

# COURT LANE INFANT & JUNIOR ACADEMIES



## Health, Safety and Welfare Policy 2023

<b>Revised by School</b>	March 2021
<b>Responsible Person</b>	School Business Manager
<b>Responsible Committee</b>	LGB
<b>Last Ratified by GB</b>	27 <sup>th</sup> March 2023
<b>Next Review</b>	January 2024

## **CONTENTS**

- 1 Statement of Intent**
- 2 Organisation**
  - 2a. Employer responsibility**
  - 2b. Responsible Manager**
  - 2c. All staff (including volunteers)**
  - 2d. Site Assistant**
  - 2e. The Local Governing Body**
  - 2f. Health and Safety Officer**
  - 2i. Fire Safety Co-ordinator**
  - 2j. Legionella Competent Person**
  - 2k. Asbestos Competent Person**
  - 2l. Accident Investigator**
  - 2m. Educational Visits Co-ordinator**
  - 2n. PEEP Manager**
  - 2m. Health and Safety Advisor**
- 3 Arrangements**
  - Communication and Information**
  - Accident/Incident reporting and investigation**
  - Administration of medicines**
  - Asbestos management**
  - Child protection**
  - Community Users**
  - Contractors on site**
  - Curriculum activities**
  - Defect reporting book**
  - Display screen equipment**
  - Electrical equipment**
  - Emergency procedures**
  - Fire Safety**
  - First Aid**
  - Gas**
  - General Equipment**
  - Good Housekeeping**
  - Hazardous Substances**
  - Health and Safety Diary**
  - Hot drinks**
  - Inspections and monitoring**
  - Kitchen**
  - Legionella management**
  - Lone Working**

**Mobile phones**  
**Moving and Handling**  
**Off-Site Activities**  
**Physical Intervention**  
**Provision of Information**  
**Risk Assessment**  
**Security**  
**Smoking**  
**Stress and Wellbeing**  
**Traffic Management**  
**Training**  
**Violent Incidents**  
**Visitors**  
**Welfare Facilities**  
**Work Equipment**  
**Work at Height**

#### **APPENDICES**

- a. Policies & Procedures**
- b. List of roles and responsibilities.**
- c. Accident Investigation form**
- d. Near miss form**
- e. Lockdown procedures**
- f. Fire Evacuation Policy**
- g. Daily, weekly, monthly and 3 monthly checks**

This policy will be reviewed annually.

## **The Court Lane Academies**

### **STATEMENT OF INTENT:**

**The University of Chichester Academy Trust acts as 'The Employer' of the Court Lane Academies. As such, it has its own health and safety policy and statement of Intent which is available from the Trust.**

**The policy and procedures here noted are those operating at the Court Lane Academies.**

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

The Local Governing Board of the Court Lane Academies believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. Health and Safety is a corporate governance issue.


We are committed to:

- providing and maintaining a safe and healthy working and learning environment ensuring the welfare of all persons
- reducing the possibilities of accidents and work related ill health
- assessing and controlling risks from curriculum and non-curriculum work activities
- complying with statutory requirements as a minimum standard of safety
- ensuring health and safety appears regularly on the agenda for governing body meetings and have a governor with a specific health and safety remit who meets regularly with both the Site Manager and the Health & Safety Officer to discuss and monitor Health and Safety across the two schools
- Requesting periodic audits of the effectiveness of management structures and risk controls for health and safety
- ensuring safe working methods and providing safe equipment
- ensuring effective information, instruction and training is provided to all staff
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the schools
- ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable

Health and Safety Assistance & Advice is used from a variety of recommended bodies, however for the Court Lane Academies, RW Safety Solutions is the competent source of safety guidance. Where issues or concerns arise, then advice from RW Safety Solutions shall be sought.

The Health and Safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation. To comply with the

Governing Board's Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

Name \_\_\_Glynis Alexander\_\_\_ Signature  \_\_\_ Date: \_27/03/23\_\_\_

(Chair of Governors)

(Chair of Governors to sign, then to be displayed next to H&S poster)

## 2 Organisation

### a. Employer Responsibility

The overall responsibility for health and safety at the Court Lane Academies is held by the University of Chichester Academy Trust who will:

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

### b. Responsible Manager

The Head Teacher is the Responsible Manager in each school, who will act to:

- Develop a safety culture throughout the school, fully committing to the LGB Statement of Intent for Health, Safety & Welfare.
- Ensure a clear local policy for Health & Safety is in place, and is communicated to all staff and others requiring the information.
- Consult staff and ensure information, training and instruction is provided so that staff are able to perform their various tasks safely and effectively.
- Assess and control risk on the premises as part of everyday Management, in liason with the Site Manager and the School Business Manager
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety in liason with the School Business Manager.
- Ensure periodical safety tours and inspections are carried out.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure risk assessments of the premises and working practices are undertaken.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update the governing board and/or the University Trust as appropriate.
- Ensure that local safety policies and procedures are produced, monitored and periodically reviewed.
- Review accident report forms and instigate accident investigation procedures and RIDDOR reporting where considered necessary.

### c. All Staff (including volunteers)

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

- Acting with due care for the health, safety and welfare of themselves and others.
- Following and supporting the school health and safety arrangements.
- Ensuring their own work area remains safe at all times.
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions. (e.g. evacuation, risk management, first aid, protective clothing etc.)
- Evacuating pupils in their care promptly from the teaching rooms and other spaces around the school in case of emergency situations and fire drills, in accordance with school and Trust procedures.
- Ensuring risk assessments are conducted and carried out as appropriate.
- Reporting safety concerns to the Site Manager or Health and Safety Officer.

- Making an accurate record of any incident that has led, or could have led (a 'near miss') to damage or injury and reporting this to the Site Manager or Health and Safety Officer.
- Assisting in investigations due to accidents, dangerous occurrences or near misses.
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

All staff and volunteers are responsible for applying local safety procedures on a day-to-day basis. In addition, Team Leaders and those with additional responsibilities are also responsible for ensuring that, if any new procedures or operation is introduced into the area of their responsibility, they liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

#### d. The Site Manager

The Site Manager (in addition to all staff responsibilities) is **responsible for undertaking and overseeing a wide range of typical health and safety related duties** on behalf of, and under the direction of the School Business Manager. These will include, but are not limited to:

- Legionella temperature and flushing checks; alongside the SLA for other checks
- Showerhead descaling
- Ladder, stepladder and step stool inspections
- Fire door checks – quarterly
- Emergency lighting tests – monthly
- Fire alarm tests - weekly
- Supporting asbestos management
- Carrying out minor repairs
- Supporting and monitoring external contractors in their duties
- Carrying out the Health and safety Site awareness induction training for all staff, student teachers and parent volunteers
- Maintaining COSHH assessments
- Updating the health and safety bring up diary system
- Make provision for the inspection and maintenance of work equipment throughout the school

The Site Manager and Site Assistants are to attend legionella training and asbestos awareness courses every three years. They are to attend other safety related courses as appropriate. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practice. They are to work within their level of competence and seek appropriate guidance and direction from the Health and Safety Officer.

#### e. The Local Governing Board

**The Governing Board will:**

- Ensure that health and safety appears regularly on the agenda for governing board meetings on behalf of the Trust and identify a named Governor with responsibility for Health & Safety
- Ensure that health and safety arrangements are adequately resourced
- Encourage staff to be involved in decisions that affect their health and safety
- Ensure that governing board decisions are made in the context of the health and safety policy
- Consider health and safety when deciding senior management appointments

- Support staff involvement in health and safety
- Request periodic audits of the effectiveness of management structures and risk controls for health and safety

#### **f. Health and Safety Officer (Business Manager)**

In addition to all staff responsibilities, the Health and Safety Officer will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager in particular, he/she will:

- Ensure health and safety records are maintained
- Undertake periodic reviews of the health and safety bring up diaries to ensure they are being maintained
- Manage the health and safety training requirements
- Manage the updating of risk assessments and health and safety policies
- Carry out risk assessments
- Carry out accident investigations as required
- Co-ordinate the annual health and safety audits of the two academies
- Advise the Responsible Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Responsible Manager or Local Governing Board, Head teacher, or Academy Trust

The Health and Safety Officer is to attend health and safety courses and to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and the Health and Safety Advisor as required.

#### **g. Pupils:**

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

#### **h. Fire Safety Co-ordinator**

The Site Manager, with support from the Site Assistants is the Fire Safety Co-ordinator and shall attend a Fire Risk Assessment training course and refresh this training every three years. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties, and the upkeep and annual review of the fire safety risk assessment. The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Health and Safety Advisor and the local fire authority as required.

#### **i. Legionella Competent Person**



The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. They are to complete a Legionella training course every three years, and all training records are to be retained, including monitoring any contractors responsible for Legionella management.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP School and legislative requirements. They will advise the Responsible Manager of any condition or situation relating to Legionella, which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and Safety Advisor as required.

#### **j. Asbestos Competent Person**

The Site Manager and Site Assistants are the nominated competent persons for asbestos on the premises and act on behalf of the Local Governing Board to provide the necessary competence to enable asbestos to be managed safely.

The Site Assistants will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the Schools' office staff are competent in the use of the asbestos register and that asbestos is managed in accordance with "The Control of Asbestos Regulations 2012." He/she will advise the Governing Body of any condition or situation relating to asbestos, which may affect the safety of any premises users. This work will be overseen by the Site Manager.

They are to attend training every three years and all training records are to be retained. They are to work within their level of competence and seek appropriate guidance and direction from the Health and Safety Advisor as required.

#### **k. Accident Investigator**

The accident investigators are the Responsible Manager, The Deputy Heads, the Health and Safety Officer and the Site Manager, who will lead on all accident investigations in accordance with the school accident procedure. They are to attend training every three years and all training records are to be retained.

#### **l. Educational Visits Co-ordinator (EVC)**

An EVC is appointed from the Teaching Staff and they will receive refresher training every three years.

#### **m. PEEP Lead**

The SEND Leaders (Court Lane Infant and Junior) are the PEEP Managers.

#### **n. Health and Safety Advisor**

The Health and Safety Advisor for the school is **Ray West of RW Safety Solutions**. As a chartered Health and Safety consultant he is able to provide advice on all aspects of health and safety related to schools. The Health and Safety Officer is to arrange for Ray West to provide annual health and safety training as required.

#### **o. Kitchens**

The Kitchen facilities at the Junior School and the Servery at the Infant School are owned by Portsmouth City Council and all maintenance of appliances, gas and legionella testing within this area is managed by Portsmouth City Council and its contractors.

#### **p. Catering**

School meal catering is managed under a Portsmouth City Council contract, which has been awarded to Caterlink Ltd.

#### **q. Minibus Management**

Court Lane Junior School owns one minibus. Servicing, MOT and Insurance are managed by the Site Maintenance Assistant and carried out by qualified external third party mechanics. In-house safety checks are performed by the Site Maintenance Assistant. All minibus drivers must have a MIDAS licence, renewable every three years and provided evidence of a medical, where the insurance dictates e.g. due to age of driver.

#### **r. Cleaners**

Cleaners are employed by the schools and their activities are managed by the Site Manager. Some cleaning tasks e.g. windows and carpet cleaning are contracted out to other third party suppliers, and their activities on site are managed by the Site Manager.

#### **s. COSHH Assessor and Risk Assessor**

The Site Manager and Health and Safety Officer are the responsible persons for completing COSHH and premises risk assessments – risk assessments for Educational Visits are the responsibility of the EVC. They will undertake regular in depth training, of a period not exceeding three years. COSHH assessments are to be carried out each time a new chemical is to be used on site, and reviewed on an annual basis. Risk assessments are carried out each time a new task is to be performed and reviewed annually thereafter.

#### **t. Supporting Pupils with Medical Conditions**

The Welfare Assistant (Court Lane Infants) and the Senior Admin Officer (Court Lane Junior) are responsible for supporting pupils with medical conditions.

#### **u. Breakfast and After School Clubs**

The provision of breakfast and after school clubs is contracted out to third party providers, who are responsible for their first aid provisions, and health and safety policies and procedures. At the Junior School, breakfast and after school club is run by Farlington Wrap Around Service Ltd and at Court Lane Infant's, Dreamcatchers Childcare Ltd.

### **3 Arrangements**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 2012. These arrangements set out all the health and safety provisions for the Court Lane Academies and are to be used alongside other current school procedures and policies.

## Communication and Information

The Responsible Manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this policy.

All relevant up to date Health and Safety Executive Information and The Health and safety Law Poster is displayed in the staff room, along with the Trust's and Governor's statements of intent.

Health and safety advice is available from the Responsible Manager or the Health and Safety Officer of the Court Lane Academies.

In carrying out their normal functions, it is the duty of all leaders and staff to act and do everything possible to prevent injury and ill health to others. This will be achieved, in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

## Accident Reporting & Investigation

Arrangements for the administration of First Aid are set out in the First Aid Policy.

The Health and Safety Officer is responsible for reviewing the accident records at both schools on a half termly basis in order that repetitive causal factors may be identified to prevent recurrences. Accident statistics will be reported to Governors on an annual basis.

The Health and Safety Officer and the Welfare Assistant (Infant School) are responsible for ensuring that any accidents that are notifiable to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported using the Report Form found on the HSE website. The Head Teacher must be informed and the accident **must be discussed with the Health and Safety Advisor** prior to online completion.

### • Investigations

All significant accidents and incidents are to be immediately reported to the Responsible Manager through the completion of the form contained in the pupil accident books held by the Admin Assistant (Junior School) and Welfare Assistant (Infant School). The Responsible Manager will decide whether the accident requires further investigation. If so, they will instigate the process and appoint an accident investigator. The accident investigator is to conduct their investigation and document it on the 'Accident Investigation Form' See Appendix. Advice may be sought from the Health and Safety Advisor, if there are any difficulties in completing the accident investigation.

The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Responsible Manager will ensure that the local Governing Board and the University of Chichester Academy Trust are appropriately informed of all incidents of a serious nature and the results of any subsequent investigation.

Premises hirers and community/third party users must report all incidents related to unsafe premises or equipment using the email address **site@courtlaneinf.co.uk** or to the school staff who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### • Near Misses

Near Miss Report Forms (See Appendix) are available from the school office, on the health and safety noticeboards and in the school hall for use by hirers/ third parties. Completed Near Miss Report Forms are to be investigated by the Site Manager who will comment on proposed actions to rectify the problem. The forms are signed off by the Head Teacher. Completed Near Misses are to be kept by the Site Manager.

Each half term the completed Near Miss Report Forms will be reviewed by the Health & Safety Officer in order that repetitive causal factors may be identified to prevent reoccurrences. The Local Governing Board will review Near Misses annually to ensure that any actions taken have resolved the problems.

## **Administration of Medicines**

Arrangements regarding medicines are set out in the 'Supporting Children with Medical Conditions' policy.

### **Storage of Medicines**

Medicines are stored in the First Aid Room. Where Medicines have to be refrigerated, they are stored in the fridge in the First Aid room. Inhalers are kept in the boxes in class. Epipens are stored in a locked cabinet in the First Aid room and a red card system is in place to ensure these are immediately accessed when required.

## **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person.

The Asbestos Register is provided by PCC (updated biennially) and is kept in the School Office. The School Office staff and site staff are to ensure that the Asbestos Register is shown to all contractors who may need to carry out work on site. Contractors **must** sign the register as evidence of sighting prior to being permitted to commence any work on the building.

Any changes to the premises' structure that may affect the information in the Asbestos Register will be notified to PCC in order that the Asbestos Register may be updated accordingly. Only the Site team or contractors shall drill or affix anything to walls that may disturb materials and only after checking the Asbestos Register. **Under no circumstances** must other staff drill or affix anything to walls that may disturb materials.

Any damage to the school buildings that is identified as containing, (or possibly containing) asbestos should be immediately reported to the Headteacher and the asbestos competent person who will immediately act to cordon off the affected area and contact the PCC Asbestos Team and Wings for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and the asbestos competent person.

- **Training**

The Site Manager and Site Assistant, who are also the Asbestos Competent Persons, are to attend an asbestos awareness training course every three years. The Health and Safety Officer is to record the training in the diary and file the certificates.

## **Child Protection**

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

To help with preventing unsuitable people from working with children at The Court Lane Academies, the following will take place;

- **Recruitment**

The schools will follow the stringent Trust recruitment procedures. When recruiting new staff, the recruiting panel will ensure that one member has been safer recruitment trained.

- **Disclosures**

All staff are checked by the Disclosure and Barring Service (DBS).

University of Chichester Academy Trust staff who visit school are DBS checked and a list is provided to the school of these staff.

Governors and Parent Volunteers undergo a disclosure check based on the criteria set by the DBS.

Student Teachers are validated by the course provider.

External Groups if they regularly carry activities at the school will undergo a DBS check. If the external group, only visit occasionally, a DBS check is not required, but they will be supervised at all times while in the school.

- **Guidelines**

All adults working with children are to follow these guidelines to safeguard children:

If working with a pupil on their own always ensure that the door is left open or that you can be visible to others.

No photographs are to be taken unless requested by the teaching staff. If photographs are requested, these should be taken on a school device such as an iPad or digital camera and never on a mobile phone

Do not exchange e-mails or text messages, or give out your own personal details to pupils.

- **Day and Residential Visits**

There are occasions such as day and residential visits when parent volunteers may be required to ensure that the ratio of adults to children meet the recommended guidelines or to provide one to one assistance: Where groups of children will be with an adult out of sight of other groups, the parent volunteers should have a DBS check.

Where groups of children will be in sight of each other, parent volunteers do not require a DBS check.

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

The Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- The third party has provided their own risk assessment for the activity which has been reviewed and agreed with the Responsible Manager or that a risk assessment for the activity has been completed by the school
- The premise is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Users are aware of the methods for reporting defects and near misses to the Site team for investigation
- Hirers/users are formally made aware of fire safety procedures and equipment

## **Contractors on Site**

Contractors may be required to work on site. Supplier Request Forms must be sent to the Academy Trust for approval prior to engaging their services. Before a contractor can start on site, they must provide their Risk Assessment Method Statement (RAMS) and proof of public liability insurance and DBS details (if available). Failure to do so, will mean any contract with them is withdrawn. If contractors are not DBS cleared and are working in the school during term time, they will have to be accompanied by one of the school's Premises Team at all times. Where contractors are working in teams, if one member of the team is DBS checked, they may be able to work on site, provided all unchecked personnel stay with the DBS checked contractor at all times; the decision will rest with the Head Teacher.

All Contractors must report to the School Office where they will be asked to sign the Visitors Book and Asbestos Register, and will be given emergency evacuation information. All contractors must be issued with the contractor briefing booklet, which includes all relevant details of fire safety procedures and local safety arrangements.

The Site Manager and Site Assistants are responsible for monitoring work areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises.

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

Any work involving dangerous equipment or machinery will always be done out of school times when children will not be present.

It is the responsibility of the contractor to follow the Health and Safety Policy of the school at all times and to be aware of the emergency procedures involving evacuation and first aid. The school will provide the contractor with a copy of the school's Health and Safety Policy. Contractors must also read and sign the contractors H&S booklet kept in the admin office.

The contractor must have written risk assessments to ensure pupil and staff safety during their period of work on the school site.

All contractors working on site must have insurance cover which is compliant with the Trusts requirements. This must be forwarded to the school before any commencement of works.

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the year and subject leaders, using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama, as issued by the Trust, Department for Education and the Local Authority. Year and subject leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

We teach the children about health and safety in order to make them risk aware and equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers and Support Staff take every opportunity to educate children in this regard in the normal school curriculum.

## **Defect Reporting Book**

Any defects are to be reported immediately either by recording in the defect log situated in the staff room of each school or through an email to [site@courtlaneinf.co.uk](mailto:site@courtlaneinf.co.uk). The Site Maintenance Assistants must check the book daily. If the work cannot be carried out by the site team then the Site Manager, in consultation with the Headteacher or School Business Manager, will arrange for a contractor to do the work following the Trust's procedures.

Online defect reports go straight to the Site Manager for response. The system can be accessed at any time by the Site Manager and School Business Manager to log in and monitor progress on items. Once works have been completed open tickets can be marked as 'Closed'.

## **Display Screen Equipment**

All staff who are provided with a laptop or desktop computer are required to complete a periodic DSE workstation assessment using the HSE DSE assessment tool. The IT Technician is responsible for reviewing these assessments and ensuring that any issues are reported to the Health and Safety Officer for action. Workstation assessments are to be routinely reviewed at intervals not exceeding two years and especially if the work area has changed significantly e.g. staff have moved rooms.

## **Electrical Equipment**

The Site Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Before use, all portable electrical equipment should be checked by the user for damaged plugs and cables and loose or worn controls
- Defective or suspected defective equipment must be reported via [site@courtlaneinf.co.uk](mailto:site@courtlaneinf.co.uk) or in the defect log located in the staff room and immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested. All Class 1 electrical items will be inspected annually. Class 2 electrical items will be tested every three years dependent on their use but no longer than 4 years. The Site Manager is to monitor the period that electrical equipment is tested by competent person and keep a record of all PAT tests for 6 years.
- Equipment testing/inspection can only be carried out by a competent person
- The competent person to be used is Hoopers Services Ltd
- Private electrical equipment may not be brought onto the premises and used without permission from the Site Manager. If equipment is within its warranty period, it may be used at school without being PAT tested. If it is out of its warranty period, it may not be used until it is PAT tested. The user of the equipment is responsible for checking plugs and cables and for its safe operation.
- The SBM and Site Manager are to be informed about any new electrical equipment received into the school so that it can be added to future PAT testing schedules. New equipment will not be PAT tested while it is covered by a warranty.



## **I. Emergency Procedures**

General emergency procedures are to be carried out in accordance with the Court Lane Academies' Critical Incident Plan. The Critical Incident Plan covers procedures for evacuation of the schools in the event of a fire, bomb warning or gas leak. Emergency procedures also cover attacks by a member of the public and accidents on day and residential trips.

### **Information**

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

### **Evacuation**

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

### **The Emergency Bag**

- The Emergency Bag, kept in the School Office, will normally be taken to the Assembly Point by the Admin Assistant. If it still in the School Office when the Fire Marshals complete their sweep, they will take it to the Assembly Point.

### **Malicious Attack**

- In the event of a malicious attack, a lockdown procedure will be activated in which the outer doors will be closed, and classrooms will be locked until emergency services arrive or until sufficient information is available to decide on an evacuation plan. Orange Whistles (3 whistles and repeat) will be used to signal a lockdown procedure.

### **Day and Residential Visits**

- In the event of an accident on a day or residential visit, information about the situation will be confirmed by the School Office staff and passed onto the Head teacher. All parents will be informed through the website, email, telephone or Heart radio and parents of the children involved will be invited to the school to wait for further information. A School Emergency Management Team may be set up to deal with the situation.

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

- PEEPS are to be completed for any children who may have additional difficulties in the event of an evacuation. Class Teachers are to ensure that classroom staff and volunteers are aware of any PEEPS to ensure a safe, assisted evacuation in the event of an emergency. Copies of the PEEPS should also be stored in the Fire Manual for each school.

## **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Risk Assessment, Fire Evacuation Policy and Fire Management Plan. The Fire Safety Co-ordinator is the Site Assistant and is the immediate point of contact for all fire safety related enquiries on site.

### **Fire Evacuation Procedures**

- Fire evacuation procedures are to be practiced once a term at different times and days. This is to make staff and children familiar with the sound of the alarm, the evacuation routes and the location of the Assembly point. It is also to give practice for the Fire Marshals in sweeping their areas.
- **The Fire Evacuation Drill Observation Sheet** is to be completed and actions taken to rectify any shortcomings. The completed observation sheet is to be kept by the Site Manager who is to record the date of the evacuation fire drill in the bring up diary.



### **Training**

- Fire safety information and procedures are included in the staff induction training.
- All staff should complete the annual fire safety refresher training.
- The Health and Safety Officer is to keep a record of all training undertaken and to record the dates in the electronic diary.

### **Fire Safety Notices**

Fire safety notices are posted in the key areas of the building close to the fire points. They show evacuation routes and the Assembly Points.

### **Staff Responsibilities**

Staff have a responsibility to know the location of fire points and fire exits. They should also know the location of the assembly point and how to get to it in the event of fire. Staff should be aware of the flammable potential of materials that they use and take the appropriate precautions and check the cable and plug of any portable electrical equipment before use. After its use, staff should switch off electrical equipment. All PCs are to be shut down as staff leave rooms (classroom; office; desk)

### **Fire Marshals**

The school does not have specific Fire Marshals. All staff are to receive fire marshal training and annual refresher training. In the event of the fire alarm being activated, any member of staff without a specific role to perform, should proceed to the nearest Fire Marshal Station and take on the role of Fire Marshal; unless another member of staff is already at the station, in which case they should evacuate the building.

### **Inspections and Tests**

Inspections and tests are to be carried out as follows:

- Fire Alarm – checked weekly by the Site Assistant using a different fire alarm call point each week to activate the fire.
- Fire Extinguishers – serviced annually by a contractor.
- Fire Doors – checked each half term by the Site Assistant.
- Emergency Lighting – checked monthly by the Site Assistant – serviced annually by a contractor.
- Fire Alarm Monitoring Call Centre – the Site Assistant to check on the first Monday of the month that the Fire Alarm Monitoring Call Centre is receiving the signal.

### **Fire Management Plan**

- The Fire Management Plan is to be reviewed annually by the Local Governing Board.
- The Fire Risk Assessment is to be completed every three years by an external specialist risk assessor (this is currently performed by Ensure under contract through Portsmouth City Council.) In the interim periods, the risk assessment is reviewed by the Site Manager and the Health and Safety Officer and reviewed by the Governors.

### **Housekeeping**

The corridors and doorways are to be kept free of rubbish and obstacles. The Site Assistant is to ensure that cleaners empty the paper bins daily and the outdoor bins are chained to the external fence away from the building.

## **First Aid**

Arrangements regarding First Aid are set out in the First Aid Policy.

A First Aid Needs Assessment is to be completed by the Health and Safety Officer and reviewed annually by the Health and Safety Governor.

The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the premises.

The First Aid Room is situated next to the School Office. The Medicine Cabinet, First Aid box and a sink are situated in the First Aid Room. First Aid kits are around school in green first aid boxes and inhalers are kept in boxes in each class.

One First Aid at Work trained First Aider should be available during the school day.

First Aid should not normally be administered by anyone except First Aid trained staff with in-date training certification operating within the parameters of their training.

Minor cuts and abrasions sustained on the playground by children can be cleaned and a plaster put on by any member of staff. The incident is to be recorded on the Record of Playtime Injuries Sheet.

Where possible, Teaching Assistants and Lunchtime Supervisors will be trained as Emergency First Aiders with refresher training provided every three years.

All bumps to the head should be recorded in the Accident Report book which is kept in the First Aid Room, and parents informed.

The inhaler boxes are to be taken on day or residential visits. Asthma attacks are to be treated in accordance with the 'Supporting Children with Medical Conditions Policy'.

The Welfare Assistant (Infant) and Admin Assistant (Junior) are to carry out the termly check on first aid provisions and restock as required.

## **Gas**

Gas leaks: Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If a more serious leak is suspected, the emergency gas number should be called 0800 111999 and Wings Mechanical Team informed (01329 282888 daytime or 07824819142 out of hours).

The boiler room is situated below the small hall (Junior School). The two plant rooms for the Infant school are situated at the end of the hall and opposite the music room. All boilers have the appropriate checks as required.

## **General Equipment**

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

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported via email [site@courtlaneinf.co.uk](mailto:site@courtlaneinf.co.uk) or through the defect log in the staff room and immediately taken out of use until repairs can be carried out or a replacement received.

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

## **Good Housekeeping**

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

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits, and fire doors are not obstructed in any way

- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- External waste contract for the disposal of medical waste, if required

## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Responsible Manager. The premises COSHH assessor acting on behalf of the Responsible Manager is the Site Manager.

The COSHH Assessor will list all hazardous substances used by the school staff, obtain the Data Sheets and carry out a detailed COSHH assessment for each product. COSHH records are to be kept in the Site Offices and listed in the bring up diary.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All Hazardous substances are to be stored in the secure and signed storage areas when not in use. For Court Lane Juniors this is the three cleaning cupboards and the cleaning store and for the Infants this is the two cleaning cupboards and the Site Manager's office.

Dishwasher tablets shall be kept in the undersink cupboard in the Staffroom.

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

## **Hot Drinks**

No hot drinks are allowed in classrooms, on the playground or in other areas of the building where there may be children during the day without the appropriate cup containing a sealed lid. Any hot drinks taken out of the staffroom must be transported using a sealed lid to avoid spillage and scalding.

## **Inspections and Monitoring**

Monitoring and reporting are vital parts of the Health & safety culture as well as effective management systems and practices which ensure that risks are dealt with sensibly, responsibly and proportionately.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded via email [site@courtlaneinf.co.uk](mailto:site@courtlaneinf.co.uk).

Monitoring and inspections of individual classrooms will be carried out by teachers and Teaching Assistants. Routine documented inspections of the premises will be carried out every half term using the

Workplace Health & Safety Checklist. Defects identified during these routine documented inspections are to be recorded via email to [site@courtlaneinf.co.uk](mailto:site@courtlaneinf.co.uk). Any identified high-level risks or safety management concerns are to be actioned by the Governors at the Local Governing Board meetings. All inspections are recorded on each school's electronic bring up diary system.

The Health and Safety Officer is responsible for ensuring that management checks are performed on a half termly basis and evidence of the checks having been performed is included on both the paper health and safety files and also recorded electronically in the health and safety bring up diary. Any issues identified are documented and discussed with the Site Manager.

On a termly basis, the management checks are reviewed by the Headteacher in each school to confirm that they have been performed and to ensure that any issues identified have been appropriately dealt with. The Headteachers signs the paper files to confirm that these management checks have been performed and the dates of the checks and any commentary is included on the electronic bring up diary system.

On an annual basis, the management checks are reviewed by the Health and Safety governor and evidenced in the same way as the checks above. In addition, detailed inspections of the premises' safety management system will be carried out each year by the Health and Safety Governor. These documented inspections will examine all areas of the safety management system and will be carried out using the School Governor H&S Monitoring Checklist and the Governing Body Health and Safety Management Review Monitoring Form. It will be carried out as a rolling inspection with some elements inspected each term.

The University of Chichester Academy Trust carries out periodic Health and Safety Audits and an annual in depth audit is to be provided by RW Safety Solutions Ltd. These documented inspections will examine all areas of the safety management system. Periodic audits will be recorded electronically in each school's health and safety bring up diary system.

## **Kitchens**

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

### **Curriculum DT Kitchen Area**

All children using the kitchen shall be supervised in accordance with the Risk Assessment.

## **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the statutory requirements of HSG274 and ACOP L8 LWS. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes.

## **Lone Working**

All lone working is to be approved by the Headteacher and the Site Manager and is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedures, as stated in the Lone Working Policy.

## **Minibuses**

The Site Maintenance Assistant of Court Lane Juniors is responsible for the operation and maintenance of minibus in accordance with school policy. Anyone driving the school minibus must have a D1 Licence and have completed MIDAS Training. Any staff member driving a minibus supplied by another school must comply with their licensing arrangements.

## **Mobile Phones – Possession and use**

Mobiles phones are a part of modern society. It is the school's responsibility to promote the safe and responsible use of mobile phones.

Mobile Phones in schools present a number of challenges. These include:

- Mobile phones interrupting lessons and disrupting the learning of others
- Possible theft of mobile phones
- The ever increasing sophistication of mobile phone technology which increase the possibilities of inappropriate use
- The use of mobile phones for cyber bullying
- Where children bring mobile phones into school, they are to be handed in to the school office and can be collected at the end of the day
- Under no circumstances are mobile phones to be used for taking photographs in school. Where photos are required for lessons or premises maintenance, arrangements must be made for photographs to be taken on a school device such as a digital camera or iPad.

## **Moving and Handling**

All staff must complete moving & handling training provided through the National College at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Premises Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance which are located on the Evolve System. Both schools have outdoor trained leaders.

All risk assessments for offsite visits must be uploaded to the Evolve website and be authorised by the Headteacher of Court Lane Academies. All activities considered adventurous must be submitted to Evolve at least 6 weeks in advance of the trip in order to gain approval from Hampshire.

## **Physical Intervention**

Physical intervention is defined as:

### **a) Physical Contact**

Situations in which proper physical contact occurs between staff and pupils e.g. in games or P.E., or in the supervision of children. It may be appropriate to hold the hand of a child if the child is very distressed or ill. At all times members of staff will act as a responsible parent would.

### **a) Physical Intervention**

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by hand, arm or shoulder with little or no force.

### **b) Restrictive Physical Intervention**

This will involve the use of reasonable force to physically intervene when there is:

- a. An immediate risk to pupils or staff or
- b. A risk of significant damage to property.

All such incidents will be recorded and a copy will be given to the Headteacher. A copy of this is to be placed in the pupil's file.

## **Provision of Information**

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, staff briefings, e-mails and training (INSET) days.

When staff attend training sessions or have been provided with key documents to read, they are asked to sign to say they understand their duty, roles and responsibilities; a copy of this is kept by the Responsible Manager.

Information for volunteers and parents is through induction training, meetings, newsletters, the school website and the school app.

Contractors will have information given to them at the planning meetings before they start; leaflets on safeguarding and fire evacuation will be given out by the Site Manager/Maintenance Assistant when on site.

Local health and safety advice is available from the Health and Safety Officer, and the school health and safety advisor, RW Safety Solutions can provide both general and specialist advice.

There is a Health and Safety Board located in the staffroom, in both schools, on which the Health and Safety Law poster and other safety related information is displayed.

Policies and other key documentation can be located on the shared drive.

## **Risk Assessments**

General risk assessment management will be co-ordinated by the Health and Safety Officer and, when required, in consultation with the school's Health and Safety Adviser. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who is the Health and Safety Officer will oversee the correct completion of site risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

Risk assessments covering educational visits will be co-ordinated by the Educational Visits Co-ordinator at each school.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the 'Risk Assessments' section of the bring up diary and will be reviewed periodically in accordance with each risk assessment's review date.

## **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy and procedures, which include emergency procedures and unlocking routines.

- All visitors to the school must read the safety and security information situated at the front of the School Office, sign to say they have read the leaflet and filled in the visitors' book, including all reps.
- Though there is open access to the reception area entry into the school is controlled by administration staff. Only staff have the key pad number for external doors and gates.
- Keyholders – Only certain staff are provided with keys to the building. A full list of key holders is maintained by the Site Manager.
- Pedestrian gates are to be closed during the school day. They are only to be opened for specific activities and approximately ten minutes before the children finish in the afternoon. Back gate to be locked at 3.40pm; after this, entry to school site is through the office or small gate to side of office.
- We require all adult visitors and volunteers to the school who arrive on site between 7.30am and 6pm to sign the visitors' book in the reception area, and to wear a security identification badge at all times whilst on the school premises (red or green lanyards dependent upon whether the school has seen a copy of a DBS: in line with Trust policy). Staff and Governors all have personal identification security badges with photo portraits on.
- Teachers and Support Staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Visitors and volunteers without security badges will be challenged. The school's weekly diary dates (published every Friday for the next week) give all staff accurate information about the visitors expected in school. There is also the master diary to refer to.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of SLT immediately. Our internal phone system allows this to be done quickly. SLT will warn any intruder that they must leave the school site straight away. A member of SLT, or a nominated representative, will contact the police to notify them of the incident

if there are any concerns that an intruder may cause harm to anyone on the school site. This includes anyone displaying aggressive behaviour.

## **Smoking**

Smoking is not permitted on the premises. This includes e-cigarettes and vapes.

## **Stress and Wellbeing**

The Court Lane Academies are committed to promoting high levels of health and wellbeing and recognise the importance of identifying & reducing workplace stressors.

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

On-site arrangements to monitor, consult and reduce stress situations are addressed by the Headteacher, and include staff meetings and periodic training.

In addition:

- We are a compassionate organisation with an open door policy. We are always happy to listen and support.
- Staff are also able to access the Employee Assistance Programme (details are displayed in the staffroom) and other staff areas around the school.
- Stress management through risk assessment and appropriate consultation with staff will be annually reviewed and acted upon.

## **Traffic Management**

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

- The Car Parking entrance is separate to pedestrian entrances. Pedestrian gates are opened at the start and end of the school day.
- No parent is allowed to park or turn in the staff car park.
- Waste management visits are organised on a specific day of the week.
- Police and community liaison officers are a periodic presence.

## **Training**

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

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

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices



- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual refresher courses to meet ongoing training requirements

## **Violent Incidents**

- Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Court Lane Academies.
- Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.
- Violent incidents recording is completely confidential. Violent and aggressive incidents are to be recorded and held by the Responsible Manager.

## **Visitors**

- All visitors must initially report to the School Office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safety in the event of an incident.
- Visitors to the premises will be provided with emergency evacuation information, they will be issued with a school visitor's badge even if they are wearing their organisation's security badge and will be required to sign the visitor book. Staff who are known to have a DBS check will have a green lanyard and visitors where this is not known will be given a red lanyard and be accompanied around the site.

## **Welfare facilities**

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

### **Toilet and Washing facilities**

- Toilet facilities and washrooms for staff are to be separate from those provided for pupils. Facilities are provided for disabled people in the separate disabled toilet
- Appropriate toilet facilities are to be provided for all pupils
- Sufficient toilet and washing facilities for staff, in accordance with Approved Code of Practice, are provided.
- Facilities will be kept clean, adequately ventilated and lit. Washing facilities will have running hot and cold or warm water, soap and electric driers.
- Washing facilities are to be cleaned, maintained and flushed in accordance with guidance in the Legionella Approved Code of Practice.

### **Provision of Drinking Water**

An adequate supply of drinking water will be provided by:

- Drinking water stations throughout the school.
- Taps – designated cold taps in the school provide drinkable water.
- Pupils bring in their own bottled water and are able to refill during the day.

#### **Accommodation for Clothing and Facilities for changing**

- PE bag and PE clothing boxes are provided for changing
- Pupils change for PE in classrooms (Apart from Year 6 boys who change in the Yr6 cloakroom)
- Adult toilet areas are available for staff to change for PE

#### **Pupils Meal Facilities**

- The Children having school meals or packed lunches eat in the school hall and are to be supervised by members of staff.
- Sometimes it is necessary to change usual practice, therefore, occasionally, the children may be in classrooms or outside. Both temporary canteens, outside and in classrooms, will be supervised by members of staff.

#### **Staff facilities for rest and to eat meals**

- A staff room with hot beverage facilities as well as a water cooler, sink, microwave and refrigerator is provided for the use of school staff and volunteers as a rest and eating area.

## **Work Equipment**

### **Definition**

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

### **Management**

The Headteacher will:

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

### **Information, Instruction and Training**

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

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

The Health & Safety Officer is to maintain a record of all training given.

### **Appropriate Supervision**

The Headteacher will provide supervision where any workplace activity or task involving work equipment has been identified as being in need of some specific on-the-job instruction and training. The person appointed must be competent in all aspects of that supervision.

Supervision is provided for all young persons using work equipment and for anyone else who through unfamiliarity with the working environment or some kind of disability needs extra care and attention to ensure their health and safety.

### **Staff Responsibility**

Staff have responsibility to co-operate by:

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

### **Selecting Suppliers**

- Wherever possible work equipment should be purchased using suppliers approved through UNICAT.

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

### **Maintenance of Work Equipment**

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

- i. Electrical Equipment – PAT inspection
  - ii. Access Equipment - Termly inspection
  - iii. Adjustable bed – 6 monthly inspections
  - iv. Step stool and step ladders – Annual inspection
  - v. Other Equipment – user inspects prior to use
  - vi. PE Equipment – Annual inspection
- Where possible work equipment will be maintained under Service Level Agreements using contractors listed in the County Supplies Maintenance and Repair Contracts Directory.
  - Staff are not allowed to carry out maintenance tasks without appropriate training and instructions.
  - Any work equipment that is defective or not fit for purpose is to be removed from use and the Site Assistant informed.
  - The Site Manager will maintain records of work equipment

### **Work at Height**

- Work at height is always to be undertaken in accordance with the HSE Guide to working at height regulations. A copy can be found on the Health and Safety board. At the Court Lane Academies, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be out carried in accordance with a specific risk assessment for that task.

- The competent person for work at height on the premises is the Site Assistant, as well as the Site Manager. They are to attend a Ladder and Stepladder training course every three years. They are authorised to:
  - a) Use step stools, stepladders and leaning ladders in accordance with training.
  - b) Carry out periodic inspections of all on-site ladders, stepladders and steps tools.
  - c) Remove access equipment from use if defective or considered inappropriate for use
- No members of staff are permitted to use any access equipment for work at height without specific training.
- Work at height on the premises is only permitted to take place under the following conditions:
  - a) Any work to be carried out at height must be underpinned by a risk assessment.
  - b) Access equipment selected for work at height must be in accordance with the risk assessment.
  - c) Any staff working at height must be appropriately trained to use the access equipment normally stepladders or step stools.
  - d) Any safety concerns about a work at height task must be raised prior to work starting
- Staff are not to improvise or use alternative access methods of their own choice. Use of any furniture including tables and chairs is forbidden for any work at height.
- Staff may only use leaning ladders if they have personally attended the Ladder and Stepladder Safety half-day course and are currently in-date.
- Access equipment used on site such as ladders and stepladders must only be that provided. They are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.
- School site access to the roof is limited to the Site Manager and Site Maintenance Assistants are allowed on the roof. Roof work is limited to small repairs, inspections and retrieval of objects. Two members of staff must be present at all times when roof work is being carried out.

## APPENDICES

### a. Policies and Procedures that run concurrently with the Health, Safety & Welfare Policy

First Aid policy (inc. accidents)	Business Continuity Plan
Supporting Children with medical needs policy	Signing in procedures (visitors and contractors)
Safeguarding & Child Protection policy	PEEPS
Fire Evacuation policy	Working at height risk assessments
Positive Handling Policy	Legionella written scheme
Lone working policy	Fire management plan
Accessibility audit and plan	Asbestos management plan
On site traffic risk assessment	H&S Induction checklist
Risk assessments: Premises	LGB annual H&S audit
Risk assessments: Trips	Fire Risk Assessment
Critical Incident plan	

### b. List of roles and responsibilities.

Task	Name of person responsible	Job title of person responsible
H&S Policy review	I Cordery	School Business Manager
H&S Advisor	R West	RW Safety Solutions
Local Governing Board H & S governor	L Hastewell	H&S Governor
Communication and information management	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Critical Incident Management	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
H&S Induction Training	K Elmes/ A Davey	Site Manager/ Site Assistant
Programmed training	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Planned checks (procedures)	K Elmes	Site Manager
Planned checks (equipment)	K Elmes	Site Manager
Planned checks (premises)	K Elmes	Site Manager

Incident reporting/investigation	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Coordination of risk assessment work	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Fire procedures including personal emergency evacuation plans	E Carter (Junior) K Pickett (Infant)	SEND Leader Deputy Head
Locally organised premises maintenance, repair and improvement	K Elmes/ A Davey	Site Manager/ Site Assistant
Electrical Testing (PAT)	K Elmes T Littledale (Performed by Hoopers Electrical )	Site Manager  Site Maintenance Assistant  External Contractor
First Aid Policy (training and equipment)	J Peace T Kay	Welfare Assistant – Infants Admin Assistant – Juniors
Vehicle control and pedestrian safety	K Elmes/ A Davey	Site Manager/ Site Assistant
Educational visits coordinator (EVC)	E Kelly A Gibbs	EVC & Year Leader – Juniors EVC & Year Leader – Infants
Stress and Wellbeing	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
School Minibus	A Davey	Site Assistant
Child Protection Lead	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Supporting pupils with medical needs	K Geddes L Flitton	Headteacher Court Lane Infants Headteacher Court Lane Juniors
Premises Security	K Elmes	Site Manager
Contractors on site	K Elmes	Site Manager
Outside lettings	I Cordery	Business Manager
Asbestos Log update / review	K Elmes	Site Manager
Electronic Back up of Admin & Curriculum Network	C King	IT Technician with support from Drift
E-safety Co-ordinator	A Quade (Juniors) R Bishop (Infants)	Computing Lead
External Maintenance Contractor	Steve Temple	Wing's Technical Services Ltd
Legionella Contractor	Phil Hare	Portsmouth City Council

### C. Accident Investigation form

RW SAFETY SOLUTIONS

#### Accident & Incident Investigation Form

The following form is designed to assist you in following a logical procedure to enable you to adequately investigate accidents/incidents in order that lessons can be learned to prevent similar accidents and incidents in the future. The information gathered should be used to improve the management of health and safety within your school premises.

It is highly recommended that you use this form only after attending the **Accident Investigators Training Course** (as provided by RW Safety Solutions) which will ensure training will have been received in all aspects of this form.

<b>Date &amp; time of accident/incident</b>	Insert date and time of accident/incident
<b>Name/location of accident/incident</b>	Insert name & address of the premises/organisation
<b>Name of injured party or parties</b>	Insert details of those that were injured/nearly injured
<b>Circumstances of accident/incident</b>	Insert description/details about what happened

<b>Immediate response/actions taken</b>	Insert details about initial/emergency actions taken
<b>Witnesses to accident/incident</b>	Insert names/roles of witnesses to accident/incident
<b>Witness statements taken/attached</b>	Insert which witness statements are attached
<b>Control measures currently in place</b>	Insert any control measures in place at time of incident



Contributory factors		Tick which of the following contributed to incident	
Defective premises/fittings/fabric		Defective equipment/plant/materials	
Incorrectly issued or defective PPE		Incorrect use or non-use of PPE	
Poor layout of premises		Poor environment (eg. heating, vent)	
Poor behavioural management		Lack of appropriate supervision	
Lack of training/knowledge/skill		Poor housekeeping (eg. storage)	
Inadequate safe working practices		Failure to safely plan activity/task	
Failure to determine/appreciate risk		Lack of care by individual	
Lack of information for injured party		Horseplay or fighting	
Alcohol or medication		Workload (eg. pressure, fatigue)	

<b>Violence &amp; aggression</b>		<b>Medical condition (eg. of pupil)</b>	
<b>Risk assessment</b>	Tick any or all of the following as applicable		
<b>Had a risk assessment been done</b>		<b>Had this hazard been identified</b>	
<b>Were control measures set in place</b>		<b>Were there documented procedures</b>	
<b>Were documented procedures used</b>		<b>Do current procedures need review</b>	
<b>Does risk assessment need review</b>		<b>Is a new risk assessment required</b>	
<b>Immediate causes</b>	Insert your determined immediate causes of incident		
<b>Underlying causes</b>	Insert your determined underlying causes of incident		

<b>Control measures required</b>	Insert any required actions to prevent reoccurrence
<b>Other relevant information</b>	Insert other details which may assist/support findings
<b>Name of person completing report</b>	
<b>Signed by person completing report</b>	
<b>Date of signature</b>	
<b>Name of responsible manager</b>	

<b>Signed by responsible manager</b>	
<b>Date of signature</b>	

**d.Near miss form**

Name of reporting person	
Location of near miss	
Date & Time of near miss	
Please insert brief details of the near miss incident	
How could it be prevented from happening again?	

**Thank you for taking the time to complete this form**

Action taken to prevent it happening again							
Signed of by Headteacher				Date			
Signed off by Site Manager				Date			
Level of risk following action		High		Medium		Low	
1	Children Involved		6	Weather related		11	Maintenance
2	Visitors Involved		7	Moving/falling item		12	Housekeeping
3	Falls from height		8	Slip, trip or fall		13	Supervision
4	Use of equipment		9	Traffic Management		14	Moving/handling
5	Harmful substances		10	Curriculum related		15	Other

This form should be completed by any staff member who witnesses a near-miss incident, such as collapsing shelves, items falling from height, charred or burnt electrical equipment or furniture, or a slip or a slippery surface, where the person did not actually fall.

## e. Lockdown Procedure (Infant School)

### **RUN/TELL/HIDE**

In case of lockdown, please remind yourself of the procedure below. Please also check your hiding place in the classroom, that a key is available for the door and also check that you are familiar with what you would do and where you would hide in the hall/music room/ library etc.

**NOTE:** If you are in the ELSA room or library please use the intercom to inform the other room as they are both on the same extension (ELSA/Library - whoever answers use intercom on phone to reach other room: Intercom –ring twice.

If you find keys are not available or you have any questions please speak to Karen G or Karen P ASAP.

#### **Lockdown Procedures**

- Lockdown will be signalled by phone calls stating “Lockdown” to each area of school by two key personnel, the Headteacher or Deputy Head and the Admin Officer.
- Check the immediate corridor or halls and get all pupils and staff into the classrooms or safe areas. Optional safe areas for pupils being educated in the Hall is the chair cupboard, store cupboard or servery.
- Keep all pupils in your classroom until given the all clear.
- Doors should be locked using the key which can be found on the inside door frame. If possible, shut windows and blinds and turn off lights.
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under tables.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game.
- Do **not** allow anyone out of the classroom during a lockdown procedure under any circumstances.
- Teachers should remain with their pupils at all times.
- Any staff member not in a classroom should find the nearest safe place to hide and stay there until notified.
- Headteacher, office staff and other non-teaching staff who can be safely assembled, should form a School Incident Management Team and start to follow the critical incident flow chart. Sit under desk, copies of forms stuck to desk.
- Parents will not be allowed to pick up their children during a lock down procedure.
- A lockdown drill will be carried out with staff annually.

If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured, or ask them to hide, disperse or take cover.

#### **Additional Information:**

- Reception doors key pad press #5 to stay open #1 to stay closed
- If you the person who becomes aware of intruder, get children to a safe place and ring office and say LOCKDOWN.

## e ii. Lockdown procedures (Junior School)

Lockdown procedures will only be activated where there is a serious threat from an intruder (e.g. an armed individual) on the school premises or within the vicinity of the school.

Lockdown will be activated when it is considered safer than evacuating and dispersing pupils.

Please familiarise yourself with the following procedures:

### **RUN/TELL/HIDE**

- Lockdown will be signalled by blowing of whistle (3 blasts, count to 3, 3 blasts, count to 3...) once an adult hears the whistle, they will blow their whistle in same timing.
- Check the immediate corridor or halls and get all pupils and staff into the closed classrooms or safe areas. Optional safe areas for pupils being educated in the large Hall is the Kitchen, or stage area. For the small hall it is the DT room or the music room.
- Keep all pupils in their classroom until given the all clear.
- Doors should be locked using the key which can be found on the inside door frame. If possible, the door should be wedged closed, shut windows and blinds. Turn off lights if necessary.
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game.
- Do **not** allow anyone out of the classroom during a lockdown procedure in any circumstances.
- Teachers should remain with their pupils at all times.
- If the teacher is out of class at the time of the incident then they should attempt to go back to the classroom **IF SAFE** to do so. However, if this is too risky or dangerous then they must try and make contact with the children as soon as possible.
- Headteachers, Deputy Heads, office staff and other non-teaching staff who can be safely assembled, should form a School Incident Management Team and start to follow the critical incident flow chart.
- Parents should not be allowed to pick up their children during a lock down procedure.
- A lockdown drill will be carried out with staff annually.

If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest room or building that can be secured, (e.g. through the gate to the Infant school) or ask them to hide, disperse or take cover.

The following acronym will support with remembering the procedures to follow

**'CLOSE'**

**Close** all windows and doors

**Lock** up

**Out** of sight & minimise movement

**Stay** silent & avoid drawing attention

**Endure** - be aware you might be in lockdown for some time

### **e. Fire Evacuation Policy**

Court Lane is fitted with an automatic fire detection system with after-hours remote monitoring and automatic fire doors, manual call points are also located by all external doors.

Fire notices are displayed in every room with evacuation procedures by all external doors.

Premises evacuation is signalled by a two tone siren in the main building and a continuous bell in the community building. In the event of the alarm sounding, all staff must calmly and quickly escort all pupils and visitors out of the building, following the designated evacuation routes and mustering at the assembly point in the main playground (see premises evacuation plan).

On vacating the building, if you are the last person you must shut the door behind you, teachers must ensure class room doors are closed.

If a fire is discovered, proceed to the nearest external exit and activate a manual call point and then follow the premises evacuation plan to reach the assembly point.

In the event of an evacuation, the Headteacher and Site Manager/Assistant are the designated fire coordinator and will oversee the evacuation of the building. Fire marshals will aid the evacuation.

Under no circumstances can staff re-enter the building without direct approval from the fire co-ordinators.

The fire co-ordinators are responsible for checking the building has been evacuated and investigating the cause for the alarm. Hampshire Fire and Rescue must only be contacted once there is confirmation of an actual fire; this will be carried out by an inspection of the area of activation.

When fire co-ordinators and or marshals re-enter the building they must have radio communication with each other and the muster point.

If, on investigation, a fire is confirmed, the fire co-ordinators will immediately vacate the building and contact Hampshire Fire and Rescue. Once Hampshire Fire and Rescue are on site, the fire co-ordinators will liaise with the duty fire officer and then hand the incident over to them.

Fire extinguishers are sited around the building; extinguishers are designed only to be used to aid your escape from the building, they should not be used to tackle the fire. The fire co-ordinators may decide to deploy an extinguisher in the event of discovering a minor fire as long as it is deemed safe to do so.

The main fire control panel is located in the School Office, with a sub panel sited in the lobby of the community building.

The following procedures are undertaken:

- All external fire doors are unlocked daily by the site team as per the locking and unlocking procedures.
- External fire doors must not be locked until the building is being secured for the day.
- Escape routes are checked daily by the site team when the building is unlocked as per the locking and unlocking procedures.
- Fire Extinguishers are maintained and checked weekly by the site team.
- Emergency lighting is checked weekly by the site team.
- Fire alarms are tested weekly by the site team; this test is carried out every Friday at 07:00.
- Full Emergency evacuation procedure will be tested once every term.

All of the appropriate checks are recorded in the Fire Log Book; these records are maintained by the Site Assistant and overseen by the Site Manager and Business Manager



**f. Daily, weekly, monthly and 3 monthly checks actioned by the Site Assistant**

This list is not intended to be exhaustive.

<b>Daily tasks</b>
<ul style="list-style-type: none"><li>• Unlock &amp; lock the school (including setting the alarm where applicable)</li><li>• Ensure heating and lights are on where necessary and switched off at the end of the day</li><li>• Check all windows and doors are closed at the end of the day</li><li>• Ensure all fire escapes are clear and unlocked</li><li>• Inspect the school grounds and clear grounds of litter</li><li>• Deal with any unpredicted hazards e.g. broken glass, fire or trip hazards, animal fouling etc.</li><li>• Disinfect all toilet fixtures (toilets, sinks, showers) and drinking fountains</li><li>• Vacuum and maintain all rooms, halls, staircases, corridors and cloakrooms</li><li>• Ensure doors, furniture, windowsills and ledges are wet dusted as necessary and tables wiped</li><li>• Check and refill all paper dispensers, toilet rolls and soap dispensers</li><li>• Minor maintenance tasks</li><li>• Empty bins</li><li>• Check boiler houses, ensure heating on and working correctly</li><li>• Check temperature in all parts of school</li><li>• Check fire panel daily, log any faults, sign, action</li><li>• Check throughout day job worksheet for any Health &amp; Safety issues</li></ul>
<b>Weekly tasks</b>
<ul style="list-style-type: none"><li>• Inspect the roof and remove any play equipment or litter</li><li>• Dust shelves, desks and fixtures as necessary</li><li>• Check paper and cleaning supply inventory and order as required in timely fashion</li><li>• Inspect playground equipment and outside areas</li><li>• Test lighting systems and replace light bulbs and florescent tubes where necessary</li><li>• Test the fire alarm</li><li>• Put the bins out for collection</li><li>• Meet with the Head of school to programme following week</li><li>• Flush through any points in school (taps, showers, toilets not regularly used) enter/sign into log.</li><li>• Test break glass points in school on a rotational basis, this is recorded and logged. This is carried out with the help of a member of staff.</li><li>• Check all fire extinguishers, fire blankets, fire doors and automatic closing doors in school. Check gauge and condition of equipment: log and sign.</li></ul>
<b>Monthly tasks</b>
<ul style="list-style-type: none"><li>• Audit and log any major maintenance tasks</li><li>• Read electricity, gas and water meters and give to the head of school or SBM</li><li>• Meet with the head of school to discuss work programme and check all logs and records</li></ul>

- Carry out monthly Legionella water temperature checks (log and sign)
- Carry out monthly 15-minute test of emergency lights (log and sign)
- Visual check of outside play area (wooden areas) (log and date)

#### **Termly/seasonal tasks**

- Check and maintain the Site Assistant's equipment and storage areas and order any items needed for health and safety e.g. grit, hazard tape etc.
- Carry out full health and safety check
- Arrange and monitor fire drills
- Monitor that all health and safety checks (e.g. fire alarm & extinguisher) have been carried out
- Advise the head of school when the annual safety test on electrical, PE and fire equipment is due
- Clean the windows (or arrange for them to be cleaned)
- Pruning trees
- Clearing gutters & drains, including the rainwater hoppers: Log and sign
- Cleaning carpets