

Health, Safety and Security Policy



Written by:	J Buckley, Trust Finance Officer
Date reviewed:	5 th April 2019
Next Review Date:	Spring 2020
Chairs Signature	

Mission Statement

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

Safeguarding Statement

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

Version Control

Change Record

Statement of Intent

Date	Author	Version	Section	Reason for Change
28.3.19	J Buckley	2	Legal Framework	New legislation and guidance
			Visitors	Additional bullet points on hiring premises & supply staff
			Fire	Fire folder contents and emergency lighting/fire door checks
			Security	Arson and access control bullet points added
			Safe Plant	Additional on servicing equipment and PPE
			Appendix	Construction plan added
			Appendix	Classroom checklist added

At Acorn Trust we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance to us and this policy reflects our dedication to creating safe Academies.

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods including safe handling and use of substances.
- Ensuring the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Monitoring and reviewing our policies to ensure effectiveness to help develop a culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Academy.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.
- Ensuring all employees are competent to do their tasks and ensure the provision of adequate training.
- Consulting with employees on matters affecting their health and safety.
- Providing information, instruction and supervision for employees.
- Reviewing and revising this policy and arrangements annually

Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

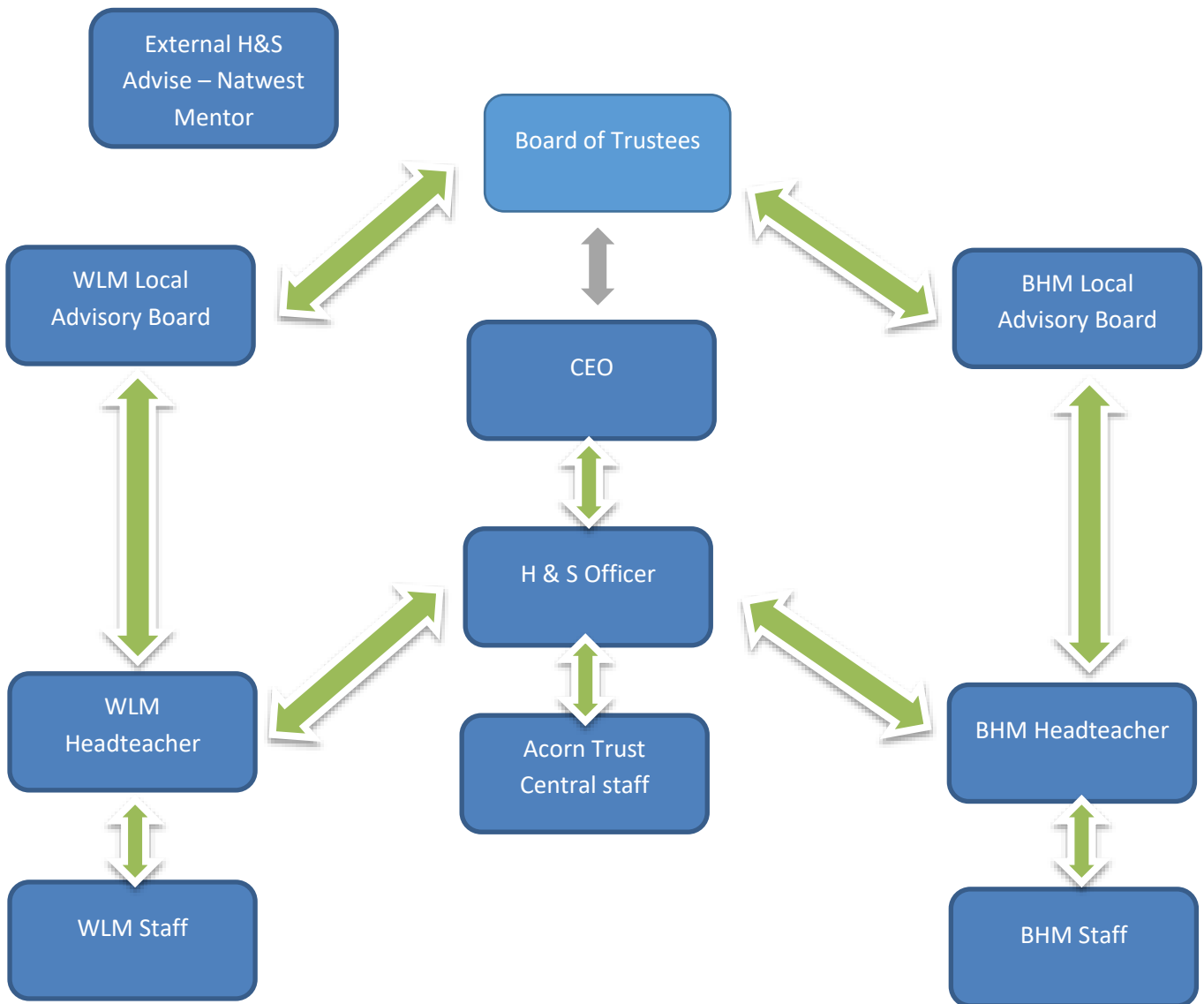
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Keeping children safe in education'
- DfE 'Health and safety for school children' 2015
- DfE (2017) Safe storage and disposal of hazardous materials and chemicals
- HSE 'Sensible health and safety management in schools' 2014
- HSE 'Preventing slip and trip incidents in the education sector'

This policy should be used in conjunction with the following school policies and procedures:

- COSHH Policy
- Asbestos Management Plan
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Lone Working Policy
- Lockdown Procedures
- Fire Evacuation Plan and Personal Emergency Evacuation Plan
- Fire Risk Assessment
- Mental Health
- Safe-guarding and Child Protection
- Online Safety
- Whole school food and drink policy including food allergens
- Startwell Centre H+S
- Stress Management
- Business Continuity plan
- Visitor Policy

- Manual Handling Policy
- Working at Heights Policy
- Volunteer Policy
- Risk Assessment Policy & Register

H&S Organisation Structure



Responsibilities

Duty of the Board of Trustees

The Board of Trustees have overall responsibility for the Health and Safety and will establish arrangements for ensuring full compliance with all health and safety legislation and for developing, approving, implementing and reviewing policies and procedures for Health, safety and security.

They will establish arrangements in consultation with LABs, for ensuring that health and safety issues are appropriately prioritised for action and staff are appropriately trained.

Through delegation from the Board of Trustees, the **duties of the Local Advisory Board (LAB)**, in consultation with the CEO, the H & S officer and its school will include:

- Ensure familiarity with requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for Health and Safety in the Academy.
- Ensure there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- To have a designated Local Advisory Board member for H+S to assist the school where possible

The Local Advisory Board endeavours to provide the following:

- A safe place for all users of the site including staff, students and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

Duties of the CEO

The CEO has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

The CEO will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented through the Headteacher and by designating a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary.

The Trust's Designated Health and Safety officer is **J Buckley**

The CEO in conjunction with the Headteachers and the designated Health and Safety Officer will ensure that:

- policies and procedures with regard to health, safety and welfare matters within the school are established and approved, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters or legislation raised are brought to the attention of the Local Advisory Board and if required the Board of Trustees;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Local Advisory Board;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school
- training needs are identified and arrangements made for those needs to be met;
- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the Trust have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Duties of Class Teachers

The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

- ensure the safety of pupils, in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Headteacher on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out.

Duties of all Staff Members

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:-

- take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- cooperate with their employers on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- carry out their work in accordance with training and instructions.
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- familiarise themselves with the health and safety policy and aspects of their work related to health and safety.
- avoid any conduct which puts themselves or others at risk.
- be familiar with all requirements laid down by the acorn trust
- ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- ensure all machinery and equipment is in good working order and safe to use, including adequate guards. they will also not allow improper use of such equipment.
- use the correct equipment and tools for the job and any protective clothing supplied.
- ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- report any defects in equipment or facilities to the designated health and safety officer.
- take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- exercise good standards of housekeeping and cleanliness.
- adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- report accidents or dangerous occurrences at the earliest possible opportunity;
- take reasonable precautions to ensure the safety of all persons in their charge.

Duties of all Pupils, volunteers and visitors

All pupils, volunteers and visitors will:

- exercise personal responsibility for the health and safety of themselves and others.
- dress in a manner that is consistent with safety and hygiene standards.
- respond to the instruction of staff given in an emergency.
- observe the health and safety rules of the school.
- not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Communicating Health and Safety Issues in school

Any health and safety concerns or issues which arise and need to be dealt with should be reported to any of these members of staff:

	BHM	WLM
Health and Safety Officer	J Buckley	J Buckley
Site Supervisor	A Holdsworth	L Hope
Pastoral Manager	A Conduit	S Williams
Headteacher	A Burkes	A Burkes/X Moragrega from Sept 19

The Health and Safety Law poster is displayed in the staff room and entrance as well as a copy of this H+S policy.

Competency for Tasks and Training

The Trust has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This is through the online Natwest Mentor system. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate.

	BHM	WLM
Induction training will be provided for all employees by:	J Quenby - HR A Conduit – Pastoral Manager A Burkes –Headteacher	J Quenby – HR S Williams – Pastoral Manager A Burkes/X Moragrega – Headteacher
Job specific training will be provided by:	A named Senior Teacher for teachers A named HLTA for teaching assistants J Quenby for any other support staff	A named Senior Teacher for teachers A named HLTA for teaching assistants J Quenby for any other support staff
Training records are kept by:	J Quenby - HR	J Quenby - HR
Training will be identified, arranged and monitored by:	J Quenby/J Buckley/A Conduit for H+S & Safeguarding training A Burkes for CPD and job related training	J Quenby/J Buckley/A Conduit for H+S & Safeguarding training A Burkes/X Moragrega for CPD and job related training

Pupil Health and Safety Procedures during the School Day

In order to safeguard our children at the academy, numerous procedures are followed to supervise them at the start of the school day, during curriculum and non-curriculum time and at home time.

As these procedures may change regularly due to building changes, staff changes etc., they have been detailed in appendix A.

The Startwell Centre

The Startwell centre and its associated link buildings have their own H+S policy

Accidents, First Aid and work related ill health

The academy acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Replenish first aid kits appropriately (see appendix B) including emergency inhalers
- Provide First aid kits including emergency inhalers for all school trips
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and make appropriate arrangements to deal with this issue.

	BHM	WLM
The first aid boxes are located in:	Reception Year 3, 5 and 6 2YO and 3-4YO Nursery Staff room	Each classroom
First Aid Bum bags	Welfare assistants	Playground assistants
The first aider(s) and appointed person(s) is/are: There is also a list in the staffroom.	J Baxter – Full FAW G Taylor – paediatric T Young – paediatric V Connor – paediatric S Keane – paediatric/FAW S Tague –basic/paediatric W Fahey – paediatric K Nixon – Paediatric R Handley – Paediatric J Merga – paediatric V Pook – paediatric K Aspinall – paediatric/FAW A Conduity	S Wright - paediatric K Bates - paediatric C Parker – paediatric/FAW D Malley Smith – paed/FAW C Seddon – paediatric L Hope – paediatric S Mccole – paediatric S Kelly – basic P Hammond – paediatric A Rudge – paediatric C Coleman – basic A Hilton – basic S Williams – full FAW
First Aid box replenisher	Julie Baxter	Classroom TA
All accidents and cases of work-related ill health are to be reported as shown:	Minor accidents - Accident book Serious accidents – Headteacher Work related ill health – CEO	Minor accidents - Accident book Serious accidents – Headteacher Work related ill health – CEO
Health surveillance where required for employees will be arranged by:	CEO	CEO

Health surveillance/records will be kept by:	HR	HR
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The following procedures should be adhered to for:

Minor Injuries:

- Ensure any cuts or broken skins are covered with waterproof or other suitable dressings.
- Enter all accidents which occur to children whilst in the care of school in the Accident Log book located near the first aid kits. The duplicate slip must go home with the child to inform them of the injury.
- Welfare/Support staff should report any injuries to the appropriate member of the teaching staff in order that they are aware of the situation.
- Any teacher who is concerned about the condition of a child after an accident should inform the Headteacher or Pastoral Manager. They will decide as to whether it is necessary to contact parents.
- Bumps to the head may be potentially serious and the effects are not always immediate. Parents of the pupil should always be informed about serious head injuries by phone and observation needs to be undertaken in class. Minor head injuries should be monitored by the class teacher and an accident slip completed to go home with a text message sent to parent.

Serious Injuries / Illness:

- Contact a First Aider and inform the Headteacher
- If hospitalisation is required then an ambulance should be summoned. It is desirable if reasonably practicable for a responsible adult to accompany the child taken from school by ambulance. If this is impossible, a brief note giving details of the accident/illness together with the child's name and address should be given to the ambulance crew and the parents informed as soon as possible.
- If a child is transported in a car belonging to a member of staff there must be at least two adults (including the driver) available to take the child.
- Notify the parents of the pupil. On no account should urgent treatment be delayed pending the arrival at school of parents.
- Record the injury in the Accident Log Book (located near the first kits).
- Complete a RIDDOR report if required.

Accidents involving staff or visitors:

- Any accident involving adults must be reported to the Headteacher and investigated.
- Any member of staff who suffers any injury whilst at work must ensure that it is recorded in the Staff Accident Log Book.
- Any accident which occurs at work and prevents a member of staff from working for over 7 days or more must be reported to RIDDOR

Accident Investigation

Where necessary accidents, incidents and near-misses will be investigated by the Health and Safety Officer along with the Headteacher and the outcomes recorded. Information regarding the lead up to the accident, the building structure, external factors and action taken after the accident will all be recorded.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness. Results will be reported to the Local Advisory Board.

Training on accident reporting and investigation is provided for those with the responsibility.

Monitoring

The Acorn Trust actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

Many injuries in schools occur as a result of slips, trips and falls. Staff, children, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard such as:

- Litter.
- Telephone or electrical cables lying across a walkway.
- Loose or torn carpets.
- Wet floors.
- Objects left on the floor in cloakrooms, resource areas, or class bases.
- Hurrying or running by adults or children.
- Cupboard doors and filing cabinets left open.
- Obscured vision when carrying bulky items.

Reporting should be verbal to the Health and Safety Officer or Site Supervisor as soon as possible who will advise the Headteacher of action taken/required.

Illness in School

When a child is ill in school, parents are informed and the child is sent home. Only the parent, designated guardian or child minder is allowed to collect the child.

To avoid outbreaks of infectious diseases, the government guidelines must be followed re. Infectious period including 48 hours post last bout of sickness or diarrhoea.

Infection Control

The Acorn Trust actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

Each school employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

All staff are subject to a full occupational health check before starting employment at the Acorn Trust

Each school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

The Acorn Trust encourages parents/carers to have their children immunised.

All cuts and abrasions should be covered with waterproof dressings.

Wall-mounted hand sanitiser is available in all toilets and around the school.

Taking Medication in School

The Trust's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

Notification from parents regarding any medication that pupils are required to take will be obtained by the schools

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication

Following statutory guidelines in EYFS, children in Reception class or nursery can be given medication such as liquid paracetamol such as Calpol to control fevers by the school if a consent form has been obtained.

Unless an emergency, parents are contacted first before the medication is given. They are always informed if medication has been taken by a child in EYFS. No medication is to be given without consent.

Paracetamol consent forms are required on any residential visit. Again where possible, the parent is contacted before medication is given. Prescriptive medication can only be given to children year 1 and above.

An emergency inhaler and epi pen (Emergency Adrenaline Auto Injector) has been purchased for the school to deal with any emergencies. Signed consent for their use is to be obtained from parents at the start of the school year. Guidelines and procedures on their use are outlined in the Supporting Pupils with Medical Conditions Policy.

Hygiene in the school

Adults dealing with situations where blood, urine or vomit etc. is evident should always wear a pair of disposable gloves and disposable apron. Contaminated areas should be cleaned appropriately and any contaminated waste disposed of in a sealed bin liner. All hands should be washed immediately afterwards.

When cleaning children, 2 staff members if possible should be in attendance, if not the door should be left ajar. Children should always be treated with care and respect, in order to foster and promote self-esteem.

Head lice

If a member of staff suspects that a child has head lice they should report it to the Pastoral Manager who will issue a general advice notice via the school office. The advice on the prevention and treatment of head lice is available from school office and regular updates on prevention methods should be included in newsletters.

Visitors and Contractors to the Academy

The procedures outlined in the Visitor Policy and supply staff and volunteer guidance will be implemented by relevant staff when receiving visitors to the school.

- All visitors must sign in to reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the Academy concerned.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- No contractor will execute work on the Academy site without permission
- Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the Academy.
- Contractors will abide by the school's safety and emergency procedures. They should be notified of any potential hazards including the location of asbestos in the school. The asbestos register must be read and signed before work is undertaken.
- Visitors and contractors will wear a visitor's badge at all times while on Academy grounds.
- Children will be reminded in class assemblies that all visitors in school should be wearing visitors badge as a form of positive identification and for them to inform a member of staff if they see anyone without a badge.
- Any stranger seen loitering near the school or in the school grounds should be reported without delay to the Headteacher who will call the Police if necessary.
- Staff members who encounter an unidentifiable visitor will take sensible and appropriate measures to ascertain the nature of their business, without endangering personal safety, or the safety of the children
- Uncooperative visitors/strangers threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Construction/maintenance of the premises

When undertaking construction or maintenance work, the schools within the Acorn Trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The H&S Officer in conjunction with the Headteacher of the school will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The H&S Officer in conjunction with the Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The H&S Officer in conjunction with the Headteacher will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Hazards such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of nearest A&E department
- The principal contractor draws up a Construction Phase Plan (appendix H) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the school, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Violence to Staff and pupils

Personal Security is critical for both pupils and staff.

Where confidential interviews take place, it is urged that they are conducted in accessible areas of the school. Every effort should be made to ensure that wherever possible, there should be visual access. Where such conditions cannot apply, it is advised that another adult be informed that the interview is taking place.

Physical or verbal abuse is totally unacceptable and all violent incidents will be recorded and reported if necessary. The academy may exclude from the premises any adults or pupils for violent behaviour or abusive behaviour.

Fire Safety

- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- The Academy will test evacuation procedures each term.
- All visitors and staff must sign in and out and children leaving school for appointments or sickness must be recorded on the electrical signing in and out system so there is always an up to date list of who is in the school building at any one time. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Any emergency grab bags and emergency medication (inhaler and epi-pen) must be taken out at every evacuation
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Emergency lighting will be checked weekly by the site supervisor and annually by an external contractor.
- Fire doors will be checked weekly by the site supervisor
- Fire alarms will be tested weekly from different 'break glass' fire points around the Academy and records will be maintained and held in the Academy office.
- The fire file contains information on all procedures, fire checks and evacuations.
- All staff should be aware of the location of fire extinguishers but should only use them in emergencies and never put themselves at risk attempting to fight a fire.
- The fire drill procedure is detailed in appendix C.
- No-one must try to re-enter school without the Headteacher's permission or that of the Fire Brigade's Officer-in-Charge if they are present.
- All kitchen staff must be involved in the arrangements for emergency evacuation.

- The Health and Safety Officer will keep a record of all drills held, with details of time taken to vacate the premises and any difficulties experienced. This information will be included in a report at the next Local Advisory Board meeting.
- A Fire risk assessment is undertaken every 2 years by an external competent person. On an annual basis the fire risk assessment is checked in accordance with PAS79 guidelines.

Crisis Incidents

In case of a business crisis, all paperwork that may be required (e.g. Policies, staff lists, call parent instructions etc) can be located on Office 365, team sites – Business Continuity. A program is in place so that security measures are communicated on an annual basis and tests carried out for lockdown and fire evacuation on a termly basis.

Bomb Threats

- Upon receipt of a bomb threat or a suspicious package, staff must ask the questions detailed in appendix D.
- Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police.
- The Headteacher will decide whether or not to evacuate the building.
- If an evacuation is deemed necessary, the following procedure will take place.
- All senior staff will be informed of the situation verbally and NOT by the use of radios or mobile phones. The fire alarm or other electrical devices should not be switched on. The evacuation will then take place as per fire drill except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
 - Evacuate to the Bomb Assembly Point located further from the school.
 - Once the Police have arrived staff will await further instruction from the emergency services.

Severe Weather

- The Headteacher, in liaison with the Chair of the Local Advisory Board and CEO, makes a decision on Academy closure on the grounds of Health and Safety. If a closure takes place the Local Advisory Board must be informed.
- The SBM will then carry out the school closure procedures (appendix E)

Lockdown

- The lockdown procedures could be triggered by a number of situations including:
 - An incident in the local community
 - An unauthorised person on site
- If any of these instances occur, it may be prudent to carry out lock down procedures. These can be found in each School's Lockdown procedures.
- Termly lockdown drills will be carried out to ensure children and staff are aware of the procedures.

For further information on any of the above crisis incidents, please see School security guidance and lockdown procedures

Smoking

All smoking is prohibited on or in the immediate vicinity of school premises and during visits or field trips in the presence of pupils. This also includes e-cigarettes.

Workplace Environment

Regular workplace inspections will be carried out to ensure the workplace environment is safe.

The site supervisor termly will carry out a work inspection (appendix F) and any findings are to be reported to the Health and Safety Officer to remedy. In most cases, they will be completed in conjunction with the Health & Safety Officer and H&S Local Advisory Board Member.

- Temperature – should be a minimum of 16 C with a constant supply of fresh air.
- Lighting – Must have sufficient and suitable lighting and if possible natural light for the work task to be carried out.
- Cleanliness – bins to be emptied daily and all furniture, furnishing and fittings will be kept sufficiently clean. Each class teacher is responsible for the tidiness of their own base.
- Hygiene Areas – special consideration will be given to the cleanliness of these areas including the waste collection.
- Ventilation - All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the site supervisor.
- Floors - All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.
- Toilet facilities – These are cleaned daily and any problems should be reported to the Site supervisor.
- Food – should not be left uncovered and should be stored in sealed containers and refrigerated where necessary.

Working at Heights

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

- Makeshift methods of reaching heights e.g. standing on tables, chairs or stools must not be used.
- When using aluminium step ladders these should be locked down, a sufficient length and either be tied at the top or an assistant must "foot" the bottom. The foot must be on firm ground.
- Staff must never overreach or stand with one foot on the steps and the other on a fixed surface
- Once a term, ladders and steps should be checked by the Site Supervisor for defects. If they are found to be unsafe, they should be taken out of service.

Lifting and Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment or furniture.

Where possible staff are to work in pairs or use mechanical equipment.

Hazardous Materials (COSHH)

- The Site Supervisor in conjunction with the Health and Safety Officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used and kept with its data sheet. When conducting the risk assessment, account will be taken with regards the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label.
- They must be kept out of reach from children.
- All COSHH and Ionising Radiations Regulations must be adhered to including consideration of storage life.
- No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- No chemicals or other hazardous materials will be used without the permission of the headteacher at each school.
- The schools within the Acorn Trust will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- The schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

- Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Risk assessments

- The CEO has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the Academies.
- Regular assessments of high risk areas and annual risk assessments for all other areas of the schools will be undertaken by the H&S Officer These will be recorded in a risk register with a rating given for the risk (low, medium or high).
- Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- Risk assessments will be undertaken by a variety of staff depending on the activity/their knowledge of the risk.
- These will be reviewed annually or sooner if new guidelines become available or if an element of the work activity changes significantly.
- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- Significant findings will be reported to the CEO allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- Any additional control measures that are identified from the risk assessment process will be planned and implemented. The status of the risk assessment will be regularly reviewed and updated by the H&S Officer in conjunction with the CEO and Headteacher
- Each school will record any significant findings of any risk assessments, including the following:
 - The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk
- The Headteacher and EVC will ensure risk assessments are completed by staff leading day trips or residential stays. These must be thoroughly checked and signed by both the Headteacher and EVC.

For further information on carrying out a risk assessment, please see Risk Assessment Procedure Policy.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)

- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the school's uniform)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Security and theft

Formal disciplinary action will be taken against any person who demonstrates flagrant disregard for the security measures imposed.

The following measures can help reduce risk of incident by improving door security, entry/exit procedures and minimising theft opportunities

- During School sessions, all outside doors must remain closed and secure.
- Staff are requested to use the front door when arriving in a morning and leaving in the evening.
- Name badges and staff lanyards are issued to all staff.
- All visitors/helpers must be admitted through the front door where they should sign in and out. Visitor badges and lanyards will be issued.
- Pupils must enter/exit the building by the appropriate doors as directed by staff.
- Pupils arriving late or leaving for an appointment whilst school is in session must use the front door under the supervision of the Office staff. All arrivals/departures will be recorded on the Inentry System.
- The front door code should be limited to staff. The code must be changed immediately if a breach of security is suspected. Fobs must be used for the operation of these doors (rather than the code). Codes for the door must be changed on a termly basis.
- Door keys are held by the CEO, Headteacher, SBM, and Site Supervisor.
- When securing the building, key holders must check all windows and external doors switch lights off and close internal doors.
- Staff and students are responsible for their personal belongings and the Academy accepts no responsibility for loss or damage.
- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate secure location and staff should not be placed at risk of robbery.
- Thefts may be reported to the Police and staff members are expected to assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used.
- Missing or believed stolen equipment must be reported immediately to the Headteacher.
- All academies have been fitted with an intruder alarm system.
- Lighting has been installed in the car parks and other key external areas of the school
- Curtains and blinds are drawn at the end of each day so that contents of rooms cannot be seen from outside.
- All shutters are lockable and some windows fitted with safety locks.

- The school's main office is protected behind a glass screen and locked door.
- The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- The school will ban individuals from the premises if they pose a risk to any member of the school community.
- The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Road Safety

- Wherever possible walking to school or use of public transport is encouraged. Where this is not possible parents are advised to park in local streets five minutes' walk from school with due consideration for local residents.
- All those driving onto our site must exercise extreme care.
- Zebra crossing points and area with yellow lines should be kept clear at all times.
- Roadways must be kept clear at all times for emergency vehicles, authorised visitors and refuse vehicles etc.
- Only staff and visitors may use the school car park.
- The gates into the playground should be locked at the start of the day to ensure visitors come through to the main entrance of school or the Startwell centre.
- Parents access the Startwell Centre through the shared High School/Startwell centre car park and are asked to take due care. Regular reminders are issued and the centre is pro-active in ensuring cars are parked safely and correctly. The High School has ownership and responsibility for the car park.
- Police assistance to be used when parking outside the school becomes a source of concern.
- Members of staff who live locally are encouraged to walk or cycle to school. Children are encouraged to cycle, and cycle proficiency lessons are given in school to those who want them.
- Signage is used pro-actively to assist with road safety.

Pupil Road Safety

Road Safety will be delivered through the curriculum as part of the National Curriculum, P.S.H.E., assemblies and specific road safety training. The school will work in collaboration with parents to develop safer child pedestrian skills. All children are encouraged to wear high visibility clothing on their journey to and from school, and to identify and adopt safe routes to school. Parents will be kept up to date by regular newsletter outlining Road Safety initiatives.

Any balls that go over the perimeter fence should be retrieved by a member of staff.

Playground Safety

The surface of the playground will be kept in good condition and any uneven paving slabs corrected.

Where possible, pupils should not play near steps, steep slopes, or changes in levels. Children and staff should be aware of potential risks when playing with balls and skipping ropes.

Children are not allowed to play around the front of the school building or in areas where they are out of sight of the staff member on duty.

All playground equipment is checked weekly by the site supervisor and annually by a qualified ROSPRA inspector.

Transport

When using vehicle transport, all passengers, regardless of age, will be provided with one seat each and seat belts will be worn. Before setting off, staff must check that pupils are using seatbelts.

Only in an emergency will staff use their own cars to transport pupils. A full risk assessment must be undertaken if the member of staff is to be alone with the child and agreement from the school headteacher.

Staff who transport pupils in their own cars must supply driving license, insurance and MOT details. Booster seats and car seats are available for pupils to meet the latest safety standards and legislation for travelling in a car with pupils under 12. Pupils must not sit in the front seat.

PE and Swimming

It is every teacher's responsibility when teaching PE to: -

- Check the area for hazards before a P.E. session. E.g. broken glass, stones and dog fouling are particularly hazardous outside and wet floors and food inside.
- Check the pitch after inclement weather.
- Check equipment and remove any defective sports equipment from use. The defective item should be clearly labelled and a report (written) submitted to the Headteacher.
- Check that the children wear the appropriate clothes, footwear and no jewellery.
- The control measures within the Swimming and PE equipment risk assessment must always be implemented.

Safety checks should be carried out by an authorised person annually and reported to the Headteacher if there are any issues.

During swimming activities, the staff/pupil ratio will be at least 1:15 with at least one adult being female and if possible one being male.

For further information, please see the PE policy, Swimming risk assessment and PE risk assessment.

Educational Visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

Safe Plant and Equipment

School has service level agreements in place to ensure that we comply with all statutory requirements including portable electrical appliances, legionella testing, SEN equipment checks, gas heating, playground equipment checks and asbestos checks.

The Finance Manager in conjunction with the Admin Officer and Site Supervisor is responsible for:

- identifying all equipment/plant needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is carried out
- Reporting and chasing up any repair work for problems found with equipment.
- Checking that new equipment meets any required health and safety standards before it is purchased.

When not in use, PPE will be properly stored, kept clean, and in good repair. External Inspectors will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the finance manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Gas/Heating Systems

In accordance with HSE guidance, the boilers including pressurisation units are inspected annually with any other gas tests required including gas safety supply and soundness checks as well as ventilation cleans (before and after photos required). Regular inspections of all gas pipework is carried out by the site supervisor and recorded in the Leak prevention Register.

Legionella

In accordance with HSE guidance, GMS has carried out a Legionella Risk assessment. As a result of the legionella risk assessment, risks were identified and dealt with on a priority basis as detailed in the Legionella Management Plan. GMS are also contracted to carry out monthly legionella checks at each academy. They also check and service the TMVs 6-monthly and carry out an annual water heater inspection. Further details concerning the management of Legionella can be found in the Legionella Management Policy.

Asbestos management

In accordance with HSE guidance, a type two asbestos survey has been carried out at every academy to confirm whether asbestos is present and information is kept in the asbestos register. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis as detailed in the Asbestos Management Plan. Regular monitoring to check the condition of any asbestos present is carried out by the site supervisor who has been asbestos trained. This is recorded in the Asbestos Management Plan with further details concerning the management of asbestos.

Electrical Regulations

All work carried out must comply with the Electricity at Work Act and the latest issue and IEE Regulations. Any additions or changes to the schools wiring must be inspected and certified by an authorised person.

The Electricity at Work Regulations 1989 applies to school premises. They place a duty on employers to ensure, as far as is reasonably practicable that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

The fixed electrical circuits etc. within school are inspected and tested at least every five years by a competent person.

Staff should inspect any electrical device before use for exposed wires, broken plugs etc. and report if faulty.

PAT testing on fixed appliances and portable appliances is carried out annually.

Stress Management

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible and speak to the Headteacher. Instances of work-related stress will result in an immediate referral to Health Management. A stress risk assessment must be carried out on any member of staff if they are showing symptoms or have returned back to work from stress related illness.

See the Stress Management policy and risk assessment for more information

Display Equipment

DSE assessments will be carried out by the Health and Safety Officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

Lone Working

Risk assessments must be carried out for any employee who will potentially work alone at the Academy.

Working alone should be avoided if at all possible. Staff working alone or in limited numbers should always:-

- Advise the Headteacher or CEO or Health & Safety Officer.
- Advise a spouse or family of their whereabouts and expected finish time.
- Ensure their spouse has a contact tel number for the CEO, Health & safety Officer, Site-supervisor or Headteacher.
- Lock the doors once inside and carry the keys with them whilst in the building.
- Only authorised key holders will be responsible for closing, checking and setting the alarm.
- Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.
- See the Lone-working Policy and Risk Assessment for more information

Lettings

Anyone hiring the Academy premises will have their own insurance and health and safety policies that will be reviewed annually by the Academy. See the Lettings and Leasing Policy for more information

H&S Performance Monitoring and Review

The Trust acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement

Monitoring of the policy will take place through formal and informal exercises. Examples include:

- Carrying out spot checks,
- Checking that scheduled safety inspections have taken place,
- Completing termly and annual internal audits
- Reviewing management reports
- Checking of accident investigations
- Investigating trends and patterns
- Investigating work related sickness
- Checking of the Risk Register and the appropriate risk assessments
- H & S safety audits to be undertaken by external companies
- Examining of documents for compliance including the external school dinner contractor and Mighty Oaks for food safety compliance, training records and COSHH.

A Health and Safety and Building report will be produced termly for the school's Local Advisory Board to report on any health and safety matters. These reports will also form part of the arrangements for the development, monitoring and review of health and safety policies.

APPENDIX A - BHM

Supervision of pupils during Curriculum and Non-Curriculum Time

8:30am

The gate leading into the playground is unlocked by Site Manager at 8:30am.
A member of SLT staff will stand outside the school gate from 8:45am to welcome and guide parents and pupils in the morning.

8:50am

Open door entry for all children

9am

Start of the day and doors are closed and secured.
All pupils arriving after this time must enter school by the main entrance and be signed in by the Administration Officer.

9.05am

Gate leading into playground is locked by Site Manager

10.45am – 11am

Break time

The playground duty rota ensures that both the KS1 and KS2 playground are managed and there is first aid availability.
At the end of break, children line up in their respective classes and re-enter school supervised by staff members.

11:45am to 1:15pm

Lunchtime

Nursery start their lunchtime at 11:45am and are led to the school hall by 2 staff members. KS1 then have their lunch followed by KS2.
The playgrounds are managed by the welfare staff or teaching assistants as per the lunchtime duty rota. All playground staff wear a first aid bum bag to cope with minor bumps and scratches on the playground. If more serious, a first aider is called. A school mobile phone or walkie talkie is to be taken on the playground to call for help if required.

3.00pm

Gates leading into playground re-opened by Site Manager

During a wet break, designated members of support staff (designated by the class teacher) or the class teacher herself supervise the class.

At wet lunchtime, classes join together and be supervised by the staff on duty. Reception join with Y1 in the Y1 class room, Year 2 and 3 will join together in the Y3 classroom, Year 4 and 5 will join together in the Y5 classroom and Y6 will remain in their own class.

A class of children is never left unsupervised. Parents and volunteers who assist the teacher stay in the classroom and may be 'in charge' of a small group of children whilst

engaged in curriculum activities. Level 2, 3 and 4 Teaching Assistants may take a group out of the class or supervise a small class.

The adult helper is selected at the discretion of the class teacher who makes a professional judgement of both helper and designated task.

All volunteers must undergo DBS clearance before being allowed to help in school.

Children around School

Children quickly learn their way around school and movement should always be controlled and purposeful e.g. walking to and from the library, to the hall/dining room and classrooms... At times children are asked to be responsible for tasks which may take them out of the classroom for a short period of time e.g. delivering a message, the registers or a letter. On such occasions it is advisable to send children in pairs rather than singularly.

Home Time

If the person due to collect the child is not in the school playground then the child is kept inside by the class teacher or if the child is older, they are taught to return into the safety of the school building. Children should return to their classroom until the designated adult arrives to collect them. Any remaining children should be brought to the school office so office staff and/or Pastoral Manager can contact parents.

At 4:30pm or 5pm (if in school club) if no contact with parents has been made, the central duty team at Wigan is contacted as per Missing Child Policy.

Parents know that children are not supervised by a member of staff after the school day ends unless their child is registered in an after school club. Staff may not dismiss their class prior to the finished time of 3:15pm.

APPENDIX A - WLM

Supervision of pupils during Curriculum and Non-Curriculum Time

The gate leading into the playground is unlocked at 8:30am.

8:45am

Open door entry for all children

At least one member staff must be at the Early Years entrance and another at the Primary Phase entrance by 8:45am to welcome children into school.

8.55am

Start of the day and doors and front gates are locked.

All pupils arriving after this time must enter school by the main entrance and be signed in by the Administration Officer.

10.30am – 10.45am

Years 1, 2 and 3 break.

One member of staff is on duty in the yard, another member of staff needs to be available for First Aid. At the end of playtime children line up and enter school via the EY and Primary Phase entrances. The EY Phase entrance is supervised by the member of staff on duty.

11am. – 11.15am

Years 4, 5 and 6 break

One member of staff is on duty, another should be available for First Aid.

11:40am – 1:15pm

Lunch Break

The Dining Hall: The Pastoral Manager/Assistant, or in their absence, a member of the Senior Leadership Team (SLT), as well as a Level 1 Teaching Assistant, are responsible for supervising the dining hall. The Reception Teacher should also be in the hall to offer support to children from 11:45am – 12:00 as part of the EYFS requirements for PSED. All other teachers support their children in obtaining meals and sitting.

Play is supervised by Teaching Assistants on a rota basis. At all times there are at least two adults in each play area. A school mobile phone or walkie talkie is to be taken on the playground to call for help if required.

2:45pm.

Gates leading into playground re-opened by Site Manager

During a wet break, designated members of support staff (designated by the class teacher) or the class teacher herself supervise the class.

At wet lunchtime, classes join together and are supervised by the staff on duty. Reception join with Y1 in the Y1 classroom, Year 2 and 3 will join together in the Y3 classroom, Year 4 will remain in their own classroom and Y5 and 6 will join together in the Y5 classroom.

A class of children is never left unsupervised. Parents and volunteers who assist the teacher stay in the classroom and may be 'in charge' of a small group of children whilst engaged in curriculum activities. Level 2, 3 and 4 Teaching Assistants may take a group out of the class or supervise a small class.

The adult helper is selected at the discretion of the class teacher who makes a professional judgement of both helper and designated task.

All volunteers must undergo DBS clearance before being allowed to help in school.

Children around School

Children quickly learn their way around school and movement should always be controlled and purposeful e.g. walking to and from the library, to the hall/dining room and classrooms. At times children are asked to be responsible for tasks which may take them out of the classroom for a short period of time e.g. delivering a message, the registers or a letter. On such occasions it is advisable to send children in pairs rather than singularly.

Home Time

Parents know that children are not supervised by a member of staff after the school day ends unless their child is registered in an after school club. Staff may not dismiss their class prior to the agreed times. (Pre-school at 3:00pm; R, Y1 and Y2 at 3:05pm; Year 3 and 4 at 3:10pm and Year 5 and 6 at 3:15pm) In addition, children should not be kept in class after this time without first informing their parent/guardian. Parents who wish for their children to walk home on their own must give written consent.

If the person due to collect the child is not in the school playground then the child is taught to return into the safety of the school building. Children should return to their classroom until the designated adult arrives to collect them. The office staff and/or Pastoral staff will then go for the child and bring him/her to the main entrance.

The Pastoral manager or Health and Safety Officer is responsible for contacting parents of children left later than 3:30pm unless this has been by prior arrangement with school.

If after 40 minutes, the parent is un-contactable, Central support at Wigan Council is contacted for advice

APPENDIX B

Guidelines for Contents for School First Aid boxes

(From The Management of Health and Safety, Education Health and Safety team
Issue 2 Sept. 1997)

Contents	Travel Pack	1-10 Persons	11-50 Persons	51-100 Persons
Guidance Leaflet	1	1	1	1
Individually Wrapped Plasters	6	20	40	40
Sterile Eye Pad	1	2	3	4
Triangular Bandage	2	4	4	6
Safety Pins	2	6	12	12
Small Sterile Dressing	2	4	6	8
Medium Sterile Dressing	1	2	4	6
Large Sterile Dressing	1	2	3	4
Ex Large Sterile Dressing	0	0	1	2
Cleaning Wipes	10	10 (if req.)	10 (if req.)	10 (if req.)

While this is an approved list, it is acceptable to add or remove items and change quantities of items to suit our circumstances.

An Emergency Inhaler must be kept in close proximity to each playground as well as in the office.

APPENDIX C - BHM

Fire Drill

The emergency system uses sirens. School is fitted with smoke and heat detectors, break glass points and is connected directly to a monitoring centre who contact the local fire service.

Class Procedure

1. On hearing the fire alarm, staff to calm their class and ask the children to stand before collecting their teacher iPad.
2. Pupils and staff to leave the classroom in an orderly manner via the nearest external door, and walk to the designated safe place.
3. The designated safe place for KS1 is on the infant's playground and for KS2 is the junior playground.
4. If the fire is near the exit point or pupils/staff are an area other than class, they are to leave the building through their nearest safe exit.
5. When the class has assembled on the yard staff will then complete the roll call using the fire evac app. All the class must stay together at all times, standing in silence. Any missing children should be reported to the Senior Person in Charge via the Key stage leader.
6. No-one is to return to the building under any circumstances.

If the alarm sounds at lunchtime then the Welfare staff should:

1. Calm the children
2. Remind the children that they must get to their designated place in their playground and line up quietly.
3. Direct the children out of the nearest appropriate fire exit (children in the Hall should exit through the doors and walk round to the appropriate play area).
4. Teachers should join their respective classes and complete a roll call using their fire evac app on their iPads or office iPad. Teachers should not return to their classrooms for their iPad. Any missing children should be reported to the Senior Person in Charge via the Key stage leader

Areas of Responsibility

	Action	Person	2 nd person if 1 st not available.
Fire Warden - Nurseries	Sweeps area and reports back to senior person in control	TA support at time	Nursery Lead
Fire Warden - Whole school	Sweeps area and reports back to senior person in control. Attempts to turn off fire alarm and contact fire	Pastoral Manager	Assistant Manager or Attendance Officer

	service if certain false alarm activated.		
Senior Person in Control	Ensures all registers have been taken, communicates with parents/visitors/fire if on site.	Headteacher	Deputy
Gates/Registers/Check visitors	Collects visitor list, green file, emergency inhalers, epi pen, emergency grab bag and registers. Passes registers to teachers once gate is unlocked. Checks visitor log.	Admin Officer	Headteacher
Key Stage leaders	To report back to Senior Person in charge that roll call is completed.	Key Stage leaders	Another teacher from key stage

APPENDIX C - WLM

Fire Drill

In the event of fire or any other such emergency the person recognising the event should:

- Sound the alarm (adjacent to all outside doors)
- Ensure that **the emergency services are called by the office or in the case of the Startwell's Centre the Co-ordinator or Receptionist Information Assistant.**
- Vacate the building
 - a) The Administration Officer will take the keys and ensure perimeter gates into the school yard are unlocked so that classes may assemble safely in the yard.
 - b) The Receptionist Information Assistant will unlock the Startwell's Centre gate.
 - c) Classes and adults will vacate the building quickly, in a quiet orderly manner by the nearest exit and assemble at the appropriate marker points at the furthest part of the playground from the school (i.e. on the tarmac football pitch). People accessing adult and community learning and Children's Centre projects, assemble in the car park adjacent to the centre.

- d) On exit the Administration Officer will take out the office iPad and the emergency grab bag, inhalers and epi-pen. The Startwell Centre Receptionist and adult learner tutors take registers and signing in books check all users are present.
- e) Teachers will carry out a headcount and if discrepancies, will then, carry out a roll call from the fire evac app using their own iPad or office iPad and tell the Senior Person in Control that all are present and accounted for or who is missing.

In the event of a lunchtime evacuation, children in school will leave via the nearest exit and all children will line up as they would, should the alarm sound during lesson time. The office iPad will be used to carry out a roll call if required via the Fire Evac App.

- If anyone is missing on either occasion the Senior Person in Control or representative will arrange for a search (if this is possible) and notify the fire service immediately upon their arrival. The Senior Person in control will also check that ALL STAFF and visitors – teaching and non-teaching are safe outside the building.

There will be regular fire drills to ensure that the procedures are well known to staff and children alike. Fire extinguishers and alarms are checked in accordance with LA procedures by the designated agency. The regular testing of fire alarms is also carried out and recorded in the Fire Log Book along with the fire drills. This is retained in the main office.

Areas of Responsibility

	Action	Person	2 nd person if 1 st not available.
Fire Warden - Nurseries	Sweeps area and reports back to senior person in control	TA support at time	Nursery Lead
Fire Warden - Whole school	Sweeps area and reports back to senior person in control. Attempts to turn off fire alarm and contact fire service if certain false alarm activated.	Pastoral Manager	Assistant Manager or Attendance Officer
Senior Person in Control	Ensures all registers have been taken, communicates with parents/visitors/fire if on site.	Headteacher	Deputy

Gates/Registers/Check visitors	Collects visitor list, green file, emergency inhalers, epi pen, emergency grab bag and registers. Passes registers to teachers once gate is unlocked. Checks visitor log.	Admin Officer	Headteacher
Key Stage leaders	To report back to Senior Person in charge that roll call is completed.	Key Stage leaders	Another teacher from key stage

APPENDIX D

SUSPICIOUS PACKAGE or BOMB THREAT QUESTIONS

Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):

1. Where is it?
2. In which building is it and on what floor?
3. What time will the bomb go off?
4. What does the bomb look like and what colour is it?
5. What type of bomb is it and what type of explosive?
6. Who are you?
7. Why are you doing this?
8. Do you have a code word?

Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police.

APPENDIX E

School Closure procedures

- Contact parents by text message or push services
- Contact staff by text message
- Update web site with school closure message
- Contact Wigan council school closures to ensure their website is updated
- Contact local radio stations

APPENDIX F

ACORN TRUST WORKPLACE ANNUAL INSPECTION CHECKLIST

The following is not an exhaustive list but a framework to guide workplace inspections.

Team Members: _____

Date of Inspection: _____

Location (e.g. General Assistant's Area/Workroom/Art room): _____

* Further action required: (i) Risk Management Plan (ii) Hazard Report form (iii) Incident Investigation (iv) Other

	Acceptable		Immediate action taken	Further action required*	Date signed off	Date to be completed
	Y	N				
Thoroughfares (access and egress)						
Pathways/walkways/stairs/ramps and access areas clear of rubbish and obstructions						
Pathways/walkways are slip free. Surfaces are even, free of holes, cracks, fraying or uplifted edges						
Slip resistant materials or absorbent mats used in wet areas						
Steps/stairs/ramps/handrails are secure and in good repair						
Electrical cables/cords kept clear of walkways or secured						
Exit and egress points clearly identified and accessible						
Other:						
Office and classroom environment (workstations and surrounding areas)						
Ergonomic furniture is appropriately adjusted e.g. keyboards, chairs						
Furniture is well maintained and in good/safe condition						
Desks and benches stable and suitable for the work						
Materials are stored appropriately e.g. not on floor around work areas						
Staff use good housekeeping practices around their work areas						
Sufficient space is provided around workstations so staff can move and work safely						
Walkways and aisles are clear of obstructions						
Floor mats do not present trip hazards						
Lifting aids are available where required						
Electrical equipment is in good working order						
Electrical leads are secured to prevent trip hazards						
Adequate ventilation in all areas						
Other:						
Storage						
Storerooms and storage areas are tidy and free from obstruction						
Stored materials are secured appropriately to prevent them falling						
Heavy equipment is stored at waist level						
Storage areas are accessible and free from trip hazards						
Shelving is stable and well maintained						
Other:						

	Acceptable		Immediate action taken	Further action required*	Date signed off	Date to be completed
	Y	N				
Electrical						
All power boards have an overload switch						
Portable power leakage circuits checked and functioning correctly						
All electrical cables free of possible contact with water or other conductors						
Double adaptors are not used in conjunction with other double adaptors or extension leads						
No leads placed where subject to damage e.g. heat or cutting						
No broken plugs, sockets or switches						
Other:						
Master controls – whole workplace						
Perimeter fences and safety barriers in place and maintained						
Access by delivery vehicles and other vehicles safe for pedestrians						
Rubbish is stored appropriately and removed regularly						
Building/renovation areas and contained debris are controlled through effective barriers against unauthorised access						
Other:						
Bathrooms and toilets						
Adequate and clean toilet facilities and supplies						
Toilets provided for people with disability						
Toilet and bathroom facilities cleaned regularly						
Paper towels or air dryers available and working						
Toilet paper available with spare rolls readily accessible						
Sanitary towel disposal units in female toilets						
Facilities well ventilated						
Other:						
Staff room						
Appropriate hand washing facilities are available						
Safety guidelines/rules are clearly displayed						
To prevent slips and trips, all areas are kept clean and free of waste or obstructions						
Access to canteen equipment is restricted to relevant staff						
Other:						
Food preparation areas clean and hygienic						
Fridges and food storage areas kept clean and hygienic						
Adequate drinking facilities						
Other:						
Room heaters, air conditioners and ventilation						
Heating and cooling units effective for the work area						
Heaters in good working condition						
Heaters situated clear of flammable items						
Photocopiers are placed in well ventilated areas						
Other:						

	Y	N	Immediate action taken	Further action required*	Date signed off	Date to be completed
Hazardous substances (chemical safety)						
The hazardous substances register is up to date						
All chemicals are secured from unauthorised access						
All chemicals are stored correctly according to MSDSs and CSIS guidelines						
Decanted chemicals are placed in suitable containers and correctly labelled						
Chemical storerooms are locked and signs prohibiting unauthorised personnel from entering are in place						
Only minimal quantities of chemicals are kept on site						
Housekeeping						
All work spaces are clear, tidy and free of obstruction and waste						
All displays, hanging or posted, are without risk						
Appropriate aids available for work being carried out e.g. steps/ladders, trolleys						
H & S Policy is displayed on staff noticeboard						
First aid						
First Aid Plan is displayed on noticeboard(s)						
First aid arrangements are displayed, including name and location of first aid officer						
Appropriate first aid kits are available and easily accessible with signs clearly visible						
A current record of all first aid treatment is kept						
First aid kits are checked regularly to ensure they are clean, orderly, fully stocked and not expired						
Fire safety						
Access to all fire safety equipment unobstructed						
Fire extinguishers mounted on the wall, signs located above them, fully charged and accessible						
Emergency equipment (e.g. fire extinguishers) has been tested, tagged and current						
Fire blanket required						
Clear instructions displayed for evacuation						
Adequate direction signs for emergency exits						
Fire doors and emergency exits clear of obstruction						
Correct operation of fire doors						
Other:						

APPENDIX G

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

APPENDIX H

Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:		<u>Name of principal contractor</u>			
Name and address of client					
<u>Name of school</u>					
<u>Address line 1</u>					
<u>Address line 2</u>					
<u>Town/city</u>					
<u>Postcode</u>					
Principal designer					
Name of principal designer					
Address					
Phone number					
Email address					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:			Finish:		
			Other:		
Where are your toilet, washing and rest facilities?					
What are your fire and emergency procedures?					

Other employees of the contractor working on site		
Name	Contact details	
What are your site induction arrangements?		
How will you keep everyone on site updated during the job?		
Risk assessment		
What are the main dangers on site?	Hazard is present? (Y/N)	What controls do you have?
Falls from height		<ul style="list-style-type: none"> Ladders are kept in good condition, at the correct angle, and secured. Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.
Collapse of excavations		<ul style="list-style-type: none"> Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.
Collapse of structures		<ul style="list-style-type: none"> Props are installed by a competent person to support structures.
Exposure to building dusts		<ul style="list-style-type: none"> Dust is prevented by using cutting and vacuum extraction on tools. Vacuum cleaners are used instead of sweeping.

		<ul style="list-style-type: none"> • Suitable and well-fitted masks are used.
Exposure to asbestos		<ul style="list-style-type: none"> • Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. • Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		<ul style="list-style-type: none"> • The appropriate supervision is provided.
Electricity		<ul style="list-style-type: none"> • The electricity supply and other services are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		<ul style="list-style-type: none"> • The site is kept secure in order to prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.