

HEALTH AND SAFETY POLICY

Part 2 - Arrangements

BECKSTONE PRIMARY SCHOOL



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Introduction

This document outlines the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Cumbria County Council as well as nationally recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in school and available on request.

All staff and any other relevant persons will be made aware of the policy statement and arrangements at induction and following each review. We will also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff will be required to sign a [Declaration of Acceptance](#) following communication of the Policy Statement and arrangements.

Professional health and safety support, advice and assistance

Cumbria County Council's Corporate Health and Safety Team provides our specialist Health and Safety Advisory service. They provide written safety guidance, model policies and template forms via the schools' portal and other supporting systems.

Corporate Health and Safety Team Cumbria County Council Carlisle East Community Fire Station Eastern Way, Carlisle CA1 3RA	Telephone: (01228) 221616 Email – healthandsafety@cumbria.gov.uk
Lead contacts:	
Judith Chandler – Health, Safety and Wellbeing Manager	Email: judith.chandler1@cumbria.gov.uk Mobile: 07584 534670
Kevin Hewitson – Health, Safety and Wellbeing Adviser	Email: kevin.hewitson@cumbria.gov.uk Mobile: 07788 396193
Judy Hutchinson – Assistant Health, Safety and Wellbeing Adviser	Email: judy.hutchinson@cumbria.gov.uk Mobile: 07825 340473
Matt Ellis – Outdoor Learning and Educational Visits Advisor, Derwent Hill	Email: Evas@sunderland.gov.uk Telephone: 017687 72005
Emergency out-of-hours service	The Local Authority Health and Safety Team also operates a 24/7 out-of-hours service for emergency safety advice and support. This can be accessed by dialling 0300 303 1042 . You can then leave a message including your contact telephone number, and a Safety Adviser will contact you as soon as possible.

Health and safety arrangements

Communication, co-ordination and consultation

The governing body will recognise, co-operate, and consult with properly-appointed health and safety representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within school. Provision will be made for specific staff safety committees where requested.

Health and Safety will be a standing item on the agenda for all governors' and SLT meetings.

Any additions and alterations to the Health and Safety Policy or arrangements will be consulted on

and circulated promptly to staff.

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 09 - Health and Safety Governance and Consultation

County Council Safety Procedure 03 - Health and Safety Governance and Consultation

Health and Safety Management Plan

The Headteacher and Organisational Director will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, costs, and planned timescales.

Our Health and Safety Management Plan is displayed in the Headteachers office and is on the school management area (M: Health and Safety) on the computer system

Training, awareness, competence and training records

We will ensure that staff are competent to perform tasks that may impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures will consider differing levels of responsibility, ability, literacy, and risk.

A formal health and safety training plan is maintained as a working document. This will record all health and safety training that has been carried out. It will include health and safety training, such as IOSH Managing Safely, provided for those with specific health and safety responsibilities, e.g. Headteacher. The training plan will highlight any statutory refresher training that may be required.

Induction training

Safety Information Guidance Note SIGN 08 sets out our arrangements for health and safety induction for all new members of staff (including volunteers, students, and pupils).

We have adopted the Health and Safety Induction Checklist which is completed on the staff member's induction with Deputy Headteacher or Organisational Director.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 08 - Health and Safety Induction

Monitoring, review and audit

The governing body with the support of the Headteacher will, at intervals that it determines appropriate, monitor and review the school's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate.

The review process aims to identify where changes to policy, objectives and other elements of the health and safety management system are required. Typically, the review would cover such information as accident statistics and trends, results of audits and inspections, hazard identification and risk assessments.

Actions following a review would include revisions to risk assessments, health and safety policies,

and corrective actions assigned with target dates for completion and review.

External health and safety management audits

Cumbria County Council's Corporate Health and Safety Team will undertake a full health and safety management system audit at three yearly intervals. These audits will be carried out by a qualified safety advisor. Following this process, we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Headteacher and governing body within the recommended timescales and with the support and guidance of the Corporate Health and Safety Team where required.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

County Council Safety Procedure 05 - Auditing and Active Monitoring

Managing for health and safety (HSG65) (hse.gov.uk)

Archiving and document control

Health and safety-related documentation will be retained securely and in accordance with the **2019 IRMS Schools Toolkit**. This is made available to us via the schools' portal: [Records Management](#)

We recognise our duties under the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Due care will be taken with records management in terms of personal data and in the use of any media which may clearly identify pupils.

The school recognises its duties under the Data Protection Act 2018 and General Data Protection Regulations GDPR. Due care will be taken with records management and in the use of any media which clearly identify pupils.

The school will seek parental consent for use of data and images related to a child when a child first starts at school and at least at each change of key stage (or annually).

Photography or filming will only occur with the permission of the Head teacher and under the strict supervision of staff. Where filming or photography is carried out by the news media, children will only be named when there is good reason, e.g. prize winning. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day-to-day activities in school in which pictures of children are requested. The school recognises that in such circumstances **specific consent from the parent/carer** will be required before the school can permit the filming or photography of children.

Further guidance and sample consent forms can be found in the Cumbria Schools Safety Advice Notes listed below.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

Beckstone (X:)>StaffFiles>Policies>Staff>BPS Data Protection Policy

[Data Protection, Freedom of Information and Records Management](#)

Risk management and risk assessments

We create, tailor, and adapt risk assessments following the model school risk assessments provided by Cumbria County Council via the schools' portal to establish safe ways to work and protect staff, pupils, contractors, and visitors who may be affected by our school activities.

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The person carrying out an activity or task is often best placed to provide details on the associated hazards and risks and should participate fully in the completion of the risk assessment. Specific training in developing a risk assessment is required through completion of health and safety training such as IOSH Managing Safely.

For Educational Visits and Outdoor Learning we tailor model risk assessments supplied on the County Council's **EVOLVE** system at: www.cumbriaccvisits.org.uk

Where model risk assessments are used as a basis, we will ensure that these are tailored to reflect the actual activities and controls in place in relation to the school.

Risk assessments will be reviewed at least annually, following incidents, or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

Completed risk assessments will be available at all times for staff to view and will be held as working documents.

Specialist or specific risk assessments

For **Science**, **Food Technology** and **Design Technology** we utilise CLEAPSS model assessments and hazcards provided at www.cleapss.org.uk. The relevant head of department or nominated leads will ensure that suitable and sufficient risk assessments are undertaken, in order to comply with relevant legislation and to follow recognised good practice issued by professional and specialist bodies. We have separate health and safety policies for these subjects.

In addition to the above specialist risk assessments we will also ensure we have risk assessments for the following areas where appropriate:

- Physical education.
- Construction activities.
- Cleaning.
- Occupational road risk/transport.
- Fire.
- Legionella – by a competent contractor accredited to Legionella Control Association
- Risk assessments relating to individual pupils or staff, e.g. moving and handling, young workers, or new and expectant mothers.
- New and expectant mothers.
- Young persons at work.

Advice will be sought from the Local Authority's Health and Safety Team to support us where required.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 10 - Risk Assessment in Educational Establishments

SIGN 07 - New and Expectant Mothers

Cumbria County Council Safety Procedure 15 - Risk Assessment

www.cleapss.org.uk

Supervision of pupils

During school hours pupils will not be left unsupervised, including at break times. Any areas that are out-of-bounds or where there are special hazards, will be cordoned off and pupils will be regularly reminded to avoid those areas

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The school website outlines when the school will take responsibility for children before school opens and at the end of the day, and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, parents will be told well in advance.

Child Protection (Safeguarding)

The school has established a separate Safeguarding Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Safeguarding Children Partnership (SCP).

<https://www.cumbriasafeguardingchildren.co.uk/>.

References and useful links:

Beckstone (X:)>StaffFiles>Policies>Staff>Safeguarding Policy staff version

Beckstone (X:)>StaffFiles>Policies>Staff>Safeguarding Policy public version

Before and After School

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

There is no legislation which covers the supervision of pupils before and after school. The school recognises, however, that pupils cannot all be expected to arrive at school at the same time. Differing transport arrangements might mean that there are some early arrivals in the morning and perhaps some pupils waiting for transport after school.

The school's duty of care exists so long as pupils are on the school premises with the school's consent, but it is unreasonable for the school to have to take responsibility for those arriving at school before supervision could reasonably be expected to be in place.

In the case of pupils arriving/leaving on school transport, staff will be available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Should it be felt that the transport is arriving at the school at an unreasonable time, the County Council's School Transport Team or other transport providers will be contacted to address any issues.

The school website/newsletter outlines when the school will take responsibility for children before school opens and at the end of the day, and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, parents will be told well in advance.

Younger, i.e. foundation age pupils, will be kept in school and handed over to parents/carers once they arrive. This is also be undertaken for pupils in key stage one even though it is not a statutory requirement. Any pupils with special educational needs will be considered separately, and risk assessment will be used where necessary to determine the supervision and handover procedure of the pupil concerned.

Pupils who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that, during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develops, the member of staff will attempt to intervene or to seek assistance as the situation requires.

In the event of an incident, a full written report will be recorded and held. Ofsted will be made aware of any serious childcare incidents but usually only if the police or Children and Young People Services are involved and concerns remain for a child's welfare.

Non-collection of Pupils

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Where a pupil is not collected as part of the normal collection routine, the Headteacher or person nominated by them will contact the parents, carer or other authorised person to collect the child.

The child will not be allowed to leave with anyone other than those named (this includes members of staff). Unless the collector can inform a staff member of the child's date of birth.

The child must stay with two members of staff at school until they are safely collected by the parent/carers or social worker.

The following protocols will be followed:

15 minutes after non-collection at the normal time	Call pupil's emergency contact numbers in hierarchical order.
30 minutes after non-collection at the normal time	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/carers.
1 hour after non-collection at normal time	Telephone Children's Services Safeguarding Hub on 0333 240 1727 and seek further advice, providing the pupil's name, age, and the details of all provided contact numbers. https://www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp

References and useful links:

Children's Services – Children and Families weblink -

<http://www.cumbria.gov.uk/childrensservices/childrenandfamilies/concernedaboutachild/default.asp>

School's Child Protection Policy and procedures and Missing Child Procedures

Working Together to Safeguard Children 2018 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

Security of persons and premises

We operate internal procedures to ensure the security of staff, pupils, and the premises.

The Headteacher will ensure that systems are in place for checking external lighting, panic alarms and security alarms. Any faults will be reported and recorded in the defects book for action.

Accidents, incidents, ill health, and near misses

Safety Information Guidance Note SIGN 03 sets out our arrangements for reporting and recording accidents and incidents, ill health and near misses.

The Headteacher and Organisational Director are responsible for ensuring that the procedures for reporting accidents, incidents, work-related ill health and near misses are made known to all new employees at induction.

The Headteacher or person delegated by them will be responsible for ensuring such events are properly investigated, and that a report is made and returned in the manner outlined by Cumbria County Council within its procedures.

Accident statistics are reported to the governing body on an annual basis to identify patterns and determine where necessary, suitable measures to prevent recurrence

Without exception, all employees are required to report work-related accidents, incidents and near misses to their respective supervisors or other responsible persons as soon as possible, providing as much detail and information as possible.

¹As a Community school we will ensure that in the event of a serious accident/incident we will inform the Headteacher **and** the **Local Authority Corporate Health and Safety Team** by the quickest possible means (usually telephone) so that the appropriate support and follow up can be arranged.

It is important that accident/incident forms (especially for serious incidents) are forwarded by the quickest possible means and certainly within 7 days of the accident/incident.

The pupils' accident book will be completed for all incidents/accidents involving children/pupils.

The Local Authority's accident/incident form will also be completed in all but the most minor cases of injury. The rule of thumb is to complete one if a parent/carers has to be contacted to collect the child from school to seek further medical advice, they are taken to hospital by staff or ambulance, or if a pupil has suffered a bump to the head.

The school reports all injuries to parents. 'Bump head letters and stickers' are sent home with pupils following any accident involving head injuries.

Accidents involving adults (staff, visitors, contractors etc.)

The Local Authority's accident/incident form will be completed **in all cases** and signed off by the Headteacher. It must be completed in all cases involving work-related ill health (excluding stress) and violence to staff. Completed forms should be sent to the Corporate Health and Safety team via the Health and Safety Inbox for inclusion in the E-Safety accident database.

The official accident book (with tear-out pages) must be completed for all incidents/accidents involving adults at the same time as the Local Authority's accident/incident form, but there are no restrictions on who completes the entry.

After each entry is made, the page will be torn out, placed in a sealed envelope and passed to the nominated member of staff who will file it in a secure/confidential location in line with the General Data Protection Regulation and the Data Protection Act 2018.

RIDDOR reporting

Any accident or incidents which trigger RIDDOR reporting requirements **must** be sent through to the Corporate Health and Safety Team by the quickest possible means

Advisors will check all submitted accident/incident forms and will report to the Health and Safety Executive on our behalf. They may contact us for more information or to notify us when RIDDOR reports have been made.

Post-incident investigation and further actions

The Headteacher and Organisational Director are responsible for ensuring that all cases of accidental injury, ill-health, violence, dangerous occurrences and near misses are properly investigated. The Corporate Health and Safety Team can support us with our investigations.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 03 – Reporting, recording and investigation of adverse events

County Council Safety Procedure 06 - Recording, Reporting and Investigation of Adverse Events

¹ In Community and Voluntary Controlled Schools, the Local Authority is the employer and therefore any accidents or incidents **must** be reported to the Corporate Health and Safety Team.

Liability claims

We utilise the assistance of the **County Council's Insurance Section** and will notify them on the day a letter of claim or CNF is received. We will not acknowledge receipt of the letter as the Insurance Section will do this on our behalf.

Email to: Insurance.Section@cumbria.gov.uk

Where we receive a letter of claim or a claim notification form (CNF) in the event of a personal injury, we will:

- immediately forward the letter of claim or CNF to the County Council Insurance Section in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

First aid

Safety Information Guidance Note SIGN 02 sets out our arrangements for the provision of first aid. First aid must be administered by staff members only. Pupils are not permitted to give first aid. Details of the nominated first aiders are displayed in school and included in [Appendix 1](#).

If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

First Aid Facilities

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

- a) Designated workplace First Aiders (names displayed on posters in school);
- b) Adequate numbers of suitably qualified staff providing first aid provision for pupils;

Identified locations of first aid boxes with complete and "in date" contents;

- c) The Rainbow room will be used for medical emergencies which is near to a toilet, wash basin etc.;
- d) Travelling first aid kits where required; all rooms within the school have first aid kits, outside areas of the school, forest, school bus, outside classroom and Midday Staff carry bum bags at all times.
- e) First aid considerations for off-site visits – First Aid bags are taken on all trips.

First aid records

We will record all first-aid treatment given by first aiders and appointed persons.

This will include:

- the date, time, and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (e.g. went home, resumed normal

- duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

Supporting pupils with medical conditions

We recognise our duty under Section 100 of the Children and Families Act 2014 to support pupils with medical conditions and maintain a list of pupils with particular medical needs. We operate documented procedures to enable adequate plans and support to be put into place.

We refer to the [E-School Nurse](#) for support where required.

Administration of Medication in School

The school will administer medicine only when it is 4 times a day and has an appropriate prescription sticker. We will disinfectant wipe the bottles. Cough medicines/lozenges etc., are not allowed unless they have been prescribed. Parents wishing the school to administer medicine will need to complete a form available from the School Office.

The school only stocks hypoallergenic/latex free plasters.

Infection control in schools and other childcare settings

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00 a.m., the school will contact the parents. If doubt is expressed regarding a child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested, and a request made that information be relayed to the school as soon as possible.

All staff should take precautions to avoid infection and must follow the 'prevention and control' guidance in the PHE link above. Staff must wear single-use disposable gloves and make use of hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. When administering first aid or dealing with blood or body fluids staff will wear single-use disposable gloves and make use of hand washing facilities. Midday supervisors will carry a small supply of the disposable gloves with them when supervising play. Dressings, cleaning cloths or equipment will be disposed of appropriately. Individuals treating colleagues/pupils must ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

We refer to '[Health protection in schools and other childcare facilities](#)' in school. This provides information regarding the care of children and of adults dealing with 'infection control'. If required, we will seek advice from the Council Public Health consultants through the EducationIPC@cumbria.gov.uk mail box.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 02 - First aid in schools](#)

[County Council Safety Procedure 07 - Essentials of First Aid](#)

Violent and aggressive behaviour

Safety Information Guidance Note SIGN 04 sets out our arrangements for managing violent and aggressive behaviour in school.

We take a serious view of any incidence of violence against our employees and take responsibility for protecting all of our staff and pupils from acts of violence and aggression. Such acts must never become an acceptable hazard of working life.

A system of reporting and monitoring incidents of violence and aggression using the Local Authority

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accident/incident form is adopted so that appropriate action can be taken to improve safety for employees in the workplace.

The school considers the safety aspects which could arise in relation to behaviour. A Behaviour Management and Positive Handling Policy for the school is held separately and can be provided on request.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[Beckstone \(X:\)>StaffFiles>Policies>staff>Behaviour Management & Handling Policy](#)

[SIGN 04 - Violence and aggression at work](#)

[County Council Safety Procedure 14 - Personal Safety and Security at Work](#)

Lone working

Safety Information Guidance Note SIGN 06 sets out our arrangements for lone working.

The school does not recommend that staff work alone on school premises. However, there might be situations in which people may choose to or find themselves working alone. This might occur, for example, at the beginning and end of the working day, at night or weekends, and could apply to any member of staff or contractor. There is no general legal prohibition on working alone. Where it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place.

Lone working risk assessments will include consideration of:

- any locations, equipment, tasks or workplace hazards that present a special risk to the lone worker;
- safe access and egress for the lone worker and supervision/monitoring arrangements;
- arrangements for emergencies, e.g. fire, first aid and security arrangements;
- personal safety risks, e.g. potential risk of violence;
- whether particular people are at an elevated risk, e.g. those with pre-existing conditions or young workers;

experience and training of the lone worker.

Reference and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 06 - Lone Working](#)

[Model Risk Assessment for Lone Working](#)

[County Council Safety Procedure No 24 - Lone Working](#)

Stress management

Safety Information Guidance Note SIGN 23 sets out our arrangements for managing the causes of work-related stress

The Headteacher and governing body will ensure that a 'whole school' risk assessment in relation to stress at work is carried out in line with Cumbria County Council's Safety Procedure 20 - Managing the Causes of Work-Related Stress. Where an individual reports stress-related issues, we will utilise the SIGN 23 individual stress risk assessment questionnaire (based on the HSE return to work form) to identify where further action or support is required.

The school adopts the six key management standards recognised by the HSE as a major cause of stress-related illness and will ensure that:

a) The Risk Assessment will:

- consider potential issues for all staff in school, including the Head teacher;
- consider any recognised guidance from approved bodies such as the HSE, teaching associations and trade unions;

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- be communicated to all staff in school, recognising that everyone has a part to play in solving the identified problems;
 - identify who is responsible for taking action;
 - include review dates to evaluate progress and to develop further actions as necessary.
- b) The results of the whole school risk assessment will be used to develop an Action Plan to tackle any 'whole school' problem areas identified.
- c) We will, through our usual consultation mechanisms, liaise with recognised teaching associations, the Local Authority and trade union representatives on issues relating to reducing stress-related illness. This process will ensure that our staff receive sufficient instruction and/or information to understand how to recognise the symptoms of stress.
- d) We will offer a range of support mechanisms for the individual, including signposting them to support through Occupational Health, their own GP, or an employee assistance programme.
- e) We will provide support for staff returning to work after sickness absence, including the completion of return to work procedures to identify suitable controls, e.g. consideration of phased return to work where appropriate.
- f) We will ensure that any performance management protocols that operate within school consider the potential for stress.
- g) We will ensure prompt referral to the Occupational Health service in all reported cases of work-related stress.
- h) The Governing Body will follow current policy and procedures for managing staff absence. The Governing Body will seek further guidance and support where required.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 23 – Managing the causes of work-related stress](#)

[Beckstone \(X:\)>StaffFiles>H&S>2021-22 Staff Wellbeing Action Plan](#)

[Beckstone \(X:\)>StaffFiles>Policies>Staff>Staff Wellbeing Policy 2021](#)

[HSE Work-related stress](#)

[ACAS Mental health resources during coronavirus](#)

Information and Communications Technology (ICT) including display screen equipment (DSE)

Safety Information Guidance Note SIGN 05 sets out our arrangements for the use of ICT including the safe use of display screen equipment.

Interactive whiteboards will be fixed and used in accordance with the manufacturer's instructions. All display screens and interactive whiteboards must be shut down when not in use.

The school online safety policy and procedures will help to ensure safe and appropriate use, and will help young people (and their parents) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 05 - ICT in schools](#)

[ICT and Display Screen Equipment DSE Workstation Self-Assessment Checklist](#)

[County Council Safety Procedure 16 - Display Screen Risk Assessment](#)

Educational visits and off-site activities

The school uses the EVOLVE online system (www.cumbriaccvisits.org.uk) for educational visits approval. The Council's Outdoor Learning and Educational Visits Advisor approves school visits involving adventurous activities, residential stays, and trips abroad, as well as providing advice to the school. This service is provided by Derwent Hill Outdoor Centre (Sunderland City Council).

The school adopts the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom <http://oeapng.info/>

Where we are responsible for transporting pupils during term time, we will employ competent transport contractors and ensure that pupils wear appropriate seatbelts/restraints.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>Risk Assessments

Cumbria Schools Safety Advice Note SAN(PE) 02 – Model School Swimming Policy

Amateur Swimming Association (ASA) - www.swimming.org/asa

Swimming Teachers Association (STA) - www.sta.co.uk

Royal Life Saving Society (RLSS) UK - www.lifesavers.org.uk or <http://rlssonline.com>

Association for Physical Education - <http://www.afpe.org.uk/>

Health and Safety Executive – Managing Health and Safety in Swimming Pools -

<http://www.hse.gov.uk/pubns/books/hsg179.htm> (free download)

Physical Education (PE) and play equipment

We follow the guidance issued by 'AfPE' Association for Physical Education:

- Risk assessments are undertaken for all PE activities and suitable control measures implemented.
- The responsible person will ensure that staff have had relevant training in any specialised activities (e.g. climbing, trampolining etc). Records will be kept of qualification and renewal dates.
- Pupils will be instructed in safe movement of equipment where they undertake this task.
- Jewellery is not permitted to be worn during any form of PE or movement exercises.
- Staff will supervise the erection and dismantling of PE equipment and not allow children to do this on their own (unless their age and capabilities allow).
- The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.
- Appropriate verbal instruction on the correct methods of moving and handling will be given to children who are assisting with moving any equipment.
- There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.
- PE mats are held in a fire-resistant store with doors kept locked when not in use.
- Regular inspections will be made of halls, floors, gyms, and equipment.
- PE equipment will be inspected before use, and outdoor fixed play equipment will be inspected regularly by staff to identify obvious hazards that can result from vandalism, wear, or weather conditions (e.g. broken parts, broken glass, exposed foundations, slippery surfaces).
- If at any inspection equipment is found to need repair, it will be removed, replaced, or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation or erecting protective fencing.
- Inspections and maintenance programmes will cover the whole play area and not just the play equipment or the impact-absorbing surface.
- Equipment will also be formally inspected at least annually by a competent contractor in accordance with the manufacturer's instructions to establish the overall condition of the equipment, foundations, and surfaces. The level of competence of the person carrying out the inspection will vary with level of risk associated with the complexity of the equipment.

References and useful links:

Beckstone: Shared Area (Y:)>StaffFiles>PE>PE H&S Risk Assessment

Drama in education

We will ensure that prior to any performances we will conduct a risk assessment to identify any potential hazards including but not confined to:

- Suitability of staging:

- In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions. Pupils are permitted to assist, but are supervised at all times and given suitable safety instructions;
 - Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury.
- Floor surfaces.
- Portable appliances/equipment:
 - use of dry ice and smoke machines;
 - strobe lighting;
 - use of residual circuit breakers (RCDs).
- Lighting, props, and storage of items.
- Working at height.
- Manual handling.
- Accessibility.
- Evacuation procedures/safety instructions to audience.
- Housekeeping.
- First aid.
- All of our school performances are for the benefit of parents, grandparents and friends of the school only which would be deemed 'Private Entertainment'. No admission charge is ever made. Therefore, performances at our school are NOT Regulated Entertainment so are not Licensable as defined by the Licensing Act 2003. A Premises Licence is therefore NOT required.
- We develop a written evacuation procedure for performances/events (when larger than normal numbers of people would be present); ensure that all staff are aware of their responsibilities should an evacuation be required during a performance/event and ensure this is clearly displayed. The performance/event leader also ensures this is explained to audiences/participants at the beginning of any such performance/event.
- Calculated Hall Capacity for the hall is not exceeded unless suitable mitigating controls are introduced and included in the fire risk assessment.
- Seating, modular staging/stage blocks and trade stalls for example never obstruct fire escape routes/ doors.
- Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.
- Reference should also be made to the school Fire Risk Assessment held separately.

General Precautions

Supervisors of performances and rehearsals are made aware of general emergency evacuation procedures and will ensure that suitable safety instructions are provided to audiences prior to the rehearsal or performance.

Supervisors will ensure that the set-up for performances and rehearsals employs suitable safety measures, especially in relation to the physical safety and ability of persons involved, and to include manual handling tasks, work at height, lighting and special effects, e.g. use of dry ice and smoke machines.

Where strobe lighting is employed this will be kept to a minimum, and clear signs will be displayed at all points of entry indicating that strobes will be used.

Any specialist equipment will only be used by experienced qualified personnel.

All electrical equipment will be used in accordance with the manufacturer's instructions and visual user checks will be made. RCD (Residual Circuit Devices) will be used where required.

References and useful links:

Health and safety in a drama setting (artsonthemove.co.uk)

Food safety arrangements

Beckstone Primary School

We aim to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully. We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.

We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point).

Any employee involved with the handling and preparation of food will hold, as a minimum, the CIEH Level 2 Award in Food Safety or equivalent, renewed at intervals not exceeding three years. All extended services staff/EYFS/KS1 are all Food Hygiene trained.

All staff involved in food preparation, cooking and baking activities to be aware of the major food allergens and take this into account for pupils (or staff) with known allergies – catering, food technology staff and those working in wrap around care will need to be aware of the contents of Individual Healthcare Plans for pupils with allergies.

Allergen information of school meals must be recorded and available. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.

Food Technology

Suitable controls to reduce risks from food technology activities to an acceptable level will be implemented. In particular:

- Gas appliances will be serviced every year by a Gas Safe Registered Engineer, and current records/certificates will be held on site;
- Electrical appliances and equipment will be inspected and tested at the appropriate intervals;
- All emergency gas and power cut-off switches will be easily identified and accessible, and staff will be made aware of the location and operation of the main cut-offs;
- Ovens will only be used by adults or pupils supervised appropriately for their age and ability;
- Pressure cookers will be subject to an annual insurance inspection;
- The number of pupils using particular pieces of equipment will be limited to prevent crowding/accidental pushing;
- Documented procedures will be brought to the attention of anyone who may be required to use equipment;
- Oven gloves/cloths will be available and used;
- Cooker guards and hob covers will be used appropriately;
- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of the equipment;
- Equipment, materials and tools will be regularly inspected and appropriately maintained;
- Food stuffs will be stored hygienically;
- An adequately stocked first aid box (including blue plasters) will be easily accessible;
- Appropriate fire-fighting equipment including appropriate fire extinguisher(s) and fire blanket will be located in the workroom;
- Passageways will be kept free for safe movement;
- Coats and bags will be stored outside the food preparation area;
- Floors will be kept clean and dry with 'clean as you go' practices adopted;
- Spillages will be cleared up immediately and the area dried with paper towels or similar.

Wrap-Around Care (Breakfast and After-School Clubs)

- Allergen information of the foods served at the club(s) will be recorded and available - this will include the bread(s), cereals, crumpets etc. used, along with any spreads. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.

Beckstone Primary School

- Food stuffs will be stored appropriately, off the floor, in sealed and where necessary, labelled containers where appropriate.
- There is a system in place for accidents occurring during Breakfast Club to be communicated to school at the end of each session.
- There is also a system in place for accidents occurring during school time to be communicated to After-School Club at the end of the school day.
- Accidents which occur during Breakfast or After-School Club are recorded in the relevant **SCHOOL** accident book i.e. neither has their own accident book – refer to our Accident Reporting Procedures held separately for details.
- Breakfast and After School Clubs have their own First Aid kits which are maintained in line with our First Aid Procedures held separately or they will utilise the school First Aid kits which are maintained in line with our First Aid Procedures.

Manual handling and lifting

Safety Information Guidance Note SIGN 19 sets out our arrangements for manual handling.

We will undertake manual handling risk assessments for all hazardous manual handling tasks that cannot be avoided. This includes the handling of people as well as objects.

We will ensure that children are supervised when carrying equipment such as PE mats or furniture and they are instructed how to do so safely.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 19 - Manual Handling](#)

[Manual Handling \(objects\) Risk Assessment](#)

[County Council Safety Procedure 19 - Manual Handling Operations](#)

Health and safety inspections of premises and activities

The governors in liaison with the Headteacher and/or Health and Safety Co-ordinator will undertake a health and safety inspection of the school premises on a termly basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan.

References and useful links:

[Schools' portal:](#)

[Inspection and Monitoring \(Health and Safety\)](#)

Workplace environments

Heating

A comfortable working temperature will be maintained of at least 16°C. In the event of the need for portable heating or cooling, any equipment provided to achieve this will be suitable for use, free from defects, and safely sited so as not to create additional hazards.

We will not use radiant heaters.

Lighting

The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.

Noise

Children will be kept at least two metres from the front of loudspeakers used for discos,

performances etc.

Welfare facilities

Suitable welfare facilities will be maintained in a safe and clean condition for all staff and pupils.

Ventilation

An adequate supply of fresh air will be maintained. Where possible this will be from natural ventilation from windows.

Access and egress

We will implement inspection procedures, defect reporting and extra attention during inclement weather. We will bring our winter gritting plan to the attention of staff, pupils, and parents/guardians to ensure safe routes are followed during periods of snow and ice.

Outdoor working

Appropriate measures will be taken to avoid the effects from working in inclement weather and in hot sun. We ensure that we follow the latest health and safety advice in respect of skin protection and prevention of ill health.

Window Blind Cords and Chains

Window blind cords and chains can pose a strangulation risk for young children. We have identified via Risk Assessment the presence of any looped cord or chained window or door blinds and have implemented the following measures to prevent strangulation:

- Staff ensure that cords or chains are stowed out of reach so that children are not at risk of strangulation.
- Wherever possible, we have used safety devices such as cord cleats, cord/chain tidies and chain break connectors.

Preventing Finger Trapping Incidents

- A risk assessment has been undertaken to determine the risk of finger trapping incidents;
- We try to reduce or remove the need for pupils to gather near the doors;
- We ensure that essential equipment is not positioned adjacent to or immediately behind doors e.g. A paper towel dispenser;
- We increase awareness of staff and pupils to potential risks;
- We prevent uncontrolled access to vulnerable doors.
- Where such measures are not practicable, finger guarding devices have been installed;
- Wherever possible during replacement or refurbishment of doors then the risk of finger trapping should be designed out. Where this is not possible and there is a significant risk then finger guarding devices will be fitted where required;
- For both new and existing devices in schools class teachers are responsible for regularly undertaking a brief, informal visual inspection to check the condition of any protective devices fitted. any obvious defects should be reported in the usual manner so that repairs or replacement can be undertaken.

Defect identification and reporting

We recognise that defective equipment or dangerous conditions can lead to personal injury or harm. **No defective electrical appliance or lead, and no defective mechanical device or tool that might give rise to danger may be used.**

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to the Headteacher. That person will ensure that the necessary action is taken to rectify each defect without delay. Any defective items will be removed/made safe to ensure that they cannot be used whilst faulty. Where the repair of low risk defects is a longer-term objective, these will be added to the school's Health and Safety Management Plan.

All staff are required to report accidents, incidents, near misses, defects, and hazards. If, following their report, they are not satisfied with the actions taken to address their concerns, they may raise the issue through their usual line management route. If the problem remains unresolved, then the issue may be referred to the Headteacher or governing body.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

County Council Safety Procedure 11 - Health and Safety Inspections for CCC Workplaces

County Council Safety Procedure 28 - Building Management and Health and Safety Coordination

Fire and emergency procedures

Safety Information Guidance Note SIGN 17 sets out our arrangements for fire and emergencies:

- Our comprehensive fire safety arrangements are in place and communicated to new staff during induction and regular reminders given.
- A documented fire risk assessment is in place, kept up-to-date and made available to all staff. A copy is held off site. The risk assessment will be reviewed and updated annually or sooner should there be any significant alterations, incidents, or changes in school.
- Any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual break glass points located around the school and shouting 'fire'.
- Fire evacuation exercises are held at the beginning of each new term and recorded in the fire logbook.
- Fire Action notices are displayed next to each fire alarm manual call point detailing the assembly points.
- Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms.
- All visitors and contractors must be signed in and instructions provided in the event of an emergency.
- Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how vulnerable people and people with disabilities will be evacuated or assisted to evacuate the premises.
- A 'buddy' system will be set up for visitors with disabilities whereby named persons will be responsible for ensuring these persons are assisted to evacuate the building quickly and safely.
- Class teachers will act as fire wardens and ensure that roll call information is provided to the fire safety co-ordinator.
- Lone workers will be made aware of the emergency arrangements and how and where to evacuate the building.
- Midday supervisors are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.
- Catering staff must ensure that, if the alarm is raised, they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so), e.g. deep fat fryer or oven, and evacuate the building by the nearest available exit.

Escape Routes, Final Exits and Fire Doors

All escape routes will be kept clear of obstruction and will be clearly marked with green 'running man' signs and directional arrows where appropriate. All staff must be aware of the location of **final exits** and alternative escape routes.

All exits will be readily openable from the inside without the use of a key (e.g. thumb turn locks, push pads or push bar) at all times including outside normal school hours, e.g. during evening performances or after school meetings.

The school operates a formal system for checking **fire doors and fire exit doors** to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a

key etc. The **Fire Safety Coordinator** or nominated representative is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

The Fire Safety Coordinator(s) will take overall control during the evacuation process. Their duties include:

- ensuring the fire and rescue service is called where required;
- coordination of people at assembly points;
- ensuring the evacuation is conducted effectively;
- delegating certain tasks to other suitable personnel;
- liaison with the emergency services on arrival and provision of key information requested by the Fire Service, e.g.
 - results of roll call, i.e. has everyone been accounted for?
 - location of fire (if known);
 - types and locations of highly flammable substances;
 - the nearest water supply fire hydrant;
 - provision of information on locations of asbestos;
 - the gas and electricity main shut-off valve locations;
 - the Fire Risk Assessment;
- initiating disaster recovery procedures;
- ensuring that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Fire Warden (class teacher) duties include:

- helping children and others (i.e. visitors) to leave the premises;
- checking their area to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.;
- using appropriate firefighting equipment if trained and safe to do so;
- reporting to the Fire Safety Coordinator;
- shutting down dangerous equipment and operating emergency shut-off switches;
- taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Head teacher and/or liaising with the Fire and Rescue Service.

In the event of a full school evacuation, a reception centre is available and located at the youth club / church hall.

Details of the nominated fire wardens are displayed in school and included in [Appendix 1](#)

Bomb threats, suspicious packages and lockdown

Although very rare occurrences, we recognise the importance of ensuring that emergency plans and procedures need to be in place for dealing with potential or actual threats. These will include measures if suspicions are raised by a verbal threat or unidentifiable package on the school site.

We have effective lockdown procedures in place, and these are regularly practiced by all staff and pupils. We follow the guidance set out in the Government publication [Protecting against terrorism](#).

Bereavement in educational settings

We refer to the web page and resources available at [Bereavement in Educational Settings - A Guide for Schools](#) for support following a sudden death or other critical incident.

School closures - emergency and planned

The Headteacher will be responsible for taking the decision to close the school in an emergency.

Beckstone Primary School

The school will follow the procedure outlined in [Cumbria County Council's Closures Advice for Schools](#) displayed in school. All parents will be contacted by the school text messaging service (Scholarpack). Should there be no contact available, any affected children will remain in school. Details of the school closure must be recorded on the schools' portal.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[Fire Safety](#)

[Beckstone \(M:\)>SchoolManagement>Health&Safety>H&SPolicies>School Emergency Plan](#)

[Crisis Management and Emergencies in Schools](#)

Environmental protection

Steps are taken to minimise the risk of environmental pollution, including liquid spillages, smoke, and environmental noise. All cases of environmental pollution are recorded and reported using the accident/incident form or adverse events form.

Forest School & Ponds on School Site

The School has created a section of land to the side of the school for forest based learning. Children are timetabled to attend a weekly session. The Risk Assessments have been created to eliminate any risks

References and useful links:

[Beckstone: \(Y:\)>StaffFiles>Forest Area>Vital Documents](#)

science.cleapss.org.uk/Resource-Info/GL019-Using-ponds-safely.aspx

Animals in school

Safety Information Guidance Note SIGN 21 sets out our arrangements for managing animals in school.

Recognised publications and guidance (e.g. CLEAPSS guides) will be used to determine suitable animals, inform risk assessments, and will be available when keeping animals in school.

References and useful links:

science.cleapss.org.uk/Resource-Info/GL202-Choosing-animals-to-keep-in-school.aspx

Trees on school site

Where we have trees in our grounds, tree surveys are undertaken at appropriate intervals by the Local Authority and a copy of the tree survey report is held in school. All recommendations are appropriately actioned using a contractor who is a member of the ARB Approved Contractor Scheme (run by the member of the Arboricultural Association).

We contact our local district council before any SIGNIFICANT work is undertaken on our trees.

References and useful links:

[County Council Safety Procedure 33 - Tree Safety Management](#)

Use and control of contractors and consultants

Contractor competence and compliance

Safety Information Guidance Note SIGN 18 sets out our arrangements for CDM and Contractors in school.

We retain and provide access to the health and safety file (required by CDM).

All contractors will be issued with and must comply with the Cumbria County Council's Contractor

Health and Safety Code of Practice. This will be issued by Cumbria County Council for County Council projects and by the school for any works they procure outside this arrangement.

Governors and the Headteacher will ensure that all contractors and sub-contractors are properly selected and vetted with regard to their health and safety competence. The selection of contractors will consider contractor competence, i.e. membership of and accreditation by recognised bodies, liability insurance and other related factors, to ensure health and safety compliance is met. Questionnaires are available from the Health and Safety Team to assist in the selection process.

Control of contractors on school sites

All building contractors will be issued with a copy of the Cumbria County Council Contractor Health and Safety Code of Practice and the school's Contractors Safety Information Sheet.

Contractors will be always be referred to the school Asbestos Register, which highlights the known or presumed areas that may contain asbestos, before any intrusive works are permitted to commence.

The contractor must sign the Safety Information Sheet before work can commence
Contractor risk assessments must be carried out prior to commencement of the work and the Headteacher notified of any additional hazards they might create during the course of their work. Suitable public protection arrangements will be required for all works – pupils are excluded from any work sites or areas where work is taking place, especially including areas where vehicle movements may take place.

Control of Substances Hazardous to Health (COSHH)

We refer to CLEAPSS specialist advice and support in science and technology for information regarding COSHH. We retain copies of safety data sheets for any cleaning chemicals or other substances that are covered by the regulations.

Where possible we will avoid the use of hazardous cleaning chemicals and use eco-friendly alternatives.

COSHH files are kept in all classrooms and are checked every term.

To help us in complying with COSHH we:

- identify all hazardous substances and work involving potential exposure to hazardous substances;
- prevent work with hazardous substances, and/or substitute hazardous substances for less hazardous ones where possible;
- store hazardous substances securely using appropriate signage;
- store chemicals in suitable containers with contents and hazards clearly labelled;
- segregate incompatible chemicals (e.g. oxidising agents and solvents);
- store hazardous liquids in significant quantities in suitable secondary containment to safely contain any leakage;
- provide suitable Personal Protective Equipment (PPE).

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[County Council Safety Procedure 10 - Control of Substances Hazardous to Health](#)
[CLEAPSS](#)

Control of asbestos

Safety Information Guidance Note SIGN 13 sets out our arrangements for the management of asbestos:

- Our buildings have been surveyed for the presence and condition of any asbestos containing materials. The County Council will retain overall duty holder responsibilities for schools which are its assets.
- Where asbestos is present or presumed, we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.
- Locally we will visually monitor and record the condition of materials termly in-house.
- We draw to the attention of contractors, staff and other people who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our Asbestos Register.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 13 - Management of asbestos in school buildings

Asbestos

County Council Safety Procedure 29 - Management of Asbestos

Water hygiene management

Control of Legionella

Safety Information Guidance Note SIGN 14 sets out our arrangements for dealing with the control of Legionella.

Water hygiene risk assessments have been carried out by a contractor registered with the Legionella Control Association. The water system and legionella risk will be maintained and checked as per the water hygiene risk assessment.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 14 - Legionella

Preventing scalds and burns

We will ensure measures are in place to prevent scalds and burns from hot water and surfaces/pipes by using thermostatic mixing valves to hot water outlets and using low surface temperature radiators or appropriate covers.

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

County Council Safety Procedure 30 - Management of Legionella

HSE Health Services – Scalding and burning

Electricity at work

Safety Information Guidance Note SIGN 15 sets out our arrangements for managing electrical safety. In general, these are:

- All portable electrical appliances are maintained in a safe condition and are inspected/tested by a competent person at suitable periods (HSG 107);
- Suitable records are maintained;
- No personal equipment is to be used *unless it has been deemed safe by a competent person*;
- Staff will undertake 'before use' visual inspections of electrical appliances;
- Electrical equipment is suitably located, and we have good cable management so as to prevent electrical risks, slips, trips and falls, and damage to equipment etc.;
- Residual current devices (RCDs) are provided and used where applicable;
- Electrical water heaters will be inspected/serviced every 12 months or as per

- manufacturers recommendations;
- Only competent, trained persons are permitted to carry out work on fixed electrical installations (lighting, wiring, etc.). All installation, repair, modification and testing of fixed electrical systems is to be undertaken using competent persons;
- We will ensure that any contractor working on electrical installations or equipment is registered on the Electrical Safety Register for non-domestic work:
<http://www.electricalcompetentperson.co.uk/>

References and useful links:

Beckstone (X:)>StaffFiles>H&S>SIGN

SIGN 15 - Electrical Safety

Electrical Safety

County Council Safety Procedure 12 - Use of Electricity at Work

Gas

We will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, equipment, and storage remain in good, safe condition.

This will include:

- Convector heaters are serviced/cleaned annually;
- School boilers and appliances including fixed equipment in kitchens, Science and D & T departments are serviced annually by a Gas Safe Registered Engineer (gas) or OFTEC Registered Engineer (oil) and records are kept in the Buildings Register;
- Gas cylinders will be subject to before and after use checks, and annual safety checks/servicing by the owner of the cylinder;
- Regulators must be replaced or refurbished every 5 years from date of manufacture or as per manufacturer's recommendations;

References and useful links:

HSE - Gas health and safety

HSE - RR1077 - Safe storage of wood pellet and wood chip fuel

Work equipment and maintenance

Our Health and Safety Management Plan identifies and sets out the frequencies for maintenance of work equipment.

All staff are expected use any work equipment provided to them in accordance with any training and instructions they have been provided with.

All other servicing and maintenance will be carried out by competent contractors.

Records of servicing and maintenance will be filed within our Buildings File.

Routine maintenance and servicing requirements

Fire: Fire maintenance and servicing will be carried out in accordance with County Council Safety Procedure 8 - Fire Safety Management Guidance Notes 1-8, and the fire safety section of this policy.

Electricity: Electrical maintenance will be carried out in accordance with County Council Safety Procedure 17 - Provision and Use of Work Equipment, County Council Safety Procedure 12 - Use of Electricity at Work, SIGN 15 - Electrical Safety, and the electrical safety section of this policy. Items not covered directly in these are detailed in the table below.

Gas: Gas maintenance and servicing will be carried out in accordance with the Gas Safety (Installation and Use) (Amendment) Regulations 2018 originally 1998, as stated in the gas, oil and biomass section.

Water: Maintained and recorded checks are carried out as per our water hygiene risk assessment detailed in the water hygiene management section above. Portable air conditioning units should be maintained as per manufacturer's instructions.

Lightening protection system: Installed systems will be maintained and inspected in line with the British Standard in force at the time of installation, BS EN 62305 which is the current standard since 2008, or BS 6651 before that. The accepted industry standard is every 11 months so that over a period of time all atmospheric conditions are considered.

Intruder alarms: Remote sensor intruder alarms (connected to call centre/police etc.) preventive maintenance should be undertaken at least twice a year. Audible only intruder alarms preventive maintenance should be carried out annually.

COSHH substances, equipment, and radiation: Will be maintained and inspected as detailed in the COSHH section and other relevant sections.

Routine Maintenance and Servicing Requirements

The table below indicates the areas and frequencies of servicing and maintenance for school systems and equipment. Those areas highlighted in BLUE are carried out by school staff. All other servicing and maintenance will be carried out by competent contractors. Records of servicing and maintenance will be filed within our Buildings Register.

AREA	ITEMS	FREQUENCY
Fire	Fire alarm system	<ul style="list-style-type: none"> Serviced 6 monthly Call points tested weekly
	Emergency lighting	<ul style="list-style-type: none"> Serviced at least annually Tested monthly
	Fire extinguishers	<ul style="list-style-type: none"> Visually checked monthly Serviced annually
	Battery-operated smoke alarms (if relevant)	<ul style="list-style-type: none"> Annual clean and battery change Tested weekly (as fire alarm)
	Fire drills/practices plus Ingress	<ul style="list-style-type: none"> Half Termly
	Fire doors	<ul style="list-style-type: none"> Regular inspection
	Fire log book	<ul style="list-style-type: none"> Kept up to date (all the above should be recorded in your fire log book)
Electricity	Mains installation (fixed wiring)	<ul style="list-style-type: none"> Inspected every 5 years by registered contractor
	Fixed electrical equipment	<ul style="list-style-type: none"> Serviced annually
	Electrical heating boilers (if relevant)	<ul style="list-style-type: none"> Serviced annually
	Fan convectors (if relevant)	<ul style="list-style-type: none"> Serviced annually
	Lightening protection (if relevant)	<ul style="list-style-type: none"> Serviced annually
		<ul style="list-style-type: none"> Serviced annually

AREA	ITEMS	FREQUENCY
	Water heaters (if relevant) Portable electrical appliances	<ul style="list-style-type: none"> • Inventory of equipment; • Regular user checks before use ; • All EARTHED equipment to receive Electrical Integrity Test annually (portable appliance testing); • Double-insulated (hand-held equipment) user checks before use, and formal visual inspection 6 months to 1 year dependant on use; • Double-insulated (not hand-held) user checks before use and formal visual inspection every 2-4 years.
Gas	Mains gas installation Gas fired boilers/heating systems/water heaters Fixed gas appliances	<ul style="list-style-type: none"> • Serviced and certificated by Gas Safe Registered Engineer annually • Serviced annually by Gas Safe Registered Engineer • Serviced annually Gas Safe Registered Engineer
Security	Intruder alarm	<ul style="list-style-type: none"> • Serviced annually
Water	Water system Infrequently used outlets (showers, hoses etc.) Thermostatic mixing valves Scald risk (pupils/ vulnerable persons)	<ul style="list-style-type: none"> • Maintenance schedule as deemed appropriate in water hygiene (legionella) risk assessment • Flushed through hottest temp possible (every week not in use) • TMV maintenance in accordance with manufacturer's instructions • Monthly checks, recorded
PE equipment	All PE equipment	<ul style="list-style-type: none"> • Serviced annually • Inspected regularly (informal)
Outdoor play equipment	All	<ul style="list-style-type: none"> • Serviced annually • Inspected regularly (informal)
DT equipment	Workshop machinery Portable/fixed dust extraction Kilns	<ul style="list-style-type: none"> • Inspected annually • Thorough examination & test every 14 months • Inspected regularly (informal) • Serviced annually
Working at height	Ladders/stepladder/scaffolds trestles	<ul style="list-style-type: none"> • Formal inspections every 6 months (recorded on Ladder Register) • Regular inspections (informal)
Kitchens	Fixed gas equipment, i.e. ranges, fryers etc. Fixed electrical equipment, i.e. mains cookers etc. Oven canopies Pressure cookers, 'Espresso-type' coffee machines, pressure steamers, steamer ovens	<ul style="list-style-type: none"> • Serviced by Gas Safe Registered Engineer annually • Serviced annually • Cleaned professionally at least annually • Annual safety checks (unless items are in regular use, in which case it might be appropriate to make more frequent formal examinations)
Science	Autoclaves and pressure cookers	<ul style="list-style-type: none"> • Annual safety checks (unless items are in regular

AREA	ITEMS	FREQUENCY
		use, in which case it might be appropriate to make more frequent formal examinations)
Asbestos	Known or presumed asbestos containing materials	<ul style="list-style-type: none"> • Visual recorded inspections (termly) • Formal inspection by UKAS accredited contractor (annual)

Work at height

Safety Information Guidance Note SIGN 16 sets out our arrangements for Working at Height.

Wherever possible, working at height will be avoided. Where it cannot be avoided, suitable equipment and procedures will be put in place to minimise risk.

Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access. Staff using ladders and stepladders will receive suitable information and instruction in their safe use.

Ladders and stepladders will not be used by pupils.

The only ladders and stepladders approved for use will be those constructed and marked to EN131, or to BS 1129:1990 Class 1 or BS 2037:1994 Class1. Ladders and stepladders will be subject to routine six monthly checks by a competent person, and before and after use checks by users to ensure they remain in a safe condition.

References and useful links:

[Beckstone \(X:\)>StaffFiles>H&S>SIGN](#)

[SIGN 16 - Working at Height](#)

[Working at Heights](#)

[County Council Safety Procedure 26 - Working at Height](#)

Personal protective equipment (PPE)

PPE will be provided where risks cannot be fully controlled in other ways. Staff can request PPE through the Health and Safety Co-ordinator.

Re-usable PPE will be subject to periodic inspection to confirm its continued suitability, and where appropriate, subject to routine maintenance.

Staff must use PPE as instructed and report any defects or other problems promptly to the Health and Safety Co-ordinator.

References and useful links:

[HSE – Risk at Work - Personal protective equipment \(PPE\)](#)

Smoke-free policy

Our school operates a complete smoke-free policy which applies at all times.

Smoking is NOT permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises.

This also applies to any vehicle being used for school business.

The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

Beckstone Primary School

These rules apply to employees, parents, visitors, members of the public, contractors and others working in or using the school's premises or vehicles. This will be clearly advertised and visitors to the school will be informed of it.

Pupils breaching smoke-free rules will be dealt with according to the school's behaviour policy.

Appendix 1 - Persons with specific responsibilities

This document supports the school's Health and Safety Policy and arrangements

Although everyone has a responsibility for health and safety in school, the governing body and Headteacher have delegated certain tasks and roles to the following persons:

ROLE	NAME
Health and Safety Co-ordinator	Headteacher David Warbrick Philippa Vaughan Organisational Director
Health and Safety Governor	Nick Whitehead – Chair of Governor
Workplace first aider(s)	All staff are first aid trained
Paediatric first aider(s)	EYFS Staff and Extended Services Staff inc Educational Support Manager
Site security issues, CCTV etc.	Compass / front office staff
Defects are to be reported to:	Headteacher David Warbrick and logged in the defects book
Training and development co-ordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Headteacher David Warbrick Philippa Vaughan Organisational Director
Asbestos co-ordinator, responsible for visual inspection and the recording of termly condition monitoring	Neil Bechelli Caretaker
Coordinator of risk and/or COSHH assessments	Sharon Beecroft - HLTA
Disclosure and Barring Scheme checks	Headteacher David Warbrick/Philippa Vaughan Organisational Director
Educational Visits Co-ordinator	Rebecca Davis-School Administrator
Fire safety co-ordinator, including organising practice evacuations, testing/checking the fire alarm, testing emergency lighting, checking fire extinguishers and fire doors, visual housekeeping and inspection, and maintaining the fire logbook	Headteacher David Warbrick Philippa Vaughan Organisational Director Neil Bechelli Caretaker
Fire wardens	Headteacher David Warbrick Philippa Vaughan Organisational Director
Holder of accident/incident records, pupil accident book and official site accident book	Philippa Vaughan Organisational Director
Ladder register is maintained by:	Neil Bechelli Caretaker
Organisation for equipment repairs, maintenance and routine servicing	Headteacher David Warbrick/Philippa Vaughan Organisational Directors
PE and fixed play equipment visual checking	PE Coordinator & Teaching Staff
PE and fixed play inspection and maintenance	Sportssafe

Location of supporting systems/documents

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in school.

Key documentation	Location
Displayed H&S Policy Statement and arrangements	Staff Room
General school risk assessments	(X:) Stafffiles>H&S>Riskassessments
Emergency/fire/crisis management plans (copies also to be held off site)	Headteacher, Deputy Headteacher, Organisational Director & School front office
Health and Safety Management Plan	(M:) Health&Safety>HSMPlans Copy on the wall Headteachers office.
Asbestos Register and management plan	Organisational Directors office and a Plan on the wall school office
Water hygiene risk assessment	Headteachers office
Defect reporting system/book	Headteachers office/ Caretakers book school office
Maintenance and servicing records (Buildings File)	Organisational Director office – Buildings File
Pupils' accident book	All classrooms/halls
Official accident book	School Office
A list of pupils with specific medical conditions/needs	PEPs copy with class teacher and a copy in the H&S file.

Copy to be retained with Health and Safety Policy