



Love To Learn



HEALTH AND SAFETY POLICY

ADOPTED DATE: DECEMBER 2018

REVIEW DATE: DECEMBER 2019

Malcolm Sargent Primary School

Empingham Road

Stamford PE9 2SR

Engage & Inspire

*

Nurture & Growth

*

Pride & Joy

Contents:

Statement of Intent

1. Legal Framework
2. Duties of the Governing Body
3. Duties of the Principal
4. Duties of the SLT/MLT Members and Line Managers
5. Duties of all Members of Staff
6. Construction/Maintenance of the Premises
7. Pupils
8. Training
9. Statutory Notices
10. Health & Safety Representatives and Consultation
11. First Aid
12. Contacting the Emergency Services
13. Pregnancy and Work
14. Fire Safety
15. Accident Reporting
16. Significant Accidents (RIDDOR)
17. Reporting Procedure
18. Reporting Hazards
19. Accident Investigation
20. Active Monitoring System
21. Bomb Threat Procedure
22. Evacuation, Lockdown and Intruder Procedure
23. Visitors to the School including Lessees
24. Personal Protective Equipment (PPE)
25. Maintaining Equipment
26. Hazardous Materials (COSHH)
27. Asbestos Management
28. Medicine and Drugs
29. Smoking and Vaping
30. Housekeeping, Maintenance and Cleanliness
31. Infection Control
32. Food Allergies
33. Risk Assessment
34. Disabilities
35. Swimming
36. Boiler Rooms
37. Hand Arm Vibration (HAV)
38. Noise
39. Sun Exposure

40. Radon
41. Statutory Engineering Inspections
42. Electromagnetic Fields (EMFs)
43. Hot Works
44. Slips and Trips
45. Lightning
46. Tree Safety
47. Heavy Ice/Snow
48. Security and Theft
49. Violence at Work
50. Severe Weather
51. School Trips and Visits
52. Manual Handling
53. Working at Heights
54. Lone Working
55. Staff Wellbeing
56. Display Equipment
57. Electrical Safety
58. Vehicles, Scooters and Bikes
59. Catering Equipment
60. Legionella Control
61. Work Experience Pupils
62. Science, Cookery, Technology, Art, Drama and Music
63. Critical Incidents
64. Monitoring and Review

Statement of Intent

At Malcolm Sargent Primary School (the School) we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the School's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our School.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____ Principal

Date: _____

_____ Chair of governors

Date _____

1 Legal Framework

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

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

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

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for School Pupils'
- DfE (2016) 'Keeping Pupils safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in Schools'

1.3. This policy should be used in conjunction with the following School policies and procedures:

- Administration of Medicines and First Aid in School Policy
- Supporting Pupils with Medical Conditions Policy
- Letting & Charges Procedure
- Risk Assessments
- Asbestos Survey Report and associated asbestos documents
- Smoke-Free Procedure
- Cleaning Specification

2. Duties of the Governing Body

2.1. The Governing Body, in consultation with the Principal, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.

- Create and monitor a management structure responsible for health and safety in the School.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Once every full term (three times each academic year) visit the School to make a health & safety check of the premises and processes.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The Governing Body endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- A Health & Safety link governor who will visit the School in accordance with the Finance & Stewardship Charter. The Health & Safety link governor is Lydia Merfield.

3. Duties of the Principal

- 3.1. The Principal has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The Principal will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the Senior and Middle Leadership Team and other members of staff.
- 3.3. The Principal will designate a Health & Safety Officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the local authority and the HSE where necessary. The appointed Health & Safety Officer is Liz Town.

- 3.4. The Principal will appoint a Health & Safety Adviser for the School. The appointed adviser is Rob Parker of B&H Projects.

4. Duties of Senior Leadership Team (SLT), Middle Leadership Team (MLT) and Line Managers

- 4.1. SLT/MLT members and all line managers will be familiar with the requirements of health and safety legislation.
- 4.2. In addition to general duties, SLT/MLT members and line managers will be responsible for the implementation and operation of the School's Health and Safety Policy in their department, and for areas of responsibility delegated by the Principal.
- 4.3. SLT/MLT members and line managers are responsible for adhering to the aspects of health and safety which are outlined in their job descriptions.
- 4.4. SLT/MLT members and line managers will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

5. Duties of all Members of Staff

- 5.1. All members of staff will:
- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
 - Cooperate with their employers on health and safety matters.
 - Carry out their work in accordance with training and instructions.
 - Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
 - Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
 - Avoid any conduct which puts themselves or others at risk.
 - Be familiar with all requirements laid down by the Governing Body.
 - Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
 - Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
 - Use the correct equipment and tools for the job and any protective clothing supplied.

- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated H&S Officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the School can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

6. Construction/Maintenance of the Premises

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

6.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which

immediately before such disassembly formed such a structure.

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

- Following completion of the project, the health and safety file is handed over to the Site Manager, kept up-to-date by the Site Manager, and is made available to anyone who needs to alter or maintain the building.
- 6.6. The Site Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.
- 6.7. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

7. Pupils

7.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner which is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the School.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Not run in the School buildings as documented in the Malcolm Sargent Way video and booklet.

8. Training

- 8.1. The School will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the School.
- 8.2. The Site Manager will be suitably trained in the handling of hazardous chemicals and materials.
- 8.3. The Principal will ensure that there are an appropriate number of first-aid trained staff members working within the School.
- 8.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the School.

9. Statutory Notices

- 9.1 The Site Manager will ensure that there are sufficient Health & Safety at Work posters display around the School site. These are usually in the three kitchens.
- 9.2 The Finance Manager will ensure that the current Employer's Liability insurance certificate is on display in the School office.

10. Health & Safety Representatives and Consultation

- 10.1 The role of the trade union representative is recognised and encouraged although no staff member has thus far offered to be that representative. If anyone is so appointed, he/she will be consulted in the review of this policy and in the development of health and safety arrangements. Facilities and time off from normal duties will be provided to allow for this. Where a representative is not appointed, staff members will be consulted with directly in accordance with the Health and Safety Consultation with Employees Regulations 1996.

11. First Aid

- 11.1. The School will act in accordance with the Medicines in School Policy at all times.
- 11.2. The School will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 11.3. All teaching assistants are trained in Schools first aid. Additionally, there are three MSAs who are trained in Schools First Aid. There is at least one teaching assistant in EYFS who is Paediatric First Aid trained. There are also two Emergency First Aid at work trained teaching assistants.
- 11.4. First-aid boxes are located on the plans displayed in each room in School. The lunchtime first aiders are responsible for their secure storage, use and for re-stocking them at least monthly.
- 11.5. The lunchtime first aiders are responsible for checking and recording at least monthly that the defibrillators in School are suitable for use including that disposable parts are in date.
- 11.6. The lunchtime first aiders are responsible for checking and recording at least monthly that the emergency bags in classrooms have in date inhalers and auto-adrenaline injectors (AAls).

- 11.7. The lunchtime first aiders are responsible for checking and recording at least monthly that the emergency School inhalers and AAI's are in date.
- 11.8. The lunchtime first aiders are responsible for ensuring stocks of disposable first aid supplies are available and for ordering additional stocks as and when required.
- 11.9. The lunchtime first aiders will ensure that records of all their above checks are maintained.

12. Contacting the Emergency Services

- 12.1. Following an accident/injury, the first aider with the pupil/adult will contact the emergency services if necessary.
- 12.2. If there is no first-aiders immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

13. Pregnancy and Work

- 13.1 Employees who become pregnant will inform the Principal as soon as possible so that a risk assessment may be carried out for them, taking into account their specific duties and whether they may work with, for instance, a violent pupil. Regular reviews will be carried out if required.

14. Fire Safety

- 14.1. All staff members fully understand and effectively implement the fire evacuation plan.
- 14.2. The Site Manager is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 14.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 14.4. The School will test evacuation procedures at least three times each academic year. Records will be maintained of such evacuations and remedial action, if any.
- 14.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

- 14.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 14.7. Fire alarms will be tested weekly from different 'break glass' fire points around the School, and records will be maintained and held by the Site Manager.
- 14.8. Emergency lighting will be tested on at least a six-monthly basis and records will be maintained and held by the Site Manager.
- 14.9. All staff and visitors to the School shall read, understand and adhere to the School's Smoke-Free Procedure.

15. Accident Reporting

- 15.1. All staff and adult accidents and incidents, including near-misses or dangerous occurrences, will be entered into the main accident book kept at the School office and handed to the Site Manager or Business Manager. The standard accident report form available from the Site Manager or Business Manager should be completed at the same time.
- 15.2. All pupil accidents and incidents will be entered into the first aid book in the first aid kit by the first aider treating the pupil. An accident report form will be completed and handed to the teacher to hand to the parent on collection. A copy of that form will be filed in the pupil file. If the accident or incident is deemed sufficiently serious by the first aider treating the pupil ie a head bump or an injury requiring professional medical attention, the pupil may be sent home with the parent/carer. If that occurs, the main accident book at the office should also be completed and handed to the Site Manager or Business Manager.
- 15.3. All pupil near-misses or dangerous occurrences should also be reported to the Site Manager or Business Manager for investigation and remedial action where appropriate.
- 15.4. The Business Manager and Site Manager will review and investigate all adult accidents and incidents, all pupil accidents and incidents where the pupil subsequently leaves the School site, all near misses and all dangerous occurrences. Action from these investigations could include completing any appropriate internal or external reports including reporting to the HSE under RIDDOR. The Principal will be informed immediately if the accident is fatal or a "major injury", as outlined by the HSE.

16. Significant Accidents

16.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

16.2. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

16.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released

- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

17. Reporting Procedure

- 17.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Business Manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 17.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 17.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The School will report all accidents and injuries online where possible (using the above link/web address).
- 17.4. Fatal and specified injuries, as outlined in 13.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).
- 17.5. In all accidents/incidents, the School's Administration of Medicines and First Aid in School Policy will be read, understood and adhered to by all staff.

18. Reporting Hazards

- 18.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 18.2. In the main, reporting should be sent by email to the Site Manager as soon as possible. Where urgent action is required, reporting should be verbally to the Site Manager.
- 18.3. If the Site Manager deems the hazard to be severe, a report will be made to the Principal as soon as possible.

19. Accident Investigation

- 19.1. All accidents involving adults, or where a pupil has to leave the site as a result of the accident, will be investigated by the Site Manager or Business Manager and the outcomes and remedial action required, if any, recorded.
- 19.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 19.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 19.4. The Site Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

20. Active Monitoring System

- 20.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Annual or on change audits, including all risk assessments and this Health and Safety Policy by the Business Manager.
 - Termly examination of documents by the Site Manager to ensure compliance with standards with records maintained.
 - Termly inspection of plant by the Site Manager with records maintained.
 - Monthly inspection by Caretaker of various equipment including A boards, finger guards, and door closers with records maintained.

- Weekly inspection of outdoor PE/sports/play equipment by the Caretaker with records maintained.
- Annual inspection of specific premises equipment such as PE/sports/play equipment, hanging hall doors, roller shutters etc as is regulatory or best practice arranged either by the Site Manager or the School's contracted H&S company with records maintained.
- Daily site walks by the Caretaker each morning.
- At least monthly active monitoring walks by the Business Manager, Site Manager and Caretaker with records maintained.
- Weekly update meetings with the Principal where notable issues and actions will be reported and records kept.
- External measures, such as surveys by contractors and service providers, along with visits from the School's appointed H&S Adviser, the Fire Service, Environmental Health and Ofsted.
- All records of these checks are available from the Site Manager on request.
- Risk assessments will be read, understood and adhered to by all staff.

21. Bomb Threat Procedure

- 21.1. Office staff are fully briefed and have procedural notes provided by the LA in the event of a bomb threat.
- 21.2. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 21.3. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 21.4. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

- 21.5. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 21.6. Where possible, recording devices will be used whilst receiving a bomb threat.
- 21.7. The staff member receiving the call will contact the Principal immediately, who will then alert the police and the LA.
- 21.8. The Principal will decide whether or not to evacuate the building.
- 21.9. If evacuation is necessary, the following procedure will be followed:
 - All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones.
 - The evacuation will then take place as per fire drill procedures, except staff will be instructed to leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Staff and pupils should take all personal items with them, to avoid unnecessary searching.
 - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
 - Staff will be positioned at all gates leading into the School and nobody will be allowed in or out except for emergency personnel.
 - Once the police have arrived, staff will await further instruction from the emergency services.

22. Evacuation, Lockdown and Intruder Procedure

22.1. In the event of a fire, the fire evacuation plan will be implemented:

- The person raising the alarm should break the glass of the nearest break glass.
- If the alarm is raised by staff members other than in the office, a member of the office staff should check the fire panel to establish the fire's location.
- Office staff will call 999 if it is established that the fire service is required.

- All staff, pupils, visitors, contractors, volunteers and students will evacuate through the nearest fire exit and gather on the KS2 playground.
- Pupils should face away from the building when lining up.
- Staff not assigned to a class should ensure that their buddy is accounted for (buddies are assigned by the Business Manager; any staff member not assigned to a class without a buddy should contact the Business Manager).
- If safe to do so, staff should close windows and doors, and turn off lights as they leave their classrooms.
- Personal belongings should be left and not collected
- Teachers will roll call their Pupils and then raise their hand when they are confident they have all their Pupils, volunteers, TAs, visitors and students assigned to their class.
- SLT members will make a sweep of the buildings once they have established the fire location from the fire alarm panel, taking all necessary precautions
- The instructions of the Principal should be followed if it is established that there is a fire.

22.2. In the event of a lockdown, the following procedure should be implemented:

- The person raising the alarm, having identified the risk, should notify the School office to set off the lockdown alarm manually and call 999.
- All adults and Pupils who are outside should enter the building by the nearest door.
- Once everyone is inside, all fire doors to be closed, all cloakroom doors to be bolted (staff assigned to this action by MLT), windows closed, blinds closed, lights off and everyone to sit in silence on the floor.
- Communication will be via email.
- Silencing of the lockdown siren is the all clear signal.

22.3 In the event of an intruder being in the building, members of the SLT will immediately be called to resolve the situation.

23. Visitors to the School including Lessees

- 23.1. During School hours, all visitors including temporary cover staff will sign in at the School office onto the InVentry system.
- 23.2. Outside School hours, individual visitors should be managed by the person they are visiting.
- 23.3. Parents/carers collecting or dropping off at Acorn Breakfast/After-School or Holiday Club should following its instructions regarding signing in and out.
- 23.4. Once signed in, visitors will be collected from the School office by the member of staff they are visiting, or escorted to the area of the School concerned.
- 23.5. No contractor will carry out work on the School site without the express permission of the Site Manager other than in an emergency or to make the site safe following theft or vandalism.
- 23.6. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the School.
- 23.7. All contractors should read and sign the Asbestos Survey Report before commencing any work which may disturb the fabric of the School building.
- 23.8. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 23.9. Lessees will follow the Lettings & Charges Procedure, and will follow the Lettings Manager's instructions and requests at all times. The Lettings Manager will ensure:
 - That lessees are able to hire the premises in good, clean, and safe condition
 - That arrangements for emergency evacuation are notified to them and are adequate
 - That firefighting equipment is in place and operational
 - That insurance requirements have been met

- That suitable contracts are drawn up and signed by the Lettings Manager on behalf of the School, and the lessees which clearly delineate the area to be let and arrangements for health and safety.
- 23.10. Visitors and contractors will wear a visitor's badge at all times while on School grounds.
- 23.11. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to the School office or off site.
- 23.12. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via the School office, or if sufficiently serious, via a 999 phone call.
- 23.13. The first time all visitors attend the School, they have to agree to follow the School's standard conditions of entry on the InVentry sign in screen before a visitor badge will be printed.

24. Personal Protective Equipment (PPE)

- 24.1. The School provides employees and pupils who are exposed to a hazard at the School, which cannot be controlled by other means, with PPE.
- 24.2. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 24.3. All staff, pupils and visitors will be provided with protective eyewear and other PPE when appropriate.
- 24.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to the Site Manager.
- 24.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 24.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 24.7. PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

- 24.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE ie School uniform.
- 24.9. Thorough risk assessments are carried out by the Business Manager in conjunction with the Site Manager and/or class teachers as appropriate to determine the suitable PPE to be used for each hazard and these are reviewed on an annual or on change basis.
- 24.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 24.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 24.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

25. Maintaining Equipment

- 25.1. When not in use, PPE will be properly stored, kept clean, and in good repair. The Site Manager or an approved external contractor will inspect the following equipment for health and safety issues annually:
- All electrical appliances
 - All fixed gymnasium equipment
 - All other equipment such as roller shutters, hanging doors etc where there is a legal, statutory or best practice requirement
- 25.2. It is the responsibility of the Principal to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 25.3. The School's Health & Safety Adviser should be consulted as necessary.

26. Hazardous Materials (COSHH)

- 26.1. The School will act in accordance with the School's COSHH risk assessment at all times.
- 26.2. No chemicals or other hazardous materials will be used without the permission of the Site Manager.

- 26.3. The School will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 26.4. The School will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities which are no larger than necessary.
- 26.5. The Site Manager is responsible for ensuring all products which may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard. The latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 26.6. The Site Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 26.7. Control measures will be checked and reviewed by the Site Manager on an annual basis to ensure continued effectiveness, even when they are known to be reliable.
- 26.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 26.9. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 26.10. Storage life will be considered by the Site Manager. All COSHH and ionising radiations regulations will be adhered to.
- 26.11. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 26.12. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 26.13. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 26.14. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 26.15. The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the School.

26.16. An annual audit of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with School procedures.

27. Asbestos Management

27.1. In accordance with HSE guidance, an asbestos management survey was undertaken on ACMS UK, which is a United Kingdom Accreditation Service accredited surveying organisation.

27.2. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

27.3. Further details concerning the management of asbestos can be found in the Asbestos Risk Assessment and other associated asbestos management documents.

27.4. The Business Manager, Site Manager and Caretaker are trained annually in asbestos awareness.

28. Medicine and Drugs

28.1. The School's Medicine and First Aid in School Policy will be read, understood and adhered to by all staff.

29. Smoking and Vaping

29.1. The School is a non-smoking premises and no smoking will be permitted on the grounds.

29.2. The School is a non-vaping premises and no vaping will be permitted on the grounds.

29.3. The School's Smoke-Free Procedure will be read, understood and adhered to by all staff.

30. Housekeeping, Maintenance and Cleanliness

30.1. Cleaners will be monitored by the Site Manager. The standard required will be clear in the Cleaning Specification presented to the cleaners.

30.2. Special consideration will be given to hygiene areas.

- 30.3. Waste collection services will be monitored by the Site Manager. If they are portable, waste bins will be secured so they cannot be moved and used to access secure areas of the site.
- 30.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 30.5. The Site Manager is responsible for ensuring that the School is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.
- 30.6. Specific attention is to be given to walkways, corridors and emergency exits which shall be kept clear, freely accessible and clear of trip hazards at all times.
- 30.7. Shelves, cupboards and cabinets shall not be overloaded and shall be fixed to the wall if necessary.
- 30.8. Damaged or defective furniture and equipment is to be reported immediately to the Site Manager.
- 30.9. All new radiators fitted will be low surface temperature. Existing radiators will be maintained at a temperature which will not burn to the touch. Radiator spindles must be fitted with a hand wheel, cap or other protection.
- 30.10. Building condition surveys are carried out by specialist contractors as required by law or best practice in order to confirm the safety of buildings.
- 30.11. Pencils must not be stored in a vertical position with the point up to prevent penetration injuries.
- 30.12. Finger guards are fitted to all doors in the School, together with door closers, to prevent finger traps.
- 30.13. Glass drinking vessels and sharp-pointed scissors are not allowed in classrooms other than on or in the class teacher's desk.
- 30.14. Pupils are not allowed access to any item marked "keep out of the reach and sight of Pupils" ie whiteboard cleaner, washing up liquid etc.
- 30.15. All vulnerable areas of glazing have been protected to prevent serious injury in the event of breakage, including mirrors in pupil areas.
- 30.16. Heater inlet and outlet valves and vents are to be kept clear and not obstructed. Combustible materials are not to be placed on top of or near heaters and outlet vents.

30.17. If hot works are required to be carried out by specialist contractors, a Hot Works Permit will be issued by the Site Manager. Follow up checks and sign off will be carried out at the end of the hot works by the Site Manager.

31. Infection Control

31.1. The School actively prevents the spread of infection through the following measures:

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

31.2. The School employs good hygiene practice in the following ways:

- Emphasising the Malcolm Sargent Way which encourages all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels/electric hand dryers available for everyone to wash their hands throughout the School
- Employing cleaners to carry out thorough and frequent cleaning
- Providing anti-bac dispensers at the entrance to the hall
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE.
- Sani-Dri (or similar) is used to dry out body fluids which is then vacuumed or brushed up as appropriate
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals which may come onto the School premises

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

- 31.4. All staff are subject to a full occupational health check before starting employment at the School including checks for routine childhood immunisation.
- 31.5. The School keeps up-to-date with national and local immunisation scheduling and advice.
- 31.6. The School encourages parents to have their Pupils immunised.
- 31.7. All cuts and abrasions should be covered with waterproof dressings.
- 31.8. Wall-mounted hand sanitiser is available at the entrance to the large hall and Pupils are encouraged by the lunchtime staff to sanitise their hands before eating lunch.
- 31.9. The School follows advice issued by Public Health England in relation to health protection in Schools and other pupilcare facilities.
- 31.10. The School subscribes to the Public Health England/NHS update service and information sent to the School by such bodies is shared with parents if appropriate

32. Food Allergies

- 32.1 On admission, parents are asked questions regarding their Pupils's medical conditions including food allergies. If anything is declared, parents are asked to complete an Individual Health Care (IHC) plan which provides the School with detailed information regarding the medical condition/allergy. Information provided under the IHC plan will be shared with the class teacher, teaching assistant, catering company and SENCO as appropriate. The IHC plan is updated annually by parents on request by the School.
- 32.2 Pupils with declared food allergies are notified to the School's catering contractor which has its own set of forms for parents to complete and return, together with medical information from the GP or consultant.
- 32.3 Pupils with medical information are included on a Critical Illness list which is updated annually or on change detailing the pupils' names, photos, conditions and symptoms. This information is shared between all staff members.
- 32.4 Pupils who have food allergies wear a purple band at lunchtime (in addition to their food choice band) which allows the catering staff to immediately identify which Pupils require special foods.

32.5 Pupils who have food allergies have their photo and allergy information provided to the kitchen by the School. This information is updated annually or on change.

33. Risk Assessment

33.1. The Principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the School.

33.2. Annual risk assessments will be conducted for all areas of the School.

33.3. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

33.4. The Principal will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

33.5. The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

34. Disabilities

34.1 The School recognises its duties in regard to the provision of reasonable access to the School and its facilities for disabled persons. Due to the widely differing circumstances for each disabled person, there can be no single set of provisions which will cater for all disabilities. Accordingly, the requirements of each disabled person will be assessed on entry to the School and reasonable adjustments will be made for them. At the very least the School has the following available:

- Portable ramps
- Disabled toilet facilities
- Radio hearing amplification devices
- Marking at the edge of steps and changes of level

34.2 Supervision levels and additional requirements will be assessed individually as part of the care plan and Personal Emergency Evacuation Plan which will be written for the disabled person in liaison with the SENDCO and/or Site Manager and/or Business Manager and/or Principal as required.

34.3 An Access Audit is carried out every three years with remedial/recommended action completed as and when the budget permits.

35. Swimming

35.1 There are no swimming pools or ponds on site.

35.2 All swimming lessons take place as part of the National Curriculum and are held at the Stamford Endowed School's swimming pool under the care and attention of qualified swimming instructors and lifeguards. Where pupils take part in a competition at another pool, the risk assessment completed in advance will check and ensure that suitably qualified staff will be present.

35.3 In advance of all swimming trips or where water is present, a full trip/visit risk assessment will be completed and signed off.

36. Boiler Rooms

36.1 Boiler rooms are potentially hazardous environments and the following control measures have been put into place to reduce any risk:

- The boilers are maintained and serviced annually by a suitably qualified and competent engineer including gas tightness tests. Records of such services and tests are maintained.
- Fire extinguishers are provided in the boiler rooms.
- Emergency isolation controls are provided in the boiler rooms.
- The boiler rooms are kept secure to prevent unauthorised access.
- Combustible materials are not stored in the boiler rooms.

37. Hand Arm Vibration (HAV)

37.1 School activities are not considered to include significant vibration risks.

37.2 Any activities which may include vibrations risks will be individually risk assessed in advance of the activity being carried out, with records maintained, following HSE and/or the H&S's adviser's advice.

38. Noise

38.1 School activities are not considered to include significant noise risks other than the School disco which has its own risk assessment relating to noise levels, monitoring and control.

- 38.2 Occasionally, the Caretaker may use petrol-powered hand tools ie leaf blowers or strimmers. Ear protection has been provided specifically for this task which has been individually risk-assessed.
- 38.2 Any other or new activities which may include noise risks will be individually risk assessed in advance of the activity being carried out, with records maintained, following HSE and/or the H&S adviser's advice.

39. Sun Exposure

- 39.1 During hot and sunny periods, staff and pupils:
- Should be encouraged to stay in the shade
 - Wear long sleeves, sun hats and sun cream
 - Access drinking water on a regular basis
- 39.2 Lunchtime staff members should be encouraged to rotate between inside and outside duties so as not to spend the entire 2.5 hours of lunch outside

40. Radon

- 40.1 Radon is a naturally-occurring gas which is known to be of higher concentrations in the Stamford area.
- 40.2 Radon testing is carried out every ten years, or more often if regulations change.
- 40.3 Any area which is over the radon average annual higher limit of 300Bq/m³ will be noted and referral made to the School's Radon Protection Adviser (RPA). The School will strictly adhere to any remedial action or recommendations from the RPA.

41. Statutory Engineering Inspections

- 41.1 The School's insurance company makes annual checks on the School's boilers and pressure vessels in the boilers. Any remedial action recommended is completed.

42. Electromagnetic Fields (EMFs)

- 42.1 EMFs are produced by all electrical or electronic equipment. There are no items in School which would produce an EMF requiring action ie broadcast and telecom stations, radio or TV broadcasting systems, dielectric heating and welding, resistance welding or induction soldering.

- 42.2 It should be noted however that EMFs at certain levels can also affect expectant mothers, persons with active implanted medical devices (AIMDs) (such as cardiac pacemakers, cochlea implants, brainstem implants), persons with passive implanted medical devices (PIMDs) (such as orthopaedic implants, stents, heart valve prosthesis) and persons with body worn medical devices (BWMDs) (such as insulin pumps, hearing aids, hormone infusion pumps). Most work activities carried out within the School will not expose any staff member who is an expectant mother, or pupil with an AIMD or PIMD or BWMD to significant risk from high levels of EMFs and therefore no control measures are required.
- 42.3 The School has a written risk assessment relating to EMFs which is followed if any adult or pupil in School notifies to us that they have a AIMD, PIMD or BWMD.

43. Hot Works

- 43.1 A Hot Works Procedure has been written and will be complied with whenever any hot works are undertaken at the school. These controls include checking the work area a specified time after completion of the hot works to ensure no fire risk remains.

44. Slips and Trips

- 44.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The School utilises the following procedure:
- Identify the hazards including environmental (floor, steps, slopes, etc), contamination (water, food, litter, etc), organisational (task, safety, culture, etc), footwear, individual factors (snow, ice, rain, supervision, pedestrian behaviour, etc)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Remove the risk entirely or introduce additional controls
 - Record the findings and act in providing any controls identified
 - Review the assessment regularly and revise if necessary

45. Lightning

- 45.1 The School's builders were consulted on the requirement for lightning protection and it was noted that the highest part of the

School is lower than the surrounding trees and buildings and thus lightning protection is not required.

46. Tree Safety

- 46.1 After high winds, the Caretaker or Site Manager will walk the site as soon as it opens to check for any fallen or loose tree branches, and render the area safe before Pupils arrive on site.
- 46.2 Every three years, the School employs a qualified arboriculturalist to check all trees for signs of disease or damage and make recommendations about tree removal. The School will action all recommended remedial action, if any.

47. Heavy Snow/Ice

- 47.1 After heavy snow, the Caretaker or Site Manager will walk the site as soon as it opens to check for any areas of damage/danger and close them off or render them safe before the School opens to Pupils.
- 47.2 In times of heavy snow, a decision will be made whether it is safe to open the School as early in the morning as possible. If the School is to open, the parents are aware that only the front two gates will be open and snow-clearing work will commence on site by staff local to the School as soon as possible. During the day, areas of snow and ice will be continually gritted. Pupils will be kept indoors during lunch and break time unless they wish to be involved in snowball fights/making snow men on the field. Side gates will not be opened until safe pathways around School have been cleared. The same procedure will apply if the School is closed early during the school day.

48. Security and Theft

- 48.1. CCTV systems will be used to monitor events and identify incidents taking place.
- 48.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 48.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 48.4. Money will be counted in an appropriate location, such as the School office, and staff should not be placed at risk of robbery.

- 48.5. Staff and pupils are responsible for their personal belongings and the School accepts no responsibility for loss or damage.
- 48.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 48.7. All members of staff are expected to take reasonable measures to ensure the security of School equipment being used.
- 48.8. Missing or believed stolen equipment will be reported immediately to the Site or Business Manager.
- 48.9. An inventory of IT hardware is maintained which is audited annually.
- 48.10. The School site is secured by fencing all round at either a standard 6 feet round the field or 8 feet at the front of School.
- 48.11. The School office is manned by two members of staff at all times. Access to the office is via a release button which is activated by a member of the office team. There is a security camera at the front of the School allowing office staff members to check the person requesting entry before allowing it.
- 48.12. There is an additional security door between the office and the main School building which is released by the office staff team.
- 48.13. Access through both the front door and the secure inner door can be made using a security fob which is only issued to staff members who have passed all security and clearance checks.
- 48.14. If the School is in use as a polling station, the security doors have to be left open. At these times, a member of the polling station staff is posted at the School entrance and a member of the School office team is posted behind the polling station entrance to ensure that members of the public cannot access the School.
- 48.15. All visitors and staff members wear an ID badge or a School lanyard identifying them.

49. Violence at Work

- 49.1 Violence towards any member of staff will not be tolerated. Notices to this effect are posted at the School office.
- 49.2 Staff members who are unsure about the temperament of a parent or visitor should ensure that they are accompanied at all times. No staff member should make a visit out of the School unaccompanied.

- 49.3 If any staff member feels intimidated or threatened at any time they should leave the or call for assistance immediately.
- 49.4 All abuse, threats or violent behaviour should be reported immediately to the Principal.

50. Severe Weather

- 50.1. The Principal, in liaison with members of the SLT who live locally to the School, makes a decision on School closure on the grounds of health and safety.
- 50.2. If a closure takes place, the Governing Body will be promptly informed.
- 50.3. Notification of the procedure the School will follow in the event of bad weather is sent to all parents and staff annually.

51. School Trips and Visits

- 51.1. All trips and visits where the pupils leave site must first be risk assessed using an EVC Master Risk Assessment, copies of which are available from the staff shared drive.
- 51.2. EVC risk assessments must be completed and signed off by the party leader one week in advance of the trip and sent to the EVC and Principal for approval.
- 51.3. Any staff member who is driving a personal vehicle on a trip must first have provided up to date details of his/her driving licence, insurance, tax and MOT/V5 to the School's Administration Assistant.
- 51.4. Annual training is provided to all staff members who lead or attend trips by the Business Manager.
- 51.5. Annually, the School checks clearance, MOTs, insurance and servicing of its vehicles etc with the coach companies it uses. Any coach company which was unable to satisfactorily supply requested information would no longer be used.

52. Manual Handling

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

- 52.2. In order to manage these risks, the School follows HSE advice.
- 52.3. Training on manual handling is given on induction to all staff members and volunteers and then annually to all staff members by the Business Manager.

53. Working at Heights

- 53.1. There are no significant working at heights risks in the School especially as it is a single storey building.
- 53.2. In order to manage these risks, the School follows HSE advice.
- 53.3. Where a low level of height work is required (for decorating display boards or for reaching shelves) the School provides commercially approved stepladders or step stools. Where possible, both shelves and display boards are at a height which can be reached without ladders/step stools.
- 53.4. No staff members or volunteers or pupils are allowed on the roof unless the Site Manager has completed a specific risk assessment
- 53.5. Training on working at heights, including stepladder training, is given on induction to all staff members and volunteers and then annually to all staff members by the Business Manager.

54. Lone Working

- 54.1. Lone working is not approved by the School and it tries to ensure that no staff member would ever be alone in the School.
- 54.2. Where lone working is unavoidable, the School recommends that the staff members carried a fully charged mobile phone/walkie talkie with them at all times. The staff member should also ensure that another person knows their location and when they are expected to end the work so the alarm can be raised if necessary.
- 54.3. During the School's holidays, staff members who wish to work in School must sign in and out with the Acorn Holiday Club.
- 54.4. Staff members leaving site to visit School parents or pupils always travel in pairs and never on their own.
- 54.5. Training on lone working is given on induction to all staff members and volunteers and then annually to all staff members by the Business Manager.

55. Staff Wellbeing

- 55.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 55.2. Training, together with a short leaflet on the signs and symptoms of stress, are given on induction to all staff members and volunteers and then annually to all staff members.
- 55.3. Occupational health and a counselling service is available on request either from staff members themselves or via referral from line managers.
- 55.4. Staff members whose workload regularly dictates that they work in excess of their contracted hours should refer to their line manager, or a member of the SLT.

56. Display Screen Equipment

- 56.1. Display screen assessments annually, on change or on request will be carried out by the Site Manager for teaching staff and administrative staff who regularly use laptops or desktops computers.
- 56.2. Remedial action or required equipment will be actioned as soon as possible.

57. Electrical Safety

- 57.1 Staff members and volunteers shall not attempt to make repairs or modifications to any electrical equipment. All defects or malfunctions must be reported to the Site Manager.
- 57.2 The fixed electrical installation is subject to a five yearly inspection by a qualified contractor with remedial work or recommended action to be carried out as soon as possible thereafter.
- 57.3 Portable electrical equipment are subject to a PAT test prior to its use. All portable equipment will be tested between one and three years depending on its use. The Site Manager will ensure that equipment is PAT tested at suitable intervals.

- 57.4 Electrical maintenance work is carried out by qualified persons only.
- 57.5 In the older, original, parts of the School building, socket covers are still in use as there is not always a dropdown gate fitted.
- 57.6 Training on electrical safety is given on induction to all staff members and volunteers and then annually to all staff members.

58. Vehicles/Scooters/Bikes on Site

- 58.1 The School has two car parks on site; one at the front of the School and one at the side of the School. Both car parks are clearly marked out and include in total three disabled spaces. The front car park is normally used by parents and Acorn staff and the side car park is normally used by staff (including the catering contractors) and visitors. The side car park has a speed bump to prevent visitors accessing it too quickly. It is locked during drop off and collection times to prevent pupils accessing gates via the car park.
- 58.2 There is clear pedestrian/vehicle segregation in the car parks.
- 58.3 The School operates a drop off zone in the mornings using the layby at the front of the School. This is not owned by the School but it is allowed to use it under an agreement with Lincolnshire County Council Highways Department. There are strict rules regarding its use which are available to parents. There is also a detailed risk assessment about its use available from the shared S drive.
- 58.4 There are scooter pods and/or bike hoops/stands at every entrance to the School. Pupils are encouraged to dismount at the entrance to the School and not to cycle/scoot in the School grounds.
- 58.5 Pupils are not allowed near the grass mowing or grounds maintenance vehicles are in use; lunchtime staff and class teachers monitor and prevent this.
- 58.6 Access by vehicles through or onto the playgrounds or field at any time whilst the School is in session must be accompanied by two banksmen, one at the front and one at the back of the vehicle. If the vehicle is crossing between two buildings, additional adults must be positioned at the exit of all buildings to prevent pupils crossing the area until all vehicles are in position and the engines stopped.
- 58.7 Bus companies are advised that all pick-ups are from the layby at the front of the School or if at the beginning of the School day, from the layby opposite the Danish Invader. When the bus returns to the

School, drop off is from the layby or outside the small pedestrian gate at the front of the School.

- 58.8 The School checks and records annually that all bus companies engaged by the School have suitably qualified and cleared staff, and vehicles with current tax, insurance and MOT certificates. Emergency procedures and liability insurance information is also requested. If a bus company is unable to provide such information to the satisfaction of the Business Manager, the School would refrain from engaging its services.

59. Catering Equipment

- 59.1 The catering equipment is serviced annually by the catering contractors which provides the meals as part of the School's agreement with them.

60. Legionella Control

- 60.1 Hot water temperatures in areas accessed by pupils are controlled by TMVs to prevent scalding. The TMVs are checked and cleaned annually by a specialist contractor.
- 60.2 Cold water supplies suitable for drinking are clearly marked as such. Supplies unsuitable for drinking are also clearly marked as such.
- 60.3 All cold water storage tanks, dead ends and dead legs have been removed.
- 60.4 A specialist contractor is employed to provide three yearly risk assessments, monthly water checks, shower disinfection and TMV servicing and maintenance.
- 60.5 The Caretaker carries out weekly flushing of all water outlets. Records are maintained.
- 60.6 The Business Manager, Site Manager and Caretaker are trained in legionella awareness at least once every three years.

61. Work Experience

- 61.1 The School does not send its pupils on work experience visits.
- 61.2 If the School accepts work experience pupils on site, they would follow all standard volunteering procedures in line with the School's Safer Recruitment Policy including clearances, checks and induction. Additional age-appropriate precautions may be taken especially if the

work experience pupil is below 18 years of age when additional precautions may be required.

- 61.3 For work experience pupils on site, there will be close liaison with the pupil's own secondary School or college especially in relation to the pupil failing to attend for work experience or in the event of an accident, incident or injury when a full report will be made.

62. Science, Cookery, Technology, Art, Drama and Music

- 62.1 Standard risk assessments are in place for all normal science, cookery, technology, art drama and music work.
- 62.2 Where new or unusual science or technology activities are planned, class teachers will refer to CLEAPPS for risk assessments. The School maintains a membership to CLEAPPS at all times.
- 62.3 Where new or unusual art work is planned, the teacher or teaching assistant should refer to the NSEAD website for further information.
- 62.4 Plaster of Paris is never used at the School for any activities without the express permission of the Principal.
- 62.5 All glue guns are low temperature and PAT-tested annually.
- 62.6 No combustibles are kept under the stage, which is deep cleaned at least annually to prevent a build-up of dust and fluff.
- 62.7 Railings are placed around the stages to prevent accidental falls off the raised stage. Access to and from the stage is kept clear and free of trip hazards. Staff members will assist pupils accessing and coming off the stage if necessary.
- 62.8 A maximum capacity calculation has been made which determines the number of pupils/adults allowed in the studio and/or halls at any time.
- 62.9 All foodstuffs made within School will be clearly labelled with all allergens.

63. Critical Incidents

- 63.1 Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting as appropriate, or they may escalate quickly before coming to anyone's attention (the difference being such as an intruder who gradually turns violent and a bomb which explodes). They may

also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

63.2 An Emergency Management and Business Continuity Policy has been developed to assist staff in dealing with such emergencies.

63.3 The policy includes key personnel roles, rooms, emergency equipment required, resources and contact details.

64. Monitoring and Review

64.1. The effectiveness of this policy will be monitored by the Governing Body. Any necessary amendments will be made at the next scheduled review or earlier if legally necessary, or if procedures change.

64.2. The next scheduled review date for this policy is November 2019.