



**ST HELENS**  
BOROUGH COUNCIL



**Queen's Park C.E./U.R.C.  
Primary School**

## **School Health & Safety Policy**

**September 2024**

# Contents

## **1.0 Introduction**

- 1.1 Health and Safety at Work etc, Act, 1974
- 1.2 General Statement

## **2.0 Organisation**

- 2.1 Responsibilities
- 2.2 Health and Safety Communication
- 2.3 Emergency Contacts

## **3.0 Responsibilities**

- 3.1 The Governors
- 3.2 The Headteacher
- 3.3 The School Health and Safety Co-ordinator
- 3.4 Heads of Department
- 3.5 All Employees
- 3.6 Pupils
- 3.7 Parents
- 3.8 Visitors
- 3.9 Volunteers

## **4.0 Arrangements**

- 4.1 First Aid
- 4.2 Accident Reporting Procedures
- 4.3 Fire Safety
- 4.4 Electrical Safety
- 4.5 Control of Substances Hazardous to Health (COSHH) as amended
- 4.6 Asbestos Containing Materials
- 4.7 Legionella
- 4.8 Glass and Glazing
- 4.9 Pupils with Medical Needs
- 4.10 Outdoor Learning and Educational Visits
- 4.11 Fixed Play Equipment
- 4.12 Infection Control
- 4.13 Contractors
- 4.14 Work at Height
- 4.15 Personal Safety / Lone Working
- 4.16 Trees
- 4.17 New and Expectant Mothers

## **5.0 Curriculum Safety Matters**

- 5.1 Science
- 5.2 Design and Technology & Art and Design
- 5.3 Physical Education, School Sport and Physical Activity
- 5.4 Drama Theatres
- 5.5 Work Experience/Placements

# **GENERAL STATEMENT OF INTENT**

## **1.0 INTRODUCTION**

### **1.1 Health and Safety at Work etc, Act, 1974**

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

### **1.2 General Statement of Health & Safety**

This is a statement for Queen's Park CE/URC Primary School.

Queen's Park CE/URC Primary School accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environments for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and School Governors will take all reasonable steps to ensure that St Helens Borough Council's Health & Safety Policy and the accompanying Policies and Procedures are implemented and monitored throughout the school.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of them-selves and other persons whilst at work.

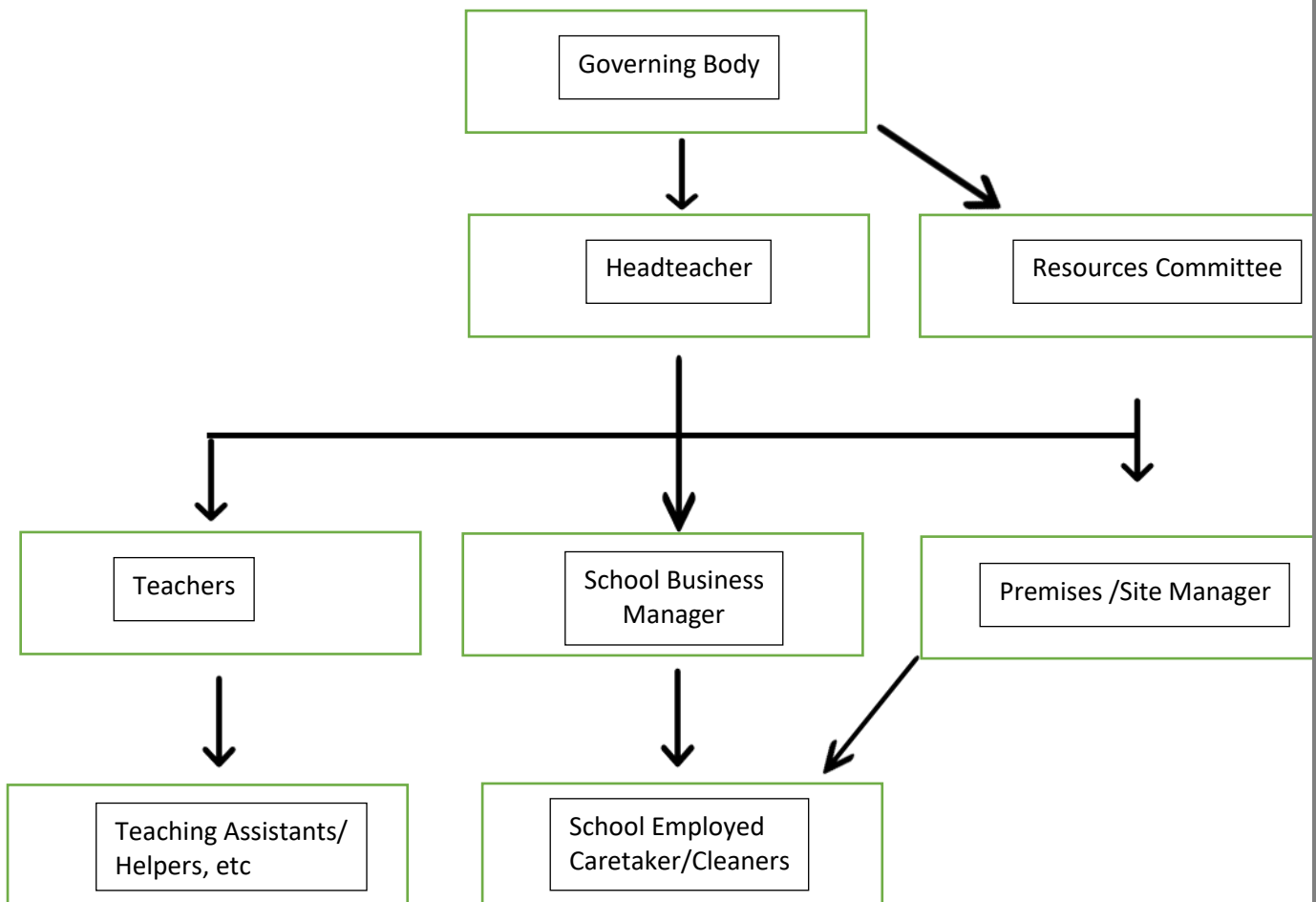
## **2.0 ORGANISATION**

Responsibility for the day-to-day implementation and monitoring of this Policy lies with the Headteacher so far as is reasonably practicable.

However, the Governing Body recognises that some of these duties may be successfully allocated to other members of staff; such as a Site Safety Co-ordinator, Heads of Department or School Business Manager, under guidance from the Headteacher.

### **2.1 Responsibilities**

These organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for schools below



At Queen’s Park CE/URC Primary School, the following person(s) have specific responsibilities for health and safety.

The Headteacher is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

The School’s Business Manager is responsible for ensuring that accidents are investigated and recorded on the appropriate format.

School’s Business Manager is responsible for the weekly test of the fire alarm.

School’s Business Manager is the Safety Co-ordinator for this site.

## 2.2 **Health and Safety Communication**

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:- Staff Meetings and SLT Meetings

The School Health & Safety Policies and Procedures, copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature, are kept at the following location(s):



### 2.3 **Emergency Contacts**

In the case of an emergency outside of School hours contact:

(i) Headteacher: Justine Kellett  
Telephone No:07505122832

(ii) Deputy Headteacher: Amy Hughes Deputy Headteacher Jennie Bailey  
Telephone No:07583171073 Telephone No 07889866871

(iii) Caretaker: Yvonne Drury  
Telephone No:07504300825

### **Useful Numbers**

<u>Name</u>	<u>Telephone No.</u>
Corporate Health & Safety Section	01744 673236/3234/3231/3246
Occupational Health Nurse	01744 677022
Security Service	01744 676728
School Nurse	01744 624313 – North 01744 624925 – South 01744 624321 – Newton & Haydock

### **3.0 RESPONSIBILITIES**

#### **3.1 The Governors**

The Governing Body has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day-to-day management, delegated to the Headteacher.

Governors will, however, ensure that they:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures, eg, through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Approve the school Statement of Health and Safety Policy and ensure that it is brought to the attention of all staff;
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive.

Governors will be expected to make reports on health and safety matters to:

- The LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;
- Parents, through Governors' Minutes, Annual Reports, etc.

#### **3.2 The Headteacher**

The overall responsibility for the School's health and safety management system and implementation of the health and safety policy rests with the Headteacher, who **shall**:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

- Set up arrangements in the School to cover all legal requirements for health, safety and welfare.
- Ensure that a programme of risk assessment, as required by the Management of Health & Safety at Work Regulations, has been carried out on behalf of the employer for all activities under their control.
- Ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools.
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements.
- Report to the Governing Body those instances in which the Head's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short-term measures to avoid danger pending rectification.
- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- Establish a Health & Safety Committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School;
- Ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- To review regularly
  - i) the provision of first aid in the School;
  - ii) the emergency (fire, emergency/terrorist plan) procedures;
- Monitor the dissemination of safety information throughout the School;
- Report to the Governors matters relating to health and safety;
- Ensure that all staff have received appropriate safety training and supervising Teachers have the appropriate qualifications/specialist training for the activities taught/equipment used.
- Co-operate with the Local Authority's H&S Manager, Advisor and Officers.
- Ensure that suitable and sufficient welfare facilities are provided for the number of staff and pupils intending to use them.

### 3.3 **The School Health and Safety Co-ordinator**

In some cases, schools may wish to appoint a school Health & Safety Co-ordinator, in these cases a School Health and Safety Co-ordinator shall:

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;

- Carry out inspections of the School at least **once per term** and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action has been taken;
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- Disseminate safety information within the School;
- Ensure that new employees are inducted with regards to health & safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it;
- Ensure that employees promoted or given additional responsibilities, are briefed so they have a clear understanding of the role and the standards expected of them;
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Liaise with the LA's appointed Health & Safety Manager, Advisor or Officers when carrying out and updating risk assessments;
- Ensure that health surveillance for staff is provided, when appropriate.

**Should the school choose not to appoint a Health & Safety Co-ordinator, these responsibilities shall revert to the Headteacher.**

### 3.5 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected;

- To take reasonable care of their own and other people's health and safety.
- To know the special safety measures and arrangements to be adopted in their own working/teaching areas and ensure they are applied;
- To co-operate with their employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- To inform the Headteacher, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities;



- To report any health & safety concerns to the Headteacher, the School Health and Safety Co-ordinator or their Line Manager.
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- To co-operate with other employees in promoting improved safety measures in their School;
- To co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.
- To exercise effective supervision of the students, giving clear instructions and warnings as necessary and know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- To follow any instructions and warnings as required;
- To follow any training they have received when using any work items the employer has provided for them;
- To follow safe working procedures;
- To wear protective clothing when required;
- To make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;
- To regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety Co-ordinator.

### 3.6 **Pupils**

The pupils are expected;

- To exercise personal responsibility for their own safety and that of others (ie, staff, visitors, other pupils) and behave in accordance with the published school code of conduct;
- To observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- To observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### 3.7 **Parents**

Have a responsibility to;

- Make provision for full time education;
- Abide by/support the rules and regulations of the school;

- Comply with the School Health & Safety Policy **(this document)**;
- Act as a 'reasonable parent'.

### 3.8 **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

### 3.9 **Volunteers**

Headteachers must ensure that all volunteers are aware of the School's Health and Safety Policy and practical safety issues as part of their induction, prior to working in the school. Records of inductions will be retained by the Headteacher.

## 4.0 ARRANGEMENTS

### 4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments, and require the employer to provide adequate and appropriate first-aid equipment, facilities and people to enable immediate first-aid to be rendered to their employees if they are injured or become ill at work. Pupils, students and visitors are not covered by the regulations, but these must still be considered when making provision for first aid.

First aid must be available when employees, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits.

Headteachers **shall** undertake a First Aid Needs Assessment to determine the schools required provision, taking into consideration the circumstances of the site, the workforce and the hazards and risks that may be present.

#### **First Aiders**

Dependant on the circumstances and the type of injuries that may occur, it is normally recommended that at least **one trained First Aider for every 50 employees** be available at all times while people are at work, with additional provision considered to meet the needs of pupils, students and visitors. To qualify as a first aider, individuals shall have undergone appropriate First Aid at Work or Emergency First Aid at Work training course delivered by a competent training provider and hold a valid first aid certificate.

Where a premises comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for schools and early years providers in Ofsted registered settings attended by young children (i.e. children from birth to the academic year in which a child has their fifth birthday), to provide at least **1 Paediatric First Aider**. In order to maintain cover these premises should ensure that they have a minimum of 2 Paediatric First Aiders.

#### **First Aid Kits**

Adequately stocked and clearly marked first aid kits **shall** be provided in easily accessible places, and all employees shall be made aware of their location. A suggested list of contents is contained within the Council's First Aid at Work Procedure. There should be at least one fully stocked first aid kit for each school site, together with one in each laboratory, gymnasium/sports hall, workshop and food technology/catering area. These should be sited near hand washing facilities, where possible. Travelling first aid kit should also be available for off-site trips, as required.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

First aid kits should contain only the items that a first aider has been trained to use and they should not contain medication of any kind.

## **First Aid Information**

Contact details of first aiders **shall** be displayed on in prominent locations around the school.

### **Automated External Defibrillators (AEDs)**

Where AEDs have been installed as part of the school's first aid equipment, it **shall** be ensured that:

- they are available for use and in good working order;
- they are located in easily accessible locations which are highly visible and well signposted;
- they are registered on 'The Circuit', the national defibrillator network linked to the North West Ambulance Service, to make them aware of the AED and their location;
- there are a sufficient number of employees fully trained in their use (free, interactive, online CPR training by the British Heart Foundation can be accessed via this link [revivr.bhf.org.uk](http://revivr.bhf.org.uk))
- a Resuscitation Action Plan is in place to facilitate a swift response to incidents of cardiac arrest which has been communicated to all employees;
- separate pads are provided for adult and paediatric use (pupils aged 1 to 8), as required;
- a suitable maintenance contract is in place for the device;
- pads, batteries and other consumables are replaced as necessary.
- regular inspections of AEDs are undertaken (weekly) to detect faults with the device.

**Inspections of AED's will be undertaken by the school's business manager on a recorded basis.**

*Further detail with regards to First Aid provision can be found within the Corporate First Aid at Work Procedure, accessible via St Helens Schools Portal.*

*The DfE's have published new [Guidance for Schools on AEDs](#) and this can be found on their website or via the St Helens Schools Portal.*

**The School's First Aiders and AED operators are listed below.**

**First Aiders**

- |   |   |
|---|---|
| 1. Name:<br>Location:<br>Date of Certificate: | 2. Name:<br>Location:<br>Date of Certificate: |
| 3. Name:<br>Location:<br>Date of Certificate: | 4. Name:<br>Location:<br>Date of Certificate: |
| 5. Name:<br>Location:<br>Date of Certificate: | 6. Name:<br>Location:<br>Date of Certificate: |

**Emergency/Appointed First Aiders**

- |                       |                       |
|-----------------------|-----------------------|
| 1. Name:<br>Location: | 3. Name:<br>Location: |
| 2. Name:<br>Location: | 4. Name:<br>Location: |

**Paediatric First Aiders**

- |                       |                       |
|-----------------------|-----------------------|
| 1. Name:<br>Location: | 2. Name:<br>Location: |
|-----------------------|-----------------------|

**AED Operators**

- |                      |                     |
|----------------------|---------------------|
| 1. Name:<br>Location | 2. Name<br>Location |
| 3. Name<br>Location  | 4. Name<br>Location |

**Role of First Aiders**

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.
4. To ensure that an ambulance or other professional medical help is called, when required.
5. To keep their skills up to date and attend refresher training when required.

#### 4.2 Accident and Incident Reporting Procedures

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident records for the site.

Schools have a duty to record -

- (i) any accident to any person occurring on school premises;
- (ii) any accident to a member of staff at any location whilst on school business;
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff eg, school trips.

Completed Accident Support forms must be passed to the responsible person named in section 2.1 for inputting onto the electronic system.

***Copies of the St. Helens Council Accident Support Forms are available via the St Helens Schools' Portal.***

Further details on Accident and Incident Reporting and Dangerous Occurrences Reporting Procedures are contained within the Health & Safety Policy and Procedures Section on the St Helens Schools Portal. Briefly they require:

#### Accidents involving Employees and Members of the Public

- (i) All personal injuries to be recorded on the St Helens Borough Council online Accident and Incident Reporting System as soon as possible after they occur.
- (ii) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the Health and Safety Executive (HSE) by the quickest available means (normally by telephone), followed up by submission of a fully completed online report form (F2508) within **10 days of the incident**.
- (iii) Personal injuries to employees resulting in over 7 days absence to be reported to the HSE via their online reporting system within **15 days of the occurrence**.

In the cases of (ii) & (iii) above, the Headteacher **must** be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the HSE.

#### Pupil Accidents

- (i) All minor pupil injuries will be entered into a suitable record book kept on site. An example sheet is appended to the Accident and Incident Reporting Procedure.
- (ii) More serious pupil injuries **must** be recorded on the St Helens Borough Council online Accident and Incident Reporting System as soon as possible after they occur.
- (iii) Any injury that arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment), **must** be reported to the HSE via their online reporting system within **15 days of the occurrence**.
- (iv) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the HSE by the quickest available means (normally by telephone).

In the cases of (iii & iv) above, the Headteacher must be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the Health & Safety Executive (HSE).

### **Near Miss Incidents**

A near miss incident is an undesired, unplanned event that doesn't result in harm but has the potential to cause injury, ill health, damage or loss. Some examples include: smoking near flammable gas containers, and person(s) on the roof of premises.

All near miss incidents should be reported to the Council's Health and Safety Section as soon as possible, using the Incident Form on the online Accident and Incident Reporting System, so that action can be taken to investigate the causes and to prevent reoccurrence.

#### 4.3 **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires a “**Responsible Person**” to be named, who will ensure that the premises comply with the Order. This has been determined to be the **Headteacher**.

The Responsible Person **shall** ensure that a Fire Risk Assessment has been completed for the site by a competent person and that it is audited on a regular basis, at least annually or following any significant changes, so that it remains valid. Where any structural or procedural changes occur, the assessment **shall** be reviewed by a competent person.

The assessment should be accessible and available for inspection by the Fire & Rescue Service.

At Queen's Park CE/URC Primary school, regular fire drills and walk through inspections **shall** be carried out in order to ensure that basic fire prevention procedures are observed.

In addition, Building Bulletin 100 (BB100), Design for Fire Safety in Schools produced by the Department for Children, Schools and Families (DCSF), recommends that for each establishment a Fire Safety Manager is appointed. This need not be the Headteacher, but can be delegated to a member of the Senior Leadership Team.

The named **Fire Safety Manager** is Jan Campbell

The main duties of the Fire Safety Manager include:

- ✓ Managing the school to minimise the incidence of fire (fire prevention) eg, good housekeeping and security;
- ✓ Producing an Emergency Fire;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed;
- ✓ Ensure that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school staff or the security force acting on their behalf;
- ✓ Ensuring there are disability evacuation provisions within the Emergency Fire Plan.

Merseyside Fire & Rescue Service may carry out familiarisation and inspection visits to the schools and make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

### **Fire Awareness Training**

The Headteacher shall ensure that all site-based staff undertake the Council's Fire Awareness e-learning training course available on the MyLearning portal.

### **Fire Drills**

A schedule of fire drills has been established on the basis of **one drill per term**.

Jan Campbell has been nominated to organise the fire drills.

A record of the fire drills and fire alarm tests using the St Helens Borough Council Fire Safety Log Book **shall** be maintained. The Responsible Person **shall** audit the log book on a regular basis to ensure that all tests of fire-fighting equipment and fire safety critical systems within the premises are being undertaken at the recommended frequencies.

### **Fire Emergency Action**

1. If a fire is discovered, raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm, all staff, pupils and visitors, should leave the premises and make their way to the fire assembly point.
3. Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their Teacher/Manager.
4. Doors and windows should be closed as classrooms and corridors are vacated.
5. All laboratory, experimental equipment and apparatus should be turned off.
6. The Headteacher or Deputy/Assistant Headteacher will telephone for the Fire and Rescue Service or direct another member of staff to do so.
7. When the pupils are assembled, the roll will be called via the register. Should there be any absentees, the Fire & Rescue Service shall be notified immediately.
8. Until the Fire & Rescue Service arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the fire assembly point until re-entry of the building is allowed by the Fire and Rescue Service.



## **Means of Escape**

Regular inspections **shall** be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs eg, direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible. Final exits and stairways must not be used to store furniture or other objects and must remain sterile and available at all times.

## **Fire Fighting Equipment**

Fire-fighting equipment **shall** be provided and **shall only** be used by trained staff when they are confident in their ability to extinguish a small fire and there is a clear means of escape. In most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers **shall** be subject to an annual inspection by a competent contractor.

Fire-fighting equipment including extinguishers, blankets, sand buckets **shall** also be checked **weekly** for:

- (i) Its correct location.
- (ii) Vandalism.
- (iii) Obstruction.
- (iii) Sand buckets are full and don't contain any rubbish.

Yvonne Drury is responsible for the weekly checks of fire-fighting equipment.

## **Fire Alarm Systems**

The fire alarm system **shall** be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. Where a link has been established between the alarm and monitoring service, this **must** be checked on each occasion to ensure it is fully operational. All tests **must** be recorded within the St Helens Borough Council Fire Safety Log Book.

Jan Campbell is responsible for the weekly alarm test at this site.

The day and time of the test is Friday 2pm

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time, or if the alarm does not stop after the expected length of the test, should be treated as an evacuation. Any visitors or contractors should be informed of the tests.

The fire alarm system **shall** be subject of regular inspection and test by a competent contractor.

## **Emergency Lighting**

A system functionality test, including the operation of all emergency lighting, **shall** be undertaken on a **monthly basis**, with the results recorded within the St Helens Borough Council Fire Safety Log Book.

Yvonne Drury is responsible for the monthly emergency lighting functionality test at this site.

The emergency lighting system **shall** be subject of regular inspection and test by a competent contractor.

### **Fire Doors**

Fire doors play an essential role in prohibiting the spread of smoke and fire and protecting the escape routes to allow time for people to escape a fire, but are only effective if they are maintained in a good condition and closed and stay closed during a fire.

Fire doors are often wedged or propped open with fire extinguishers, furniture or litter bins. Such practices are not acceptable and **must** be prohibited. Where it is necessary to hold fire doors open, hold open devices can be fitted that are linked to the fire alarm system and close upon alarm actuation, and in the event of power failure or fault will default to the closed position. Such devices must be subject to a recorded testing and maintenance programme by a suitably qualified competent person.

**Weekly checks shall**, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism shall be reported for immediate attention.

Yvonne Drury is responsible for the weekly checks of fire doors at this site.

#### 4.4 **Electrical Safety**

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (eg, surface wiring in temporary classrooms) and in external areas such as greenhouses, it should be similarly inspected every **three years**.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- Schools should keep an inventory of all electrical equipment (including portable and transportable items) and it should not be possible for apparatus previously discarded as defective to slip back into use.

The person responsible for ensuring that departmental inventories of equipment are drawn up is Jan Campbell

All electrical faults must be reported to Jan Campbell

- Equipment which was not manufactured to current standards may require modification (eg. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment **shall not** be used.
- All electrical equipment operating at over 50 volts should be visually checked **each term** and any defective items rectified.

- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person **each year**.
- Any double insulated equipment (ie, no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable, a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc, an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

### **Portable Appliance Testing**

The majority of potentially dangerous faults will be picked up by formal visual checks, carried out by a competent person or by informal visual checks carried out by users.

Electrical testing, where the needs for such has been identified, **must** be carried out by a competent person. This will be a member of staff such as a Technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

***A detailed procedure on the testing and examination of portable electrical equipment is available on the St Helens Schools' Portal.***

#### **4.5 Control of Substances Hazardous to Health (COSHH)**

The COSHH Regulations 2002, (as amended), require employers to assess the risks to the health of employees posed by the use of toxic, harmful, irritant and corrosive substances, these include many substances used in Design and Technology & Art Design, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet: Working with substances hazardous to health - A brief guide to COSHH (INDG136 rev5).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department, though the responsibility may be delegated to another person. In all but the most simplest of cases, the assessment must be recorded.

General risk assessments have been drawn up by CLEAPSS for most substances in use in Design and Technology & Art Design and Science.

For other substances not covered by these general assessments, a suitable & sufficient assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion are available on the St Helens Schools' Portal.

Secondary Schools should ensure that they have the following publications, all of which

#### **4.6 Management of Asbestos Containing Materials**

In accordance with the requirements of the Control of Asbestos Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Headteacher shall ensure that all site-based staff are made aware of the location of the asbestos report and understand its contents.

The Headteacher shall ensure that Asbestos Awareness e-learning training has been completed by those members of staff with responsibilities for the building, those who may undertake inspections or those who may work on the fabric of the building.

The Headteacher shall also ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of known or suspected asbestos containing materials. The 'Confirmation of access sheet' provided with the survey should be signed by the contractor to evidence this.

***A detailed procedure on the Management of Asbestos Materials is available on the St Helens Schools' Portal.***

#### 4.7 **Management of Legionella**

The Health and Safety at Work etc Act 1974 (HSWA) extends to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions.

The Headteacher **shall** ensure that:

- A site-specific Legionella risk assessment with accompanying schematics has been undertaken to manage the risk of exposure to legionella bacteria on the premises by a competent person, and this is subject of regular review.
- Sufficient resources and budget are allocated to carrying out corrective action identified through the risk assessment process and these precautionary measures are completed within a reasonable timeframe.
- Relevant staff have completed Legionella Awareness training, ie, Caretaker/Site Manager, Business Manager, etc.
- Nominated contractors are allowed access to the school as and when required to routinely check, inspect and clean the water system, in accordance with the risk assessment.
- Pre-planned maintenance tasks are carried out at the correct frequencies by suitably competent people, ie, monthly temperature checks, weekly flushing of little used outlets, etc.
- Records of contractor water safety visits and any site duties identified during the risk assessment eg, flushing of little used outlets, are maintained and easily accessible.

***A detailed procedure on the Management and Control of Legionella Risks is available on the St Helens Schools' Portal.***

#### 4.8 **Glass and Glazing**

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey shall be updated as glass and glazing is replaced and kept in an accessible location and be available for inspection by enforcing authorities.

#### 4.9 **Pupils with Medical Needs**

Whenever possible, pupils with medical needs will be supported in such a way as to minimise any disruption to their education. The arrangements in place for this school reflect the DfE Guidance Supporting pupils at School with Medical Conditions (December 2015) and the policy and procedures put in place by the Local Authority and St Helens Clinical Commissioning Group around particular tasks and conditions. When new conditions or medical tasks emerge, the school will seek the guidance of the Local Authority in order to determine what arrangements can be put in place. The School Nurse is available to answer any concerns that may arise, and can be contacted on:

- 01744 624313 – North
- 01744 624925 – South
- 01744 624321 – Newton & Haydock

#### 4.10 **Outdoor Learning and Educational Visits**

This school recognises the importance of ensuring that Outdoor Learning and Educational Visits are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of Pupils on Educational Visits (March 2013).

Mrs Julie Roberts has responsibility for onsite advice/co-ordination of outdoor learning and educational visits.

To support schools with learning that takes place outside of the classroom, St Helens Council provides access to EVOLVE, an online system for the planning, approval and management of educational visits, sporting fixtures and extra-curricular activities.

#### 4.11 Fixed Play Equipment

The Headteacher shall ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post-installation inspection of new fixed outdoor play equipment **shall** be undertaken by an independent organisation, in consultation with property support/school surveyors.

Whether new or existing fixed outdoor play equipment, the Headteacher **shall** ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.
- Inspections of fixed play equipment are undertaken at the following recommended intervals:

**Routine:** Daily visual inspection - of the equipment **must** be carried out by the member of staff supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly recorded visual inspection by a member of staff, ie, Caretaker or nominated member of staff. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and cleanliness of the playground.

**Operational:** Quarterly recorded operational inspection by a trained RP11 Play Inspector. This inspection will look in more detail at the condition of the equipment, providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

**Annual:** Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

- Provisions are in place for repairs and maintenance.

#### 4.12 Infection Control

The school aims to minimise any risk of the spread of infection and will:

- Maintain high standards of hygiene throughout the school including promotion of good hand washing and respiratory hygiene/cough etiquette.
- Provide warm water, liquid soap and hand drying facilities in all toilet/washrooms.
- Ensure spillages of bodily fluids, such as blood, urine and vomit are dealt with immediately and that adequate facilities are provided to protect the people involved.
- Organise for the safe and regular cleaning of equipment and surfaces, with appropriate disinfection and thorough deep cleaning of the premises, when required.
- Arrange for the safe disposal of any infected materials.
- Keep rooms adequately ventilated.

Employees must follow all relevant guidance, policy, and procedures during periods of pandemic, infectious diseases and threats to public health such as COVID-19.

The school as the employer will adapt to the threat of pandemics by completing additional risk assessments, introducing additional emergency procedures and following central government and PHE guidance in relation to transmissions and prevention of infectious diseases.

***Refer to the Government guidance for educational settings on Preventing and Controlling Infections and the Council's Good Hygiene Practice Booklet on the St Helens Schools Portal for more information.***

#### 4.13 Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors **must** report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

##### **School managed projects**

Where the school undertakes construction and building works projects directly, the Governing Body are considered the 'Client' under the Construction (Design and Management) Regulations (CDM) 2015 and therefore have additional health and safety responsibilities to consider before starting works. They **shall** ensure that:

- They are clear about their responsibilities?
- They have made formal appointments?
- They have checked that the Principal Designer or Designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?

- They have checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the project team is adequately resourced?
- A project or client brief been issued to the project team?
- The project team been provided with information about the existing site or structure (pre-construction information)?
- They have access to project-specific health and safety advice?
- Suitable arrangements are in place to manage health and safety throughout the project?
- A schedule of the key activities for the project has been produced?
- Sufficient time been allowed to complete the key activities?
- Where required, an online F10 notification form been submitted to HSE to notify them of commencement of work?
- They have checked that a construction phase plan has been adequately developed before work starts on site?
- They are satisfied that suitable welfare facilities have been provided before work starts on site?
- They have agreed the format and content of the health and safety file.

Such projects are managed by the Jan Campbell who will ensure that the School have obtained consent and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For maintained schools, the landlord is the Local Authority. Schools are required to notify the Authority when they are proposing works that will affect the layout or operation of the building.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 contact your School Property Officer.

The school, contractor(s) and any sub-contractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

### **Local Authority Managed Projects**

Where a project is managed by the local authority, the above list of information will be the responsibility of the LA to determine.

#### **4.14 WORK AT HEIGHT**

Working at height can present a significant risk of injury to staff and others through falling or being struck by falling objects. Where such activities cannot be avoided, a risk assessment **shall** be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

In accordance with the Work at Height Regulations 2005, the Headteacher **shall** ensure that:

- all work at height is properly planned and organised;



- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment is selected;
- any access equipment is inspected and maintained;
- any risks from fragile surfaces are properly controlled.

### **Portable Leaning Ladders and Stepladders**

Where the risk assessment determines that portable leaning ladders or stepladders are the most suitable equipment for the task (ie, due to low risk, short duration of task, or where there are existing workplace features that cannot be altered), it **shall** be ensured that:

- appropriate leaning ladders/stepladders are used, that are suitable for intended use and meet the correct standard (EN131 Professional or the old BS2037/BS1129 Class 1 and EN131, if they are still in good condition and fit for purpose). Staff **must not** climb onto desks, chairs and tables to access storage areas or put up displays, etc;
- they are subject of annual inspection by a competent person on a recorded basis and marked/tagged appropriately;
- the manufacturer's instructions are made available to authorised users for reference;
- pre-use visual checks are undertaken by users to spot obvious defects;
- only authorised persons who have received appropriate information, instruction and training in their safe use may use them.
  - Face to face 'Safe Use of Ladders and Stepladders training' **shall** be completed by authorised users, ie, site maintenance staff, who need to use a portable leaning ladder, a stepladder outdoors or undertake heavy work on a stepladder. This can be arranged directly with the Health & Safety Section.
  - The Council's 'Safe Use of Stepladders' e-learning course **shall** be completed by all staff who only use a stepladder inside the building for light work, ie, Teaching Assistants. This can be accessed via the My Learning Portal.
- they are only used outdoors when the weather conditions do not jeopardise the health and safety of persons involved in the task.
- work at height is prohibited when users are working alone;

***The HSE have produced guidance to help you comply with the law, see Working at Height: A Brief Guide for more information.***

#### 4.15 PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher and record the incident on an Incident Report Form. Where any incident results in a physical injury this should be also documented on an Accident Report Form. Both electronic forms can be located on the Accident & Incident Reporting System. The school will work in partnership with the LA and Police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

##### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours **must** obtain permission of the Headteacher. Where lone working cannot be avoided, staff **shall** ensure they have means to summon help in an emergency eg, access to a telephone or mobile phone, etc.

#### 4.16 TREES

The school has a statutory 'duty of care' to members of the public and its' employees who must not be put at risk because of any failure to take all reasonable precautions to ensure their safety.

Therefore, the Headteacher **shall** arrange for a competent person to undertake inspections periodically and assess the risks posed by the trees on the school grounds, to identify any defects such as disease or structural integrity, and where they present a risk to life or property, take appropriate remedial action.

#### 4.17 NEW AND EXPECTANT MOTHERS AT WORK

The school are responsible for providing a safe working environment while effectively managing risks to the health and safety of all new and expectant mothers.

The Headteacher **shall** ensure that an individual risk assessment is carried out for new and expectant mothers and suitable control measures are implemented to mitigate identified risks. This applies to staff who are: pregnant, have given birth in the last 6 months, or are currently breastfeeding.

***A detailed procedure on New and Expectant Mothers at Work and accompanying template risk assessment form are available on the St Helens Schools' Portal.***

## 5.0 CURRICULUM SAFETY MATTERS

*The following sections apply primarily to Secondary Schools, although Section 5.3 Physical Education, School Sport and Physical Activity applies to all schools.*

### 5.1 Science

- Risk Assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers are produced and documented to ensure that suitable controls are implemented. These **must** be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment **must** be communicated to all relevant staff on a recorded basis.

### 5.2 Design and Technology & Art and Design

- Risk assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These **must** be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment **must** be communicated to all relevant staff on a recorded basis

### 5.3 Physical Education, School Sport and Physical Activity

- Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the Association for Physical Education (afPE) Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2020).
- Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.
- Gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the school's Property Services Officer.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Checks of goalposts (rugby/football) are being undertaken before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.
- They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of physical education, school sport and physical activities.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Areas used for physical education, school sport and physical activity are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

### 5.5 Work Experience/Placements

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff. To this end, the school will follow the HSE guidelines on Young People at Work on their website.