

Barrow Hall Community School



Barrow Hall Community School

Health, Safety & Welfare Policy

February 2017

Status: **Approved**

Agreed by Governors: Mar 2017

Renewal Date: Mar 2018

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Barrow Hall Community School

HEALTH AND SAFETY

Health, safety & welfare policy

This section details our arrangements for the effective management of health, safety & welfare.

A copy of our current general statement of health, safety & welfare policy can be found in Part 1. This sets out our commitment to provide and maintain safe workplace conditions for our staff, pupils and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Handbook for Health and Safety. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including Warrington Borough Council.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Adele Partridge (HSinCare) as our external risk management advisor and she is responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves.

We are aware that all teachers and staff within **Barrow Hall Community School** are individually and collectively responsible for health, safety & welfare. Therefore, specific responsibilities for health and safety have been assigned to key personnel such as the Senior Leadership Team. We have appointed the Head Teacher, *John Littler*, as the person responsible for the day to day management of this part of our school. He will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of all our staff.

We recognise that the key to successful health and safety management is to ensure each staff member is competent to carry out their responsibilities. To this end we have developed and implemented a training policy that clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Staff Handbook for Health and Safety and individual work instructions for specific tasks and processes.

Mr J Littler
Head Teacher

1 Health and Safety Policy Statement.

Barrow Hall Community School

The health and safety of all the people who work or learn at **Barrow Hall Community School** is of fundamental importance. We aim to provide a safe, secure and positive working environment for everyone. The governing body takes responsibility for protecting the health and safety of all pupils, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our pupils, their parents and anyone else who may be affected by our activities. **Barrow Hall Community School** works in partnership with the Local Authority to ensure all statutory duties in this field are met.

Barrow Hall Community School will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout **Barrow Hall Community School**.
8. Involve staff in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute to their own health and safety at work.

Our Health, Safety & Welfare Policy complies with the requirements of the **Health and Safety at Work etc. Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in **Barrow Hall Community School** rests with the School Governing Body, led by the Chair of Governors:

Signed: Chair of Governors

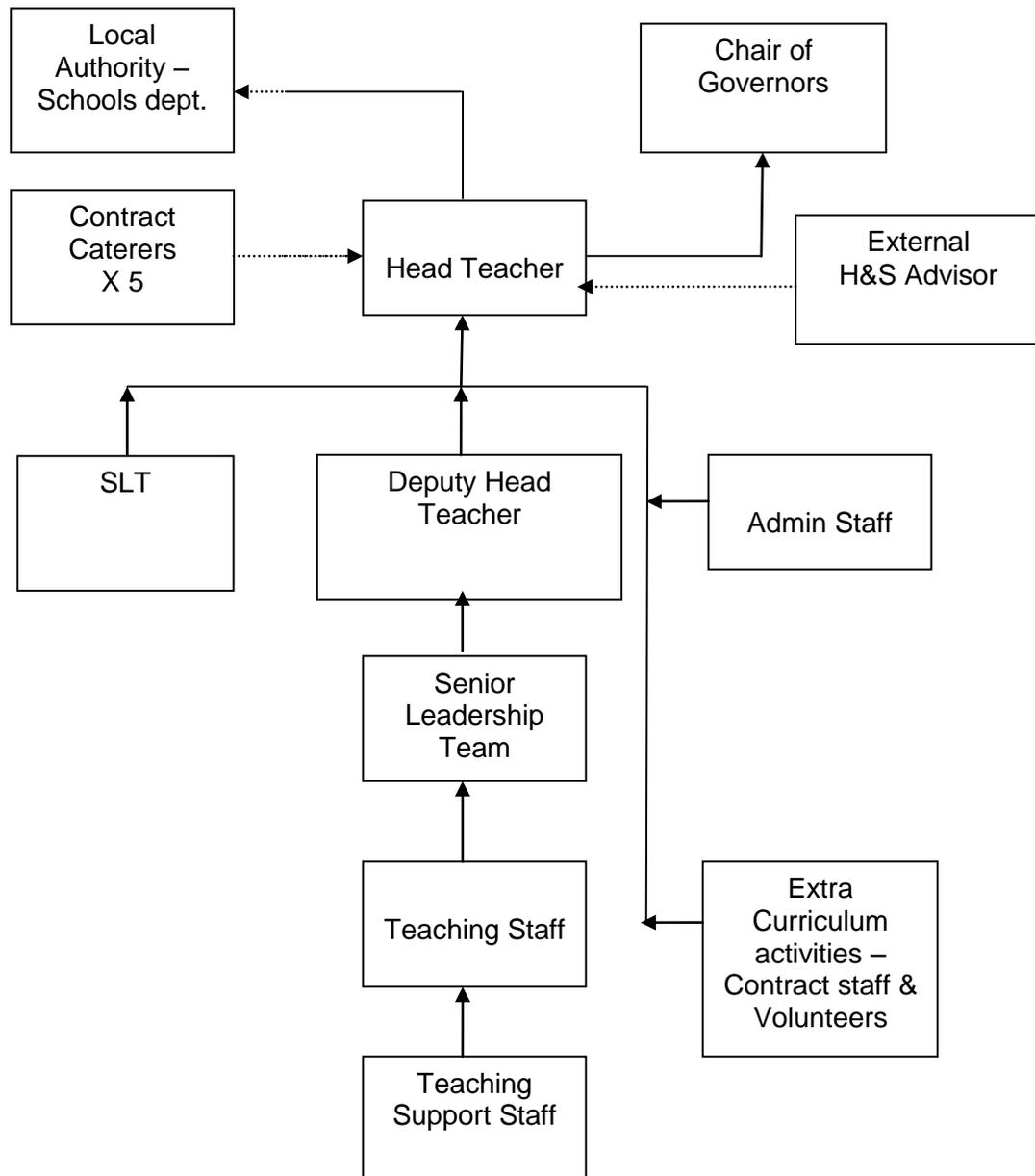
Signed: **Head Teacher**

Dated:.....

Part 2 – Health and Safety Policy Organisation

School Organisation Structure

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other school activities. It is supported by the specific responsibilities detailed in this policy.



POLICY ORGANISATION

In accordance with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Barrow Hall Community School recognises and accepts the responsibilities as an employer for providing a safe and healthy work place and working environment for all of its employees, pupils and visitors.

The overall responsibility of Health and Safety issues rests with the Governing Body. The Head Teacher together with the Senior Leadership Team (SLT) will ensure as far as is reasonably practicable that this responsibility is met.

Chair of Corporation/Governors

The Governing Body has a direct responsibility for health and safety in the school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All responsibilities are, for the purpose of day to day management, delegated to the Head teacher.

Governors will ensure that they:

- Approve the school statement of safety policy (this document).
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, the LA or an enforcement agency such as the Health and Safety Executive.
- Seek advice from and receive reports from the WBC Risk & Resilience Advisers and take appropriate actions as necessary.
- Reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues and adequate resources are available to ensure Health and Safety legislation Compliance.
- Inform the Children & Young People's Services Directorate of any issue, which has significant health and safety implications, which cannot be resolved satisfactorily without their support and involvement.

Governors will be expected to make reports on health and safety matters to:

- The WBC Risk and Resilience Team when required to do so for the purpose of monitoring the LA's implementation of its own Health, Safety & Welfare Policy.

The Health and Safety Governor will present verbal reports to Governor Meetings on a termly basis.

Head Teacher

The Head Teacher has the overall responsibility the School's health and safety system and implementation of the safety policy, reporting to the chair of Governors. The Head Teacher ensures the School has in place the appropriate organisation and methods for the implementation of the Health, Safety & Welfare Policy and for making all persons aware of their responsibilities. The Head Teacher is responsible for the implementation of the Council's policies, standard operating procedures and documents, H&S regulations, approved codes of practice and take responsibility for the day to day health & safety management of school activities internally /those taking place outside school premises and will:

- Ensure that a health and safety management system is provided and maintained to enable the School to operate safely and comply with Regulations and best practice
- Ensure that appropriate reports on health and safety are submitted to the Governors and that they are kept informed of any significant health and safety failings and the results of any investigations
- Set a personal example by following all health and safety rules and regulations
- Implement the Health, Safety & Welfare policy and relevant procedures
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit the School Health, Safety & Welfare Policy and procedures.

- Appoint responsible person/s to assist with health and safety implementation
- Ensure that the School has adequate and competent health and safety advice and expertise.

Deputy Head Teacher

The Deputy Head Teacher assists the Head Teacher and Senior Leadership Team in meeting the objectives of the Health, Safety and Welfare Policy, and in particular:

- Risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to staff adhering to the WBC Standard Operating Procedure SOP04 (Risk Management Process).
- Ensures that the arrangements for fire, first aid, accidents and emergencies are implemented.
- Ensures that relevant policies, procedures, and safe working practices are provided.
- Implements the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- Ensures that accident and incidents have been reported (on the Council's online reporting systems when required), recorded, notified and investigated as appropriate, and records are maintained to improve H&S performance and to monitor H&S standards at the local level by retaining statistics to identify patterns and trends (see WBC's SOP 0506).
- Monitors health and safety standards across the school site at regular intervals and ensure remedial action is implemented.

The Governors and Senior Leadership Team are provided with regular reports on health and safety performance, including recommendations for improvements as detailed in regularly H&S Action Plans.

Senior Leadership Team

The Senior Leadership Team report to and deputise for the Head Teacher in their absence. The Divisions that they cover are as indicated in the management structure detailed above. They are responsible for:

- Developing and approving the Health, Safety & Welfare Policy.
- Delivering health and safety leadership.
- Establishing strategies to implement policies and integration into the School operation.
- Approving the Health and Safety Plan for improvement and reviewing progress.
- Having active participation, involvement, compliance and consultation with all employees in the management and planning of health and safety
- Ensuring health and safety compliance, training and competences are adequately met and to ensure that Divisions are resourced and supported.
- Ensuring that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working is adopted by all employees and learners with appropriate resources allocated to achieve this.
- Complying with other legislative health and safety requirements within the Equality Act 2010 covering equal opportunities and disability discrimination.

All managers have a duty to ensure that the School Health, Safety & Welfare Policy is brought to the attention of all employees within their area of control and that employees are aware of their duties and responsibilities.

The SLT have a duty to ensure that the Health, Safety and Welfare Policy and arrangement that have been made are converted into actions and working practices and health and safety notices are kept up to date and prominently displayed.

Site Maintenance Officer

The SLT ensures school premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, learners and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lies with the Maintenance Manager as will the Fire Risk Assessments.

The Maintenance Manager will be responsible for the implementation of policies, standard operating procedures, guidance documents H&S regulations and approved codes of practice by:

- Consulting with the Head Teacher and Deputy Head Teacher regarding schedule of works, including hazards, timescales, etc. that may impact on the school.
- Ensuring that risk assessments and method statements for any works are carried out, and risk control measures are put in place and monitored.
- Ensuring the compliance with the Control of Legionella.
- Ensuring security arrangements are maintained.
- Ensuring workplace inspections are undertaken to maintain health and safety standards.
- Maintaining safety across the school premises and regularly update the Head Teacher of site hazards which require remedial attention.
- Ensuring that contractors are competent for the work they carry out, operate an effective permit to work system, and to monitor contractor's performance.

External Visits Co-Ordinator

The External Visits Co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health, safety & welfare policy, and in particular:

- Co-ordinate all residential and day trip visits ensuring they comply with WBC guidance in relation to such things as ratios, risk assessments etc.
- Ensure all necessary staff and volunteers are fully informed of the External Visit arrangements and kept up to date with LA guidelines and statutory requirements.
- Ensure that sufficient information relating to transport arrangements have been obtained prior to the EV risk assessment being carried out.
- Ensure that safety information from the visit location has been obtained prior to the EV risk assessment being carried out.
- Ensure that relevant first aid supplies for the visit, and medical details for staff and pupils have been assessed prior to the EV risk assessment being carried out.
- Ensure that emergency arrangements have been assessed for each visit and that the School Head Teacher (or delegated Senior Team Leader) is aware of such arrangements.

Teaching and Support Staff

No safety policy is likely to be successful unless it actively involves each member of staff. Staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to co-operate with the institution so as to enable it to carry out its own responsibilities successfully. Individual employees are to:

- Set an example in safe behaviour and maintain a constant and continuing interest in health and safety.
- Be familiar and comply with the Health, Safety & Welfare policy and procedures.
- Cooperate with line managers and observe safety rules where applicable to them
- Ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and school procedures, following the appropriate risk assessments and safe systems of work.
- Communicate and raise concerns about health and safety with their direct line managers and/or the co-ordinator for health and safety seeking competent advice.
- Attend and participate in identified health and safety training when appropriate.
- Ensure that they and their visitors and/or pupils take reasonable care for the health and safety of themselves and others.
- Report any medical condition that could affect their working environment or others.
- Wear provided safety equipment and use appropriate safety devices.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Make constructive suggestions as to areas needing improvement.
- Be familiar with programmes of action to implement appropriate health and safety standards and monitor those standards.

- Observe any rules or procedures necessary for the health of employees and safe execution of work activities.
- Ensure that all pupils receive appropriate information where necessary.
- Notify Maintenance Manager or member of SLT about any hazard identified.
- Report any accident, incident or near miss to SLT.

Pupils

We aim for our pupils to gain an understanding of the importance of health and safety through their learning experiences. In developing skills to participate there are expectations on the learner:

- To co-operate with School staff in all matters in relation to health and safety.
- To wear the Personal Protective Equipment that they are provided with.
- To observe safety measures and safe systems of work in their activity to the best of their ability.
- To refrain from any conduct which puts at risk themselves or any other person.
- To set a personal example by following all rules and regulations at School.

School Health & Safety Committee

The School Health and Safety Committee meet once a term and the meetings are chaired by the Head Teacher or nominated SLT.

The purpose of the Committee is to stimulate the interest of all members of the School in the prevention of accidents and to make recommendations to the Governors Health & Safety Committee.

This is the forum for Staff, including Managers, Trade Union Representatives and the co-ordinator for Health and Safety to raise and communicate health and safety and resolve any concerns. All minutes of meetings are recorded and copies distributed to the members of the Governors Health and Safety committee.

Governors Resources Committee

The Committee meets once a term and a schedule is forwarded to all members at the commencement of the academic year. The minutes of meetings are recorded and copies are distributed to all Committee members. The Committee has the following Health and Safety related functions;

- Consider & make initial decisions re: staff discipline/grievances in accordance with procedures.
- Review & recommend for Governing body adoption, procedures for dealing with discipline/grievances and ensure staff awareness.
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Premises Plan
- To establish and keep under review an Accessibility plan
- To consider information, statistics, reports, health and safety training and risk assessments, relating to Health, Safety and Welfare matters affecting the School generally, and to make recommendations or observations to Management accordingly.
- To make recommendations to Management regarding the effective application and development of the Health and Safety Policies of the School.
- Reviewing health and safety aspects of new initiatives and changes of procedure.
- To advise on safety rules, practices, etc. affecting the School generally and adherence to safety policy.
- To consider reports submitted by SLT.
- To consider reports from Management where necessary on matters arising.
- To consider reports from the Health and Safety Executive.

- Looking into the effects of new health and safety legislation, enforcing authority reports and information releases.
- To carry out inspections of a specific workplace by nominated committee members when necessary.
- To co-ordinate the development and implementation of planning processes that are consistent and aligned with the School's strategic planning in order to ensure a proactive approach to occupational health and safety management across all its operations.
- To keep the school informed at all times of the work of the Committee.

Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

Adele Partridge (HSinCare) has been contracted to ensure that **Barrow Hall Community School** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Adele Partridge will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no less than twelve monthly intervals.

3 SCHOOL HEALTH AND SAFETY MANAGEMENT SYSTEM

The Health and Safety Management System

The School Health, Safety & Welfare Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in the HSG65 “Managing for Health and Safety” the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents will be available to all staff via the School electronic communication system and through the policies filed in the staff office.

The Health, Safety & Welfare Plan

The Health, Safety & Welfare Policy will promote active performance measurement against established standards from which improvements will be made which will be linked back to the Health and Safety plan. The Senior Leadership Team is responsible for ensuring delivery of the plan.

The plan supplements the on-going health and safety activities of the School setting out the principle health and safety improvement activities to take place in a specific, measurable, achievable, realistic and timely manner.

The plan involves the inclusion of everyone participating in its maintenance and development providing strong leadership, active effective management and collective ownership and tackling risk priorities.

Performance monitoring

Throughout the School service, delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies and objectives into practical ways of providing a service.

The co-ordinator for health and safety will monitor performance using active and reactive processes.

Active monitoring consisting of:

- Inspections, monitoring the health and safety performance of divisions and employees
- The identification on noncompliance via audits and inspections
- The evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure
- The evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consisting of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

The auditing framework analyses the level of achievement and monitors the performance standards to determine that the policy is designed to meet its strategic aims and objectives. Performance reporting makes the accountability process transparent and encourages the development within the organisation of a 'culture' of continuous improvement.

Audit

The School adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The completed audit process is fully documented, with recommendations and proposals to improve on any findings.

The audits of the health and safety management system is structured and carried out by competent auditors. An auditing framework will assist in prioritising a systematic approach and the use of key performance indicators will allow benchmarking for future audits and as a tool against monitoring where the standard should be.

Performance indicators will include:

- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the School accident, incident and occupational ill-health statistical trends within this school over time.

Review

The School systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Policy development is an important activity of the Head Teacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

Arrangements for Health and Safety at Work

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the enforcing authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, it should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all our employees.

Information on the poster states who has overall responsibility for health and safety within **Barrow Hall Community School** and the name of any safety representatives that have been identified.

4 HEALTH AND SAFETY POLICY ARRANGEMENTS

Accidents and first aid

First Aid

The School operate under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained. **Barrow Hall Community School** will have a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies.

First Aiders

First aiders are members of staff who have been appointed by the School after receiving training in first aid provision. First aiders only provide treatment in accordance with their training; matters outside of this are referred to a competent medical professional. Staff who wish to volunteer to become designated first aiders should contact their Line Manager.

A list of all current first aiders, their level of qualification and its date of expiry is included in the appendices to this policy.

First Aid training

First aiders are provided with the relevant training at least every three years.

Duties of a first aider are:

- To administer treatment in accordance with the training they have received.
- To provide written confirmation of first aid treatment given..
- To ensure first aid boxes are stocked, regularly checked and refilled.

First Aid boxes and supplies

First aid boxes containing emergency supplies are provided for use by first aiders and anyone dealing with an emergency. The S.L.T arrange for the procurement and distribution of first aid supplies to replenish first aid boxes available on the premises, for School External Visits and for School vehicles.

The location of First Aid boxes is listed in each room.

Automatic External Defibrillators

For the purpose of potentially preserving life the School has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient in order to deliver a shock. All authorised users have successfully completed a defibrillator training program and are identified on the first aid list in each room.

The AED is located in the medical room. North West Ambulance is aware of the location.

First Aid and Medical Provision for individual pupils

Schools have statutory guidance to follow in order to support pupils at school with medical conditions. Any member of school staff may be asked to provide pupils with medical support and the school must ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

The SLT review pupil medication needs twice per year and this includes, but is not limited to, use of epipen, response to epileptic fits or asthma attacks.

Accident recording and reporting

All accidents, near misses, diseases and dangerous occurrences are reported as legally required in the Social Security Regulations 1979 and the Social Security Administration Act 1992. All persons completing the accident record book must do so with a First Aider or nominated person.

Accident and illness recording

All accidents and illnesses must be reported to the First Aider on the day of the occurrence (or as soon as is practicable) by completing with them an official accident/incident record form which complies with the Data Protection Act 1998.

If First Aid is required this shall be administered by a qualified School First Aider having completed the First Aid at Work course, or by contacting the Emergency Services as circumstances dictate. The list of qualified First Aiders is available at reception.

All cases of occupational health illness, accident, diseases, dangerous occurrences and near misses involving staff and/or learners occurring, where they are located in off-site provision or are contractors (whilst working on School premises) must be reported.

Serious accidents (those resulting in a student being sent to hospital or having time off school as a result, or a fatality) must be reported immediately to the Health Safety and Welfare team at the Local Authority. Initially this will be by telephone and then via the online reporting system once an investigation into the accident has been carried out.

The School has in place inclusive and integrated safe practices that promote and ensure the safety and well-being of all pupils. Our duty of care extends where pupils require first aid treatment and the control measures to apply appropriate treatment and ensure their health and safety.

Accident and investigation reporting

The School adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 reporting appropriately as defined within the schedules.

Any absence of any member of staff or learner from the **Barrow Hall Community School** as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All records will be kept of any accident of an employee or learner who has been incapacitated for more than 7 consecutive days.

The Skills Funding Agency or Local Authority, dependant on their age or programme of attendance will only require notification of severe accidents.

All accidents, diseases and dangerous incidents causing absence from work or in the case of learners absent from School or receiving medical attention will be investigated. Managers will be responsible for acting on the findings of any investigation and for implementing any changes to current safe systems of work as a result.

The aims of the investigation are to find out:

- What happened?
- What caused the accident/incident?
- Who was involved?
- When did it occur?
- Where did it occur?
- How could it have been prevented and how?
- What needs to be done to prevent a recurrence?

Communicable Diseases

Control of Infection

To control the risks associated with communicable disease such as viruses' from blood, faeces, and urine, detailed information is provided in the Staff Handbook.

The person responsible for carrying out the Water Temperature and Legionella checks is the Maintenance Manager.

Dealing with spillages of blood and body fluids

- Ensure arrangements are in place for the removal of blood and body fluid spillages.
- Ensure the clearing up of spillages is carried out by competent employees/contractors.
- Carry out a COSHH assessment before commencing cleaning, and implement the control measures (see **COSHH** management procedure).
- Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
- Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
- Dispose of the waste material properly.

Dealing with syringes

- Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
- Make arrangements with a local authority or contractor to remove used sharp boxes.
- Keep the disposal box in a safe place, away from access by children.

Exposure to communicable disease

Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

The policy must be reviewed annually or when any significant change occurs whichever is soonest

Drugs and Medicines

If a child suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and he/she may require daily medication. If so, the parent should bring the medicine to school in a clearly labelled container and given to the Medical Administrator (refer to asthma guidance). The medicine will be administered by the Medical Administrator or appointed First Aider.

A register of children requiring such medication is to be available at student reception and provided to First Aiders. All medication will be accepted/stored/dispensed in accordance with the administration of medication policy.

Control of hazardous substances

Barrow Hall Community School will work in compliance with the Control of Hazardous Substance to Health Regulations 2002 (*as amended*) and reduce "so far as is reasonably practicable" substances hazardous to health in the workplace.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. *Sciences, Arts & Crafts, Drama, Food Technology, Building maintenance, Catering and Cleaning*. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person (normally the department head) and supported by any other staff as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment

Control of Contractors

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher or Maintenance Manager can make necessary arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

- Groundsman
- Cleaners
- Tradesmen (plumbers, decorators, electricians etc.)
- Machinery maintenance Engineers
- Agency Teaching staff
- Extra Curriculum Activity instructors
- Caterers

And any other persons working on the premises and not directly employed by the School.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our school activities.

Prior to any contractor carrying out any work at our school premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

The person responsible for the control of contractors is the Maintenance Manager.

At all times maintenance work is carried out in consideration of all employees and the safe learner where activity takes place. Contractors attending site will be appropriately scheduled “out of hours” and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

Permit to work

All maintenance work will be coordinated through the Maintenance Manager or Head Teacher. Where applicable, permits to work will be issued, appropriately controlled and monitored by the Maintenance Manager or nominated competent person. All maintenance work will be assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are Principal Contractors their permit to work system must work alongside that of **Barrow Hall Community School**.

Display screen equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. We recognise that DSE users require training and will provide it as necessary. DSE assessments will be required for a variety of departments including administration offices, library and Teaching departments.

On-Line training is provided for all employees which also produces a risk assessment allowing for improvements to be made and reasonable adjustments where required.

Employees who have declared a disability or existing upper limb disorder will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Barrow Hall Community School accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Barrow Hall Community School will not pay for any other type of eyewear, such as bi focal or varifocal lenses. If an employee requires these then they must pay the cost difference.

Electricity

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 17th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008. All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

Portable Appliances

The Maintenance Manager is responsible for arranging Portable Appliance Testing, reviewed on an annual basis, which is likely to be carried out during school holidays. Teaching staff should ensure that any portable appliances that may be locked in cupboards during these times are made available to the Maintenance Manager when the Portable Appliances Testing is due.

Staff should not bring electrical items from home to use in the classrooms, unless they have been suitably checked beforehand. Staff are not permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the School PAT register.

All electrical defects must be reported to the Maintenance Manager as soon as possible.

Emergency Procedures Management Planning

Critical Incident Management plan

This is in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc. It is reviewed annually

The plan includes:

- The action to take in the event of an emergency or disaster.
- Out of hours cover.
- Evacuation procedure, Assembly Points and First Aid.
- Location of services and isolation valves etc. Shut down of services, where possible.
- Raising the alarm.
- Co-operation with the emergency services and surrounding businesses/homes.
- Handling the media.
- How to contact staff and Chair of Governors of the school.
- A search plan for the building in the event of a bomb threat.

Bomb Threat

The receipt or setting of explosive or other potential dangerous devices (bomb threats) is a potential hazard in all premises. The aim at all times must be to ensure that effective procedures are in place and are clearly understood to ensure, so far as it is reasonably practicable, the safety of all those on the premises and persons in the immediate vicinity. It is imperative that all staff understand what to do in the event of a bomb threat, all occupants will evacuate to a place of safety. The appropriate staff will need to be given clear guidance on what action to take receiving a bomb threat either by phone or in person. The following action will need to be taken:

- Call the police on receipt of a bomb threat for advice and assistance.
- Decide whether to evacuate based on the police advice.
- Decide upon the evacuation route and assembly point dependent on the location of any device.
- Ensure effective communication with contractors, visitors, pupils and employees who may be affected by the incident.
- Prevent anyone returning to the building until the emergency services have given the all-clear.

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Fire Prevention

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, ceiling mounted projectors etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

Fire checks

The following checks are carried out and recorded in the fire log where necessary:

Daily (all staff responsible):

- Fire escape routes are operating and are free from obstructions before opening.
- Goods and equipment, especially combustible items, are not stored in fire escape corridors.
- Final exit doors are operating and are not obstructed on either side.
- Fire doors are kept closed and are not held open by fire extinguishers etc.
- Smoke and heat detectors are not covered during maintenance, unless necessary to prevent false alarms.
- Firefighting equipment is in place.
- Call points are not obstructed.
- Sources of combustion and ignition are identified and removed.

Weekly (Maintenance Manager):

- Test the fire alarms by activating different call points in rotation.
- Check that the emergency generator is functioning (if present).
- Check that Fire Action Notices and fire directional signs are present and not obstructed.
- Test the sprinkler alarm gong (where necessary).

Monthly (Maintenance Manager):

- Test the emergency lighting. (In accordance with BS5266 Part 1).
- Check the fire hose(s) are functioning (where applicable)
- Check Smoke Vent controls are operational (where applicable)

Flammable Liquids and Compressed Gases

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and staff will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

In the Autumn term the staff and children will be informed before the first drill is to be held and all staff and pupils will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

The alarm system will be tested weekly with records maintained by the Maintenance Manager.

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Maintenance Manager.

A list of nominated fire marshals is displayed in the Staff room and at the reception area.

FIRE ACTION

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

Upon hearing the alarm:

All pupils will form a line to leave the area. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point in an orderly manner.

Nominated members of staff must be responsible for checking toilet areas on the way out of the building to ensure that no children are left behind.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

To ensure that no one is left in the toilets please follow this course of action:-

- Nominated staff to check toilets/cloakroom for classes in each area.

The assembly point is situated at: Junior Play Ground

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by:

Once Evacuated from the building

- Any missing persons must be reported to the Fire Marshall.
- The Fire Marshall will inform the fire service of any missing persons.
- The Fire Marshall may direct that the pupils be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Maintenance Manager informs the Fire Marshall that it is safe to do so.

On occasions when the school premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures will be identified on an individual basis. The person in charge of the event will co-ordinate with the Maintenance Manager so that suitable evacuation procedures can be implemented.

Personal Emergency Evacuation Plan

The Personal Emergency Evacuation Plan (PEEP) is provided on an individual basis upon request for those who require assistance to evacuate the premises. They provide the necessary information to be able to manage safe evacuation and to ensure that the correct level of assistance is always available.

External Visits working management procedure

Barrow Hall Community School in conjunction with the LA believe that educational visits are an essential component of good education. It recognises the importance of ensuring that outdoor educational activities and school trips are planned and organised in such a way to minimise the risks to pupils by:

- Ensuring journey planning is realistic. Considering personal safety issues for all types of school visits.
- Ensuring suitable risk assessments have been carried out and recorded.
- Considering any specific control measures that may be required for children with known illnesses.

External Visits Coordinator

It is good practice for each school to have an **educational visits coordinator (EVC)**. This may be the head teacher. It could equally be a teacher or other member of school staff – in which case the EVC will be appointed by and act on behalf of the head teacher. The EVC will be involved in the planning and management of educational visits including adventure activities led by school staff.

General Functions of the EVC are to:

- Liaise with the senior teaching team to ensure that educational visits meet the school's requirements including those of risk assessment;
- Support the head and governors with approval and other decisions;
- Assign competent people to lead or otherwise supervise a visit;
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.;
- Organise thorough induction of leaders and other adults taking pupils on a specific visit;
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- Organise the emergency arrangements and ensure there is an emergency contact for each visit;
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- Review systems and, on occasion, monitor practice.

Responsibility of the Head Teacher

Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes, travel arrangements or activities during the visit. The consent form should carry details of plan B.

- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit
- Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
- Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.

For example, EVC considerations when planning Farm Visits will include:

- Check that the farm is well managed and that the grounds and public areas are as clean as possible. Note that manure, slurry and sick animals present a particular risk of infection and animals must be prohibited from any outdoor picnic areas.
- Check that supervision will be provided by farm staff on Working farms and where animals are feeding or cattle being milked etc. Check if any first aid provision will be available on the site.
- Check that the farm has hand-washing facilities, which are adequate and accessible for the age of the children visiting. These should include warm running water, soap (preferably liquid), and disposable towels or hot air dryers. Any drinking water taps should be appropriately placed in a suitable area away from the animals.
- Facilities available for meal-breaks or snacks that can be taken well away from areas where animals are kept.

Training for staff and volunteers will include:

- Ensure all individuals wash and dry their hands thoroughly after contact with animals, and particularly before eating and drinking.
- Any crops produced on the farm should be thoroughly washed in drinking water before consumption.
- Ensure children do not consume unpasteurised produce, for example milk or cheese.
- Ensure all individuals wash their hands thoroughly before departure and ensure that footwear is as free as possible from faecal material.

Driver assessments (where applicable)

Ensure drivers are competent to drive on school school by checking the following:

- Motor vehicle accidents in the previous 5 years.
- Current valid driver's licence in place.
- MOT certificate for private vehicles.
- Insurance certificate with appropriate level of cover.

Mobile phone use

Instruct employees to ensure that they have charged their mobile phone batteries fully prior to starting on the external visit.

Food Hygiene

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food safety and food handling within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within schools, including

- teaching areas, e.g. food technology classrooms;
- Main Hall;
- areas where packed lunches are consumed by pupils or staff;
- staffrooms;
- food prepared outside school but eaten on school premises; and
- school visits and field trips.

Because the preparation of packed lunches often takes place sometime before they are consumed, they should be stored in cool places where possible. Food should not be left in school bags in warm classrooms, next to radiators, hot water pipes or a sunny windowsill, as these are the ideal environments for the proliferation of food poisoning germs.

Pupils should be able to consume packed lunches in an environment which does not pose health risks. For example,

- pupils should be adequately supervised;
- tables, desks or other surfaces on which food is eaten should be clean;
- pupils should be reminded about the importance of washing hands before eating and after visiting the toilet, and should have easily accessible and clean facilities available for this purpose; and
- pupils should not be seated on the floor to eat their lunch, as this poses unacceptable hygiene risks as well as leading to potential postural problems.

The Person responsible for food safety at **Barrow Hall Community School** is the Catering Manager. The Catering Staff will clean the main school eating area before and after lunchtime. Cleaning records, temperature records and kitchen equipment maintenance logs will be retained by the Catering Manager. All staff working in the school canteen will have as a minimum, Food Hygiene Level II training certificate.

School Teaching staff that are required to handle food at **Barrow Hall Community School** will be encouraged to obtain Food Hygiene Level II training. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for consumption in the school and a duty to ensure a high degree of housekeeping is maintained.

Food Allergens

Food allergies can be life-threatening. It is the parents' responsibility to inform the School of their Childs' known allergies. **Barrow Hall Community School** will ensure there are designated staff that are trained to deal with an emergency in a manner agreed with each pupil's parents and GP.

Advice will be provided to all pupils by encouraging them:

- Not to swap or 'trade' food with other pupils
- To avoid eating foods with unknown ingredients or known to contain relevant allergens
- To take increasing responsibility for managing their food allergy
- To notify an adult immediately if they think they may have eaten something they should not
- To report any teasing or bullying that arises because of their allergy

The Catering Manager will retain lists of pupils and staff members who have Food Allergies. All menus will be provided to the Head Teacher on request. With the new food law, all food service organisations serving unpackaged food or food that is packaged on site for immediate consumption will have to supply details of the menu items that contain the EU Top14 allergens within the dishes they serve. Details of the Top-14 allergens will have to be listed clearly in an obvious place such as a menu, chalkboard, information pack (Each dish on your menu requires a breakdown of allergens).

Gas Safety

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is the Maintenance Manager. Gas equipment used in the Catering department owned by the School will be maintained by the Maintenance Manager. Catering Equipment owned by Contract Caterers of Local Authority caterers and used on our premises will need to be maintained independently and evidence provided to the Maintenance Manager to show that it is fit for use.

The Faculty Heads must ensure that Gas equipment, such as ovens, are serviced and maintained as per the manufacturer or suppliers guidance. Proof of gas maintenance must be obtained from the contractor and a copy made available to the Health and Safety Co-ordinator, or Maintenance Manager.

Grounds maintenance management procedure

Restrict grounds maintenance work, including cleaning and re-fuelling equipment, to competent employees and competent contractors. Avoid carrying out grounds maintenance work in public areas and pedestrian areas when they are in use, or segregate the work if this is not possible.

Grounds equipment is maintained regularly by a competent contractor. RCD's are fitted to hand-held grounds equipment.

The safe use of herbicides, pesticides and preservatives

- Obtain information from suppliers on the dangers from the use of herbicides etc.
- Ensure hazardous chemicals are not left in public areas or where visitors may gain access.
- Ensure weather conditions are appropriate to avoid inadvertent contamination of surrounding areas, e.g. windy conditions, heavy rain-fall.
- Cordon off areas where the public are likely.
- Train employees using hazardous chemicals and ensure they wear the PPE provided.
- Display warning signs, or cordon the area, if treatment requires a time period in which it needs to remain on the surface before watering in.
- Ensure waste products are disposed of by an authorised hazardous waste school and in accordance with manufacturer instructions.
- Provide an appropriate store if large quantities of pesticides are used.
- Provide hand washing facilities and other appropriate facilities for use by operators.

Grounds features

- Connect electrical fittings through the lowest practicable voltage and with a residual current device (RCD).
- Select plugs and sockets to suit the use and environment and protect cables and sockets against physical, (e.g. vehicles and people crossing) and environmental effects (e.g. rain).
- Ensure electrical equipment is maintained regularly by a competent person (e.g. IEE qualified).
- Keep pathways and viewing areas clear of algae, moss, etc.
- The playground should be cleared of any tripping hazards, such as tree roots, rocks or pieces of concrete.
- Position equipment with metal surfaces in shady spots to prevent the children from suffering from contact burns.

Playground Equipment

Up to 80% of all injuries occur on the playground, of which 25 per cent are caused by falls from equipment. For children to play safely on the playground, have adequate supervision, set rules, ensure that the playground layout is safe and that the equipment is safe to use.

Adults should be on the school playground to identify potential hazards, intervene and help children play safely. The number of supervisors needed depend on the age, amount of children, weather conditions and size of the playground. A playground supervisor should ideally receive first aid training to ensure he/she will react appropriately in emergency situations.

Faulty playground equipment can cause serious injuries.

- Equipment should be painted with lead-free paint and shouldn't have any bolts or other parts sticking out.
- Wooden structures should be free from splits and splinters.
- Ropes should not be frayed and the metal fixings free from rust.
- Play structures that are more than 30 inches high should be spaced at least 9 feet apart to prevent children from attempting to jump or climb from the one structure to the other.
- Elevated surfaces such as platforms and ramps should have guardrails.
- Check that no spaces exist in which children can get trapped, such as openings between ladder rungs or openings in guardrails.

Lone Working

Barrow Hall Community School has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of staff working in a group or under close supervision.

Staff must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Barrow Hall Community School will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.

- We will ensure that the required communication equipment and procedures are implemented to enable staff to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is the Maintenance Manager or Department Head.

Manual Handling

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The department manager will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider

The task - What you are going to do

The individual – The person's own capabilities

The load - The weight, size and shape of the load

The environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

New and expectant mothers

It is important to **Barrow Hall Community School** that the health, safety and welfare of all our staff is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our staff become pregnant they must inform their manager/supervisor. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to any pregnant learners or other persons not within our employment to whom we owe a duty.

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant staff must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).
- May have restricted Playground duties

Pregnant staff must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant staff a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

Occupational Health

Barrow Hall Community School is committed to ensuring that the potential for ill health or injury arising from School activities and/or premises is kept to an absolute minimum. It recognises that this duty of care for its staff extends to mental as well as physical well-being at work, together with a duty of care to learners, contractors and visitors to the School. Stress Policy and Procedure.

Health Screening medicals for staff

The Local Authority or Head Teacher will implement systems for undertaking health assessments for new staff appointments, which will ensure that such staff can perform their duties without undue danger to themselves, other staff or learners. This allows **Barrow Hall Community School** to incorporate any reasonable adjustments required to support the employee in their role.

Where employees are required to work in potentially hazardous areas, the School may require such staff to undergo suitable medical screening to provide a benchmark of their health at the commencement of their duties. This will be reviewed throughout the course of their employment. The above is administered through the Head Teacher supported by the School approved external medical provider.

If the staff member suffers from ill-health they are encouraged to inform the Head Teacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing advise the Head Teacher immediately.

Should an staff member need to take a course of medication treatment, the school may require evidence from the employees GP to show that they are fit for work.

Positive staff health care measures

School Management will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate.

Stress

Barrow Hall Community School recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the School cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to the Deputy Head Teacher.

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the TECHNOLOGY departments, Food Technology, Science Department, Arts and Crafts, Kitchen areas and the Maintenance Manager.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a requirement under the Health and Safety at Work etc. Act 1974 section 7. For PPE supplied to pupils, the department Head will need to ensure that the equipment is cleaned and stored in a suitable location to prevent damage and so that pupils can access it when required.

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

Risk Assessment

Barrow Hall Community School complies with The Management of Health and Safety at Work Regulations 1999 to impose a duty on employers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

The risk assessments will be carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the Apprenticeships, Skills, Children and Learning Bill 2008-2009 the School recognises its responsibilities to ensure, "so far as is reasonably practicable" that all learning takes place in a safe, healthy and supportive environment. Risk assessments will be conducted in the following way:

- Identify the significant hazards involved in the activity being assessed;
- Decide who might be harmed and how.
- Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required.
- Record the findings of the assessment and communicate findings to all persons affected by the risk.

- Review the assessment when circumstances change, after an accident or when there is reason to believe that it is no longer valid. On all other occasions they will be reviewed annually.

Each Senior Leadership team member or Department Manager will ensure compliance and application of working practices and will:

- Undertake and document risk assessments on a central divisional register.
- Carry out risk assessments as current and future legislation requires for all activities.
- Adopt the hierarchy of control measures.
- Ensure safe systems of work are implemented, adhered to and effective.
- Introducing new or reviewing existing procedures that ensure safe working practices.
- Providing appropriate and on-going instruction, information and training to staff, learners and any others affected in consultation with the Manager for Health and Safety, Trade Union Representatives, Staff Development and Line Managers.
- Engage learners in the process to ensure that they depart with an understanding of Health and Safety risk and hazard analysis.

Security management procedure

General principles

Barrow Hall Community School are committed to identify areas of the school containing hazardous work equipment, hazardous substances and all other areas where there is a high risk of injury, and restrict access to them.

Ensure visitors sign in and are escorted to their workplace or meeting location.

Ensure that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

Restricted access

Identify all hazardous areas including:

- Roof areas, including atria.
- Canopies and other high level glazed areas.
- Plant rooms, boiler rooms and switch rooms.
- Storage areas where hazardous materials are present.
- Workshops and any other areas where hazardous machinery is stored.

Take the following actions to ensure unauthorised persons do not enter restricted access areas:

- Provide conspicuous prohibition safety signs at the entrance to all restricted areas i.e. usually on the door stating "Access for Authorised Persons Only" or similar words. Keep restricted access areas locked when unoccupied, including during work breaks.
- Ensure the key control arrangements are effective and include the appointment of a competent key holder.
- Ensure managers are aware of the need to periodically check that doors to restricted access areas are kept locked.

Visitors

Ensure that visitors:

- Report to the designated location.
- Sign the Visitors Book.
- Are issued with a Visitors Pass and wear it.
- Are informed of any additional risks to their health and safety.
- Return to reception on completion of their school, sign out in the Visitors Book and return their pass.

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Head teacher, staff and governors regularly review the physical security arrangements for the site.

- Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
- Signs point out the main entrance and detail the need for staff, visitors and contractors to register with Reception.
- Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the school before the end of the day **must** register at the School Office Reception.
- Staff must look after their own property and use the correct storage facilities (if provided) to keep personal items safe during the day.
- CCTV cameras are installed at the main entrances to the site.
- All postal mail will be delivered to the Reception area and issued to relevant Department Heads for dissemination.
- Any suspicious packages that are received in Reception will be left unopened and the Head Teacher and / or Maintenance Manager will be called.

However, the whole community is encouraged to keep our school safe and secure by

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm light is flashing or siren sounding.
3. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.

Swimming Pool Procedure

General Principles

Teaching staff have a duty of care in relation to swimming activities including:

- Appropriate supervision of children when changing
- Control of pupils at all times
- Head counts taken prior to and after every session
- Normal operating procedures (NOP) and Emergency Action Procedures (EAP) are enforced
- Overall observation of the teaching of their children and the conduct of the class.

Adults other than teachers (AOTTs) support the delivery of school swimming and they can:

- Support and work beside teachers
- Supervise changing (if DBS Certificate is in place)
- Administer first aid, if trained to do so
- Look after any unwell children or children who are not swimming

Teachers cannot transfer duty of care to AOTTs, but where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming. Higher LEVEL Teaching Assistants who have the required specific competencies may replace a teacher, so long as there is always another teacher present on poolside teaching with the group.

AOTTs must be vetted by the Criminal Records Bureau to work with children.

1. Normal Operating Procedure (NOP)

1.1 Key Hazards

Health & Safety Policy (HSP version3 AP)

Drowning
Head/Spinal Injury
Slips, Trips poolside
Falls into the water
Entrapment – fingers
Muscle cramps
Debris in pool
Water contamination / unclear water
Prior health problems

A risk assessment has been written identifying the appropriate control measures relating to the above hazards. Ensure that all teachers, AOTTs (including casual swimming assistants) have been issued with a copy of the appropriate risk assessment.

1.2 First Aid equipment

Ensure when you are taking swimmers to public swimming pools that you are aware of the first aid arrangements and emergency arrangements prior to using the facilities.

1.3 Details of Emergency equipment

Ensure when you are taking swimmers to public swimming pools that you are aware of the location of reaching poles and buoyancy aids prior to using the facilities.

1.4 General Safety Instructions to swimmers

- No food or drink is allowed into the changing room or on to the pool side
- Do not exceed the maximum bather loads (Child to adult ratio)
- Any swimmer misbehaving is told to leave the pool
- No Jumping in or diving. No running around the poolside
- Non-swimmers should not go deeper than their **chest** height (check prior to swimming)
- Children should not swim within one-hour of eating their lunch
- No jewellery should be worn in the pool

Traffic management procedure

General principles

Barrow Hall Community School will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- car parks and pavements are laid out so as to reduce the risk of pedestrians and vehicles from coming into contact.
- Providing separation between pedestrians and vehicles, e.g. clearly define walkways and crossing points.
- Providing hazard warning signs to warn of manoeuvring vehicles.
- Providing designated parking bays for disabled drivers, which should be near the main entrance.

Designated cycle parking is provided away from the main car park.

Artificial lighting is provided during darkness in car parks and loading areas.

Give way or stop road markings and signage are displayed at the exit from the site and where subsidiary routes join the main access routes. (Road signs used to warn or inform are to comply with the Traffic Signs Regulations and General Directions Regulations 1994 and are set out in the Highway Code).

Pedestrians are prevented from entering designated vehicle entrance routes through prominently displayed 'no pedestrian access' signage. Fire escape routes leading from or into car parks are clearly defined by signage, yellow-hatched areas, and bollards etc.

Management of car parks and loading/delivery areas

On site staff enforce the following:

- No parking areas remain clear.
- Fire exit routes to remain clear.
- Grit or salt boxes are made available and filled for treating traffic and pedestrian routes in icy conditions.
- Sand or other absorbent material is available to deal with oil and fuel spillages.
- Make regular checks of the road surface, gullies, drainage channels, pavements and lighting to minimise slipping and tripping hazards, potholes etc.

Where maintenance work is necessary, make sure:

- Where possible, work takes place outside normal opening hours.
- The task is carefully planned to take account of traffic and pedestrian movements, busy times, and other work activities in the vicinity.
- The area where maintenance takes place is cordoned off using cones and warning signs.

Training

Senior Leadership Team Managers will conduct a review of health and safety training needs on an annual basis using the School appraisal system and their divisional self-assessment reports. Core training specific for health and safety and for role competency is detailed on a training needs analysis plan supported by a planning schedule. There is a core health and safety training summary available as a guide for all employees.

Training needs will also be identified by:

- The evaluation of accidents, near misses and risk assessments.
- Specific job performance observations.
- Reviewing new processes, plant or machinery.
- Skill enhancement and/or refresher requirements.
- Evaluation of audits.

Senior Leadership team members will identify from their training needs analysis what is required to ensure competency. They will monitor Health and Safety Training ensuring compliance is maintained and training delivered reflects changes in legislation where applicable.

The delivery of training will be assessed and will be delivered by:

- In house with Health and Safety trainers.
- E-Learning packages.
- External specialised courses e.g. Use of defibrillator.
- External contractors with specific specialism e.g. Underfloor Heating system maintenance.

Records will be held containing each employees training on a central matrix and individual training records. Human Resources will maintain updates for individual personnel files where staff provide certificates of achievement. Staff Development will collate training achievements centrally and will monitor training delivered and coordinate training requests.

Health and safety induction

A formal Health and Safety induction for new staff should take place at the earliest suitable time after commencing employment. The induction will be a summary of the School health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

On the first day of employment new staff will receive information about emergency procedures for example: the action to take on discovering a fire and upon hearing the fire alarm; the location of safety

equipment and its use; safe working procedures; the safe use of equipment and chemicals; what to do in the event of an accident, how to contact a First Aider, appropriate recording and hazard reporting

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by Human Resources in the individual personnel files, and a central database will be maintained of full employee induction records including acknowledgements that training has been received recorded on a matrix for each employee.

Water Safety

The Maintenance Manager will ensure the adequate and effective control of water systems throughout the School premises in order to minimise the risk of Legionellosis. The School attaches the greatest importance to the health, safety and welfare of employees, learners and visitors. It is essential that management is effective to achieve an environment compatible with the provision of the highest quality where health hazards are minimised, so far as is reasonably practical.

Legionella proliferation is suppressed by thermal disinfection and by keeping the flow of water through the system consistent and to comply with the regulations to prevent bacteria growth within buildings and building services by:

- Appointing the Head Teacher as the nominated Statutory Duty holder.
- Appointing the Maintenance Manager as the nominated tap turner.
- Appointing competent accredited contractors to provide planned preventative maintenance.
- Systematic identification and assessment of risks associated with the proliferation of legionella bacteria.
- Allocating appropriate resources to maintain the reduction of risk.
- Implementation of recorded effective control measures.
- Effective maintenance of fixed installations such as fire sprinklers and the 6 monthly chlorine dioxide flushing to control microbial contamination.

Work environment management procedure

General principles

Ensure the workplace is designed and maintained so as to avoid the risk of injury to staff, contractors and/or visitors.

Ensure the environmental factors (temperature, lighting and ventilation) are considered to enable staff to work safely and in comfort.

Workplace design and maintenance

Ensure all areas are organised to allow people to circulate safely i.e. traffic routes of sufficient width and headroom. Ensure workstations are arranged to enable staff to carry out their tasks safely and comfortably. Consider the individual needs of the staff, for example:

- Seating.
- Access to classrooms
- Location of work materials (to be within easy reach).
- The needs of disabled persons.

Ensure floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards are cordoned off and repaired, or removed immediately.

Ensure there is an on-going arrangement to inspect the fabric of the building, including walls, architectural features and external cladding. Include the following:

- Regular observation.

- Annual visual inspection of the main elements of the building fabric under the supervision of a suitably qualified person.
- 5 yearly full inspection of the building fabric by a competent person.
- Procedure to record identified defects and their corresponding remedial actions.

Floors and staging are of adequate strength and stability for their use and not overloaded.

Slip, trip hazards and head obstructions

Clearly highlight trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

Secure cables and route them so as to avoid tripping.

Provide anti-slip mats of sufficient size to remove moisture from feet at doorways.

Stock grit/salt boxes and treat pedestrian routes in icy conditions.

Provide absorbent material, e.g. sand, in car parks and loading bays for fuel/oil spillages.

Ensure a procedure is in place to promptly deal with spillages. This should include:

- Any spillages must be reported immediately.
- The affected area is cordoned off using cones.
- Wet floor signage is provided in prominent positions.
- Cleaners remove the spillage immediately using the correct equipment and cleaning chemicals.

Deal with hazardous spillages after referring to the appropriate hazard data sheet. Refer to the **COSHH** management procedure.

Environmental factors

Ensure all work areas and traffic routes are well lit, where possible by natural light.

Maintain the working environment at 16°C or above, or 13°C if considerable physical effort is required. Provide protective clothing if work takes place in cold environments, e.g. walk-in chillers and freezers. Provide thermometers to enable staff to determine the workplace temperature.

Provide natural or mechanical ventilation (NOTE: this will be in addition to any requirements to provide local exhaust ventilation for removing specific hazardous substances).

Regularly clean surfaces (walls, floors ceilings etc.) and furniture, furnishings and fittings.

Falls and falling objects

Provide safety barriers where a person may fall 2 metres or more, or where a person might fall from a height less than 2 metres where there are other factors, which increase the risk of serious injury.

Ensure barriers are robust (1.1 metres high with an intermediary rail and toe-boards where items may fall).

Windows, and transparent or translucent doors gates and walls

Ensure windows, or other transparent or translucent surfaces in walls/partitions are constructed from safety material or otherwise protected against breakage, and are appropriately marked to make them apparent.

Restrict the extent (i.e. to 100mm) windows below waist height may open, particularly at first floor height and above.

Ensure windows are capable of being safely cleaned. In determining this, consider the following:

- Glazing which can be cleaned from the inside.
- Fitting equipment e.g. access cradles, travelling ladders with attachments for safety harnesses.
- Providing a firm level surface for ladder access.

Regularly check high-level glass (at least on an annual basis or after storms).

Doors and gates

Ensure self-closing devices are in good repair and operate at a suitable speed.

Install transparent panels in doors or gates that can be opened from either side or are on a main traffic route to give a clear view of both sides.

Ensure sliding doors or gates are fitted with retaining rails to ensure they cannot come off their track.

Ensure powered doors or gates open automatically should the power fail or they can be manually operated. Position control pads on manually operated power-assisted doors so that a person in a wheel chair is able to operate it easily.

Safety signs

Identify locations where safety signs are necessary. Purchase signs that comply with the following guidance:

Yellow triangular signs	– Warning	- e.g. electrical hazard
Red circular signs	– Prohibition	- e.g. no access
Blue circular signs	– Mandatory	- e.g. wear eye protection
Green square signs	– Safe Condition	- e.g. to fire escape

When positioning signs, make sure the required action is clear and does not conflict with other instructions.

Staff welfare facilities

Provide suitable facilities for all staff working on the premises, including:

- Clean, well ventilated washing facilities and toilet facilities for the number of staff.
- Hot water temperature at washbasins is between 45–50°C to prevent scalding. If the temperature cannot be controlled, hazard warning signs are provided stating 'Caution - Very Hot Water'.
- Storage for staff' clothing.
- Where necessary, facilities for staff to change into their work clothes.
- Rest facilities where staff can rest and can eat.
- Rest facilities for expectant and nursing mothers. First aid rooms may be used for this.
- Wholesome drinking water with suitable drinking utensils. Non-drinking water should be clearly marked.
- Welfare facilities are clean and in good repair.

Cleaning windows from a ladder/ specialist access equipment

Ensure only trained and experienced contractors use ladders and/or specialist access equipment to clean the windows. Ensure the maintenance records for the equipment, including anchorage points (eye bolts) and harnesses, are complete and that where relevant, a current report of the thorough examination of the equipment is available.

Where fitted, make sure window cleaners are able to attach their fall restraint equipment to anchor points without a risk of falling.

Where staff are required to clean the windows, follow the appropriate workplace risk assessment.

Cleaning windows from the inside of the building

Only permit cleaning of the outside of the window from inside the building if:

- The windows open in such a way that cleaners can reach all areas without risk of falling.
- Anchor points are fitted within comfortable reach of the window cleaner.
- Cleaners can safely attach their fall arrest equipment to internal anchor points.
- The sill is of an appropriate height to prevent falls.
- Monthly inspections take place and the building is maintained to ensure there are no defects to the building structure (e.g. broken sills, defective window frames).
- Eye bolts and harnesses are regularly maintained and thorough examinations carried out annually.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **Barrow Hall Community School** must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Maintenance Manager.

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below:

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage. Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

All defects of any work equipment must be reported to the Maintenance Manager or Department Head.

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment & gym equipment.) require such inspections.

Records of repair and maintenance are kept in the maintenance office.

Machinery Guarding

Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11), requires that all dangerous parts of machinery or equipment must be guarded or covered. The school management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment. Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its staff .

Staff are also reminded that they have a duty under the Health and Safety at Work etc. Act 1974 and The Management of Health and safety at Work Regulations 1999 to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

Under the Provision and Use of Work Equipment (PUWER) 1998 Regulation 16, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

School Continuity and Disaster Recovery Plan

The School ensures that adequate protections are established where required to assure the continuity and recovery of the School school following loss critical to the operations. This plan defines acceptable methods for school continuity and disaster recovery planning, implementing a risk-based analysis in order to prepare for and maintain the continuity of the School operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support school functions.

School Continuity is the planning to keep all aspects of the school functioning. The plan includes moving and/or recovering operations to another location if a disaster occurs to allow relocation of employees and the school to a recovery site. This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long time recovery, to permanent loss of buildings and technology.

References:

- **WBC Health, Safety & Welfare Policy 2016**
- **E Safety Policy**
- **Safeguarding Policy**
- **Security Policy**
- **Education Visits Policy**
- **Safety in PE and Sports Policy**
- **Normal Operating Procedure**
- **Emergency Action Plan**
- **Manual Handling Policy**

- Risk Assessments
- First Aid Policy
- Medication Policy

Revision Number:	
Date of issue:	
Status:	
Date of approval:	
Responsibility for policy:	
Responsibility for implementation:	
Responsibility for review:	
Minor amendment: Reason: Legislation change	
Date for review:	