



# Langstone Primary Academy

# Health and Safety Policy

<b>Approved by Local Governing Body</b>	<b>Dec 2025</b>
<b>Policy Status</b>	<b>Statutory</b>
<b>Member of staff responsible</b>	<b>Business Manager</b>
<b>Revision period</b>	<b>1 year</b>
<b>Revision due date</b>	<b>Dec 2026</b>

## Policy Purpose

The aims of this policy are to:

- Comply with the requirements of the Health & Safety at Work Act 1974 and other relevant statutory provisions
- Act as a pivotal document in implementing Langstone Primary Academy Health & Safety Management System
- Ensure, as far as reasonably practicable, a healthy and safe environment for all Pupils, Staff, Contractors and Visitors, who study, work or visit Langstone Primary Academy.

The policy is divided into three parts as follows:		
Part 1	Statement of Intent	The school's health and safety aims and objectives
Part 2	Organisation	The school's staff's responsibilities for health and safety
Part 3 (Practice & Guidance)	Arrangements	The school's arrangements for health and safety

<b>Part 1</b>	<b>STATEMENT OF INTENT</b>
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It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters to remove or reduce the possibility of accidents, injuries and ill-health

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

Health and Safety Assistance and Advice is used from a variety of recommended bodies. However, for Langstone Primary Academy, RW Safety Solutions is the competent source for safety guidance for the school as required under Reg. 7 of the Management of Health and Safety at Work Regulations 1999. Where issues, advice or concerns arise then advice from RW Safety Solutions shall be sought.

## **Employer Responsibility**

The overall responsibility for health and safety at Langstone Primary Academy is held by the University of Chichester Academy Trust who delegate management and monitoring of health and safety to the Local Governing Body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

## **Responsible Manager**

The responsible manager for the premises is the headteacher who will act to:

- Develop a safety culture throughout the academy
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

## **Strategic Leadership Team (Strat LT)**

The Headteacher will be supported by members of the Strategic Leadership Team (Strat LT), including the Deputy Headteachers, Assistant Headteachers and Business Manager.

## **Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead is the person appointed to take lead responsibility for child protection issues in the Academy and is the Headteacher with at least two other senior staff in the role of Deputy DSLs.

## **All Staff (including volunteers)**

All staff and volunteers have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the academies health and safety arrangements
- Engaging with, and reading all relevant risk assessments and health & safety policies and procedures
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns the Headteacher, Site Team, Business Manager or another appropriate person
- Reporting and recording any accident or incident that has led, or could have led to damage, injury or ill health
- Assisting in any investigations that may be required due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

## **Health and Safety Officer**

The Health and Safety Officer for the premises is the Business Manager who will act to:

- Manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher
- Advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required
- He/she will work within their level of competence and seek appropriate guidance and direction from the Headteacher, University of Chichester Academy Trust, Local Governing Body and/or the Academies Health and Safety Advisor as required, with whom the academy have an SLA
- Supported by the Finance Manager is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements
- Supported by the Site Manager will manage and co-ordinate all planned preventative and reactive maintenance matters within the Academy

## **Health & Safety Co-ordinator**

The health & safety co-ordinator for the premises is the Finance Manager who will act to:

- Ensure all 'bring up diary' is a true and accurate record of the noted subjects
- Monitor all Health and Safety Records using the 'bring up diary'

- Manage the Health and Safety training requirement ensuring all training is up to date and a training plan is in place
- Monitor the updating of risk assessments and health and safety policies ensuring all risk assessments and Health and Safety policies are up to date
- Promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements
- He/she will work within their level of competence and seek appropriate guidance and direction from the Headteacher, Business Manager and/or the Academies Health and Safety Advisor as required, with whom the academy have an SLA

## **Site Manager**

The site manager is responsible for undertaking the day to day management of Health and Safety related duties on behalf of, and under the direction of the Headteacher and Business Manager.

These will include:

- Legionella flushing checks
- Ladder, Stepladder and Stepstool inspections
- Fire door checks – quarterly
- Emergency lighting tests – monthly
- Fire alarm tests – weekly
- Supporting asbestos management
- Carrying out minor repairs
- Carrying out risk assessments
- Assessing and controlling risk on the premises as part of everyday management
- Ensuring a safe and healthy environment and providing suitable welfare facilities
- Ensuring periodic safety tours and inspections are carried out
- Ensuring significant hazards are assessed and risks are managed to prevent harm
- Carry out the induction training for all staff, student teachers and parent volunteers
- Checks security procedures for opening and closing academy premises, including windows and fire exits.
- Reports acts of theft or vandalism to Headteacher and informs police as required.
- Reports all defects which need specialist repair.
- Checks that the academy premises are kept clean with particular attention to maintaining health and safety standards for pupils and staff and ensures materials and equipment are safely and appropriately stored at the end of the cleaning session.

The Site Manager is to ensure all records are kept up to date and presented to the Health and Safety committee for monitoring.

The Site Manager is to ensure the Academy complies with overall policies and procedures; that all activities are periodically risk assessed and necessary controls are implemented

The Site Manager is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Headteacher,

Business Manager and/or the Academies Health and Safety Advisor as required, with whom the academy has an SLA.

The Site Manager will also direct the Site Maintenance Assistant to assist with appropriate checks in the day to day management of Health and Safety

### **All Senior Leadership Team (Year Leaders) members**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and learning support assistants. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **All other staff members**

ALL staff members have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors and safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

All staff are able to raise reactive breakdowns and Health and Safety issues via the Caretaker Job Sheet.

New staff attend the new staff Induction meeting and are briefed on Health & Safety processes within the workplace. New staff will be directed to complete statutory Health and Safety training via National College online training.

### **Health and Safety Committee**

The purpose of the Health and Safety Committee is to assist in the assessment of safety related matters, provide appropriate support to the Headteacher and generally promote and assist in the implementation of a sound Health & Safety ethos throughout the Academy. The Health and Safety Committee will meet at least 3 times a year to monitor and discuss on-site Health and Safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Each meeting has a standard Agenda and Minutes will be taken and available thereafter on the Health and Safety Drive.

The Health and Safety Committee shall be formed of a 'core' group, including one Governor, Headteacher, Deputy Headteacher, Business Manager (Chair), Site Manager, Finance Manager.

During the year they shall audit the accidents and near-misses, review the Health and Safety policy as well as other policies that link to health and safety.

There will be a named governor responsible for Health and Safety who will complete a termly inspection alongside the site manager. These visits will be written up and fed back to the Health and Safety Committee.

The Health and Safety Committee will recommend a health and safety audit every three years in order to maintain compliance.

### **Accident Investigator**

The Business Manager and Site Manager are the Academies nominated Accident Investigators, who will lead on all accident investigations. They are to attend appropriate refresher training every three years and all training records are to be retained. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Academies Health and Safety Advisor as required, with whom the academy have an SLA

### **Educational Visits Co-ordinator (EVC) – Year 3 SLT**

The EVC co-ordinates each stage of the Educational Visits, Trips and Off-Site Activities process, and is a senior member of Strat LT.

Langstone Primary Academy uses the EVOLVE system to ensure compliance with process and Health & Safety requirements.

The EVC must ensure a risk assessment has been undertaken for the trip, the required number of staff have been assigned to the trip, and the relevant first aid protocols are in place for the trip.

### **PEEP Manager**

The Site Manager, in conjunction with the SENCO, is the nominated person undertaking PEEP Management on behalf of the Headteacher and will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period of time, in the event of any emergency.

Individual evacuation plans are to be added to the Fire Safety Manual and the Site Manager or SENCO will notify any changes in circumstances to the Health and Safety Committee.

### **Fire Safety Co-ordinator**

The Site Manager is the Fire Safety Co-ordinator and shall attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties, and the upkeep and annual review of the fire safety risk assessment.

Upkeep of the Fire Safety Manual is checked and contents updated monthly by the Site Manager and presented to the Health & Safety Committee annually.

An external Fire Risk Contractor will be appointed by the Business Manager every 4<sup>th</sup> year to conduct a full Fire Safety Risk Assessment, additionally, a Fire Safety Risk Assessment will be completed should there be any significant changes to the premises.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Academies Health and Safety Advisor and Local Fire Authority as required.

### **Legionella Competent Person**

As an academy, we purchase a Service Level Agreement (**SLA**) through Wings Technical Services to ensure that Legionella is managed safely. Under the terms of the Legionella Written Scheme, the Site Manager will liaise with the company to ensure all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) School and legislative requirements.

All staff will complete legionella awareness training annually through National College Online or attend the Legionella Management Training Session presented by the Academies Health and Safety Advisor.

The Site Manager will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premise's users. The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Academies Health and Safety Advisor as required.

### **Asbestos Competent Person**

As an academy, reinspection's of ACM's are carried out by Blue Star Asbestos Limited annually or an alternative competent source to ensure that asbestos is managed safely. The Site Manager or Business Manager will liaise with the company.

The Headteacher is the responsible Manager and the Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Governing Body to provide the necessary competence to enable asbestos to be managed safely. The Site Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with 'The Control of Asbestos Regulations' of 2012. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premise's users.

The Site Manager is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Health and Safety Advisor as required.

### **Extra-Curricular / Before and After School Activities / Clubs**

Activities before and after school, such as extra-curricular clubs, are the responsibility of the member of staff managing the activity. Permission is to be sought from the Headteacher to run an activity or club, and a Risk Assessment undertaken to ensure the activity or club conforms to all Health & Safety legislation, guidance and academy processes. Risk Assessments are reviewed as part of the overall Risk Assessment review.

## **Medical Conditions Lead**

The SENCO leads on Medical Conditions, supported by the Business Manager and Site Manager.

The Medical Conditions lead will:

- Safely develop and adapt any conventional teaching aids to meet the individual needs of pupils;
- Be trained in using any specialist equipment and facilities.
- Advise and recommend health and safety issues to be considered in any activity or on out-of-school activities for SEND pupils.

## **Minibus Lead**

The Site Manager leads on the management of the minibuses, supported by the Finance Officer.

The minibus lead is to ensure:

- A weekly pre-use check is carried out, this is recorded and kept in the minibus folder located in the main office.
- Pre-Use checks are carried out by all drivers and stored in the minibus folder
- Services and MOT's are carried out on an annual basis and any repairs carried out as required
- Section 19 permits are kept up to date and renewed every 5 years, permits will be sought for any additional minibuses
- Safety inspections carried out by a competent mechanic and records held within the minibus folder, any repairs will be carried out as required.
- All drivers will have their licences checked on an annual basis to ensure they are entitled to drive minibuses and any points will need to be declared as soon as the driver is aware
- Any drivers that are required to transport students will have a MIDAS examination carried out by a qualified MIDAS trainer, this will be refreshed at a frequency not exceeding 4 years
- The minibus is cleaned regularly, with fluids and pressures checked on a weekly basis.

## **Catering Team**

The academy's catering is provided through an SLA with Portsmouth City Council (currently CATERLINK).

Portsmouth City Council and Caterlink are responsible for undertaking all servicing, maintenance and repairs of all catering equipment. They are responsible for ensuring staff operate to the requirements of the Food Standards Act 1990 and Food Hygiene Regulations 2006 and follow the food Standards Agency Guidance.

The Site Manager will ensure that whilst onsite the catering operatives follow the academies emergency procedures and works alongside the Catering lead to ensure all operatives understand all academy procedures and expectations.

The Site Manager will check maintenance records held and report back to the Health and Safety Committee annually.

## **Mechanical and Engineering Contractor**

The academy's mechanical and engineering prime contractor is currently Wings Technical Services, they are responsible for undertaking all servicing and regular maintenance of items across the academy. This includes but is not limited to:

- Lightning Protection
- Fume Cupboards and LEV
- Sewage Pump
- Fire Alarm Service
- Intruder Alarm
- Access Control
- Boiler
- TMV Service
- Fan Convectors/Extract Fans
- Emergency Lighting
- Water Tank & Softener
- Air Conditioning
- Hot Water/Pumps Equipment

## **Cleaning Staff**

The cleaning staff are employed staff and are managed by the Site Manager.

The cleaning staff will:

- Clean designated areas with particular attention to maintaining health and safety standards for pupils and staff.
- Ensure materials and equipment are correctly and safely used and appropriately stored at the end of the cleaning session.
- Report any defects to the Site Manager using the Caretaker Jobs Sheet.
- Comply with all necessary regulations which are set by regulatory bodies including COSHH regulations.
- Complete COSHH annual refresher training on National College.

## **Lifting and Work at Height Competent Person**

The Lifting and Work at Height competent person is the Site Manager having responsibility for the day to day management and ladder checks. The lifting and Work at Height Competent person acts on behalf of the Headteacher to provide the necessary competence to enable work at height to be managed safely. They attend refresher training every three years and all training records are to be retained.

All staff are to attend annual refresher training for Ladders and Steps Safety with the Health and Safety Advisor or complete online National College course

Manual handling awareness training is to be completed by all Site Staff including Cleaners, Office staff and all high risk users on National College annually.

## Lettings Lead

The Site Manager supported by Business Manager leads on lettings. All hirers are to complete a hire agreement and liaise with Site Manager whilst onsite.

## Health & Safety Assistance & Advice

The Academies Health and Safety Advisor (currently RW Safety Solutions) is the competent source of safety guidance for Langstone Primary Academy as required under Reg 7 of the Management of Health and Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the academy, then advice from the Health & Safety Advisor must be sought.

## Link Governor for Health & Safety

A Governor will be elected to act on behalf of the Local Governing Body to be responsible for the monitoring and evaluation of the academies health and safety policies and procedures and reporting his/her findings to the Local Governing Body at least once a term. He/she will work closely with the Business Manager and Site Manager and seek guidance from the Academies Health & Safety Advisor as necessary. He/she will attend Health and Safety Committee meetings regularly and also assist with the annual review of safety management systems.

### General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles.
- Providing adequate information, instruction, training, and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely.
- Providing safe places to work with safe access to and exit from those places.
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards.
- Implementing control measures to reduce risks.
- Providing suitable personal protective equipment and clothing where hazardous conditions cannot be eliminated e.g. use of ear protectors when using 'leaf collector'.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

## **Accident/Incident Reporting & Investigation**

Any accident, incident or injury involving staff, pupils, Visitors or Contractors is to be immediately reported and recorded in the Accident Report Book held in the main office. These are signed by the Headteacher and comments made on actions taken.

Minor accidents to pupils are to be recorded in the Accident report books which are located in the following areas:

- First Aid station in KS1
- First Aid station in KS2

When a child has a bumped head it is recorded in the Accident Report Book, parents are to be notified by a phone call or text by the main office and the child is to be given a copy of the accident slip.

The Health and Safety Committee will audit the completed Accident Report sheets termly in order that repetitive causal factors may be identified to prevent recurrences. The completed Accident Report Sheets are kept in the First Aid Stations.

Any accident that is notifiable to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is to be reported using the F2508 Report Form found on the HSE website, and must be discussed with the Health and Safety Advisor prior to online completion.

All accidents and incidents (excluding minor bumps and grazes) are to be immediately reported to the Headteacher. The trained accident investigator is to conduct a documented investigation into more serious incidents. Advice may be sought from the Health and Safety Advisor if there is any difficulty in completing the accident investigation, the purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature and the results of any subsequent investigations.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to the academy staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

All staff receive annual near-miss refresher training through RW Safety Solutions or National College and are actively encouraged to report near-misses using the schools near miss reporting system. Near-misses are recorded in the near-miss Books. These are signed by the Headteacher and comments made on proposed actions. Completed forms are to be kept in the Site Manager office. Any changes to procedure will be communicated to staff by email. Each term the completed near misses will be reviewed in order that repetitive causal factors may be identified to prevent recurrences. The Health and Safety Committee will review near misses every other meeting to ensure that any actions taken have resolved the problems.

## **Administration of Medicines and Supporting Children with Medical Conditions**

Arrangements regarding medicines and supporting children with medical conditions are set out in our Supporting Pupils with Medical Needs Policy.

## **Asbestos Management**

- 1) The Asbestos Register is kept in the main office. The main office staff are to ensure that the Asbestos Register is shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on the building.
- 2) Any changes to the premises' structure that may affect the information in the Asbestos Register will be notified to our external contractor in order that the asbestos register may be updated accordingly.
- 3) Only a member of the Site Team shall drill or affix anything to walls that may disturb materials and only after checking and signing the Asbestos Register. Under no circumstances must other staff drill or affix anything to walls that may disturb materials.
- 4) Any damage to the academy buildings that is identified as containing, or possibly containing, asbestos should be immediately reported to the Headteacher and the asbestos competent person who will immediately act to cordon off the affected area and contact the Asbestos Team from the external contractor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and asbestos competent person.
- 5) **Training.** The Site Manager, Headteacher, Business Manager, Site Maintenance Assistant, Finance Assistant, Deputy Headteacher and School H&S Governor are to complete annual refresher training online with National College. The Health and Safety Co-ordinator is to record the training in the diary and file the certificates.
- 6) Please refer to the Asbestos Management Plan for further information.

## **Child Protection**

Arrangements regarding child protection are set out in the Safeguarding and Child Protection Policy.

## **Community Users/Lettings/Extended Services**

Arrangements regarding Community Users, Lettings and Extended services are set out in the Lettings Policy.

## **Contractors on Site**

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments/method statements to be sighted to demonstrate their safe working practices for specific work being undertaken. WINGS and MAT approved contractors are to be used for contractual work on the premises, if possible.

All contractors must report to the main office where they will be asked to:

- Sign in using the electronic system
- Sign the Asbestos Register.
- Acknowledge and sign the Health and Safety and safeguarding information on the signing in system before they are allowed to continue into the site. A copy of this information is emailed to all contractors.

The Business Manager (or in their absence, the Headteacher, Site Manager and reception staff) is responsible for ensuring that all external contractors have the correct documents in place.

The Site Manager (or in their absence, the Headteacher/Reception staff) is responsible for the induction of any contractors that arrive on site and for monitoring work areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises.

If contractors have to carry out work in areas that are recorded as having or possibly having asbestos then the contractor must provide a method statement and risk assessment. The work should normally be carried out by an asbestos trained person using appropriate Personal Protective Equipment and methods for the safe working and disposal of any asbestos encountered.

Contractors are not allowed to use school equipment

### **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the teachers planning the activity. Subject leads and the appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Generic risk assessments will be completed for areas around the academy accessed by the staff and children. If the teacher is planning a higher risk activity in one of these areas, a separate risk assessment will be carried out.

A minimum the headteacher, one member of the Site Team and one academy based governor will be trained in completing risk assessments.

### **Defect Reporting Log**

Any defects are to be reported immediately and logged on the Caretakers Job Sheet. The site manager will review the log daily and take the appropriate action, documenting what action has been taken . If the work cannot be carried out by the site manager, they will arrange for a contractor to do the work.

Staff are made aware of the defect reporting system at induction and are actively encouraged to use it.

### **Display Screen Equipment**

1) The use of Display Screen Equipment (DSE) is to be managed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Though the majority of staff use DSE at the academy or at home the following users satisfy the criteria of using DSE as a significant part of their normal work:

All main office based staff

Headteacher

Deputy Headteacher

Assistant Headteacher

SENCO

Librarian

Class Teachers

Site Manager

Workstation assessments will be carried out annually for the designated DSE users using the VDU Workstation Checklist produced by the HSE. The Site Manager will provide guidance as required and ensure that any shortcomings as a result of the assessment are rectified.

2) The Business Manager will file the completed VDU Workstation Checklists and record the dates in the diary.

3) DSE users will be provided with a computer chair each having 360-degree swivel, tilt function and adjustable height. Other aids such as footrests will be provided as required.

4) Though not classified as DSE users, if required, class teachers have been provided with a computer chair to allow for easier changing of position without having to twist.

All users must complete the *display screen equipment e-learning course* every year without exception.

### **Dogs on School Grounds**

Dogs are not permitted on school grounds with the exception of assistance dogs and dogs intended for educational purposes as part of structured lessons.

### **Dress**

Please refer to the Code of Conduct for guidance on staff dress.

### **Electrical Equipment**

Electrical equipment in the school is to be used and maintained in accordance with the Electricity at Work Regulations 1989 (EAW). These Regulations apply to all work activities involving electrical equipment.

The Headteacher will ensure through the Site Manager that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing / inspection can only be carried out by a competent person / contractor.
- All Portable Electrical Equipment will be inspected/tested at intervals of every year or once every other year (for IT equipment), or once every three years for equipment that is fixed, e.g. wall fans and hand dryers.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by SLT and it has been PAT tested prior to use.

- Defective equipment is to be reported via the defect reporting system and immediately taken out of use until repaired.
- Before use all portable electrical equipment should be checked by the user for damaged plugs and cables and loose or worn controls.
- The Site Manager is to monitor the period that electrical equipment is tested by a competent person and keep a record of all PAT tests for 6 years. This is recorded in the H&S diary.
- All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime.
- Staff must ensure all equipment is switched off at the plug prior to leaving their workplace.
- Fixed wiring electrical testing to be undertaken every 5 years by a competent contractor.
- It is not permitted to join extension leads together. Coiled extension leads must be fully extended before use.

### **Electrical User Checks**

The headteacher should ensure that all staff receive general advice on electrical safety, via training and also that they make regular user checks on the electrical equipment they use. Simple visual inspections should include:

- Checking cables for breaks, wear or contamination
- Checking the test label date is valid
- Checking that the plugs are undamaged and that all external screws are tight
- Check there is no use of 2/3-way adapter sockets or plug sockets covers in use
- Checking the fuse rating is correct on new equipment (this should be indicated on the outside of the plug) and should comply with the information in the manufacturer's literature, *e.g. 13-amp fuse must not be used on an item requiring a 3-amp fuse*
- On computing equipment check for excessive noise or heat generation
- Any of the above should be reported to the Site Manager

### **Emergency Procedures**

General emergency procedures are to be carried out in accordance with Langstone Primary Academy Emergency Plan. The Emergency Plan covers procedures for evacuation of the school in the event of a fire, bomb warning, lock down or gas leak. Emergency procedures also cover attacks by a member of the public and accidents on day and residential trips.

All staff will receive a brief on the Emergency Plan at induction, and they will be periodically provided with updated information as amendments are made to the Emergency Plan.

If the building has to be evacuated the fire alarm will either automatically sound or will be manually activated using the fire alarm call points. The Assembly Point is on the big playground area. The evacuation of the building is to be practised once each term.

The Emergency Bag, kept in the main office, will normally be taken to the main vehicular entrance by a member of the office team to meet with the emergency services. If it is still in the main office when the Fire Marshals complete their sweep they will take it to the Assembly Point.

In the event of a malicious attack a lockdown procedure will be activated in which the outer doors will be closed until emergency services arrive or until sufficient information is available to decide

on an evacuation plan. A message is displayed throughout the academy to signal a lockdown procedure. This message will be 'Please secure your classrooms' in addition to a whistle being blown.

In the event of an accident on a day or residential visit information about the situation will be confirmed by the Headteacher. All parents will be informed through a telephone call or a text message and parents of the children involved will be invited to the school to wait for further information. The School Emergency Response Team may be set up to deal with the situation.

Personal Emergency Evacuation Plans (PEEPS) are to be completed for any children who may have difficulty in the event of an evacuation. Class Teachers are to ensure that classroom staff and volunteers are aware of any PEEPS to ensure a safe, assisted evacuation in the event of an emergency.

### **Footwear**

Appropriate footwear must be worn at all times. Flip flops (open backed) and stiletto heels must not be worn and feet must not be bare (unless the activity requires this). Flat shoes must be worn whilst working at height. Please refer to the Code of Conduct for guidance on full dress code.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the Site Manager and is the immediate point of contact for all fire safety related enquiries on site.

The fire safety co-ordinator will ensure that:

- All staff are to complete the mandatory fire safety awareness training annually.
- Fire evacuation procedures are to be practised once a term at different times and days. This is to make staff and children familiar with the sound of the alarm, the evacuation routes and the location of the Assembly Point. It is also to give practice for the Fire Marshals in sweeping their areas.
- The Fire Evacuation Drill Observation Sheet is completed and actions taken to rectify any shortcomings.
- Fire safety information is provided to all staff at induction and periodically thereafter. A record of all training undertaken to be recorded in the Health and Safety Diary.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point and the reserve assembly point in the event of a fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially those marked as flammable.
- Fire safety notices are posted in the key areas of the building close to the fire points. They show evacuation routes and the Assembly Point.
- Inspections and tests are to be carried out as follows:
  - Fire alarm – checked weekly by the site manager using a different fire alarm call point each week to activate the fire alarm - serviced annually by a contractor
  - Fire extinguishers – checked weekly by the site manager - annually inspected by a contractor

- Fire doors – checked daily by the site manager
- Emergency Lighting – checked monthly by the site manager - serviced annually by a contractor
- Evacuation routes and assembly points are clearly identified.

The Fire Manual is to be reviewed annually by the Local Governing Body. The Risk Assessments are to be reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or changes are identified.

The corridors and doorways are to be kept free of rubbish and obstacles. The cleaners are to empty the paper bins.

Nominated staff are trained as fire marshals and will be required to attend training at intervals not exceeding three years and all training records are to be retained.

The fire log book is held with the Site Manager located in the Site Manager's office.

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

The school completes a first aid needs assessment to ensure the first aid provision is 'adequate and appropriate in the circumstances', to ensure the school provides sufficient first aid equipment (first aid kits), facilities and personnel at all times. The Data and Attendance officer is responsible for completing half termly equipment checks and recording using appendix 2 from First aid policy.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, water heater, water cooler, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported in the defect book and immediately taken out of use until repairs can be carried out or a replacement received.

The Site Manager is to keep all certificates and to record the inspection dates in the diary.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction

- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- The hall floor is cleaned two to three times a week

## **Hazardous Substances**

Where possible hazardous substances, materials, chemicals and cleaning liquids used by school staff and children should be replaced with non-hazardous equivalents. Where this is not possible a Control of Substances Hazardous to Health assessment should be carried out by the COSHH Assessor. The site manager is the COSHH Assessor.

The COSHH Assessor will list all hazardous substances used by the school staff and children and obtain the Data Sheets. COSHH assessments will be carried out and the record kept by the Health and Safety Co-ordinator. Any impact on working practices will be notified to all staff. COSHH Sheets will also be kept close to where all substances are stored.

Staff should ensure that they are aware of the contents of the COSHH Risk Assessment if using any hazardous substances.

No new substances that have a hazard warning sign are to be used by staff unless a documented COSHH assessment has been undertaken by the COSHH Assessor, and the product has been approved for safe use on site by the COSHH Assessor.

When using a COSHH substance, staff must ensure that they follow the safe working practices and use the protective equipment identified in the COSHH Risk Assessment. If they are not clear about how to use the substance then they are to ask the COSHH Assessor for assistance.

All hazardous substances are to be stored in a secure and signed storage area when not in use.

These are to remain locked at all times.

The COSHH Assessor shall attend a COSHH Assessor course every three years. The Business Manager will keep a copy of the certificate and record the training in the diary.

## **Holiday Periods**

During holiday periods only, staff must sign in/out at the main office to ensure a record is kept of personnel on site should there be an emergency evacuation.

Staff must be aware of lone working procedures and arrangements when working alone during the holidays.

## Hot Drinks / Hot food

No hot drinks or hot food can be carried in corridors, in classrooms or other areas occupied by students unless they are covered with an appropriate lid or in a flask with a secure lid.

## Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises Defect Report log or directly to the Site Manager if it is deemed immediately dangerous.

Monitoring and inspections of individual classrooms will be carried out by teachers and support staff.

Routine documented inspections of the premises will be carried out every half term using the Half Termly Premises Safety Checklist. Defects identified during these routine documented inspections are to be recorded in the Defect Report log. Any identified high-level risks or high-level safety management concerns will be brought to the attention of the Headteacher who will report to the Central Team and/or Local Governing Body.

Periodic detailed inspections of the premises safety management system will be carried out every year by The Health and Safety Governor. These documented inspections will examine all areas of the School's Health and Safety policies and procedures, and are stored by the clerk.

The Local Governing Body will monitor Health and Safety at the Academy by undertaking the following:

- Have a nominated representative of each Local Governing Body who monitors Health and Safety arrangements at the Academy.
- Health and Safety will be an agenda item at the Finance and Resources meeting.
- An annual Fire Safety Management Review will be undertaken by the Health and Safety Governor and reported to the Local Governing Body.
- An annual Health and Safety Management review will be undertaken by the Health and Safety Governor and reported to the Local Governing Body which will include an Inspection of the Premises.
- The Health and Safety committee will review the data provided termly for all minor bump and grazes, incidents/accidents, near misses and violent incidents that have occurred in the previous terms for any trends.
- Review progress made to date against the Health and Safety Action Plan at least termly.

## Kitchens

**Main Kitchen.** The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority for local management of the main kitchen and responsibility for those procedures lies with Caterlink and Portsmouth City Council. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the kitchen supervisor prior to entry and must strictly adhere to the kitchen safe working practices.

All staff working in the kitchen are employed by Caterlink and are required to follow the same policies (including, but not limited to, safeguarding and child protection, first aid, emergency evacuation procedure and lock down procedure) as other school staff.

The Site Manager will access the kitchen out of normal operational hours to carry out: monthly legionella temperature checks, monthly emergency lighting checks and monthly fire fighting equipment checks.

### **Legionella Management**

Legionella is a generic term of bacteria (legionella) which is common in natural and artificial water supplies. It thrives at temperatures between 20°C and 45°C. Legionella management on site is controlled by the Legionella competent person (WINGS SLA) who will manage and undertake all procedures regarding legionella in accordance with the HSE approved code of practice ACOP L8 and the schools Legionella written Scheme. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

The Headteacher will:

- Appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- Ensure that suitable and sufficient training is provided to the member of staff nominated as the competent person and for those who carry out the monitoring checks.
- Ensure that records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.
- The Legionella competent person will manage and oversee the external contractors in accordance with the SLA to undertake all procedures regarding Legionella in accordance with Legionella Approved Code of Practice (L8) and HSE274.
- The Legionella competent person will annually review the Legionella Risk Assessment or at any time that building works may change the hazards or risks. They are to identify and assess sources of risk, which includes checking whether conditions will encourage bacteria to multiply, water temperature is between 20–45 °C, if there is a means of creating and disseminating breathable droplets and if there are 'at risk' susceptible people who may be exposed to contaminated aerosols.

The Site Manager will:

- Carry out and record the results of the following control measures:
  - When flushing hot and cold water sources they are to be flushed for at least two minutes at a reasonable flow rate.
  - Weekly flushing for low use hot and cold water sources identified.
  - Flush all taps and water sources after half term or end of term holidays.
  - Descale taps / water fountains as required.
  - Monthly checks on the water temperature for the cold and hot water sentinel taps as shown on the schematic drawing of the school water system at Annex D. This is carried out by an external contractor.
- Record all the results on the appropriate forms.
- Keep a record of all the Legionella checks.

The Site Manager, Site Maintenance Assistant, Business Manager and Headteacher are to attend a Legionella training course every three years. Appropriate training will be provided for any new measures that are introduced to control legionella.

There will be a comprehensive Legionella Risk Assessment completed by an externally approved company at least every four years unless there are any changes to the system or use and it will therefore be subject to review immediately. The Legionella risk assessment is reviewed annually by the Site Manager and amended as new details or required amendments are identified. The legionella written scheme will be subject to an annual review which will be carried out by the Legionella competent person and placed with the Legionella log book.

### **Lone Working**

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedure below.

1) Wherever possible lone working is not to take place. Arrangements should be made so that more than one person is in school at the same time.

2) Where non key holders need to come into school it will be arranged for a key holder to open and close the school.

If key holders are required to open and close the school themselves, they will need to have arranged with a third party a time when they should have returned home so that the Headteacher can be contacted to check the school if the member of staff does not return home.

3) If lone working happens, the person lone working should make contact with another adult every hour to ensure that they are safe.

4) If any electrical equipment is used it should be turned off after use.

5) If lone working happens, staff should not take part in any high risk activities e.g. working at height.

*For further details, please see the Lone Working Policy.*

### **Minibus use**

One minibus is leased from Minibus Lite and one is owned by the school. With this lease, comes a service and maintenance package plan. The site manager maintains the school owned bus.

All staff should be MIDAS trained before driving the minibuses.

Minibus travel must be mentioned in all off site activity assessments. One risk assessment will be acceptable for repeated trips to the same venue e.g. football games.

Checks on the minibus will be undertaken by a named person, but all staff driving the buses must carry out safety checks before each and every use.

Any issues should be reported to the Finance Assistant as soon as possible.

Further policy and procedures can be found in the Minibus Policy.

All details of hiring the minibuses are in the Lettings and Hiring Policy.

## **Mobile Phones – Possession and Use**

Mobile phones are a part of modern society and the school accepts that many children will possess mobile phones. They are a useful tool, especially where the issue of safety during an unaccompanied journey to and from school is concerned. The school acknowledges that parents and children would want to be able to achieve this. An outright ban would result in a loss of these benefits. However, it is the school's responsibility to promote the safe and responsible use of mobile phones.

Pupils - may bring mobile phones to school, which are handed in to their class teacher and locked away until the end of the school day.

Staff - Mobile phones should not be used during class time and should be put on silent during the school day. They may be kept on if a personal call is needed to be taken but it should be agreed with the Headteacher before the call takes place. Mobile phones must not be used to take photos unless it has been agreed with the Headteacher. Staff should be diligent in keeping their mobile phone safe during the school day. They must refer to the school E-Safety Policy for further guidance.

## **Moving and Handling**

All staff responsible for regularly moving or handling items must complete the moving and handling refresher course every year through RW Solutions annual refresher training or National College.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the schools policy for Off-Site Activities and the Evolve Outdoor Education Service's procedures and guidance.

## **Personal Emergency Evacuation Plans (PEEPs)**

PEEPs are managed by the SENCO who is responsible for ensuring PEEP's are completed, provided and exercised for any vulnerable persons (student, staff and stakeholders). This will ensure safe, assisted evacuation in the event of an emergency incident for all vulnerable persons.

If a child or adult requires a PEEP, a form is completed with the parent and/or adult. All completed PEEP's are to be signed off by the Headteacher and a copy kept in the main office. The Headteacher will ensure the PEEP's are shared with all relevant staff.

## **Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Restraint Policy.

## **Provision of Information**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. The Health and Safety drive is used to collate and share all of this.

These systems include:

- Health and Safety notice board located in the staff room
- As an item on staff meeting agendas
- Minutes from meetings
- Staff Training days
- Newsletter items

When staff attend training sessions or have read key documents they are asked to sign to say they understand their duty, roles and responsibilities. A copy of these is kept in the site manager's office.

Information for volunteers and parents is through induction training, meetings, newsletters and the school website. Upon signing in they will need to acknowledge and sign the Health and Safety and safeguarding information on the signing in system before they are allowed to continue into the site. A copy of this information is emailed to volunteers and parents.

Contractors need to acknowledge and sign the Health and Safety and safeguarding information on the signing in system before they are allowed to continue into the site. A copy of this information is emailed to all contractors.

The Health and Safety Law poster is displayed in the Main Office. These will be periodically checked by the Site Manager to ensure they are in place and current.

## **Risk Assessments**

General risk assessment management will be co-ordinated by the Site Manager and when required, in consultation with the Business Manager. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Headteacher will ensure that there is a minimum of two trained risk assessors. A copy of the course certificates and record the training dates in the diary.

The school has trained risk assessors who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by all staff for classroom, curriculum and offsite activities. Staff that have the appropriate knowledge and understanding in each area of work will oversee the content.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

The Finance Manager will file the completed risk assessments and place a copy on the school network shared drive. Risk assessments will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the school's diary system maintained by the Health and Safety Co-ordinator.

### **Safekeeping of Children in Our Care**

Children will be supervised from 8.25am to 3.15pm and during the lunchtime play sessions. All classroom day to day activities involving health and safety will be managed by the teaching staff responsible for their room.

If for any reason a child needs to leave the school during the school day, (other than on an educational visit), the adult collecting the child must sign the child out at the office. No child may leave the school without permission. In the case of routine appointments e.g. visit to the dentist, the office staff will ensure that the child is signed out.

If a child becomes unwell it may be recommended by a first aider that parents will be contacted and asked to collect the child.

Any change to normal collection arrangements should be in writing where possible. On the occasions when a parent telephones to notify the school of changed arrangements during the day, the teacher will be informed and in turn inform the child. All children and parents are made aware that if there is not someone there to collect them at the end of the day they must return to the main office and wait. The Office team will support any late children.

### **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy and procedure.

All visitors to the school must read the safety and security information on the signing in system at the main office. By signing in, they are acknowledging that they have read and understood the information.

Though there is open access to the reception area entry into the school is controlled by fob entry. Only staff have fobs.

Keyholders. Please see appendix B for a full list.

### **Smoking**

Smoking is not permitted on site.

## **Stress & Wellbeing**

Langstone Primary Academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the current Health and Safety guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are through staff meetings and periodic training.

Staff are given the Support Line number each year with a reminder that they can talk to someone if needed.

## **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures and include:

- No parent is allowed to park or turn in the staff car park unless permission has been given by the Headteacher
- All catering deliveries and waste management companies should follow the clear guidance provided for deliveries – Junior car park and Infant roadside.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Health and Safety Induction Checklist.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. Training needs will be discussed at performance review and a health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual refresher courses to meet ongoing training requirements

Training records are held by the Finance Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Langstone Primary Academy.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident recording is completely confidential. Violent and aggressive incidents are to be recorded and held in the CPOMs folder.

## **Visitors**

Visitors to the premises:

- Must sign in to the school at reception and read the information on screen
- Must wear a red visitors lanyard for the duration of their stay if they are not DBS checked or wear a green visitors lanyard for the duration of their stay if they are DBS checked and sign out when leaving
- Must gain permission from the reception staff before entering the building
- Should be accompanied to their destination as appropriate
- Must be made known to appropriate member of school staff
- Are not permitted to enter unauthorised areas of the school
- Must initially report to the main office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

## **Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

## **Welfare facilities**

The academy will undertake to ensure compliance with the relevant legislation with regard to welfare provision for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities. In particular, the following facilities will be provided:

- **Toilet and Washing Facilities**
  - Toilet facilities and washrooms for staff are to be separate from those provided for pupils. Facilities are provided for disabled people.
  - Facilities will be kept clean, adequately ventilated and lit. Washing facilities will have running hot and cold or warm water, soap and paper towels/air dryers.

- Washing facilities are to be cleaned, maintained and flushed in accordance with guidance in the Legionella Approved Code of Practice (L8) and HSE274.
- **Provision of Drinking Water.** An adequate supply of drinking water will be provided by:
  - Taps – designated cold taps in the school provide drinkable water.
  - Pupils are provided with a school water bottle that they are able to refill during the day.
- **Pupils' meal facilities**
  - The children having school meals or packed lunches eat in the School Hall and are to be supervised by members of staff.
  - Sometimes it is necessary to change usual practice, therefore, occasionally, the children may eat in classrooms or outside. The hall, outside and in classrooms, will be supervised by members of staff.
- **Staff facilities for rest and to eat meals**
  - A staff room with hot beverage facilities, sink, microwave and refrigerator is provided for the use of school staff and volunteers as a rest and eating area.

## Work Equipment

Work equipment is any machine, appliance, apparatus or tool used at work by a member of staff in order to carry out their assigned tasks. It includes any new, second-hand, leased or hired equipment. The use of the equipment includes any activity such as starting and stopping equipment, repair, modification, maintenance, servicing and cleaning.

The Site Manager, Finance Assistant and Business Manager will:

- Ensure that risk assessments are carried out.
- Approve the proposed acquisition of all work equipment and ensure that it meets any required specifications (e.g. British Standards).
- Ensure that appropriate staff training is provided.

The Headteacher will make arrangements for suitable induction training for staff that includes the use of any work equipment involved in their job before they use any such equipment.

Any staff issued with new work equipment, or a change of task that involves different work equipment, must have appropriate training and be given instructions to ensure a full understanding of the use, adjustment and care of the equipment.

The Business Manager is to maintain a record of all training given.

Staff have a responsibility to co-operate by:

- Attending relevant training, and using work equipment for its proper purpose following any recommended procedures and instructions issued to them.
- Reporting any loss or defect of work equipment.
- Not tampering with or altering work equipment in any way which may inhibit its effectiveness.
- Not introducing into the workplace, or using, any unauthorised equipment or spare parts.
- Helping to keep work equipment clean and in good condition by treating it with respect and care.
- Reporting all accidents and near misses.

Wherever possible work equipment should be purchased using suppliers approved through the MAT.

The Headteacher will ensure that any equipment purchased from external suppliers is fit for the intended purpose and complies with the appropriate Standards.

A key aspect of providing safe work equipment for staff to use is the arrangement of suitable maintenance:

- Electrical Equipment – PAT inspection
- Access Equipment – Termly inspection
- Stepstools and step ladders – Termly inspection
- PE equipment – Annual inspection
- Other equipment – User inspects prior to use

Where possible work equipment will be maintained under Service Level Agreements.

Staff are not allowed to carry out maintenance tasks without appropriate training and instructions.

Any work equipment that is defective or not fit for purpose is to be removed from use and the site manager informed.

The site manager will maintain records of work equipment.

## **Work at Height**

Work at height is always to be undertaken in accordance with the working at heights policy. At Langstone Primary Academy, general work at height will be undertaken in accordance with the on-site risk assessment RA15 – Work At Height, which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises is the site manager. The Site Manager is to attend a Ladder & Stepladder training course every three years.

The Site Manager is authorised to:

- Use step stools, stepladders and leaning ladders in accordance with the training.
- Carry out and record periodic inspections of all on-site ladders, stepladders and step stools.
- Remove access equipment from use if defective or considered inappropriate for use.
- No members of staff are permitted to use any access equipment for work at height without specific training.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be in accordance with the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment: normally step ladders or step stools.
- Any safety concerns about a work at height task must be raised prior to work starting.

- The Lone Working policy is also adhered to, which precludes working at height if no others are present close by.
- Staff are not to improvise or use alternative access methods of their own choice. Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use leaning ladders if they have personally attended the Ladder & Stepladder Safety half-day course and are currently in-date. (also refer to 4.E)
- Access equipment used on site such as ladders and stepladders must only be provided. They are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

## **Appendix A – Policies and Procedures**

- Medicines & Supporting Pupils with Medical Needs
- Asbestos Management Plan
- Safeguarding and Child Protection Policy
- Lettings Policy
- School Emergency Response Plan
- Code of Conduct
- Fire Safety Policy
- Fire Risk Assessment
- First Aid Policy

- Lone Working Policy
- Legionella Risk Assessment
- Minibus Policy
- Off-Site Activities
- Physical Restraint Policy
- On-Site security Policy
- On site Traffic Policy

## **Appendix B – Key Holders**

Eric Talmond – Site manager – 07477 662771

Jake Ford - Site Maintenance Assistant - 07535089578

Johan Wessels – Deputy Headteacher – 07792 018904

George Harris – Deputy Headteacher - 07976717006

Fran Marshman – Headteacher - 07532 121280

## **Appendix C – Roles**

**Headteacher/ DSL/ Strategic Team** – Fran Marshman

**Business Manager** – tbc

**Finance Assistant** - Tracey Clark

**Site Manager** – Eric Talmond

**Site Maintenance Assistant** – Jack Ford

**Deputy Headteacher / Deputy DSL/ Strategic Team** – Johan Wessels

**Deputy Headteacher / Deputy DSL/ Strategic Team** – George Harris

**Strategic Team** – Charlotte Watson

**Strategic Team-** Steph Wessels

**Strategic Team/ SENCO** – Sian Fletcher

**Strategic Team** – Charis Knapp

**Senior Leadership Team** – Lianne Mitchell

**Senior Leadership Team** – Esther Blakely

**Senior Leadership Team** – Hannah Lyne

**Senior Leadership Team** – George Chappell

**Senior Leadership Team** – Steph Bygrave-White

**Senior Leadership Team** – Josh Phelan

**Senior Leadership Team** – Jack Harness

**Link Governor for Health & Safety** – Joe Pirrie