tadpole Farm*

The named competent person nominated as Educational Visits Coordinator (EVC) is Mrs Jane Leo.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- For Category C trips the School Principal will 'sign off' the trip. (Reference to the School's Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff / volunteer to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted (or a suitable risk assessment will be performed in an emergency)

Please refer to the School Trips Policy for further advice and guidance

24. School Transport / Minibus

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the school's policy. Any significant findings must be reported to the School Principal who must ensure that remedial action is taken.

Pre-use checks of the vehicle are undertaken and recorded by the driver / senior trip leader.

Checks are carried out on an annual basis by the School Office Manager that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant. **Not currently relevant.**

Please refer to the School Transport Policy for further advice and guidance

25. Smoking

The school is a non-smoking site, both inside and outside the building.

26. Staff Consultation

The Local Board, through the School Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

27. Wellbeing

- Local Board Members will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Local Board Members, in consultation with the School Principal, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

Please refer to the Stress Policy or Absence Management Policy for further advice and guidance

28. Violence to Staff

- The School Principal and Local Board Members are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the School Principal.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available on the PCS website.
- Appropriate steps will be taken by the School Principal to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the school's position and any arrangements for sanctions or exclusions.

Please refer to the Health and Safety Manual for further advice and guidance

29. Water Hygiene

- A copy of the Legionella risk assessment has been undertaken and is stored in the Health and Safety Manual.
- (Insert contractors name XXXX), is employed to carry out many of the requirements of water testing under L8 guidance. (Quotes being sort) - Water Risk Assessment done by Aqualogic - liaising with Kingsdown school for compliance checks
- The Office Staff, **volunteers** or / Facilities Manager carry out weekly flushing and temperature recording.

30. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the School Principal to ensure this takes place.
- Most schools should have access to kick stools, small steps or ladders.
- The Premises Manager carries out regular inspections of the ladders and records these checks.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- **Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.**

31. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. **Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.**
- Personal Protective Equipment must be provided free of charge if required.

32. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher or support staff they are assigned to, and liaise if necessary with the nominated person.

33. Pond **Not appropriate and deleted**

34. Workplace Inspections and Premises Risks

The School Principal and Health & Safety Committee, representing the Local Board will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The School Principal will ensure that hazards associated with premises are monitored and controlled.

The Health & Safety Committee will undertake inspections on a termly basis (***three times per year***) and report back to the Finance and Premise Committee with a written report.

35. Health and Safety Committees

The health and safety committee is part of the Premises and Finance Committee. The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Health and Safety Committee may include: -

Chair of the Local Board (or member responsible for health and safety matters)
School Principal
School Principal delegated person or Facilities Manager
School Office Manager
Trade Union Staff and Manual (if applicable)
Safety Representative(s)

The standard agenda items for a school health and safety committee meetings is:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
 - o From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - o Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc?
3. Feedback from high risk departments
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.
7. Any school trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues to feed into the

36. Compliance

The school's compliance arrangements are managed by the School Office Manager in conjunction with the Facilities Manager.

37. Health and Safety Training

Health and safety training is managed, recorded and assessed by the School Principal and School Office Manager. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Local Board Members. Recording when staff and Local Board Members have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

A training matrix is available on the PCS Enterprises Health and Safety manual.