

The Governing Body of Fowey Primary School adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the School.

Statement of Safety Policy

For Fowey Primary School

1. Fowey Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date.

Chair of Governors_____

Head Teacher_____

Date: 5th February 2019

To be reviewed: January 2021

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Governors

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is named in Appendix 1.

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
 - Ensuring regular inspections are carried out;
 - Submitting inspection reports to governors;
 - Ensuring action is taken on health, safety and welfare issues;
 - Passing on information received on health and safety matters to appropriate people;
 - Ensuring accident investigations are carried out;
 - Chairing the school health and safety committee;
 - Identifying and facilitating staff training needs;
 - Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
 - Co-operating with and providing necessary facilities for trades union safety representatives.
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- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and

contracting procedures, to ensure that their employer's health and safety policy is complied with.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. When required by the Head Teacher, these functions may be delegated to:

Health and Safety Coordinator (named in Appendix 1)

When required by the Head teacher, H&S Coordinator is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

H&S Coordinator is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Out of school activities

Each event or club requires a risk assessment

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has 18 fully qualified first aiders holding the First Aid at Work Certificate.

Coordinator:

First Aid Coordinator is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- that first aid equipment is available

In the First Aid Room

In the Kitchen (Hall)

- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures (responsibility of School Administrator). Lists displayed around the school. In addition, the School Secretary is responsible to ensure that first aid qualifications are, and remain, current.

H&S Coordinator and First Aid Coordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders (listed in Appendix 2) will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that a First Aid form is completed for all treatment given and that the necessary details are supplied for the reporting of accidents, (see Reporting of Accidents section).

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call, (or will instruct another member of staff to call), 999 and request that an ambulance and paramedics attend.

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's well-being, the first aider is expected to contact NHS Direct for advice (111) or phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of a form.

Records of notification by telephone to parents will be kept by School Secretary. Copies of written notification are held in the first aid room.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance. Only staff with appropriate insurance will be used.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

Medicines in School

The school follows Council and DfES guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

Class teachers may keep a prescribed Epipen or other device for class pupils who may suffer from acute allergic reactions, so that emergency treatment may be administered as required. Any class teachers act on the authority of the Head Teacher when administering such emergency treatment, but the class teacher must be trained in the administration procedures in accordance with LA advice.

The School does not keep any other medication.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

Ira Ludwig and Catherine Dowrick are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates. Medication can be dispensed by any first aider.

All medication will be kept in the main office.

Prescribed medication, that requires re Fridgeration, will be kept in a small fridge in the main office.

However, Epipens or other prescribed devices that need to be kept near a specific pupil will be secured in the top shelf of a class teacher's cupboard in a labelled box.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Medical Log

Consent forms will be kept in the Medicines Folder and will be kept for the duration of the pupil's attendance at the school. Care plans will be filed in the Care Plans Folder. These files are located in the First Aid Room.

The Medicines Folder will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- “use-by” date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. It is normally carried out in the staff room. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans, filed in a Care Plans Folder in the First Aid Room.

Off-Site Activities

The school has a policy and procedure for off-site activities and Educational Visits which includes the assessment of medical needs of all involved in the trip. The *Fowey Primary School Educational Visits Policy* and the Cornwall Council document, *Safety on Educational Visits 2003*, must be referred to by any Visit Leader prior to planning any visit. The procedures and requirements laid out in those documents must be adhered to.

The Cornwall Council Emergency Contact Number for contacting senior education staff within the LA in the event of an emergency outside of normal office hours is:

01872 222000

Accidents

Reporting Officer

The Head Teacher is responsible for the collection of information and the completion of the On-Line Accident Report. In his absence, this role will be fulfilled by H&S Coordinator. All accidents must be reported to the Reporting Officer. The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's First Aid and Accident Folder.

Accident Investigation

All accident reports will be seen by Head Teacher who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Site Manager.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical) – Site Manager
- Recording the significant results of the fire evacuation drills - Site Manager
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.) - Site Manager

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

An evacuation of all buildings on the site is to be instigated if the following alarms are heard or signs of the presence of a hazard are observed:

Fire, general hazard and evacuation alarms:

- A continuous ringing of the school bell system.
- A loud klaxon or air horn heard in the corridors or classrooms.
- Warnings shouted nearby: e.g. *Fire!* or *Evacuate!*
- The presence of smoke, noxious smells, or evidence of human distress, such as vomiting, breathlessness, dizziness or disorientation.

Intruder or security alarm:

- A continuous ringing of the school bell system.

On hearing an alarm:

All staff are to collect all children in their immediate care and walk them to the nearest safe exit and then form a supervised group on the school playground and

await the arrival of the senior school manager and secretarial staff. An immediate headcount should take place pending the arrival of the class register, when a further name check should take place. Pupils should not be allowed to make telephone calls on mobile telephones.

Pupils must be grouped in a safe area that is not affected by heat, smoke or contamination from the hazard that prompted the evacuation. All staff are to pay attention to wind direction, heat, the possibility of structural collapse in the vicinity of buildings and to the presence of heat, dust and smoke that may contain asbestos or other contaminants. Staff are to move their pupils to the outer field area wherever possible, pending an instruction to move pupils to the Emergency Evacuation Centre (Fowey River Academy).

All adults including supply teachers, Teaching Assistants, ICT staff and Music staff are to supervise pupils in their care pending the arrival of their pupils' normal class teacher.

If the incident commander or senior manager-in-charge deems it necessary, school personnel will be ordered to move with the pupils to the Emergency Evacuation Centre, i.e. Fowey River Academy. This will be done by walking along the shortest route. Safe transit in class groups by taking the normal control measures will apply. At Fowey River Academy the senior manager-in-charge will organise parental contact and will instruct staff to safeguard pupil safety in the hall.

As part of the safe evacuation of the school buildings:

- All staff must make themselves familiar with the locations of all exits, all fire alarm points and all fire extinguishers. Signs indicate the nearest exit. An evacuation instruction is displayed near to the door in every classroom.
- Emergency exits must not be blocked or locked. Obstructions in exit paths must be removed immediately if practical, and then be reported to Head Teacher. Fire doors must be kept closed and must not be secured in the open position.
- A class list of pupils should be held for emergency use by all teachers so that if necessary, a head count can be completed without the use of registers.
- Class registers will be given to class teachers by the secretarial staff at the initial assembly area on the school site. When the teacher has completed the register, these are then given back to secretarial staff as indication of all children present.
- Secretarial staff also take out signing in/out book, late book, pupil contact details folder, mobile phone and gate keys.
- In addition, at Wednesday Workshops, the group leader is responsible for leading their group to the Assembly Point and registering them.
- The fire alarm may be activated by anyone who observes a fire, smoke or other hazard. The calling of the emergency services can

be made by any member of staff with access to a telephone. In the first instance, secretarial staff or the Head Teacher will always call the emergency services on hearing an alarm or observing a hazard.

- Quick clearance checks should be made by designated staff.
- All unsupervised pupils should be instructed to leave immediately if encountered by any member of staff.
- Pupils with restricted physical mobility should be assisted by a member of the support staff or the class teacher if they are unable to keep up with a class group. Pupils may be picked up and carried if necessary.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by a qualified electrical contractor.

All test certificates will be kept in the school office, filed in the Electrical Appliance Record Folder (in the Health and Safety section), for the duration of the life of the appliance.

Coordinator

Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with MAT Director of Estates and Facilities to arrange for a whole school fixed wiring inspection.

Personal Items of Equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one off type event then permission must be sought from H&S Coordinator and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used, rather than plug-in or mains-fed items.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to Site Manager for repair/replacement.

Work Equipment

Head Teacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

School Security

Site Manager is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. Site Manager may delegate these tasks to a named person under the instruction of the Head Teacher in her absence.

Site Manager is also responsible for carrying out checks of the premises during the school holidays.

A review of site security will be made by Head Teacher, H&S Governor, H&S Coordinator and Site Manager at the beginning of each calendar year.

Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

Additional school procedures:

- Risk assessments by Head Teacher has been carried out; Safe Working Procedure has been prepared;
- Control measures are to be used to minimise risks;
- Incidents or 'near-misses' are to be reported to the Head Teacher who will act as the Monitoring Officer and Risk Manager;
- Incidents and near misses are to be reviewed by the SMT and Head teacher, and action is to be taken to reduce future risks;
- Incidents are to be reported to Head Teacher, who is to assess whether a Health and Safety issue has arisen and whether a review of arrangements is required.

Arrangements for Supervision of Pupils

The normal drop-off time for pupils is 8.30am. The normal pick-up time for pupils is 3:05pm. The school will be open from 8.30am to 3.05pm on weekdays during term time. Between these daily times supervision will be provided. Pupils will not be allowed on site outside these times, except to attend supervised extra-curricular activities.

Morning Break time: 10:30am to 10:45am: 1 qualified teacher and at least 4 Teaching Assistants to patrol playgrounds and supervise pupils.

Lunch time supervision for FS/KS1: 12:15 (12:25 KS2) to 1:15pm 6 Lunchtime Supervisors to patrol playgrounds, school corridors and canteen.

Pupils who have unexpectedly not been collected at 3:05 pm, are to be sent to the office and arrangements will then be made by the senior member of staff to contact parents. Pupils will be kept at the school office, under supervision, until they are picked up.

Pupils are to be dropped off by parents at their classroom door. Children in KS1 and EYFS must be dropped at the door by an adult.

Risk Assessment

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment software or by using an agreed paper format.

H&S Coordinator is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Teachers or Visits Coordinators are responsible for ensuring that risk assessments are carried out for school trips and visits and the assessments should be submitted to H&S Coordinator for co-signing and checking, and to Head Teacher for final approval. Teachers and Visit Coordinators should refer to the school's Educational Visits Policy and the *Safety on Educational Visits 2003*, document, before visit planning begins. Form EV must be completed by the Visit Coordinator.

Extra-Curricular Leaders are responsible for ensuring that risk assessments are carried out for out-of-school activities and the assessments should be submitted to H&S Coordinator for co-signing and to Head Teacher for final approval. Submission to Cornwall Outdoors for further review and approval is necessary before final acceptance. (For visits abroad or out-of-County, this may require a submission time six months or a year before the visit takes place).

Copies of risk assessments are available from H&S Coordinator.

Safe Working Procedures

The risk assessments have been used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures and general guidance are available in the staff room.

Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Site Manager will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required advice will be sought from H&S Services).

In addition, Site Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

Staff

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file from H&S Coordinator. The COSHH file is kept in the staffroom cupboard.

COSHH Coordinator

Site Manager/H&S Coordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Training

Identification of Training Needs

The School has carried out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments has been used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Head Teacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

Display Screen Equipment

Workstation Assessment

The Head teacher is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

DSE assessment will be completed by all DSE users (see below) at the start of employment or following significant changes (e.g. new workstations). The assessments will be followed by the workstation assessment by a trained DSE assessor (Appendix 1) and by Head teacher.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Management of Contractors

Site Manager is responsible for overseeing the management of all contractors on site.

Site Manager is also responsible for ensuring all contractors have received H&S information, such as may be needed to minimise the risk from the contractor's activities on School site.

Selection of Contractors

The school will only select contractors to carry out work who are registered with CHAS or other safety schemes, or have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

Manual Handling

- Avoidance of risk

The School will eliminate, as far as is reasonably practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the EEC system or from Site Manager. Safe working procedure for manual handling has been prepared and placed in staff HS file.

- Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

- Responsibility for assessment

Site Manager and curriculum leaders have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary. Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

Work at height

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Step stools in the school must be at one of the minimum standards or class:

- BS 7377
- EN 14183
- GS Approved

- Have a maximum capacity rating of 150kgs.

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129 / Class 1 (wood)
- BS 2037 / Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)
- GS Approved (wherever this marking/standard is used)

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and stepladders must be thoroughly checked once a term, using checklist to ensure consistency of the inspection. Records of the checks will be kept by the Site Manager.

Training:

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years. Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Headteacher/Site Manager prior to use. The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

Step Stools - A simple instructional training brief is to be given by Site Manager to all users.

Step Ladders - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Site Manager; alternatively, this training may be provided by any external competent training course provider.

This training will cover:

1. The school's work at height policy requirements.
2. HSE Working at heights guidance information
3. Specific safe working procedures and risk assessment
4. School safe working procedures for work at height.

Ladders and step ladders (high risk) – for accessing roofs, Site Staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

Appendix 1 – Named individuals with responsibilities

Responsibility	Named individual
Health and Safety Governor	Chris Williams
Head teacher	Kate Sicolo
Health and Safety Coordinator	John Warnham
Site Manager	John Warnham
School Administrators	Catherine Dowrick
Director of Estates and Facilities (MAT)	Chris Bennett
The person appointed with the authority of the Head Teacher to request action from the contractor where conditions are considered to be unsafe	Maria Barnes
Fire Safety Managers	John Warnham, Kate Sicolo, Maria Barnes
First aid coordinator	Jo Bayes
Reporting Officer (Accidents)	Kate Sicolo
Deputy Reporting Officer (Accidents)	Maria Barnes
DSE Assessor	Jason Rogers, Chris Bennett (MAT)
Team Teach Staff	Maria Barnes, Julie Jones, Virginia Oatham, Kate Sicolo, Joanna Hughes
Staff designated to attend call-outs out of school hours	John Warnham
Security company	Fowey Systems