



Trust Health and Safety Policy

(Including Local Arrangements and Responsibilities for Health and Safety - Annex)

This policy is applicable to: All schools in the Wonder Learning Partnership (WLP)

Version 1

Important: This document can only be considered valid when viewed on the website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
Name of Responsible Committee/Individual:	Finance, Audit and Risk Committee
Implementation Date:	Autumn Term 2024
Review Date:	Autum Term 2025
Target Audience:	Headteachers, Trustees, Governors, All Staff
Referenced Documents:	<ul style="list-style-type: none">Local Arrangements and Responsibilities for Health and Safety (Appendix)

WLP Health and Safety Policy Statement of Intent

The Chief Executive Officer, Chief Finance Officer and Chair of the Trust Board accept the responsibility held by WLP in the discharging of its legal duties to ensure the health, safety and welfare of its colleagues, pupils, students and others affected by the activities of WLP and the WLP family of schools.

With the support of our Executive Leadership Team, Trustees and Headteachers, WLP is committed to the prevention of injury and ill health associated with the activities of WLP through the provision of a safe working environment.

This will be achieved through ensuring:

- appointment of competent persons to assist WLP in the discharge of its legal duties;
- the provision and allocation of resources, commensurate with the safety risks presented and recognised hierarchy of control measures to ensure individual schools can meet their own health and safety responsibilities;
- promotion of a positive health and safety culture across all schools and roles, where constructive challenge of existing practice is welcomed;
- internal and external scrutiny of our health and safety systems, practices and accepted norms to continuously challenging ourselves to ensure we are all the best leaders we can be;
- consulting with all stakeholders and reviewing our health and safety arrangements at regular intervals.

WLP is committed to integrating health and safety into decision-making and risk management processes throughout all operations. Colleagues with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate these risks are appropriately monitored. WLP will regularly review health, safety and welfare arrangements, to ensure that it complies with legal requirements and strives to achieve best practice.

WLP will ensure their responsibility to consult colleagues, recognised trade union representatives and others who may be affected by their activities is effectively met, and encourage a joint approach to the management of health, safety and welfare throughout all stakeholders.

WLP expects all colleagues and those undertaking work on behalf of, or in partnership with WLP to take reasonable care of their own health and safety, the health & safety of others and to co-operate with WLP in the discharge of its moral and statutory duties.

WLP will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Chief Executive Officer

Chief Finance Officer

Chair of the Trust Board

Academic Year 2024 - 2025

WLP Organisation for Health and Safety

Chief Executive Officer (CEO) Chief Finance Officer (CFO) Executive Leadership Team	<p>The Chief Executive Officer has overall personal responsibility for the effective leadership of all health, safety and welfare matters and adherence to the Health and Safety at Work etc. Act 1974 and all associated legislation, throughout WLP and its family of schools.</p> <p>The CEO with the support of the CFO and the Executive Leadership Team will ensure:</p> <ul style="list-style-type: none">• The WLP health and safety policy and local arrangements and responsibilities for health and safety are an integral part of the culture, values and targets of WLP with safe and healthy practices embedded throughout all schools;• Effective leadership is achieved through the setting, reviewing and monitoring of targets for maintenance of standards and, where appropriate, for ensuring improvements in health and safety performance;• That adequate resources are made available to meet as minimum, full statutory compliance across all health, safety and welfare matters;• Robust monitoring arrangements across the full range of health, safety and welfare matters through the appointment of competent persons;• Regular and transparent updates regarding the current status of health, safety and welfare matters is communicated to the Board of Trustees.
Chair of the Board of Trustees Board of Trustees	<p>The Chair of the Board of Trustees with the support of the Board of Trustees is responsible for ensuring effective scrutiny of health and safety practices throughout WPL and its family of schools through:</p> <ul style="list-style-type: none">• Attendance at Trust Board meetings, ensuring that decisions made accurately reflect the health and safety aims of WLP and this policy document;• Having due regard for health, safety, welfare and statutory compliance matters, actively seeking constructive challenge to existing practices and norms;• Making oneself aware of current levels of compliance across all health and safety aspects of WLP, actively seeking reassurance and resolution on any areas of concern.
Director of Estates and Compliance Assistant Director of Estates and Compliance Health and Safety Lead	<p>WPL appointed colleagues in accordance with the legal duty under Regulation 7 of the Management of Health & Safety at Work Regulations 1999.</p> <p>In supporting the CEO, CFO, Executive Leadership Team, Board of Trustees, Headteachers, Local Governing Committees and Senior Leadership Teams (SLT) in the discharge of their own legal duties and responsibilities through the following:</p> <ul style="list-style-type: none">• Development of a health and safety action plan through the undertaking of annual reviews and audits;• Escalation of any significant failings or concerns in respect of health, safety and welfare matters to the CEO and/or Headteacher;• To develop and advise on the implementation of health & safety policy, procedures and management systems for existing and new activities;• Support and empower Headteachers and members of SLT to develop and implement effective health & safety risk management in their individual school;

- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety;
- Advise and inform on all aspects of health & safety, including legislation updates as relevant to WLP;
- Support the implementation of the health & safety risk assessment system and prioritisation of control measures;
- Co-ordinate the accident, incident reporting, recording and investigation system ensuring that where appropriate, notifications are made to the HSE under the requirements of RIDDOR 2013;
- Report to management on health & safety performance and standards;
- Use professional judgement to stop and amend work practices where deemed necessary;
- Lead the activities of the WLP health and safety forum.

Estates and Compliance Team

Colleagues appointed to support Headteachers in the discharge of their legal duties and responsibilities through the following:

- Support the implementation of School actions identified within the local health and safety action plan;
- Escalation of any significant failings or concerns in respect of health, safety and welfare matters to the local Headteacher and appropriate members of the Central Team as required;
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety across all Trust Schools;
- Support the implementation of the health & safety risk assessment system and agreed control measures;
- Use professional judgement to stop work practices where deemed necessary and escalate where required;
- Direct the site support staff when required;
- Provide updates at health and safety forums as required.

Headteachers
Senior Leadership Team
Heads of Department
and/or
Curriculum Lead

The Headteacher has overall responsibility for the effective leadership of all health, safety and welfare matters and adherence to the Health and Safety at Work etc. Act 1974 and all associated legislation, throughout the Individual School.

The Headteacher, with the support of their Senior Leadership Team and Heads of Department/ Curriculum Leads will ensure:

- The WLP health and safety policy and local arrangements and responsibilities for health and safety are an integral part of the culture, values and targets of WLP with safe and healthy practices embedded throughout all operations;
- Effective leadership is achieved through the setting, reviewing and monitoring of targets for maintenance of standards and, where appropriate, for ensuring improvements in health and safety performance;
- That resources are adequately directed to meet as minimum, full statutory compliance across all health, safety and welfare matters;
- Appropriate action is taken to address deficiencies identified through monitoring arrangements across the full range of health, safety and welfare matters;

- Full transparency of the current status of health, safety and welfare matters is regularly communicated to the Executive Leadership Team and Local Governing Committee.

Chair of the Local Governing Committee (LGC)

The Chair of the Local Governing Committee with the support of the Local Governing Committee is responsible for ensuring effective scrutiny of health and safety practices throughout their individual school through:

Local Governing Committee Health and Safety Link Governor

- Attendance at regular LGC meetings, ensuring that decisions made accurately reflect the health and safety aims of the school, the WLP health and safety policy and local arrangements and responsibilities for health and safety;
- Having due regard for health, safety, welfare and statutory compliance matters, actively seeking constructive challenge to existing practices and norms;
- Making oneself aware of current levels of compliance across all health and safety aspects of the school, actively seeking reassurance and resolution on any areas of concern.

People and Estates Lead/
Estates and Compliance Lead

Colleague located in the school to support the Headteacher, Local Governing Committees, Senior Leadership Team and Heads of Department/ Curriculum Leads in the discharge of their legal duties and responsibilities through the following:

- With direction, oversee implementation of school actions identified within the local health and safety action plan;
- Escalation of any significant failings or concerns in respect of health, safety and welfare matters to the Headteacher, SLT and Estates and Compliance team as required;
- To locally implement WLP health and safety policy, local arrangements and responsibilities for health and safety and all associated procedures and management systems for existing and new activities;
- Support and Headteachers, members of SLT and Heads of Department/ Curriculum Leads to develop and implement effective health & safety risk management in their school;
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety across all aspects of the school;
- Inform school on all aspects of health & safety, including legislation updates as notified by the Estates and Compliance team;
- Support the implementation of the health & safety risk assessment system and prioritisation of control measures;
- Co-ordinate the accident, incident reporting, recording and investigation system ensuring that where appropriate, notifications are made in line with the requirements of the WLP local arrangements document;
- Report to the Headteacher, Estates and Compliance team and LGC on health & safety performance and standards;
- Use professional judgement to stop and amend work practices where deemed necessary;
- Direct the activities of the site support staff;
- Represent the school at health and safety forums when required.

All Colleagues

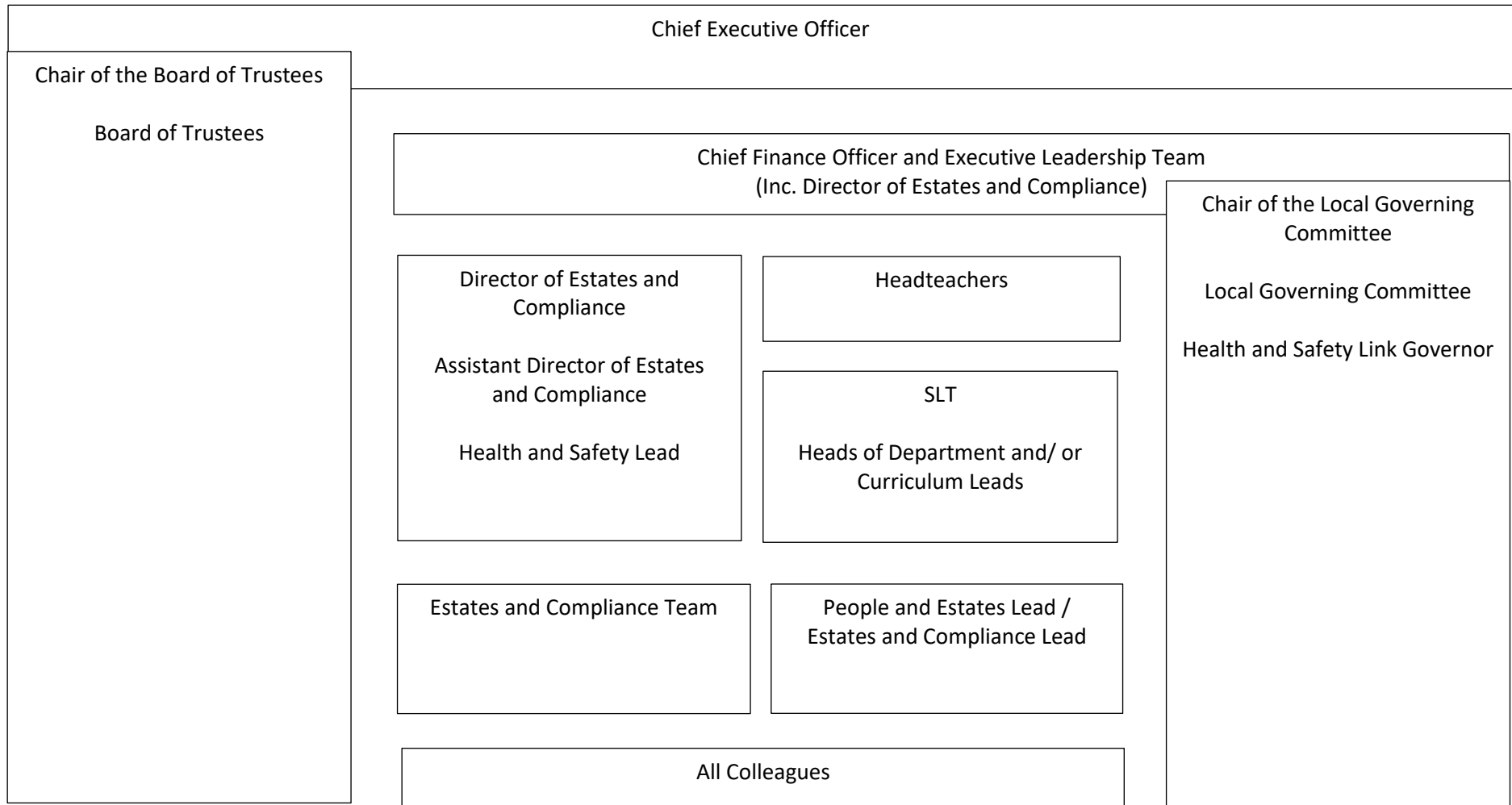
It shall be the duty of every colleague while at work to:

- co-operate with WLP on health and safety matters;
- not interfere with anything provided to protect their health, safety and welfare;

- take reasonable care of their own health and safety, and the health and safety of others;

and additionally, to:

- promptly report all health and safety concerns to an appropriate person, using the agreed reporting method.



Appendix 1

**(Highlighted sections to be completed by individual schools
School are not permitted to amend the details of any other section)**

Local Arrangements and Responsibilities for Health and Safety

(Insert School Name)

WLP Local Arrangements and Responsibilities for Health and Safety

Local Statement of Intent and Overall Responsibility for Health and Safety

Accidents, Incidents, Near Miss, First Aid and Work-Related Ill Health
Adverse and Extreme Weather
Allergen Management
Alternative Provisions (AP)
Animals
Asbestos Management
Audit and Monitoring
Competency – Training, Information, Instruction and Supervision
Compliance – Provision of Safe Plant and Equipment
Consultation with Colleagues on Health, Safety and Welfare Matters
Control of Substances Hazardous to Health (COSHH)
Curriculum – Primary Establishment Art, Science, Technology
Curriculum – Primary Physical Education (PE)
Curriculum – Secondary Art
Curriculum – Secondary Science
Curriculum – Secondary Technology
Curriculum – Secondary Physical Education (PE)
Display Management
Display Screen Equipment (DSE)
Educational Visits
Electrical Safety
Enforcement Authorities
Enrichment Clubs and Activities
Entanglement and Ligature
Events
Finger Protection
Fire Safety Management
Gas Safety (Including LPG)
Hazardous Areas and Articles
Housekeeping
In-Vacuation and Lockdown
Legionella and Water Management Arrangement
Lone Working
Maintenance Requests
Manual Handling of Loads
Moving and Handling of People
New and Expectant Mothers (NEM)
Personal Protective Equipment (PPE)
Premises Management
Window Restrictors
Work at Height
Reinforced Autoclaved Aerated Concrete (RAAC)
Risk Management and Risk Assessment
Sharps Management
Smoking and Vaping

Violence and Aggression

Site Emergency Cut Off Locations

Site Hazard Location

Site Key Holder List

Site Information for Visitors and Contractors

Local Statement of Intent and Overall Responsibility for Health and Safety

In accordance with the Health and Safety at Work etc. Act 1975, this is the health and safety statement of intent of

(Establishment Name)

With the support of the WLP Trustees, Central Team, Local Governing Committee and Headteacher we will:

- Implement the requirements of the WLP health and safety policy, local arrangements and responsibility for health and safety, and all supporting policies and procedures.
- Make adequate arrangements for the health, safety and welfare of our colleagues, pupil, students and visitors.
- Provide adequate control of the health and safety risks arising from school activities.
- Consult with our colleagues on matters affecting their health and safety.
- Co-operate with WLP and relevant external agencies in matters relating to health and safety.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling of substances.
- Provide information, instruction and supervision to colleagues.
- Ensure all colleagues are competent to do their tasks and to give the adequate training.
- Prevent accidents and cases of work related ill health.
- Maintain safe and healthy working conditions.
- Regularly review local arrangements and responsibilities for health, safety and welfare.

Signed:

Headteacher

Signed:

Chair of the LGC

Date:

Academic Year 2024 - 2025

Overall responsibility for Health and Safety within this Establishment is that of:

(Headteacher)

(Chair of LGC)

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

(Insert Name)

Health and Safety Link Governor

(Insert Name/s)

Senior Leadership Team

(Insert Name/s)

Heads of Department and/or Curriculum Leads

(PEL)

People and Estates Lead/ Estates and Compliance Lead

Additionally, all colleagues must adhere to the statutory duties imposed upon them by the Health and Safety at Work etc. Act 1974 and the local responsibilities outlined in this document.

Accidents, Incidents, Near Miss, First Aid and Work-Related Ill Health

A current First Aid Risk Assessment is maintained.

This considers the resource requirements in terms of equipment and first aider cover, and biological hazard control arising out of first aid provision.

When assessing first aid requirements, the following must be taken into account to ensure:

1. A sufficient number of suitably qualified first aiders are available at all material times, to include cover for all:
 - Before school activities
 - After school activities
 - Wrap around or holiday care
 - Holiday school
 - During the school day including lunch times and break times
 - During Educational Visits, trips and organised off site activities
 - At any school event, either on site or off site
 - To meet the needs of any EYFS requirement (where applicable)
2. A suitable number of stocked and in date first aid kits for emergency use, commensurate with foreseeable school activities to include:
 - Standard HSE approved first aid kits for use on site
 - Portable first aid kits for PE, EV, school trips and off site activities
 - Eye wash / eye irrigation facilities
 - Eye wash / eye irrigation facilities in each workshop, lab and prep room (at Secondary schools)
 - Grab bag for emergency use containing as minimum a portable first aid kit, foil blankets, emergency school inhaler and emergency school auto- injector (epi pen)
3. A school managed defibrillator (AED)

Only staff who have completed one of the following qualifications (which is still within the date detailed on the certificate) can be included in qualified first aider numbers:

Qualification	Total course minimum hours duration	Minimum face-to-face learning hours
Emergency First Aid at Work	6	4
First Aid at Work	18	12
First Aid at Work Requalifying	12	6
Emergency Pediatric First Aid	6	6
Pediatric First Aid	12	6

Staff who have completed online first aid training provided by The National College or another approved provider can provide support to ease the burden on qualified first aiders as follows:

1. *Clean up very minor injuries and put a plaster on to cover, for example cleaning and covering grazed hands and knees following a fall*

Such staff are not to be included within first aider numbers and are not permitted to treat the following: cuts, any injury whatsoever that occurs above the neck including all head and face bumps, any suspected sprains, strains or bone injury, any back or neck injury.

The first aid provision detailed above is overseen by:

(PEL)

The location of first aid kits is communicated to relevant persons as follows:

(Insert information on how you communicate this, for example – posters displayed in the medical room and in reception)

The name and contact details for school first aiders is displayed:

(Insert locations where this information is displayed)

A documented termly check of first aid kits, eye wash and grab bag contents is completed and recorded on EVERY by:

(Insert Name)

The school defibrillator(s) is located:

(Insert Location(s))

A documented weekly check of the school defibrillator is completed and recorded on EVERY by:

(Insert Name)

All accidents, incidents, near miss, provision of first aid and work-related ill health must be entered on to EVERY without delay.

The person responsible for overseeing this is:

(PEL)

In addition, any type of accident, near miss, first aid provision or work-related ill health resulting in a child, staff member, visitor or contractor requiring to leave the school site, be absent from school or work, or to seek professional medical assistance must be notified by email to the central Estates and Compliance Team.

The person responsible for ensuring that this notification is made without delay is:

(PEL)

The person in WLP responsible for:

1. Assessing whether accidents, incidents, injuries and work-related ill health notified to them by the person named above meet the threshold for making a report to the HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and
2. Making any such report

is:

Jess Markham
Assistant Director of Estates and Compliance
jmarkham@wlp.education

Adele Pinder
Director of Estates and Compliance
apinder@wlp.education

Adverse and Extreme Weather

Adverse and extreme weather covers a range of conditions, including excessive heat or cold, snow, ice, wind and rain.

To maintain the safety of our colleagues, pupils and students, it may be necessary for adjustments to be made to the usual operation of the school day to enable school to remain open.

In some cases, it may be necessary to close the school partially or completely. This decision may need to be made in advance of the school day or, in exceptional circumstances, during the school day.

Any MET Office weather warnings in force must be followed.

When making a decision around the safe operation of school, a dynamic risk assessment should be completed to consider aspects such as:

- Safe travel arrangements for colleagues, pupils and students. For example, are school buses in operation, are roads and bus pick up points passable. Is further adverse weather predicted for later in the day which could affect going home arrangements. Are there enough colleagues in school to maintain ratios, safety and welfare.
- Do duty, break and lunch arrangements need adjusting. For example, indoor play only.
- Is it safe to take part in any planned Educational Visits or should these be cancelled.
- Are walking routes around site safe. Are there adequate resources in terms of colleague numbers, equipment, grit etc.
- Is there adequate shade or protection from the sun for any outdoor activities.
- Do any lessons need adjusting. For example, PE lessons, drama practical, use of a different room.
- Can any planned events, matches and activities take place.
- Are suitable welfare facilities in place, including catering, drinking water and comfortable working temperatures.

- Have any hygiene matters been affected, for example from the ingress of flood water which may be contaminated.

The person responsible for ensuring that a suitable and sufficient risk assessment, including any dynamic risk assessment required during any adverse weather conditions is completed is:

(Headteacher)

Reasonable plans should be established to ensure effective operation of the site during and immediately after foreseeable weather conditions. This includes:

- A documented priority gritting plan, risk assessment, gritting equipment and other equipment, staffing resources and a ready supply of grit for use during snow and ice conditions
- Brushes, pans and a means of disposal of fallen leaves, branches and other garden type waste, undertaking of tree surveys and regular grounds maintenance, gully and gutter cleaning
- Building heating equipment to enable maintenance of a comfortable working temperature during the colder months
- Fans or other cooling equipment to enable maintenance of a comfortable working temperature during the warmer months
- Waterproof / warm clothing, sunscreen, head protection, gloves and similar for outdoor workers when the need is identified by risk assessment
- Provision of suitable welfare arrangements and facilities including operable windows and window coverings, access to potable water etc.

This is the responsibility of:

(PEL)

With the support of the Estates and Compliance Team, the person responsible for making the decision to close school (either partially or fully) during adverse weather conditions is:

(Headteacher)

The persons responsible for supporting the Headteacher in the provision of any resources required, rescheduling of lessons, activities, EV, provision of equipment and supplies etc. to enable the safe operation of school during and immediately after adverse or extreme weather is the central Estates and Compliance Team (where requested) and

(PEL)

Allergen Management

A whole establishment approach is required to ensure the health, safety and welfare of our colleagues, students and pupils who are known to suffer from specific allergies. **These allergies may or may not be food related.**

Whilst we are unable to guarantee an allergen free environment, we can put certain controls in place to reduce the possibility of those known to suffer from specific allergies coming in to contact with known allergens.

This will be achieved through:

1. A written request for parents/carers to communicate any known allergens to the school as part of the school admissions process and regular, annual update requests;
2. A written request for staff to share any known allergens with their employer as part of the pre-employment questionnaire and request to keep WLP updated with any relevant medical information;
3. Documented food safety management plans being in place for any school supplied lunchtime arrangements;
4. A commitment to no-food and drink sharing between children;
5. Written communication and permission request to parents/carers to notify of any curriculum activities and/or events and trips that may put a child with a known allergy at greater risk;
6. A regular written request to all parents/carers and staff to remind them of specifically prohibited items such as nuts and nut containing products;
7. Regular and specific checking of controls around substance ingredients and certain product use where a relevant specific allergy is known about;
8. Robust cleaning schedules and handwashing embedded throughout all aspects of the school day;
9. Provision of allergen training and/ or allergen awareness to all colleagues as relevant to their role and where required, age-appropriate training for children;
10. Availability of an in date school owned auto-injector (epi-pen) for emergency use at school and (where required) on EV or school trips or at off-site activities;
11. Provision and maintenance of first aid equipment, qualified first aiders, and maintenance of first aid and medical emergency procedures;
12. Documented individual risk assessments for known allergy sufferers, where the potential outcome is notified to school as being severe and/or requiring the use of a prescribed auto-injector (epi-pen).

This is overseen by:

(PEL)
(Headteacher)

Alternative Provisions (AP)

Where school seek to use an alternative provision for a child currently on roll, there is a requirement for a suitable and sufficient due diligence assessment to be completed to ensure expected health, safety and welfare requirements are being met by the AP.

This must, as minimum include a documented risk-based questionnaire and an in-person visit to the premises. This process can be supported by the Estates and Compliance team when requested by the individual school.

The decision to use any AP must be approved by the Headteacher prior to any placement. Surveillance monitoring for the duration of the use of the AP must be completed at regular intervals, taking a risk-based approach.

The persons with responsibility for ensuring adherence to this is:

(Senior SENCO/ SENCO)
(DSL/ Deputy DSL)
(Headteacher)

Animals

Animals (including pet dogs) are not permitted on school grounds unless they are part of a pre-agreed and pre-arranged visit. Examples include: educational animal visits, visits by a registered therapy dog

A documented risk assessment is required.

Adherence to this is overseen by the staff member arranging the activity and:

(PEL)

Asbestos Management

Not Applicable

The asbestos nominated person/s at this site is:

(PEL)
(Headteacher)

Ensuring that:

- The asbestos management file is correctly maintained and the asbestos register is current for all buildings on site;
- Contractors are made aware of the location of any asbestos containing material and they sign into the asbestos management file prior to starting any works;
- Staff are aware of the location of any asbestos they are at risk of coming in to contact with and provided with relevant information (such as not to put up displays in these areas); and
- Signage is displayed in reception advising of the presence of asbestos;

Is the responsibility of:

(PEL)

Ensuring that a monthly visual check of accessible asbestos across the site is completed and documented on EVERY is the responsibility of:

(PEL)

Audit and Monitoring

To check working conditions and ensure safe working practices, regular monitoring will take place. This includes but is not limited to:

- Contractor statutory compliance arrangements;
- Contractor service and maintenance arrangements;
- WLP annual audit of compliance, paperwork, premises and estates;
- Documented termly visual inspections (TVI);
- In house checks; and
- A programme of risk assessments

The following person/s is responsible for ensuring that corrective actions identified by any means of monitoring is discharged is:

(PEL)

Competency - Training, Information, Instruction and Supervision

- Induction training will be provided for all colleagues as detailed in the centrally maintained WLP training matrix;
- Role specific training will be provided for all colleagues as detailed in the centrally maintained WLP training matrix; and
- Training records will be maintained locally to evidence compliance with the above

Overseeing adherence to this and communicating and concerns to the Headteacher is the responsibility of:

(PEL)

The Health and Safety Executive (HSE) approved Health and Safety Law Poster is displayed:

(Insert Location)

Responsibility for ensuring that information detailed on the Health and Safety Executive (HSE) approved Health and Safety Law Poster is maintained current is that of:

(PEL)

Health and safety support and competent advice is available from the Estates and Compliance Team as follows:

Jess Markham, Assistant Director of Estates and Compliance

Tel. 07534 890482

Email. jmarkham@wlp.education

Adele Pinder, Director of Estates and Compliance

Tel. 07951 071208

Email. apinder@wlp.education

Supervision of young workers and trainees will be arranged, undertaken and monitored by the IOE, and the relevant Head of Department or Curriculum Lead and:

(PEL)

(Headteacher)

Ensuring that our colleagues working at locations under the control of other employers, are given relevant Health and safety information is the responsibility of the relevant Head of Department or Curriculum Lead and:

(PEL)

(Headteacher)

Compliance - Provision of Safe Plant and Equipment

All equipment used in the school setting must be suitable, designed for its intended use and of commercial standard. Homemade, non-purpose and domestic standard equipment are not suitable for a school setting as it is not possible to confirm the durability, general safety or weight bearing load of the equipment.

Logs, vehicle tyres, milk crates, bread baskets and similar should not be used as routine play, standing or climbing equipment. Any equipment used for standing or climbing must be fit for purpose and subject to regular inspection.

Where appropriately risk assessed, logs or similar can be considered for low level seating only, for example: a fairy ring for story time.

Checking plant and equipment standards before purchase or acquiring is the responsibility of:

(PEL)

(SLA Provider for Catering – if externally provided)

(SLA Provider for Cleaning – if externally provided)

(SLA Provider for Grounds – if externally provided)

(SLA Provider for Site Management / Caretaking – if externally provided)

Problems or concerns identified with plant and/or equipment must be reported to:

(PEL)
(SLA Provider for Catering – if externally provided)
(SLA Provider for Cleaning – if externally provided)
(SLA Provider for Grounds – if externally provided)
(SLA Provider for Site Management / Caretaking – if externally provided)

Maintenance requests and defects must be entered on to EVERY. If equipment is unsafe or potentially dangerous then it must be isolated and/ or removed from use.

The person with oversight of this is:

(PEL)

- Identifying equipment and plant which will require maintenance;
- Ensuring effective arrangements to ensure compliance;
- Ensuring that all identified maintenance is implemented; and
- Ensuring suitable and sufficient risk assessments relating to the plant and equipment are in place (where required)

Is the responsibility of:

(PEL)
(SLA Provider for Catering – if externally provided)
(SLA Provider for Cleaning – if externally provided)
(SLA Provider for Grounds – if externally provided)
(SLA Provider for Site Management / Caretaking – if externally provided)

Ensuring that the EVERY COMPLIANCE module remains an accurate reflection of all equipment and plant held at school, contractor and in house arrangements, and that it is possible to evidence adherence to all statutory and WLP requirements is the responsibility of:

(PEL)

Consultation with Colleagues on Health, Safety and Welfare Matters

Joint Consultative and Negotiation Committee (JCNC) meetings are held with regional trade union representatives on a regular basis.

At this establishment, the colleague representatives of the recognised trade unions are:

(Insert name of colleague union representatives OR write N/A)

Consultation and information on Health, Safety and Welfare matters is provided to colleagues through:

- Staff briefings
- Staff bulletins
- Departmental briefings and meetings
- Noticeboards
- Training days and twilight sessions
- Standing Agenda item at school *People and Estates Lead* meetings

(Headteacher)

Control of Substances Hazardous to Health (COSHH)

- Ensuring a current safety data sheet is available;
- Identifying substances which need a COSHH assessment and ensuring COSHH assessments are maintained;
- Ensuring all actions identified in COSHH assessments are implemented;
- Informing relevant persons of the findings of COSHH assessments;
- Checking that substances can be used safely before they are purchased;
- Ensuring only centrally procured substances are in use; and
- Ensuring the maintenance of a hard copy folder containing all current safety data sheets and COSHH assessments is maintained in an accessible location, ready for use in an emergency
- COSHH assessments will be reviewed in the event of an accident, annually or in the event of significant changes, whichever is soonest.

Is the responsibility of:

(PEL)

(SLA Provider for Catering – if externally provided)

(SLA Provider for Cleaning – if externally provided)

(SLA Provider for Grounds – if externally provided)

(SLA Provider for Site Management / Caretaking – if externally provided)

Curriculum - Primary Establishment Art, Science, Technology	<input type="checkbox"/> Not Applicable
<p>A suitable and sufficient risk assessment must be maintained for any high-risk curriculum activities. This includes:</p> <ul style="list-style-type: none"> • Art Lessons • Technology Lessons (including cooking) • Science Lessons <p>The risk assessment should be based on CLEAPSS guidance.</p> <p>This is the responsibility of:</p>	
<p>(Art Lead) (Science Lead) (Technology Lead)</p>	

Curriculum – Primary Physical Education (PE)	<input type="checkbox"/> Not Applicable
<p>A suitable and sufficient risk assessment must be maintained for any high-risk curriculum activities. This includes:</p> <ul style="list-style-type: none"> • PE Lessons • Curriculum Swimming (which must also be entered on to EVOLVE) • On and Off-site matches, tournaments, activities <p>The risk assessments should be based on AfPE guidance.</p> <p>This is the responsibility of:</p>	
<p>(PE Lead)</p>	

Curriculum - Secondary Art	<input type="checkbox"/> Not Applicable
<p>This establishment will ensure that a departmental health and safety arrangements which is based on the current CLEAPSS model templates is maintained for the following:</p> <ul style="list-style-type: none"> • Art <p>This is the responsibility of:</p>	
<p>(HOD Art)</p>	
<p>Current membership will be held with CLEAPSS. Practical activity risk assessments must be based on this guidance and model risk assessment from this approved body. All substances and equipment in use by this department must conform with guidance from this approved body.</p> <p>It is the responsibility of the following person for ensuring this is in place and adhered to:</p>	
<p>(HOD Art)</p>	

Curriculum - Secondary Science

Not Applicable

This establishment will ensure that a departmental health and safety arrangements which is based on the current CLEAPSS model template is maintained for the following:

- Science

This is the responsibility of:

(HOD Science)

Current membership will be held with CLEAPSS. Practical activity risk assessments must be based on this guidance and model risk assessment from this approved body. All substances and equipment in use by this department must conform with guidance from this approved body.

It is the responsibility of the following person for ensuring this is in place and adhered to:

(HOD Science)

Where science departments have a radiation source holding the establishment must:

- Maintain registration with a reputable Radiation Protection Advisor (RPA);
- Appoint and suitably train a Radiation Protection Supervisor (RPS);
- Ensure the correct and safe storage and use of radiation sources in line with CLEAPSS risk assessments and current guidance; and
- Ensure in house leak testing of sources in line with current CLEAPSS guidance

This is the responsibility of:

(HOD Science)

Not Applicable

who will be supported in these activities by the RPS named below:

(RPS)

Not Applicable

The appointed RPA for this Establishment is:

(RPA and contact details)

Not Applicable

Curriculum - Secondary Technology

Not Applicable

This establishment will ensure that a departmental health and safety arrangements which is based on the current CLEAPSS model template is maintained for the following:

- Technology

This is the responsibility of:

(HOD Technology)

Current membership will be held with CLEAPSS. Practical activity risk assessments must be based on this guidance and model risk assessment from this approved body. All substances and equipment in use by this department must conform with guidance from this approved body.

It is the responsibility of the following person for ensuring this is in place and adhered to:

(HOD Technology)

Curriculum - Secondary Physical Education (PE)

Not Applicable

Current membership will be held with AfPE. Practical activity risk assessments must be based on this guidance and model risk assessments from this approved body. All equipment in use by this department must conform with guidance from this approved body.

Additionally, any curriculum swimming or water-based activity must be entered on to EVOLVE and any matches, tournaments, and off site activities must have regard for the EV Policy.

It is the responsibility of the following person for ensuring this is in place and adhered to:

(HOD for PE)

Display Management

The use of visual displays around school is encouraged to enable pupils, students and colleagues to showcase their learning environment.

To ensure school maintain compliant with fire safety matters, the following must be adhered to:

- To prevent fire spread, exposed displays on corridors must not exceed 3-meters in length, without having a 1-meter gap.

- Stairwells and staircases must be maintained as sterile as possible, combustible displays are not permitted in these areas.
- 3D displays must not be installed on fire escape routes. Displays, bunting and similar must not cross escape routes or final exit doors.
- Any fairy lights used in displays must be LED, have a transformer installed or be battery operated. Wires must not be left trailing so to become either an entanglement or tripping hazard.
- Displays must be installed with due regard for the fire triangle (ensuring that combustible materials do not come in to contact with ignition sources), Asbestos and Work at Height requirements.

The person with responsibility for oversight of this is:

(PEL)

Display Screen Equipment (DSE)

All colleagues who are required to use display screens on a daily basis for one continuous hour or more to enable them to complete their role, are required to complete a DSE Self-Assessment. This should be provided to the staff member as part of their induction process and reviewed at least annually (sooner in the event of changes e.g. to the role or workstation).

Colleagues will be provided with good condition equipment to enable them to meet the needs of their role. If there is a requirement for specialist equipment or a known medical condition is identified which may have a bearing on DSE, then it may be necessary to refer the colleague to occupational health or to consult a DSE expert, to obtain specialist advice on the correct equipment for the individual.

The person responsible for ensuring that DSE assessments are completed for all relevant staff, along with ensuring that any actions identified are adequately addressed is:

(PEL)

Educational Visits

All off-site visits, all water-based activities and all curriculum swimming must be completed in line with the **WLP Educational Visits Policy** and approved by the Headteacher and Educational Visits Co-ordinator (EVC).

The EVC and all EV group leaders are required to hold appropriate training in line with the WLP training matrix.

The EVC for this establishment is:

(EVC)

All EV group leaders are responsible for ensuring that:

- The Headteacher has approved the EV;
- A suitable and sufficient risk assessment has been completed for the activity;
- All details are entered on to **EVOLVE** in a timely manner;
- The EV has been approved by the EVC; and
- All control measures are effective and in place

This is the responsibility of the Headteacher, EVC and all EV group leaders.

Electrical Safety

This establishment will ensure that all electrical equipment and electrical installations are maintained to prevent danger to colleagues, pupils, students, visitors and contractors through a planned program of maintenance, inspection and testing.

Fixed Electrical Installation Testing

All work on electrical installations must only be undertaken by a competent person and in line with the requirements of the *IET Wiring Regulations, 18th Edition (2019)*.

After completing testing of installations, the electrical contractor will supply an *Electrical Installation Condition Report (EICR)*. This report will indicate any problems or 'observations' which are coded according to their risk factor.

Code C1

A Code 1 (C1) observation means 'Danger present. Risk of injury. Immediate remedial action required.'

A C1 represents an immediate threat to the safety of your colleagues, pupils, students, visitors and contractor and should be rectified or made safe as soon as possible.

In the event of receiving a C1 code on a EICR, this must be reported to the Director of Estates and Compliance and the Assistant Director of Estates and Compliance the same day this is notified by the electrical contractor i.e at the time of the visit.

Code C2

A Code 2 (C2) is not as severe as a C1, but is still a potentially dangerous defect. They may not pose an immediate threat but are likely to become a danger in the future. A C2 is described as 'Potentially dangerous – urgent remedial action required.'

In the event of receiving a C2 code on a EICR, a quote for remedial works must be obtained without delay and a Maintenance Request actioned for works to be approved and completed.

Code FI

An observation code FI is described as 'Further investigation required without delay.'

This means that your electrical testing engineer has observed something whilst carrying out the testing that needs further investigation.

In the event of receiving a FI code on a EICR, a quote for remedial works must be obtained without delay and a Maintenance Request actioned for works to be approved and completed.

Unsatisfactory EICR Report

Codes C1 and C2 attract an unsatisfactory report rating and you must have these defects rectified in order to demonstrate compliance. A report could also be classed as unsatisfactory if the only fault codes are FI. For example if there are lots of circuits that are not verified at the time of testing, and each has an FI code, the inspector would not be able to categorically determine whether these circuits are safe or not.

Code C3

Code 3 is described as 'Improvement recommended.'

This means something has been identified which does not comply with the latest regulations but isn't actually dangerous. A code C3, in itself, should not warrant an overall unsatisfactory report.

In the event of receiving a C3 code on a EICR, a quote for remedial works should be obtained and works to correct considered on a case by case basis, via the Maintenance Request system. Usually correctly of a C3 would form part of other planned works.

Schools must address C1, C2 and FI faults on their report in order to achieve compliance with electrical safety regulations.

Electrical Installation Condition Report (EICR)

Once faults have been rectified and your electrician has issued the relevant paperwork, (an Electrical Installation Certificate (EIC) or Minor Works (MW) Certificate), these must be kept together with the Electrical Installation Condition Report (EICR) to prove all faults have been rectified in accordance with BS7671.

Portable Appliance Testing

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Any failed items must be taken out of use.

PAT should be completed annually, and records maintained.

User Checks

Users of electrical equipment, including portable appliances, should check the equipment each time they use it and remove the equipment from use immediately if:

- the plug or connector is damaged
- the cable has been repaired with tape, is not secure, or internal wires are visible etc
- there are burn marks or stains (suggesting overheating)

Repairs must only be carried out by a competent person.

Staff should be actively discouraged from bringing personal electrical items in from home. If equipment is required for work purposes, then this should be purchased and managed by the establishment.

The electrical Duty Holder at this Establishment is:

(Headteacher)

The person with oversight for ensuring compliance with the **Fixed Electrical Installation Testing, PA Testing and User Checks requirements detailed above is:**

(PEL)

The person responsible for ensuring correct isolation and/ or removal from use of unsafe electrical equipment reported as potentially defective is completed by a competent person:

(PEL)

Enforcement Authorities

Health and safety enforcement is split between the Local Authority (LA) and the Health and Safety Executive (HSE). Enforcement in schools is usually completed by the HSE. The law allows a HSE inspector to visit the establishment at any reasonable time, with or without warning.

The following publication is provided by the HSE to outline what you can expect to happen when a HSE Inspector visits. The school People and Estates Lead/ Estates and Compliance Lead and Headteachers must familiarise themselves with the information detailed within this HSE publication.

[When a health and safety inspector calls \(hse.gov.uk\)](https://www.hse.gov.uk/publications/when_a_health_and_safety_inspector_calls/)

In the event of a HSE Inspector arriving at the establishment or notifying you that they plan to visit the establishment, the following must be completed:

- Assure yourself of their identity - HSE Inspectors will carry ID
- Notify the schools People and Estates Lead / Estates and Compliance Lead
- Notify the Headteacher
- Notify one or both of the Central Team staff members detailed below:

Jess Markham
Assistant Director of Estates and Compliance

Adele Pinder
Director of Estates and Compliance

Enrichment Clubs and Activities

All enrichment clubs and activities must be planned in advance. Consent must be obtained from parents/ carers and where the activities extend beyond usual school finishing times, end of club/ activity (going home) arrangements must be agreed.

The organiser of the club or activity is responsible for ensuring that staff are competent to run the activity or club and that a suitable and sufficient risk assessment has been completed.

Fire, lockdown, first aid and building security arrangements must be considered as part of the approval process.

Headteacher approval is required.

(Insert any locally agreed arrangements here)

Oversight of this is the responsibility of the colleague organising the club or activity and:

(PEL)

Entanglement and ligature

Entanglement and ligature risks must be minimised in all school settings. This includes but is not limited to:

- Positioning of electrical equipment so that wires and cables are not trailing or out of sight (for example inside a play tent);
- Consideration around the use and management of ropes, skipping ropes, string, packaging straps and similar across the school setting;
- Play equipment must not be retro fitted with homemade ropes or similar. Any ropes forming part of play equipment must have been manufacture installed and when required owing to wear and tear, they must be replaced by a competent person;
- Ensuring suitable housekeeping and waste disposal arrangements;
- Ensuring compliance with plant, equipment and supervision arrangements across all school activities.

This is the responsibility of the Headteacher, all school staff and:

(PEL)

Events

All events must be planned in advance. Consent must be obtained from parents/ carers of any pupils attending. Where the event extends beyond usual school finishing times, end of event (going home) arrangements must be agreed for any pupils attending under the responsibility of the school. For example, pupil helpers, performers etc.

Where members of the public are in attendance, including parents/carers, their responsibility for any attending pupils must be communicated to parents/carers in advance.

The organiser of the event is responsible for ensuring that suitable arrangements are in place to ensure the safe running of the event and that a suitable and sufficient risk assessment has been completed.

Any third parties must provide their own risk assessments and evidence of suitable public liability insurance. Where equipment such as inflatables (bouncy castle, inflatable slide etc.) are hired in, an operator must be provided to oversee the running of this equipment.

The organiser of the event must ensure that any required licenses are obtained. For example, licenses relating to the playing of music or serving of alcohol.

Where food is served or sold, robust hygiene, safety and allergen arrangements must be in place.

Where events are held off site, they must also be entered on to **EVOLVE**.

Fire, lockdown, first aid, welfare facilities, means of communication and building security arrangements must be considered as part of the approval process.

A verbal housekeeping notification including actions to take in an emergency, must be provided at the start of any indoor event.

Headteacher approval is required.

(Insert any locally agreed arrangements here)

Oversight of this is the responsibility of the colleague organising the event and:

(PEL)

Finger Protection

Effective finger protection **must** be installed on the opening side of every door that a child can come in to contact with where:

- Nursery, Early Years and KS1 children are present; and
- In special school settings or on-site special units

Effective finger protection **should be considered** on the opening side of every door that a child can come in to contact with where:

- KS2 children are present

Additionally, finger protection **should be considered** using a risk-based approach to the individual needs and EHCP's of children attending the setting. For example, this could be owing to the above average number of EHCP children in the setting and/or the specific needs of an individual child.

This is the responsibility of the Headteacher with support from the Estates and Compliance team and

(PEL)

Fire Safety Management

To safeguard against the risks of fire, this establishment will ensure that:

- A suitable and sufficient fire risk assessment is maintained, including (where relevant) an annual desktop review;
- A suitable fire evacuation procedure covering all occupiers and all material times that the building is in occupation is available and current;
- Provision of resources to ensure that safe evacuation of all persons can be completed at any time the building is occupied;
- Arrangements have been agreed for contacting the fire and rescue service;
- A suitable means of raising an alarm to alert all building occupiers when fire is detected or suspected is established and maintained;
- A suitable means of egress and access for emergency services is maintained at all times;
- Personal Emergency Evacuation Plans (PEEPs) have been developed for colleague, pupils and students as required;
- Suitable first aid firefighting equipment is available including fire extinguishers and fire blankets;
- Appropriate signage is displayed including fire action notices, directional signage and fire extinguisher notifications;
- Appropriate training has been completed for colleagues, pupils, students and other site users;
- A suitable number of trained Fire Wardens are available at all times, covering all clubs, activities and events;
- Arson risks and unnecessary fire loading is minimised; and
- Effective arrangements for the maintenance of all fire related equipment, including but not limited to: systems for detection and notification (alarm); emergency lighting; evac chairs / sleds; first aid firefighting equipment; installed firefighting equipment etc. are established;

This is the responsibility of the Headteacher and:

(PEL)

The name and full address of the establishment must be displayed at prominent locations, for example this could be a sticker attached to a portable phone or a notice next to a static phone. This is for use in an emergency situation. For example, if calling the Fire and Rescue service.

This is the responsibility of:

(PEL)

A full school fire evacuation drill which is planned, timed and documented will be completed under realistic conditions, once per term. A school fire evacuation drill does not have to be a 'surprise' and announced drills will count as the termly drill.

Unplanned evacuations, whether in good faith or not do not count as a termly drill and a drill should be held in addition, unless expressly agreed with the Estates and Compliance Team.

Every person on site at the time of a drill must evacuate the premises in accordance with the evacuation procedure.

A complex fire evacuation drill which is planned and documented will be completed once per year.

This is the responsibility of the Headteacher and:

(PEL)

All colleagues are responsible for ensuring that all fire exit routes in their work area are clear and accessible at all times.

Gas Safety (including LPG)

Not Applicable

Work on gas fittings must be carried out by a Gas Safe registered engineer who is qualified to do the work. Any appointed contractor must be registered and is qualified.

You can check if a person is registered with Gas Safe and their gas qualifications by phoning Gas Safe Register on 0800 408 5500.

People who are registered carry a Gas Safe ID card, which shows the type of work they are qualified to do and whether their qualifications are up to date.

Gas leaks

If you suspect a leak, turn off the supply and immediately phone:

- for mains gas - the National Gas Emergency Service on 0800 111 999
- for liquefied petroleum gas (LPG) - your LPG supplier
- Locate all persons to a safe place
- Do not operate electrical equipment or use any heat/ flame generating equipment
- Do not turn a gas supply back on until a leak has been dealt with by a competent person

Appliances and Pipework

A Gas Safe registered engineer or competent person must be used to install, maintain and repair gas appliances and pipework.

- Gas pipework, appliances and flues must be regularly maintained.
- Unsafe Gas equipment must not be used
- Adequate ventilation must be available - Do not block air inlets to prevent draughts or obstruct flues and chimneys.
- Do not attempt to over-ride any Gas interlocking system or any linked fire detection and alarm system.

Non-urgent matters relating to gas safety should be managed through the Maintenance Request system.

The person with responsibility for oversight of this is:

(PEL)

Housekeeping

Good housekeeping practices are essential for the maintenance of a safe and healthy school. Some areas that must be considered include:

- Arrangements for reporting, hazard identification and addressing damaged or wet flooring, spillages and leaks
- Positioning of equipment and wires as to not present a tripping risk, or a risk of the item being inadvertently knocked over
- Ensuring that corridors, throughfares, exit routes and stairwells remain free from stored items
- Ensure suitable and safe flooring covers, commensurate with the activities and use of the area
- Sensible storage arrangements in cupboards and rooms, with walkways kept clear and heavy items not stored at height
- Considering the potential for items falling when stored alongside or above seating, beds, play areas, work areas and similar
- Minimising fire loading as part of storage arrangements both inside and outside of school buildings
- Ensure at least a 500mm gap between combustible or flammable items and any ignition or heat generating sources
- Do not store combustible items in boiler houses, electrical switch rooms, around service pipes and metres or similar
- Do not store combustible items against the school building, between buildings or adjacent to any emergency routes
- Ensure that light fittings, switches, electrical equipment, fire equipment, first aid equipment and other equipment are not obstructed
- Ensure effective cleaning, waste storage and removal arrangements are in place
- Effective planning of activities to ensure that staff have time to complete a satisfactory clear up following completion of the task

This is the responsibility of the Headteacher, all staff and

(PEL)

Hazardous Areas and Articles

When unattended, the following areas must be maintained secure to prevent unauthorised access to hazard areas or hazardous articles:

- All Science Laboratories
- All Science Prep Rooms
- All Science Stores and equipment
- All Technology Workshops
- All Technology Stores and equipment
- All Technology Kitchens
- All Art Stores and equipment
- All Art Kilns
- All Catering Kitchens and equipment

- All Grounds and Site Offices, Stores, Sheds and equipment
- All Boiler Rooms, Plant Rooms, Switch Rooms, Gas Mains Inlet
- All Cleaning Stores and equipment
- General Storerooms and equipment
- Oil Tanks
- Bin Stores
- All other hazardous areas or areas containing hazardous substances, items, articles or equipment

The exception to this is when locking the room/ area would prevent the use of a Fire Escape Route. In this situation, all hazardous substances, items, articles or equipment must be secured, leaving the exit route itself unlocked and accessible.

This is the responsibility of the Headteacher, all HoDs/ Curriculum leads and all colleagues. The person with responsibility for oversight of this is:

(PEL)

In-Vacuation and Lockdown

To safeguard our colleagues, pupils, students and visitors this establishment will ensure that:

- A suitable and sufficient In-Vacuation and lockdown procedure is maintained at all times;
- Provision of resources to ensure that safe in-vacuation of all persons and lockdown of all buildings can be completed at any time the establishment is in use;
- Arrangements have been agreed for contacting the police and other emergency services;
- Key contact numbers are maintained;
- A suitable means of raising an alarm is maintained;
- Arrangements for vulnerable colleagues, pupils and students have been established;
- Appropriate training has been completed for staff, pupils, students and other site users as appropriate for their age and understanding;
- Intruder risks are minimised; and
- Effective means of communication are maintained.

This is the responsibility of the Headteacher who is supported by:

(PEL)

An in-vacuation and/or lockdown drill which is planned, timed and documented will be completed once per year.

There is no requirement to involve pupils and students in this drill, however if the establishment decide to, this must be fully communicated to parents/carers and students/pupils in advance and sensitivity applied as to not cause undue alarm or worry.

Plans to include pupils/ students in an in-vacuation or lockdown drill should be discussed in advance with the Estates and Compliance team.

This is the responsibility of the Headteacher and:

(PEL)

All staff are responsible for ensuring all entry doors, windows and gates in their work area are maintained secure to prevent access by unauthorised persons during the school day. Any concerns around school security must be reported to the Headteacher and/or DSL/DDSL without delay.

Legionella and Water Management Arrangements

The Water Management Nominated person/s at this establishment is:

(PEL)
(Headteacher)

Ensuring that:

- The water management arrangements and current legionella risk assessment are maintained;
- Suitable contractor arrangements are in place; and
- In house checks are completed to include flushing regimes and temperature monitoring

Is the responsibility of:

(PEL)

Lone Working

Individual establishments are required to identify times when lone working may occur, and to maintain a current lone working procedure and risk assessment.

Time when lone working may occur includes, but is not limited to:

- during normal working hours at an isolated location within the normal workplace;
- whilst travelling or working at other premises; and/or
- when working outside normal opening hours

Ensuring that suitable arrangements for colleagues who lone work are in place is the responsibility of the Headteacher and:

(PEL)

To reduce the risk of harm occurring to a lone worker, the following must be considered:

- Communication of normal opening times to all staff along with specific information around acceptable and unacceptable practice provided to those staff who do lone work

- When working inside a building, colleagues should ensure that doors are secured to prevent unexpected persons from entering the building
- Colleagues are not permitted to arrange meetings with parents/ carers, children, or to admit members of the public when lone working
- Late meetings taking place on school premises must be arranged so as to finish promptly and so as not to leave one member of staff alone on site
- All colleagues are required to sign in and off the site each time they arrive or leave
- Colleagues are required to carry a mobile phone (or if suitable a 2-way radio) at all times when lone working. In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone or 2-way radio to summon help
- Colleagues are required to let someone know they are lone working, how long they are expected to be lone working and when they finish lone working
- Colleagues are required to ensure that usable routes of access and egress are in place before lone working and where relevant, weather conditions should be taken in to account
- Colleagues must not transport pupils or students by vehicle or complete home visits when lone working
- Colleagues must not transport members of the public lone working
- NEM are not permitted to lone work and this must be included in their individual risk assessment
- Suitability of lone working must be included in any colleague's individual risk assessment e.g when required for medical reasons

The person with responsibility for oversight of this is:

(PEL)

Maintenance Requests

Requests for Maintenance should be made using the EVERY Compliance System.

Where imminent danger matters arise, requiring immediate support, these should also be communicated via follow up telephone call to:

Adele Pinder

Director of Estates and Compliance

Jess Markham

Assistant Director of Estates and Compliance

The person with responsibility for oversight of this is:

(PEL)

Manual Handling of Loads

Manual handling should be considered as part of any general risk assessment.

Where the potential for hazardous manual handling of loads has been identified, there is a further requirement to comply with the following hierarchy to prevent and manage the risk to colleagues associated with manual handling.

1. Avoid hazardous manual handling operations, 'so far as reasonably practicable';
2. Assess the risk of injury to workers from any hazardous manual handling that can't be avoided (i.e. complete a manual handling risk assessment);
3. reduce the risk of injury to workers from hazardous manual handling to as low as reasonably practicable

Manual handling must be considered as part of any NEM or other type of colleague Individual Risk Assessment e.g. required for ill health.

This is the responsibility of:

(PEL)

Workers who complete manual handling activities have duties too. They must:

- follow systems of work in place for their health and safety;
- use properly any equipment provided for their health and safety;
- cooperate with WLP on health and safety matters;
- inform the person/s named above if things change or they identify hazardous handling activities;
- take care to make sure their activities do not put others at risk.

Moving and Handling of People

The lifting of children (i.e., the child's feet do not have contact with the ground) is permitted by WLP in two situations only:

1. Where there is an unforeseeable imminent danger to the child or other person/s if the lifting does not take place
2. Where there is a documented need identified within the child's Educational Health Care Plan (EHCP), and:
 - this is fully risk assessed in terms of the risks presented to the child and the staff member/s;
 - staff involved in the lifting have current level 3 Moving and Handling Training; and
 - where required, specialist equipment to reduce the time, weight or distance associated with the lift is in place.

Where there is a foreseeable risk that a child may need to be moved or handled as there is imminent danger to the child or other person/s if the moving does not take place:

1. this must be fully risk assessed in terms of the risks presented to the child and the staff member/s; and
2. relevant staff must be provided with *Team Teach positive strategies for behaviour management*.

As soon as a child has been involved in an unforeseeable lifting, moving or handling activity then this must now be regarded as foreseeable, and the requirements above must be met.

This is the responsibility of the Headteacher and:

(Senior SENCO/ SENCO)

New and Expectant Mothers (NEM)

A documented risk assessment must be completed for each female colleague who notifies their employer that they are pregnant. The assessment must be regularly updated throughout the pregnancy and upon return to work following maternity leave.

NEM are not permitted to lone work and the suitability of any manual handling tasks undertaken or use of equipment, articles and substances used as part of their role must be considered.

The Headteacher and People and Culture Team are responsible for this. The person with oversight is:

(PEL)

Personal Protective Equipment (PPE)

Personal protective equipment must be provided to colleagues free of charge where a risk assessment identifies there is a need for it. It must also be provided for use by pupils and students where required in line with CLEAPSS guidance.

Examples of times when PPE may be required include (but are not limited to) persons being exposed to the following risks:

- breathing in dust, mist, gas or fume
- falling or ejected materials
- flying particles or splashes of substances getting into people's eyes
- skin contact with certain materials or substances
- excessive noise
- extremes of heat, cold or exposure to adverse weather

There is a duty to ensure that PPE is:

- properly assessed before use to make sure it is fit for purpose;
- maintained and stored properly;
- provided with instructions on how to use it safely; and
- used correctly by workers

The person with oversight of this is:

(PEL)

All teaching colleagues have a duty of care to the children under their responsibility to ensure that any requirement for PPE identified by CLEAPSS, departmental risk assessments or industry best practice guidance is adhered to.

This is the responsibility of all HODs/ Curriculum leads.

Premises Management

A suitable and sufficient risk assessment / or risk assessments must be maintained to cover all significant risks arising out of the following site activities:

- Caretaking / Site Management
- Catering / Food Safety
- Cleaning / Housekeeping
- Grounds Management
- Traffic Management
- Pedestrian and Vehicle Interface

Where an SLA is in place for these activities, the maintenance of the documentation detailed above is that of the SLA provider.

The person with responsibility for oversight of this is:

(PEL)

Window Restrictors

Effective window restrictors which prevent the window from being opened more than 100mm must be installed and maintained on all windows which pose a significant risk of:

- Falls from height;
- Unauthorised entry to the school building; or
- Unauthorised egress from the school building; and
- Situation where approved guidance necessitates the requirement for window restrictors.

Additional consideration must be given to the individual risks posed by the regular users of the building.

Where installed, all window restrictors should be subject to a register and regular documented check. To prevent misuse or unauthorized removal, window restrictors should only be able to be disengaged using a special tool or key.

Where applicable, fire safety arrangements must be taken into account prior to installation of any restrictor which could compromise a designated and purpose installed fire escape window.

The person with responsibility for oversight of this is:

(PEL)

Work at Height

Any work whatsoever which occurs at a height where a fall is likely to cause harm must be risk assessed as part of the authorisation process. This includes working at ground level, next to an opening.

The person responsible for ensuring that a suitable and sufficient risk assessment is in place is the Headteacher,

(PEL)

And the person undertaking the activity

All equipment used for working at height must be designed for that purpose, be of commercial standard and regularly inspected. The person responsible for ensuring this is the Headteacher,

(PEL)

And the person undertaking the activity

Reinforced Autoclaved Aerated Concrete (RAAC)

RAAC is a lightweight form of precast concrete, commonly used in buildings in the UK between the mid-1960s and the mid-1980s. It is mainly found in roofs, although occasionally in floors and walls. It is less durable than traditional concrete and there have been problems as a result, which could have significant safety consequences.

The Headteacher and the schools People and Estates Lead/ Estates and Compliance Lead must work with the Director of Estates and Compliance and the Assistant Director of Estates and Compliance to identify reinforced autoclaved aerated concrete (RAAC) in buildings.

If an individual establishment confirms or suspects the presence of RAAC in any of the buildings located on their school site, they must immediately report this to the Director of Estates and Compliance and the Assistant Director of Estates and Compliance so that the establishment can be supported to seek guidance from a competent structural engineer to assess it and develop a management plan.

This is the responsibility of:

(Headteacher)

(PEL)

Risk Management and Risk Assessment

Headteachers are responsible for ensuring that a suitable and sufficient risk assessment is in place for all activities, equipment, grounds and other articles that colleagues, visitors, students and pupils are exposed to which pose a significant health and safety risk.

Where appropriate, the Headteacher can assign responsibility for undertaking or overseeing risk assessments to the appropriate colleague or adviser, in line with their role and specialism.

The findings of risk assessments must be shared with all interested parties, in particular they must be shared with any affected colleague.

The Estates and Compliance team are available, where requested, to support any risk assessment requirement where specialist advice is needed.

All risk assessments must be reviewed: on an annual basis, in the event of a significant change, following an accident, or, if it is suspected that the risk assessment is no longer valid.

Where available, the current Central template for RA should be adopted. There is a full list of RA templates available from the Central Estates and Compliance Team.

The person with responsibility for the co-ordination and oversight of Risk Assessments is:

(PEL)

Sharps Management

This establishment has a duty to manage the risk posed by the misuse of sharps. To this end:

- Tools, knives, blades, non-child scissors and similar items must not be left unattended anywhere on site
- Knives, blades, non-child scissors and similar used for curriculum or teaching purposes must be secured in a locked box or similar and subject to a register or counted out/ back in again
- Knives, blades and similar used by site staff, grounds staff and catering staff must be kept secure in a lock box or similar and subject to a register or counted out/ back in again
- Knives, blades and similar must be kept in a locked drawer or similar in staffrooms and not left out of draining boards, or in dishwashers etc.
- Site offices, catering kitchens and stores containing tools, knives, blades, non-child scissors and similar items must be kept locked when unattended
- Pupils and students are not to be permitted access to areas where tools, knives, blades, non-child scissors and similar items are stored
- CLEAPSS guidance around the curriculum use of sharps must be adhered to

The person with responsibility for oversight of this is:

(PEL)

(HOD or Curriculum Lead for Science)

(HOD or Curriculum Lead for Technology)

(HOD or Curriculum Lead for Art)

Robust arrangements must be established to manage the cleaning up and disposal of Sharp waste, including broken glass and redundant equipment.

The person with responsibility for oversight of this is:

(PEL)

(HOD or Curriculum Lead for Science)

(HOD or Curriculum Lead for Technology)

(HOD or Curriculum Lead for Art)

Smoking and Vaping

Smoking and Vaping are not permitted anywhere on this site, inside or outside, including access routes and driveways.

This is the responsibility of the Headteacher and all staff.

Violence and Aggression

Violence and aggression towards colleagues, pupils, student and visitors will not be tolerated, and any occurrence must be reported to the Headteacher and DSL/DDSL. An entry relating to the incident must be made on EVERY in addition to any other record required.

Prevention and management of violence and aggression will be addressed through application of:

- The establishments behaviour policy
- The establishments lone working arrangements
- The establishment safeguarding procedures and Keeping Children Safe in Education arrangements
- People and Culture Team Support
- Estates and Compliance Team Support
- Police Support
- Provision of training in line with the WLP training matrix

This is the responsibility of the Headteacher who will be supported by:

(SENCO / Senior SENCO)
(PEL)

Where violent or aggressive outburst by a child is foreseeable, an Individual Risk Assessment must be maintained.

This is the responsibility of the Headteacher and:

(SENCO / Senior SENCO)

Mains Gas / LPG Gas

Gas Meter Location:

Emergency Gas Shut Off Location:

Local Isolation Points:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Oil

Main Oil Shut Off Location:

Electric

Electric Meter Location:

Electrical Isolation Boards:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Water

Water Meter Location:

Local Water Stop Taps:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Site Hazard Locations

(Establishment Name)

Hazard	Present		Location and any further details
	Yes	No	
Oil Tank	<input type="checkbox"/>	<input type="checkbox"/>	
Catering Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
Catering Kitchen COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Catering Outlets	<input type="checkbox"/>	<input type="checkbox"/>	
Catering Outlets COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Curriculum Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
Curriculum Kitchen COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Science Labs	<input type="checkbox"/>	<input type="checkbox"/>	
Science Prep Rooms and COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Compressed Gas Cylinders (Including medical use)	<input type="checkbox"/>	<input type="checkbox"/>	
Science Radiation Store	<input type="checkbox"/>	<input type="checkbox"/>	
Technology Workshops	<input type="checkbox"/>	<input type="checkbox"/>	
Technology Prep Room and COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Art Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Art Prep Room and COSHH	<input type="checkbox"/>	<input type="checkbox"/>	
Kiln	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Stores	<input type="checkbox"/>	<input type="checkbox"/>	
Boiler Houses	<input type="checkbox"/>	<input type="checkbox"/>	
Loft Access Locations	<input type="checkbox"/>	<input type="checkbox"/>	

Site Information for Visitors and Contractors

(Insert Establishment Name)

Headteacher:	(Insert Headteacher Name)	If you have any concerns relating to Safeguarding or Health and Safety, please ask to speak to one of the named staff members
Safeguarding:	(Insert DSL Name)	
	(Insert DDSL Name or Names)	

Signing In and Out

All people entering school are required to sign in as they arrive and out as they leave. Please be cautious when passing through doors and gates to ensure that unauthorised access/ egress is not made by other persons including children. Doors must not be held open. Lanyards must be worn. We operate the following colour coded lanyard system in this school:

Must be Accompanied

Unaccompanied Visitor

Staff Member

Fire Alarm

If the Fire Alarm sounds, you must leave the building by the nearest exit and make your way to the Fire Assembly point where you will be accounted for. Do not re-enter the building until authorised. Your host should advise you of any local Fire Arrangements. If you need assistance evacuating the building you must notify Reception as you sign in.

The Fire Alarm at this site is tested every week for approximately 10 – 20 seconds and there is no requirement to evacuate at this time unless the alarm continues to sound.

The fire alarm test occurs as follows: (insert day of week and time of test)

Lockdown and In-Vacuation	(Insert brief details of local arrangements)
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Asbestos	This building may contain asbestos. All contractors are required to sign to confirm that they have seen the Asbestos Management Survey before any work is completed.
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Toilet Facilities	Under no circumstances can children's toilets be used by visitors or contractors. Please ensure your host shows you the facilities you are permitted to use on site.
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First Aid Accidents / Incidents / Near Miss	Basic First Aid facilities are available via Reception. If a serious first aid event occurs, please telephone for an ambulance then report your actions to a member of staff. We will endeavor to assist you where possible. If you are injured whilst on site, please ensure that a record of this is made and you are provided with a copy for your own records.
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Smoking and Vaping	Not Permitted Anywhere on Site. This includes in carparks and on any entry/exit route to the school site
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Dogs and other animals	Dogs and other animals not permitted on site, unless this is part of an approved and planned visit
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Traffic Management	Please ensure you have parked your vehicle in the car park without blocking any other vehicles, driving routes or pedestrian routes. Fire exits, fire exit routes and access to site for emergency services must be maintained clear at all times. Bus lanes, taxi and accessible pick up/drop off areas must not be blocked.
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Use of Tools and Equipment	You are responsible for any items you bring on to site. All electrical items over one year old must display a current PAT label. Contractors are required to supply their own tools, equipment, access equipment and any materials required. Any sharps, substances or other dangerous articles required for work purposes must held securely and accounted for at the end of the task. Any missing tools or equipment must be immediately reported to your host and to Reception.
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Housekeeping	Please keep work areas clear, tidy and free from trip hazards. You are expected to remove all waste materials and debris generated from your work. Please ensure that all spillages are promptly reported to your host and to Reception.
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Thank you for your co-operation and for helping to keep our school safe and secure for everyone