



Health and Safety Policy Spring term 2026 (interim to Pele Policy)

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Appendix 1

Ellingham CE Primary School's adapted Northumberland County Council H&S Policy

Executive Headteacher Mrs Diane Lakey

Ellingham CE Primary School, Ellingham, Chathill, Northumberland NE67 5ET

Registered address: Pele Trust c/o Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle-upon-Tyne NE20 9EG
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Statement of Intent

Ellingham CE Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focusing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- **Suitability:** focusing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE 'Advice on standards for school premises'
- DfE 'Site security guidance'
- DfE 'Managing asbestos in your school'
- DfE 'First aid in schools, early years and further education'

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- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Good estate management for school (GEMs)'
- DfE 'Keeping children safe in education 2025'
- DfE 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE 'Protective security and preparedness for education settings'
- DfE 'Estate management: competency framework and relevant training'

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Accessibility Policy
- Adverse Weather Policy
- Asbestos Management Plan
- Asbestos Management Policy
- Bomb Threat Checklist
- Bomb Threat Policy
- Child Protection and Safeguarding Policy
- COSHH Policy
- Environmental Sustainability Policy
- Fire Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Legionella Control Scheme
- Lettings Policy
- School Cleaning Policy
- School Security Policy

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- Changing Facilities Risk Assessment
- Whole-school Food Policy

2. **Roles and Responsibilities**

The academy committee is responsible for:

- Approving and reviewing the procedures outlined in this policy.
- Holding the school's leadership to account for it's management of the school premises.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective governance across the estate.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.

The headteacher will be responsible for:

- The overall implementation of this policy.
- Reporting any issues with the premises to the caretaker, Admin Manager and academy committee as appropriate.

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- Reviewing this policy in liaison with the caretaker.
- Ensuring any potential risks are identified, formally recorded, assessed and managed – this should include taking appropriate preventative and protective measures.
- Promoting the safety and wellbeing of pupils and staff.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives of Pele Trust.
- Possessing a good understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Ensuring the school estate is safe for all users.
- Ensuring responsible individuals have the functions, skills and knowledge required to effectively manage the school estate in accordance with the DfE's 'Estate management competency framework'.

The Admin Manager is responsible for:

- Supervising the delivery of activities identified in the estate strategy and asset management plan.
- Identifying and addressing training needs of operative staff.
- Ensuring operational working practices are actively and consistently applied across the estate that reflect the school's strategic approach.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership, academy committee and Pele Trust.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.

- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the estate in line with available budgets.
- Challenging others appropriately where they see wastage and raising with the team or manager as appropriate.
- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the day-to-day management of the premises, e.g. catering staff and the caretaker.

Incident leads are responsible for:

- Leading the initial response to a security incident within the school.
- Making fast, clear, and safe decisions.
- Responding appropriately to any safety concerns.
- Leading the post-incident aftercare.

The caretaker is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or Admin Manager.
- Identifying and escalating concerns about areas for improvement on the school estate.
- Providing basic information about the school estate to senior leadership as appropriate.
- Working within set processes and procedures relating to the management and operation of the estate.

- Assisting and supporting external contractors on site to ensure procurement requirements are met.
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Reporting condition and any health and safety issues to appropriate colleagues.
- Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the academy committee.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.

3. **Asbestos**

The academy committee, headteacher and caretaker will ensure that the school meets its duty to locate and manage asbestos in school.

The duty holder, or those appointed by the duty holder will be responsible for carrying out a total assessment of asbestos containing materials. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will ensure that an up-to-date asbestos management survey, risk assessment, management plan and register are all in place in accordance with the Asbestos Management Policy.

The caretaker will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The caretaker will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the academy committee and Admin Manager, will arrange for any necessary repairs to the school regarding asbestos. The caretaker and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water Management

The caretaker will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins and sinks have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
- The Legionella Health and Safety Policy will be adhered to at all times
- A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services

The school will implement sustainable water management practices to help conserve water, minimise waste and potentially save money in accordance with the Environmental Sustainability Policy.

The school will create a water management plan that:

- Defines roles and responsibilities.
- Establishes reasonable reduction targets for water consumption.
- Includes a strategy for continuous monitoring.

Additionally, the school will complete an assessment to identify issues and potential efficiency measures, including aspects such as:

- Repairing leaks.
- Installing low flow taps.
- Upgrading toilets and urinals to have lower flush volumes.
- Utilising rainwater by installing water butts.

The school's water management plan will consider water drainage and the risk of flooding, including external grounds and any impermeable surfaces. In order to assess and manage flood risk, the government's 'Assess and manage flood risk in schools' checklist will be used.

The caretaker will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

The caretaker will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

5. Temperature

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

The surface temperature of any radiator, including exposed pipework, that could be touched by a pupil will not exceed 43°C.

6. Toilet, Washing and Changing Facilities

The school will ensure that all members of the school community have equal access to suitable toilet, washing, and changing facilities.

Toilet and washing facilities for pupils:

Suitable toilet and washing facilities will be provided for the sole use of pupils, as follows:

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- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 5-11, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female for those over 8 years of age.
- No more than two thirds of male toilets will be urinals.

Toilet and washing facilities will be planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

In line with the Toilet, Washing and Changing Facilities Risk Assessment, accessible toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Accessible toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

Toilet facilities will be planned and designed so that:

- Hand washing facilities are provided within or in the immediate vicinity of every toilet.
- The rooms containing them are adequately ventilated and lit.
- They are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy.

The Admin Manager will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

Toilets and washing facilities or staff

Toilets and washing facilities will be provided for staff that are separate from those provided for pupils, except where they are designed for use by those who are disabled. These facilities may also be used by visitors.

Changing Facilities

The school will ensure that suitable accommodation will be provided for separate changing areas for male and female Key Stage 2 pupils.

7. **Medical Accommodation**

The school will ensure that suitable accommodation is provided to meet the medical and therapy needs of all pupils.

This will include:

- Accommodation for medical examination and treatment, which will be appropriately equipped and maintained.
- Space for short-term care of sick or injured pupils, which will include a washing facility and be located near a toilet.

8.. **Accessibility**

The headteacher and SENCo will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

The school will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency situation occurs in the setting. The implementation of the PEEP is done so by the 'responsible person' identified in the PEEP (SENCo, school nurse, headteacher).

The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

9.. **Lighting**

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

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External lighting will be provided to ensure safe pedestrian movement after dark. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

Some of the adaptations the school will make may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The Admin Manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Other fixed plants.

10. **Security**

The Admin Manager, caretaker, and security lead will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Admin Manager, caretaker and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The caretaker and security lead will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

The school will compile emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as communications equipment, bottled water, and plasters and/or cotton wool for treatment of injuries.

The school will ensure that emergency grab bags are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

11. **Bomb Threats**

The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously and reported to the police, however implausible they may initially seem.

If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use its Bomb Threat Checklist to understand and document what details to record.

When considering the actions to take following a bomb threat, the incident lead should consider the following options:

- Which exit and evacuation routes are the safest to use?
- Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
- Is there any available recent CCTV footage which may be of help in identifying the person making the threat?

12. Lettings

The Admin Manager will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the academy committee. When determining whether to approve an application; the academy committee will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression or artistic merit).

The academy committee will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the academy committee under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the academy committee will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.

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- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

13. **Weather**

The caretaker will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Admin Manager. The school's Adverse Weather Policy will be adhered to at all times.

14. **Invacuations, Lockdowns and Evacuations**

The caretaker will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the headteacher will liaise with the SENCo to establish the needs of pupils. Any issues will be reported to the academy committee and SENCo, where appropriate.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

The caretaker will also liaise with the school's security lead to determine the effectiveness of the school's emergency invacuation and/or evacuation procedures.

If a security incident occurs, the security lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The incident lead must be aware of which pupils and staff in the school have additional needs and who therefore may require additional help when evacuating or invacuating.

15. **Suitability**

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The headteacher will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The Admin Manager and caretaker will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

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16. Fire Safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The caretaker will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

17. Catering

The school's Whole-school Food Policy will be adhered to at all times. The Admin Manager, in consultation with the cook, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

18. Cleaning

The school's School Cleaning schedule will be adhered to at all times. The Admin Manager will be responsible for managing cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

19. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as rooms where music is taught, or open areas, will require higher acoustic standards.

20. Maintenance

The Admin Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including statutory and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

21. Furnishings

The Admin Manager, in consultation with the executive headteacher and head of school, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual review of furniture and fittings conducted by the caretaker.

22. Grounds

The Admin Manager, in consultation with the executive headteacher and head of school, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the caretaker and deficiencies will be addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

23. **Health and Safety Audit**

The Admin Manager will ensure that the school premises are subject to a regular health and safety audit. The caretaker will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up to date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

24. **Electrical Testing and Inspection**

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

25. **Estate Management Training and Competency**

All individuals who are responsible for any element of the school's estate management will be fully equipped with the competency, skills and knowledge to fulfil their role.

The school will use the DfE's 'Estate management competency framework to:

- Ensure that those conducting estate management roles possess the skills and knowledge required.

- Benchmark existing skills and experience against the framework and identify gaps to help estate management staff with their professional development.

The school will ensure that all staff members and contractors responsible for specific elements of estate management have undertaken relevant training in relation to the following:

- Asbestos Awareness
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH)
- Environmental Awareness
- Fire Safety and Personal Protective Equipment (PPE)
- Health and Safety Awareness
- Institution of Occupational Safety and Health (IOSH) Working Safely
- Use of ladders
- Legionella Awareness
- Lone Working
- Managing contractors
- Manual handling
- Portable appliance testing (PAT)
- Working at Height

26. **Monitoring and Review**

This policy will be reviewed annually by the headteacher and the caretaker. Any changes to this policy will be communicated to all relevant staff members.

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SECTION A General Statement of Policy

The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework, the Governors of the school share the responsibility for health and safety with the Local Authority (LA) which is Northumberland County Council (NCC).

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. NCC provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires an employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual (SHSM) is provided, along with several other supporting policy documents. However, due to the differences in the internal management and organisation of schools, the SHSM is designed to provide generic advice. In view of this, the school's own health and safety policy has been devised to provide details of the specific arrangements in place within the school. For ease, the

school policy is cross referenced with the SHSM.

In order to issue this policy, many members of staff have already undertaken much work, and the Governors wish to acknowledge their appreciation of these contributions. Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and an annual review of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome.

In partnership with NCC, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision

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- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from NCC and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress and safety performance, to be used in the planning process

Executive Headteacher Mrs Diane Lakey

Ellingham CE Primary School, Ellingham, Chathill, Northumberland NE67 5ET

Registered address: Pele Trust c/o Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle-upon-Tyne NE20 9EG
A charitable company limited by guarantee registered in England and Wales (company number: 11395017).



Ellingham CE Primary School is part of Pele Trust.

- an annual review of the safety policy
- the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.
- the inclusion of health and safety as a standing agenda item at regular staff meetings.

SECTION B

Safety Organisation

Key roles within the school are identified below:

Title	Name
Chair of Governors	Clive Hyland
Vice Chair	Alice Reilly
Governor with Safety Responsibilities	Clive Hyland
Executive Headteacher	Diane Lakey
Head of School	Karen Swinbank
School Safety Coordinator	Diane Lakey
Subject Coordinators (and areas of responsibility, if not obvious)	Chloe Senior: Maths, PE, Music; Kathy Davies: Medication Co-ordinator, Jill Dodds: English; Science; Diane Lakey; SENCo, DSL, Assessment, History, Geography, PSHE; Design and Technology. Karen Swinbank: Senior Teacher; Deputy DSL; EYFS, RE, Outdoor Education, MFL, First Aid Art.
Coordinator - COSHH	Diane Lakey
Coordinator - Manual Handling	John Tate

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Coordinator – Fire and Emergency	Diane Lakey
Coordinator – First Aid	Karen Swinbank
Medication Coordinator	Kathy Davies
Caretaker/Site Manager/Cleaner in Charge <i>(delete as appropriate)</i>	John Tate
Kitchen Manager	Josie Scott
Educational Visit Coordinator (EVC)	Kathy Davies
Designated Safeguarding Officer(s)	Diane Lakey
Membership of the Safety Management Team (details to be inserted by the school)	Diane Lakey Clive Hyland

Roles and Responsibilities

(see Section D of SHSM)

Further, more detailed information, regarding roles and responsibilities can be found in 'Section D - Organisation' of the SHSM. Responsibilities of additional roles in schools, such as Senior Technicians and Safety Representatives, should be added if appropriate. The roles and responsibilities of corporate services such as Occupational Health and the Corporate Health and Safety Team can also be included.

School Governors

The Chair of the governing body should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC are given in section 'E1 - Safety Management' of SHSM. However, some of the principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.

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- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 - action allocated to individuals who are responsible for the function
 - time limits set for action
 - remedial action to deal with the problems identified
 - identification of any long term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council.
- To provide information to NCC on Health and Safety matters when requested. ●

To ensure adequate resources are given to safety issues.

- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff. ●

To ensure that the protocols detailed in section E3 are followed.

Headteacher

(The following points are a summary; full details of roles and responsibilities can be found in Section D of SHSM)

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Senior Teacher and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with NCC guidance and the Schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- monitor and review safety performance regularly, and identify future needs in order to aid the planning process.

- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Senior Management Team

The School Management Team is assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

School Safety Coordinator

The Head teacher may delegate certain responsibilities to the Safety Coordinator in part or in full:

- To assist the Head teacher to annually review the schools Health and Safety Policy and arrangements.
- To ensure that members of staff are aware of, and have access, to the schools Health and Safety Policy.
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.
- To liaise with the Head teacher and, where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.
- The health and safety aspects, affecting the design and layout of new and reorganised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.

- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental manager , reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

Subject Coordinators ***(detailed information provided in Section D)***

The Subject Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Kitchen Manager

Kitchen Managers are directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

NCC Education and Skills School Meals Team support some schools in managing their catering activities. This service includes the provision of support to kitchen staff, training and key health and safety documentation as well as advice on menus, ensuring they meet the government's nutritional standards.

In such cases the Headteacher and Catering Manager should liaise with the School Meals Team to coordinate any necessary safety arrangements and in matters related to the management of the building in general.

Where a school manages their catering services without this support, or uses the services of a private contractor, reference should be made to section E3 of the *SHSM*. (*School to detail its own arrangements here*)

In all school managed services, it is the responsibility of the governing body to develop appropriate **procedures to maintain effective Health and Safety compliance**.

Site Managers, Caretakers and Cleaners in Charge

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking and cleaning staff.

These staff are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

Where a school manages their caretaking services without this support or uses the services of a private contractor, reference should be made to section E3 of the *SHSM*.

All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for

health and safety

- accident, near miss, violent incident or hazard, ensuring that an appropriate report form is completed

Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety,

SECTION C Arrangements

The Management of Health and Safety (Section B and E1 of SHSM)

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the NCC Health and Safety Policy Statement (Section B of the *SHSM*). Detailed arrangements and responsibilities of schools are provided in section E1 of the *SHSM*. All Headteachers and Governors should be aware of the content of this section and should document arrangements for fulfilling these duties within this policy.

General Arrangements

The arrangements set out in Sections E to L of the *SHSM* remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the *SHSM*, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to draft the School's Safety Policy
- To review, prioritise and direct safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary. The Safety Management Team at Ellingham meets at least termly.

Accidents, Near Misses, Violent Incidents

(Section F1 and F2 of SHSM) *(The school should modify the information below to reflect their local arrangements, however, NCC corporate reporting requirements for incidents must be followed)*

Accident Procedure

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*

- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Record Keeping

Accident, Near Miss, Violent Incident Logging (ANVIL) System

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.*
- In all cases, the ANVIL report form must be submitted to the Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

School Accident Book/Form (delete as appropriate)

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. It is important that treatment rendered by the first aider is recorded.

It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or Headteacher/senior member of staff should monitor records to

identify accident trends.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- Death of a pupil
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken directly to hospital from the scene of the incident and receives treatment.

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form.

All notifiable incidents can be reported to the HSE via their on-line reporting system.

First Aid Arrangements **(Section F3 of SHSM)**

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- First aid boxes should be located in the main office, the EYFS class, First Aid room and Hall.
- Ideally a medical room should be available; supervision of this facility must always

be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible

- Other relevant arrangements or need for information may include:
 - arrangements for first aid training/emergency aid training
 - arrangements for community association activities
 - arrangements for parties on off site visits
- **Senior First Aider: Karen Swinbank; Paediatric First Aiders: Karen Swinbank; Chloe Senior; Julie Swordy; Ellie Friend.**

Health Matters

Policy on Supporting Pupils with Medical Conditions

- The means of identifying students' medical needs should be established:
 - in the school's prospectus
 - by writing letters to parents
 - on intake forms which require parents to identify medical needs
- Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which should not be locked away.
- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Nurse Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Nurse Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
 - Parental consent

- Record of issue
- Details of any allergies

Staff Health (including stress management)

(Section K1 of SHSM)

Schools should note the content of section K1 'Health' of the SHSM, which signposts to health related policies, and include their own arrangements for complying with these.

Building, Site Maintenance and Commissioning Services Independently

(Section E3, G3, H3, J1, J2 of SHSM)

- The Headteacher is in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the Caretaker of any defects they find via the Caretaker's whiteboard or verbally.
- The School has developed a contractors induction pack and an HSC1 form is completed to record the essential exchange of H&S information between the school and the contractor in relation to works to be undertaken. The Caretaker is responsible for liaison with Property Services staff (where appropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 form, when required. The school's consistent application of HSC1 and N1 processes is essential in ensuring that any asbestos in-situ is not disturbed. ***(SHSM: J2)***
- Those schools which choose to commission services independently must ensure that the protocols detailed in section E3 are implemented. In particular, construction work must not commence unless an N1 form has been completed and approved by Property Services. It is particularly important that the specification for any alternative statutory inspection and testing services is comparable to services commissioned by Property Services. Additionally, the headteacher must be fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. ***(SHSM: J1)***

Maintenance and Testing of Equipment

(Section E1, G1 of SHSM)

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances (**L4 of SHSM**)
 - 5 yearly fixed wiring inspection (**L4 of SHSM**)
 - Fire safety checks (**Section 5 of the Fire Log Book**)
 - Water hygiene test (**H8 of SHSM**)

RCD testing will also be carried out and the results recorded.

Fire Safety and Emergencies (*Fire Log Book*)

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building and reviewed annually. Several parties should be involved in the completion of this task
- The Fire and Emergency Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in a locked area until collection by the Council
 - Electrical equipment not in use is always isolated from the mains.
- Issues arising out of inspections undertaken by the NCC Fire Safety Officer are actioned quickly.

Safeguarding

A separate safeguarding pack (*available on the Corporate Health and Safety Team web page*) has been completed detailing specific school arrangements.

Most schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site should be subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

Risk Assessment

(Section E6 of SHSM)

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Corporate Health and Safety Team provides further guidance and several generic assessments are available to schools via the Corporate Health and Safety webpage. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. Once completed, there is a need to undertake a periodic review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should also be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the SHSM ***(Section H1)***

The Headteacher maintains and updates the risk assessment, including COSHH assessments.

Manual Handling

(Section L1 of SHSM)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Manual handling training is provided to staff where appropriate.

Display Screen Equipment

(Section L2 of SHSM)

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

Machinery and Work Equipment

(Section G1 of SHSM)

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

Educational Visits

(see school's own policy)

All school trips are planned by a competent Party Leader. The details relating to the planning process are entered into the County Council's Evolve system. These details are then checked by the appointed School's Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.

The EVC must ensure that suitable and sufficient risk assessments are in place and a complete Evolve submission has been made for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff are aware of, and have access to the County Council's Code of Practice for Off-Site Educational Visits. Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

All Category 1 visits must be approved by the Headteacher.

In the case of Category 2 visits, following approval by the Headteacher, the school's submission is assessed by the Health and Safety Advisor (Educational Visits) before final approval is made for the visit to go ahead.

Category 1 and Category 2 visits must not proceed unless these approvals have been provided.

The school has its own policy on Off-Site Educational visits, a copy of which has been uploaded onto Evolve.

Outdoor Play Equipment and PE Equipment *(delete where not applicable)* **(Section G5 of SHSM)**

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor (either via SLA with NCC or arranged independently by the school). Written records of these inspections are maintained.

Any actions identified in the annual Play Equipment Inspection report are initiated immediately or referred to the Governors Property Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

Information and Training **(Section E2 of SHSM)**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements.

Training needs should be prioritised in an annual training plan and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment (PPE) **(Section L7 of SHSM)**

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used, provided that this is suitable for purpose and worn in line with the manufacturer's instructions. The cost of all PPE is covered by the school.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Those subject areas which involve a higher degree of risk, such as D&T and Science, may require their own health and safety policy. In certain cases, CLEAPSS provides standardised documentation which may be adapted by the school.