



# HEALTH AND SAFETY POLICY

## Part 2 – Arrangements

### SKELTON SCHOOL

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## Introduction

This document outlines the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Westmorland and Furness Council as well as nationally-recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in School and available on request. The School acknowledges the *Equalities Act 2010 and Schools* and works proactively to support all its pupils.

All staff and any other relevant persons will be made aware of the policy statement and arrangements at induction and following each review. We will also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff will be required to sign a [Declaration of Acceptance](#) following communication of the Policy Statement and arrangements.

## Professional health and safety support, advice and assistance

Westmorland and Furness Council's Health and Safety Team provides our specialist Health and Safety Advisory service. They provide written safety guidance, model policies and template forms via the Schools' portal and other supporting systems.

<b>Westmorland and Furness Council Health and Safety Team</b>		Email: <a href="mailto:healthandsafety@westmorlandandfurness.gov.uk">healthandsafety@westmorlandandfurness.gov.uk</a> Telephone: (01539) 713111	
Name	Position	Email	Phone number
Judith Chandler	Health, Safety and Wellbeing Manager	<a href="mailto:Judith.chandler1@cumberland.gov.uk">Judith.chandler1@cumberland.gov.uk</a>	07584 534670
Judy Hutchinson	Assistant Health, Safety and Wellbeing Adviser	<a href="mailto:Judy.hutchinson@cumberland.gov.uk">Judy.hutchinson@cumberland.gov.uk</a>	07825 340473
Sharon McCubbin	Senior Health, Safety and Wellbeing Manager	<a href="mailto:Sharon.mccubbin@westmorlandandfurness.gov.uk">Sharon.mccubbin@westmorlandandfurness.gov.uk</a>	07825 340570
Kevin Hewitson	Health, Safety and Wellbeing Manager	<a href="mailto:kevin.hewitson@westmorlandandfurness.gov.uk">kevin.hewitson@westmorlandandfurness.gov.uk</a>	07788 396193
Alice Gundavda	Health, Safety and Wellbeing Manager	<a href="mailto:Alice.gundavda@westmorlandandfurness.gov.uk">Alice.gundavda@westmorlandandfurness.gov.uk</a>	07785 409532
Kevin Johnston	Fire Safety Advisor	<a href="mailto:Kevin.johnston@westmorlandandfurness.gov.uk">Kevin.johnston@westmorlandandfurness.gov.uk</a>	07825 340121
Matt Ellis	Outdoor Learning and Educational Visits Adviser, Derwent Hill	<a href="mailto:evas@sunderland.gov.uk">evas@sunderland.gov.uk</a>	017687 72005
<b>Emergency out-of-hours service</b>	Westmorland and Furness Council also operates an emergency out-of-hours phone number for emergencies outside normal working hours – Tel: <b>0300 303 1042</b> . You can then leave a message including your contact telephone number, and a Safety Adviser will contact you as soon as possible.		

### Additional Safeguarding, Health and Safety Support

Additional support on safeguarding and health and safety matters can be obtained from Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC). Tel: 01228 210152 (office hours and out of hours emergencies), Fax: 01228 210153, email: [kym@kymallanhsc.co.uk](mailto:kym@kymallanhsc.co.uk) or web: <https://kymallanhsc.co.uk/>.

Further assistance and guidance can also be sought from:

<b>Safeguarding</b>	<b>UK Health Security Agency (UKHSA)</b>
<b>Cumbria Safeguarding Children Partnership (CSCP):</b> Tel: 01228 226898	<b>Cumbria and Lancashire Health Protection Team (HPT):</b>

<p>Email: <a href="mailto:CSCP@cumbria.gov.uk">CSCP@cumbria.gov.uk</a>                  Web: <a href="https://www.cumbriasafeguardingchildren.co.uk/">https://www.cumbriasafeguardingchildren.co.uk/</a>  <b>CONCERNS ABOUT A CHILD:</b>  <b>Westmorland &amp; Furness Safeguarding Hub</b>                  Tel: 0300 373 2724                  Email: <a href="mailto:safeguarding.hub@westmorlandandfurness.gov.uk">safeguarding.hub@westmorlandandfurness.gov.uk</a>  <b>Cumberland Safeguarding Hub</b>                  Tel: 0333 240 1727                  Email: <a href="mailto:safeguarding.hub@cumberland.gov.uk">safeguarding.hub@cumberland.gov.uk</a>  <b>EARLY HELP TEAM:</b>  <b>Westmorland &amp; Furness:</b> Tel: 0300 373 2723                  Email: <a href="mailto:early.help@westmorlandandfurness.gov.uk">early.help@westmorlandandfurness.gov.uk</a>  <b>Cumberland:</b> Tel: 0333 240 1727                  Email: <a href="mailto:early.help@cumberland.gov.uk">early.help@cumberland.gov.uk</a>  <b>NOTE:</b> Report to the Hub/Early Help Team where the child lives  <b>LADO:</b>  <b>Westmorland &amp; Furness:</b> Tel: 0300 303 3897                  Email: <a href="mailto:lado@westmorlandandfurness.gov.uk">lado@westmorlandandfurness.gov.uk</a></p>	<p>Lancashire County Council                  Pitt Street Reception County Hall                  Preston                  PR1 8XB                  Tel: 0344 225 0562 option 2                  Out of office: 0151 434 4819</p>
<p><b>Health &amp; Safety (Executive HSE)</b></p>	<p><b>Environment Agency</b></p>
<p>Redgrave Court                  Merton Road                  Bootle                  Merseyside, L20 7HS                  Incident Contact Centre Tel: 0345 300 9923                  Infoline: 0345 345 0055                  Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p>	<p>Incident Hotline: 0800 807060                  Floodline: 0345 988 1188  <b>DfE</b>                  General Enquiries: 0370 000 2288 (office hours)                  Incident Support Team Email:  <a href="mailto:incident.support@education.gov.uk">incident.support@education.gov.uk</a></p>

## Health and safety arrangements

The procedures which follow will be adhered to at all times, but we recognise that amendments or additions might be required in order to support those directly affected by emergencies or public health incidents, for example. Any variations to this policy in relation to emergencies or public health incidents will be produced as the need arises.

### Communication, co-ordination and consultation

The Governing Body will recognise, co-operate, and consult with properly appointed health and safety representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within School. Provision will be made for specific staff safety committees where requested.

Health and safety will be a standing item on the agenda for all Governors' meetings.

Any additions and alterations to the Health and Safety Policy or arrangements will be consulted on and circulated promptly to staff.

Health and safety will be a standing item on the agenda for all staff meetings. Both union staff representatives and non-union staff representatives will be invited to attend and will report back to their own department or team on issues raised and discussed. (NB: School does not currently have a union staff H&S representative).

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees. We will also ensure we maintain good communication links with those not in School, e.g. during emergencies, working from home or absent due to illness etc.

#### References and useful links:

*WF Council SIGN 09 Health and safety governance and consultation*

*Council Safety Procedure 03 HS Governance and Consultation*

### Health and Safety Management Plan

The Governing Body will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, costs, and planned timescales.

A paper copy of the plan is kept within the green H&S file in the school office.

### Training, awareness, competence and training records

We will ensure that staff are competent to perform tasks that might impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures will consider differing levels of responsibility, ability, literacy, and risk.

A formal health and safety training plan is maintained as a working document. This will record all health and safety training that has been carried out. It will include health and safety training, such as IOSH Managing Safely, provided for those with specific health and safety responsibilities, e.g. Head teacher and Health and Safety Coordinator. The training plan will highlight any statutory refresher training that may be required.

### Induction training

Safety Information Guidance Note SIGN 08 sets out our arrangements for health and safety induction for all new members of staff (including volunteers, students, and pupils).

We have adopted the Health and Safety Induction Checklist provided by Westmorland and Furness Council and is found within the school induction policy.

**References and useful links:**

*WF Council SIGN 08 Health and safety induction*

## Monitoring, review and audit

The Governing Body with the support of the Head teacher will, at intervals that it determines appropriate, monitor and review the School's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate.

The review process aims to identify where changes to policy, objectives and other elements of the health and safety management system are required. Typically, the review would cover such information as accident statistics and trends, results of audits and inspections, hazard identification and risk assessments.

Actions following a review would include revisions to risk assessments, health and safety policies, and corrective actions assigned with target dates for completion and review.

## External health and safety management audits

In order to maintain a safe and quality workplace Westmorland and Furness Council's Health and Safety Team will undertake health and safety audits at regular intervals. These audits will be carried out by a qualified safety advisor. Following this process, we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Head teacher and Governing Body within the recommended timescales and with the support and guidance of the Health and Safety Team where required.

**References and useful links:**

*Council Safety Procedure 05 Auditing and Active Monitoring  
Managing for health and safety (HSG65) (hse.gov.uk)*

## Archiving and document control

Health and safety-related documentation will be retained securely and in accordance with the **2019 IRMS Schools Toolkit**. This is made available to us via the Schools' portal: [Records Management](#)

We recognise our duties under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018. Due care will be taken with records management in terms of personal data and in the use of any media which may clearly identify pupils.

**References and useful links:**

*Data Protection, Freedom of Information and Records Management*

## Risk management and risk assessments

We create, tailor, and adapt risk assessments following the model School risk assessments provided by Westmorland and Furness Council via the Schools' portal to establish safe ways to work and protect staff, pupils, contractors, and visitors who may be affected by our School activities.

The person carrying out an activity or task is often best placed to provide details on the associated hazards and risks and should participate fully in the completion of the risk assessment. Specific training in developing a risk assessment is required through completion of health and safety training such as IOSH Managing Safely in Schools.

For Educational Visits and Outdoor Learning we tailor model risk assessments supplied on the Council's **EVOLVE** system at: [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk).

Where model risk assessments are used as a basis, we will ensure that these are tailored to reflect the

actual activities and controls in place in relation to the School.

Risk assessments will be reviewed at least annually, following incidents, or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

Completed risk assessments will be available at all times for staff to view and will be held as working documents.

### Specialist or specific risk assessments

For **Science** and **Design Technology** we utilise CLEAPSS model assessments and Hazcards provided at [www.cleapss.org.uk](http://www.cleapss.org.uk). The relevant head of department or nominated leads will ensure that suitable and sufficient risk assessments are undertaken, in order to comply with relevant legislation and to follow recognised good practice issued by professional and specialist bodies. We have separate health and safety policies for these subjects.

In addition to the above specialist risk assessments, we will also ensure we have risk assessments for the following areas where appropriate:

- Physical education;
- Construction activities;
- Cleaning;
- Occupational road risk/transport;
- Fire;
- Legionella – by a competent contractor accredited to Legionella Control Association;
- Risk assessments relating to individual pupils or staff, e.g. moving and handling, young workers, or new and expectant mothers;
- New and expectant mothers;
- Young persons at work.

Advice will be sought from the Local Authority’s Health and Safety Team to support us where required.

### References and useful links:

- WF Council SIGN 10 Risk assessment in educational settings*
- WF Council SIGN 07 New and expectant mothers*
- Council Safety Procedure 15 Risk Assessment*
- [www.cleapss.org.uk](http://www.cleapss.org.uk)

### Supervision of pupils

During School hours, pupils will not be left unsupervised, including at break times. Any areas that are out-of-bounds or where there are special hazards, will be cordoned off and pupils will be regularly reminded to avoid those areas.

The School website/prospectus outlines when the School will take responsibility for children before School opens and at the end of the day, and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, parents will be told well in advance.

In the event of an incident, a full written report will be recorded and held. Ofsted will be made aware of any serious childcare incidents but usually only if the police or Children and Young People Services are involved and concerns remain for a child’s welfare.

The following protocols will be followed:

<b>15 minutes after non-collection at the normal time</b>	Call pupil’s emergency contact numbers in hierarchical order.
<b>30 minutes after non-collection at the normal time</b>	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/carer.

<b>1 hour after non-collection at normal time</b>	Telephone the Westmorland and Furness Safeguarding Hub on <b>0300 373 2724</b> and seek further advice, providing the pupil's name, age, and the details of all provided contact numbers. Email <a href="mailto:safeguarding.hub@westmorlandandfurness.gov.uk">safeguarding.hub@westmorlandandfurness.gov.uk</a> <i>What to do if you have concerns about a child: Westmorland and Furness Council</i>
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**References and useful links:**

**Cumbria Safeguarding Children Partnership (CSCP)**

**Keeping children safe in education**

**Working Together to Safeguard Children**

*School's Child Protection Policy & procedures, Missing Child procedures, Site & Building Security procedures and relevant Risk Assessment(s)*

## Security of persons and premises

We operate internal procedures to ensure the security of staff, pupils, and the premises.

The Head teacher will ensure that systems are in place for checking external lighting and security alarms. Any faults will be reported and recorded in the defects book located in the School Office for action.

## Accidents, incidents, ill health, and near misses

Safety Information Guidance Note SIGN 03 sets out our arrangements for reporting and recording accidents and incidents, ill health and near misses.

The Head teacher and Health and Safety Coordinator are responsible for ensuring that the procedures for reporting accidents, incidents, work-related ill health and near misses are made known to all new employees at induction.

The Head teacher or person delegated by them will be responsible for ensuring such events are properly investigated, and that a report is made and returned in the manner outlined by Westmorland and Furness Council within its procedures.

Accident statistics are reported to the Governing Body on an annual basis to identify patterns and determine where necessary, suitable measures to prevent recurrence.

**Without exception, all employees are required to report work-related accidents, incidents and near misses to their respective supervisors or other responsible persons as soon as possible, providing as much detail and information as possible.**

<sup>1</sup>As a Community school we will ensure that in the event of a serious accident/incident we will inform the Head teacher **and** the **Local Authority Health and Safety Team** by the quickest possible means (usually telephone) so that the appropriate support and follow up can be arranged.

It is important that accident/incident forms (especially for serious incidents) are forwarded by the quickest possible means and certainly within 7 days of the accident/incident.

All incidents/accidents involving children/pupils must be recorded either in a pupils' accident book or appropriate School software solutions such as ScholarPack or CPOMS for example.

The Local Authority's accident/incident form will also be completed in all but the most minor cases of injury. The rule of thumb is to complete one if a parent/carer has to be contacted to collect the child from School to seek further medical advice, they are taken to hospital by staff or ambulance, or if a pupil has suffered a bump to the head.

The school reports all injuries to parents. 'Bump letters' are sent home with pupils following any accident involving head injuries.

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<sup>1</sup> In Community and Voluntary Controlled Schools, the Local Authority is the employer and therefore any accidents or incidents **must** be reported to the Health and Safety Team.

## Accidents involving adults (staff, visitors, contractors etc.)

The Local Authority's accident/incident form will be completed **in all cases** and signed off by the Head teacher. It must be completed in all cases involving work-related ill health (excluding stress) and violence to staff. Completed forms should be sent to the Health and Safety team via the Health and Safety Mailbox for inclusion in the E-Safety accident database.

The official Social Security accident book (with tear-out pages) must be completed for all incidents/accidents involving adults at the same time as the Local Authority's accident/incident form, but there are no restrictions on who completes the entry.

After each entry is made, the page will be torn out, placed in a sealed envelope and passed to the nominated member of staff who will file it in a secure/confidential location in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

## RIDDOR reporting

Any accident or incidents which trigger RIDDOR reporting requirements **must** be sent through to the Health and Safety Team by the quickest possible means.

Advisors will check all submitted accident/incident forms and will report to the Health and Safety Executive on our behalf. They may contact us for more information or to notify us when RIDDOR reports have been made.

## Post-incident investigation and further actions

The Head teacher and Health and Safety Coordinator are responsible for ensuring that all cases of accidental injury, ill-health, violence, dangerous occurrences and near misses are properly investigated. The Health and Safety Team can support us with our investigations.

## Reporting To Ofsted and Local Child Protection Agencies

Our Early Years Provision is not registered with Ofsted separately from the school so is not on the Early Years Register and therefore there is no legal requirement for us to notify Ofsted of any serious accidents, injuries or deaths which occur in relation to the childcare we provide.

However, in line with the Statutory Framework for EYFS we will notify our local Child Protection Agency of any serious accidents, injuries or deaths which occur in relation to the childcare we provide to EYFS children.

## References and useful links:

*WF Council SIGN 03 Reporting, recording and investigation of adverse events*

*Council Safety Procedure 06 Recording reporting and investigation of adverse events*

## Liability claims

We utilise the assistance of the **Council's Insurance Section** and will notify them on the day a letter of claim or CNF is received. We will not acknowledge receipt of the letter as the Insurance Section will do this on our behalf.

Email to: [Insurance.Section@westmorlandandfurness.gov.uk](mailto:Insurance.Section@westmorlandandfurness.gov.uk)

Where we receive a letter of claim or a claim notification form (CNF) in the event of a personal injury, we will:

- immediately forward the letter of claim or CNF to the Council Insurance Section in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

## First aid

Safety Information Guidance Note SIGN 02 sets out our arrangements for the provision of first aid. First aid must be administered by staff members only. Pupils are not permitted to give first aid. Details of the nominated first aiders are displayed in School and included in [Appendix 1](#).

If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

## First aid records

We will record all first-aid treatment given by first aiders and appointed persons. This will include:

- the date, time, and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (e.g., went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

## Supporting pupils with medical conditions

We recognise our duty under Section 100 of the Children and Families Act 2014 to support pupils with medical conditions and maintain a list of pupils with particular medical needs. We have a separate policy and operate documented procedures to enable adequate plans and support to be put into place.

We refer to the [E-School Nurse](#) for support where required: [e-Schoolnurse@ncic.nhs.uk](mailto:e-Schoolnurse@ncic.nhs.uk).

## Infection control in Schools and other childcare settings

If a child is absent from statutory schooling through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by a reasonable time the school will contact the parents. School will also want to know why children are absent from a non-statutory education or a childcare setting in case it involves an infection that can be spread so that they can take appropriate action to best protect staff, the other children who attend, and their families.

The parents of children who have an infectious disease should seek professional medical advice regarding treatment and when their child can return to school or a childcare provider without fear of infecting other children by looking it up at [Health A to Z - NHS \(www.nhs.uk\)](#), referring to the UKHSA guidance [Health protection in children & young people settings, including education](#), contacting 111, or asking the medical practice they are registered with for advice. If required, we will seek advice from the UKHSA Cumbria and Lancashire Health Protection Team (Tel: 0344 225 0562).

If there are concerns about a child's health during school or childcare activities which do not require immediate professional medical attention, including outside of normal hours and off-site, parents will be contacted and advised to take their child home as soon as possible and that they may wish to seek medical advice. There is a system in place where a parent is routinely asked what was wrong with the child who was sent home so that they can be excluded for the correct period of time if infectious and any other measures to prevent the spread taken.

Should there be difficulty in obtaining parental contact and a condition is considered serious, consent should already have been provided from parents for hospital treatment to be obtained.

Prompt exclusion on medical grounds when children are suffering from infectious diseases is essential to preventing the spread of infection in education and childcare settings.

There is a local policy for the exclusion of staff and children while they are infectious in accordance with the **Health protection in children & young people settings, including education: Exclusion Table**, and a procedure for contacting parents or carers when children become ill at the setting.

Formal exclusion of pupils from a school on medical grounds is enforceable by the Head teacher only, acting on behalf of the LA or the governors, trustees, or managers of the school.

In exceptional cases, when parents insist on the return of their child to school when the child still poses a risk to others, the LA may, by serving notice on the child's parents or carers, require that they keep the child away from school until they no longer pose a risk to others.

Exposure to infectious disease is not normally a reason for medical exclusion unless the person exposed becomes ill and starts to show symptoms themselves. However, during a pandemic or similar public health emergency, specific advice might be given about specific infectious diseases by UKHSA applicable in England or by a local HPT applicable in the local region which must be followed.

We follow the UKHSA guidance **Health protection in children & young people settings, including education** in school. All staff should take precautions to avoid infection and must follow the 'prevention and control' guidance published by UKHSA.

### Significant public health incidents

A single suspected outbreak or incident of infectious disease will not normally constitute an emergency. Most infectious diseases in education, childcare, and children's social care settings can be managed by following the UK Health Security Agency's (UKHSA) **Health protection in children & young people settings, including education** including guidance on **Cleaning**.

This Plan includes a range of steps that we might take in the event of a significant public health incident. It also includes when we might consider seeking specialist advice from our **UKHSA health protection team** in line with the **Health protection in children & young people settings, including education** guidance on **Managing outbreaks and incidents**.

Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or local UKHSA health protection team of suspected cases of certain (notifiable) infectious diseases. We will be contacted if there are actions required within the setting as part of public health management.

In large-scale public health incidents where decisions about actions to take in education, childcare and social care settings are made at a national level, the DfE will work with the Department of Health and Social Care (DHSC), UKHSA, the Chief Medical Officer, and other government departments, as well as relevant local authorities and directors of public health.

The school Emergency Plan has also been updated to include significant public health incidents in line with the DfE non-statutory guidance **DfE: Emergency planning and response for education, childcare, and children's social care settings**.

### References and useful links:

*WF Council SIGN 02 First aid in schools*

*Council Safety Procedure 07 Essentials of First Aid*

*UKHSA guidance: Health protection in children and young people settings including education*

*DfE: Emergency planning and response for education, childcare, and children's social care settings*

*NHS Choices Website - <http://www.nhs.uk/Pages/homepage.aspx>*

### Violent and aggressive behaviour

Safety Information Guidance Note SIGN 04 sets out our arrangements for managing violent and aggressive behaviour in School.

We take a serious view of any incidence of violence against our employees and take responsibility for protecting all of our staff and pupils from acts of violence and aggression. Such acts must never become an acceptable hazard of working life.

## **Skelton Primary School**

A system of reporting and monitoring incidents of violence and aggression using the Local Authority accident/incident form is adopted so that appropriate action can be taken to improve safety for employees in the workplace.

The School considers the safety aspects which could arise in relation to behaviour. A Behaviour Management and Positive Handling Policy for the School is held separately and can be provided on request.

### **References and useful links:**

*WF Council SIGN 04 Violence and aggression at work*

*Council Safety Procedure 14 Personal Safety and Security at Work*

## **Lone working**

Safety Information Guidance Note SIGN 06 sets out our arrangements for lone working.

Lone working is not permitted when working at height, carrying out hot works (e.g. cutting and welding), working in confined spaces, or for the use of potentially dangerous machinery (e.g. lathes, bench saws, chainsaws).

### **References and useful links:**

*WF Council SIGN 06 Lone working*

*WF Lone Working RA April 2023*

*Council Safety Procedure 24 Lone working*

## **Stress management**

Safety Information Guidance Note SIGN 23 sets out our arrangements for managing the causes of work-related stress.

The Head teacher and Governing Body will ensure that a 'whole School' risk assessment in relation to stress at work is carried out in line with Westmorland and Furness Council's Safety Procedure 20 - Managing the Causes of Work-Related Stress. Where an individual reports stress-related issues, we will utilise the SIGN 23 individual stress risk assessment questionnaire (based on the HSE return to work form) to identify where further action or support is required.

### **References and useful links:**

*WF Council SIGN 23 Managing the causes of work-related stress in educational settings*

*Schools' portal - Stress and Wellbeing in Schools*

*Council Safety Procedure 20 Managing the causes of work-related stress*

*HSE - Stress and mental health at work*

*ACAS Mental health resources during coronavirus*

## **Information and Communications Technology (ICT) including display screen equipment (DSE) and remote education**

Safety Information Guidance Note SIGN 05 sets out our arrangements for the use of ICT including the safe use of display screen equipment.

Interactive whiteboards will be fixed and used in accordance with the manufacturer's instructions. All display screens and interactive whiteboards must be shut down when not in use.

The School online safety policy and procedures will help to ensure safe and appropriate use and will help young people (and their parents) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.

### **Remote education**

Our priority will always be to deliver high-quality face-to-face education to all pupils. Remote education will only ever be considered as a short-term measure and as a last resort where in-person attendance is not possible in line with *DfE: Providing remote education - guidance for Schools*. We will only consider

providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include:

- Occasions when School leaders decide that it is not possible for the School to open safely, or that opening would contradict guidance from local or central government;
- Occasions when individual pupils, for a limited duration, are unable to physically attend their School but are able to continue learning, e.g. pupils with an infectious illness.

In these circumstances pupils will have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.

To provide clarity and transparency to pupils and parents or carers about what to expect from remote education if it is required, we may wish to continue to publish information about our remote education provision on our School website.

#### **References and useful links:**

*WF Council SIGN 05 ICT in schools (including the use of DSE)*

*HSE DSE Self-assessment checklist*

*Council Safety Procedure 16 Display Screen Equipment*

*DfE: Providing remote education - guidance for schools*

*SWGfL: Safe Remote Learning knowledge base*

*SWGfL: live remote lessons - questions answered*

*National Security Council: Video conferencing services - security guidance for organisations*

*Keeping children safe in education*

*Children's Commissioner Guide for parents and carers on online sexual harassment and how they can support children to stay safe online*

*School's own Online Safety Policy and Cyber Security Strategy including the Cyber Response Plan*

## **Educational visits and off-site activities**

The School uses the EVOLVE online system ([www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk)) for educational visits approval. The Council's Outdoor Learning and Educational Visits Advisor approves School visits involving adventurous activities, residential stays, and trips abroad, as well as providing advice to the School. This service is provided by Derwent Hill Outdoor Centre (Sunderland City Council).

The School adopts the national guidance for the management of outdoor learning, off-site visits and learning outside the classroom: <http://oeapng.info/>.

## **Physical education, school sport & physical activity (PESSPA), and play equipment**

We follow the guidance issued by 'AfPE' Association for Physical Education School Sport and Physical Activity (PESSPA).

- Risk assessments are undertaken for all PESSPA activities and suitable control measures implemented.
- The responsible person will ensure that staff have had relevant training in any specialised activities (e.g. climbing, trampolining etc). Records will be kept of qualification and renewal dates.
- Pupils will be instructed in safe movement of equipment where they undertake this task.
- Jewellery is not permitted to be worn during any form of PESSPA or movement exercises.
- Staff will supervise the erection and dismantling of PESSPA equipment and not allow children to do this on their own (unless their age and capabilities allow).
- The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort and will themselves assist in the actual process of erecting and dismantling.
- Appropriate verbal instruction on the correct methods of moving and handling will be given to children who are assisting with moving any equipment.
- There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.
- PE mats are held in a fire-resistant store (PE store) with doors kept locked when not in use.
- Regular inspections will be made of the hall floor and equipment.

- PE equipment will be inspected before use, and outdoor fixed play equipment will be inspected regularly by staff to identify obvious hazards that can result from vandalism, wear, or weather conditions (e.g. broken parts, broken glass, exposed foundations, slippery surfaces).
- If at any inspection equipment is found to need repair, it will be removed, replaced, or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation or erecting protective fencing.
- Inspections and maintenance programmes will cover the whole play area and not just the play equipment or the impact-absorbing surface.
- Equipment will also be formally inspected at least annually by a competent contractor in accordance with the manufacturer's instructions to establish the overall condition of the equipment, foundations, and surfaces. The level of competence of the person carrying out the inspection will vary with level of risk associated with the complexity of the equipment.

## Drama in education

We will ensure that prior to any performances we will conduct a risk assessment to identify any potential hazards including but not confined to:

- Suitability of staging:
  - In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions. Pupils are permitted to assist, but are supervised at all times and given suitable safety instructions;
  - Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury.
- Floor surfaces.
- Portable appliances/equipment:
  - use of dry ice and smoke machines;
  - strobe lighting;
  - use of residual circuit breakers (RCDs).
- Lighting, props, and storage of items.
- Working at height.
- Manual handling.
- Accessibility.
- Evacuation procedures/safety instructions to audience.
- Housekeeping.
- First aid.

### References and useful links:

*[Health and safety in a drama setting \(artsonthefloor.co.uk\)](http://artsonthefloor.co.uk)*

## Food safety arrangements

We aim to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.

We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.

We will ensure that staff involved in food preparation are aware of any major food allergies of staff and pupils.

We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point).

Any employee involved with the handling and preparation of food will hold, as a minimum, the CIEH Level 2

Award in Food Safety or equivalent, renewed at intervals not exceeding three years.

All staff involved in food preparation, cooking and baking activities to be aware of the major food allergens and take this into account for pupils (or staff) with known allergies – catering, food technology staff and those working in wrap around care will need to be aware of the contents of Individual Healthcare Plans for pupils with allergies.

Allergen information of school meals (including food served at wrap around care) must be recorded and available. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.

**Natasha's Law:** From October 2021, **prepacked for direct sale (PPDS)** food will be labelled with the name of the food and a full ingredients list. Allergenic ingredients will be emphasised within this list. This can include food that pupils/staff select themselves, e.g. from a display unit, as well as products kept behind a counter. PPDS food is food that is packaged at the same place it is offered or sold to consumers. It is a single item, consisting of the food and its packaging, that is ready for presentation to the consumer before it is ordered or selected. For food provided within a school setting, this may mean changes to labelling for foods such as pizza or sandwiches which are packaged on the premises before the consumer orders them. This may also affect school supplied packed lunches, e.g.:

- If packed lunches are made on school premises in anticipation of an event, such as a school trip, the allergen information requirements may vary. If the lunches are made and packed to order, these are not prepacked, and are therefore not PPDS.
- If, however, the school lunches are made and packed without specific orders from individual children, then these would need to comply with the new PPDS labelling requirements.
- If there are multiple items in a packed lunch we will need to provide allergen information for each item. We will need to label each PPDS item individually.
- Any prepacked items we have bought from elsewhere (that is food packed at a different location by another business) will already have full ingredients labelling.

### **Wrap-Around Care (Breakfast and After-School Clubs)**

- Allergen information of the foods served at the club(s) will be recorded and available - this will include the bread(s), cereals, crumpets etc. used, along with any spreads. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.
- See also PPDS foods above.
- Food stuffs will be stored appropriately, off the floor, in sealed and where necessary, labelled containers where appropriate.
- There is a system in place for accidents occurring during Breakfast Club to be communicated to school at the end of each session.
- There is also a system in place for accidents occurring during school time to be communicated to After-School Club at the end of the school day.
- Accidents which occur during Breakfast or After-School Club are recorded in the relevant **SCHOOL** accident book i.e. neither has their own accident book – refer to our Accident Reporting Procedures held separately for details.
- Breakfast and After School Clubs have their own First Aid kits which are maintained in line with our First Aid Procedures held separately or they will utilise the school First Aid kits which are maintained in line with our First Aid Procedures.

### **References and useful links:**

*Food Safety Act 1990*

*Food Safety (General Food Hygiene) Regulations 1995*

*The Food Hygiene (England) Regulations 2006*

*Food Safety & Hygiene (England) Regulations 2013*

*Food Information Regulations 2014*

*UK Food Information Amendment (Natasha's Law)*

*Food Standards Agency - Prepacked for direct sale (PPDS) allergen labelling changes for schools, colleges and nurseries*

*Food Standards Agency – Safer Food Better Business Manual*

*Food Standards Agency – Allergen Resources*  
*The Requirements for School Food Regulations 2014*  
*Standards for school food in England*  
*School food: guidance for governors*  
*School meals: healthy eating standards*  
*CLEAPSS Website*  
*Design & Technology Association (DATA)*

## Manual handling and lifting

Safety Information Guidance Note SIGN 19 sets out our arrangements for manual handling.

We will undertake manual handling risk assessments for all hazardous manual handling tasks that cannot be avoided. This includes the handling of people as well as objects.

### References and useful links:

*WF Council SIGN 19 Manual handling of loads*  
*WF Manual handling RA April 2023*  
*Council Safety Procedure 19 Manual Handling*

## Health and safety inspections of premises and activities

The Governors (or Health and Safety Sub-committee) in liaison with the Head teacher and/or Health and Safety Coordinator will undertake a health and safety inspection of the School premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Head teacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan. Any Health and Safety Union Representative for the school will be invited to attend these inspections.

We will use the inspection checklists available on the Schools' portal to carry out the inspections.

### References and useful links:

*Schools' Portal - Inspection and Monitoring (Health and Safety)*

## Workplace environments

### Heating

A comfortable working temperature will be maintained of at least 16°C unless much of the work involves severe physical effort in which case the temperature will be 13°C (or where it is impractical to maintain these temperatures i.e. where food has to be kept cold). In the event of the need for portable heating or cooling, any equipment provided to achieve this will be suitable for use, free from defects, and safely sited so as not to create additional hazards.

***We will not use radiant heaters or naked flame appliances (e.g. LPG).***

### Lighting

The School will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.

### Noise

Children will be kept at least two metres from the front of loudspeakers used for discos, performances etc.

### Welfare facilities

Suitable welfare facilities will be maintained in a safe and clean condition for all staff and pupils.

### Ventilation

An adequate supply of fresh air will be maintained. Where possible this will be from natural ventilation from windows.

### Access and egress

We will implement inspection procedures, defect reporting and extra attention during inclement weather. We will bring our winter gritting plan to the attention of staff, pupils, and parents/guardians to ensure safe routes are followed during periods of snow and ice.

We will ensure that regular visual inspections are carried out on doors to check the condition of any protective devices such as finger protectors.

Warning signs will be available to advise of hazardous conditions such as wet floors.

### Outdoor Working/Learning

Appropriate measures will be taken to avoid the effects from working/learning in inclement weather and in hot sun. We ensure that we follow the latest health and safety advice in respect of skin protection and prevention of ill health.

### Window Blind Cords and Chains

Window blind cords and chains can pose a strangulation risk for young children. We have identified via Risk Assessment the presence of any looped cord or chained window or door blinds and have implemented the following measures to prevent strangulation:

- Staff ensure that cords or chains are stowed out of reach so that children are not at risk of strangulation.
- Wherever possible, we have used safety devices such as cord cleats, cord/chain tidies and chain break connectors.
- When new blinds are ordered, we will select blinds which do not contain cords or have concealed cords.
- There is a programme of replacement for older vertical blinds with new roller blinds with safety cords.

### Preventing Finger Trapping Incidents

- A risk assessment has been undertaken to determine the risk of finger trapping incidents;
- We try to reduce or remove the need for pupils to gather near the doors;
- We ensure that essential equipment is not positioned adjacent to or immediately behind doors e.g. A paper towel dispenser;
- We increase awareness of staff and pupils to potential risks;
- We prevent uncontrolled access to vulnerable doors.
- Where such measures are not practicable, finger guarding devices have been installed;
- Wherever possible during replacement or refurbishment of doors then the risk of finger trapping should be designed out. Where this is not possible and there is a significant risk then finger guarding devices will be fitted where required;
- For both new and existing devices in schools class teachers are responsible for regularly undertaking a brief, informal visual inspection to check the condition of any protective devices fitted. any obvious defects should be reported in the usual manner so that repairs or replacement can be undertaken.

### Defect identification and reporting

We recognise that defective equipment or dangerous conditions can lead to personal injury or harm. **No defective electrical appliance or lead, and no defective mechanical device or tool that might give rise to danger may be used.**

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to a nominated person. That person will ensure that the necessary action is taken to rectify each defect without delay. Any defective items will be removed/made safe to ensure that they cannot be used whilst faulty.

Where the repair of low-risk defects is a longer-term objective, these will be added to the School's Health and Safety Management Plan.

**All staff are required to report accidents, incidents, near misses, defects, and hazards.** If, following their report, they are not satisfied with the actions taken to address their concerns, they may raise the issue through their usual line management route. If the problem remains unresolved, then the issue may be referred to the Head teacher or Governing Body.

**References and useful links:**

*Council Safety Procedure 11 Health and Safety Inspections for CCC Workplaces*

*Council Safety Procedure 28 Building Management and Health and Safety Coordination*

## Fire and emergency procedures

Safety Information Guidance Note SIGN 17 sets out our arrangements for fire and emergencies:

- Our comprehensive fire safety arrangements are in place and communicated to new staff during induction and regular reminders given.
- A documented fire risk assessment is in place, kept up-to-date and made available to all staff. A copy is held off site. The risk assessment will be reviewed and updated annually or sooner should there be any significant alterations, incidents, or changes in School.
- Any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual break glass points located around the School and shouting 'fire'.
- Fire evacuation exercises are held at the beginning of each new term and recorded in the fire logbook.
- Fire Action notices are displayed next to each fire alarm manual call point detailing the assembly points.
- Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms.
- All visitors and contractors must be signed in and instructions provided in the event of an emergency.
- Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how vulnerable people and people with disabilities will be evacuated or assisted to evacuate the premises.
- A 'buddy' system will be set up for visitors with disabilities whereby named persons will be responsible for ensuring these persons are assisted to evacuate the building quickly and safely.
- We do have nominated fire wardens on site. Class teachers will ensure all children are supervised during an evacuation and ensure that roll call information is provided to the fire safety Coordinator.
- Lone workers will be made aware of the emergency arrangements and how and where to evacuate the building.
- Midday supervisors are responsible for co-ordinating an evacuation from dining hall and registers will be taken to assembly points to enable a roll call to be taken.

In the event of a full School evacuation, a reception centre is available and located at Skelton Village Hall.

Details of the nominated fire wardens are displayed in School and included in [Appendix 1](#).

**References and useful links:**

*Schools' Portal - Fire Safety*

## Bomb threats, suspicious packages and lockdown

Although very rare occurrences, we recognise the importance of ensuring that emergency plans and procedures need to be in place for dealing with potential or actual threats. These will include measures if suspicions are raised by a verbal threat or unidentifiable package on the School site.

We have effective lockdown procedures in place, and these are regularly practiced by all staff and pupils. We follow the guidance set out in the Government publication [Protecting against terrorism](#).

## Bereavement in educational settings

We refer to the web page and resources available at [Schools' Portal - Bereavement in Educational Settings](#) for support following a sudden death or other critical incident.

## School closures - emergency and planned

The Head teacher will be responsible for taking the decision to close the School in an emergency. The School will follow the procedure outlined in [Westmorland and Furness Council's Closures advice for schools April 2023](#) displayed in School. All parents will be contacted by the quickest available means. Should there be no contact available, any affected children will remain in School. Details of the School closure must be recorded on the Schools' portal.

### References and useful links:

[Schools' Portal - Fire Safety - All Documents \(sharepoint.com\)](#)  
[Schools' Portal - Crisis Management and Emergencies in School](#)  
[School's own Emergency Plan](#)

## Environmental protection

Steps are taken to minimise the risk of environmental pollution, including liquid spillages, smoke, and environmental noise. All cases of environmental pollution are recorded and reported using the accident/incident form or adverse events form.

## Traffic management and transport

We have adopted the Westmorland and Furness Council School Traffic Management Plan Template to ensure that any vehicles accessing and leaving our site do so safely.

We implement risk assessment and control procedures to control the risks to staff driving for work purposes (occupational road risk). We liaise with the Local Authority Commissioning and Procurement Team, Cumbria Transport Operation Team, and providers where required, to ensure the safe operation of home to school transport arrangements.

Where we are responsible for transporting pupils during term time, we will employ competent transport contractors and ensure that pupils wear appropriate seatbelts/restraints. We actively encourage parents/carers to act responsibly when dropping off and collecting pupils and where issues arise we take appropriate action to report and address problems.

### References and useful links:

[School Traffic Management Plan Template](#)  
[Council Safety Procedure 25 Managing Occupational Road Risk](#)

## Ponds on School site

Safety Information Guidance Note SIGN 20 sets out our arrangements for managing ponds on the School site.

### References and useful links:

[WF Council SIGN 20 Ponds on school sites](#)  
[science.cleapss.org.uk/Resource-Info/GL019-Using-ponds-safely.aspx](http://science.cleapss.org.uk/Resource-Info/GL019-Using-ponds-safely.aspx)  
[Pond and garden water safety - RoSPA](#)

## Animals in School

Safety Information Guidance Note SIGN 21 sets out our arrangements for managing animals in School.

Recognised publications and guidance (e.g. CLEAPSS guides and UKHSA guidance 'Health protection in children and young people settings, including education') will be used to determine suitable animals, inform risk assessments, and will be available when keeping animals in School.

### References and useful links:

[WF Council SIGN 21 Animals in schools \(including safety on farm visits\)](#)  
[science.cleapss.org.uk/Resource-Info/GL202-Choosing-animals-to-keep-in-school.aspx](http://science.cleapss.org.uk/Resource-Info/GL202-Choosing-animals-to-keep-in-school.aspx)  
[UKHSA guidance - Health protection in children and young people settings, including education](#)

## Trees on School site

Where we have trees in our grounds, tree surveys are undertaken at appropriate intervals by the Local Authority and a copy of the tree survey report is held in School. All recommendations are appropriately actioned using a contractor who is a member of the ARB Approved Contractor Scheme (run by the member of the Arboricultural Association).

We contact the local authority before any SIGNIFICANT work is undertaken on our trees.

### References and useful links:

*Council Safety Procedure 33 Tree Safety Management*

## Use and control of contractors and consultants

### Contractor competence and compliance

Safety Information Guidance Note SIGN 18 sets out our arrangements for CDM and Contractors in School.

We retain and provide access to the health and safety file (required by CDM).

All contractors will be issued with and must comply with the Westmorland and Furness Council's Contractor Health and Safety Code of Practice. This will be issued by Westmorland and Furness Council for Council projects and by the School for any works they procure outside this arrangement.

Governors and the Head teacher will ensure that all contractors and sub-contractors are properly selected and vetted with regard to their health and safety competence. The selection of contractors will consider contractor competence, i.e. membership of and accreditation by recognised bodies, liability insurance and other related factors, to ensure health and safety compliance is met. Questionnaires are available from the Health and Safety Team to assist in the selection process.

### Control of contractors on School sites

All building contractors will be issued with a copy of the Westmorland and Furness Council Contractor Health and Safety Code of Practice and the School's Contractors Safety Information Sheet.

**Contractors will always be referred to the School Asbestos Register**, which highlights the known or presumed areas that may contain asbestos, before any intrusive works are permitted to commence.

The contractor must sign the Safety Information Sheet before work can commence.

Contractors are responsible for assessing risks in relation to their work and risk assessments must be carried out prior to commencement of the work. The Head teacher must be notified of any additional hazards they might create during the course of their work. Any risk assessment should be a working document which may evolve as work progresses or site hazards/risks change.

Suitable public protection arrangements will be required for all works – pupils are excluded from any work sites or areas where work is taking place, especially including areas where vehicle movements may take place.

Contractors will be responsible for assessing risks in relation to their work. The Head teacher is responsible for the health, safety and welfare of the pupils/students, staff, other users of the premises and visitors on the school site when contractors are working on the site and during construction work. The Head teacher must ensure that risks to pupils/students, staff and visitors created by contractors and/or construction work are adequately assessed and suitable control measures implemented to protect school users. The risk assessment should be proportionate to the hazards and risks involved. For example, for construction projects that are completely separate from occupied school buildings and grounds such as a new block being built remote from the existing buildings and playgrounds with its own vehicular access, the documented risk assessment will be reasonably brief possibly covering suitable site and vehicular separation. For larger, projects or construction work being done on or around occupied school buildings and grounds, the risk assessment will inevitably be more comprehensive. Any risk assessment should be a working document which may evolve as work progresses or site hazards/risks change.

## Safeguarding

A Code of Conduct Leaflet for Adults Visiting or Working in School will be:

- issued to contractors and others working temporarily in the school when quotations or tenders are invited;
- stated as a condition of any order for maintenance work or building contract.

Additionally, where appropriate, the code should be:

- highlighted at any pre-start meeting;
- posted on the building site;
- included as part of the contractor's site safety briefings;
- issued to contractors' staff in the form of a leaflet.

All contractors working on site who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children (regardless of whether the contractor works on a single site or across a number of sites/schools) must:

- be segregated from pupils by physical means, time or a combination of both; **or**
- be supervised at all times when children may be present (or children always supervised); **or**
- hold DBS certificates (without a children's barred list check) - a letter confirming that this is the case from the contractor's employer is sufficient providing the date of the Employers Letter is added to the Single Central Record (where applicable).

Risk Assessments will be conducted for the 'Use of Contractors - Child Protection'. Documented **Procedures** will also be in place for protecting children when contractors are working in school.

## Permits to work

**Permits to work will be considered for high-risk activities on the School site including:**

- hot works - for work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding) or which might generate sparks or other sources of ignition;
- work in confined spaces;
- work on electrical systems;
- roof access and other work at height with significant risk;
- excavations;
- any other work specifically requiring a permit under a written safe working procedure or where potential risks warrant use of a permit.

### References and useful links:

*WF Council SIGN 18 CDM and contractors in schools*

*Contractors and Construction*

*Council Safety Procedure 18 Managing Health and Safety in Construction*

## Control of Substances Hazardous to Health (COSHH)

We refer to CLEAPSS specialist advice and support in science and technology for information regarding COSHH. We retain copies of safety data sheets for any cleaning chemicals or other substances that are covered by the regulations.

Cleaning chemicals will be securely stored when not in use. Use and storage will be subject to COSHH risk assessment.

Where possible we will avoid the use of hazardous cleaning chemicals and use eco-friendly alternatives.

Portable/fixed dust extraction/fume cupboards undergo a thorough examination and test at least every 14 months by a competent person.

### References and useful links:

*WF COSHH RA template April 2023*

## Control of asbestos

Safety Information Guidance Note SIGN 13 sets out our arrangements for the management of asbestos:

- Our buildings have been surveyed for the presence and condition of any asbestos containing materials (ACMs). The County Council will retain overall duty holder responsibilities for schools which are its assets.
- Where asbestos is present or presumed, we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.
- Locally we will visually monitor and record the condition of materials termly in-house.
- We draw to the attention of contractors, staff and other people who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our Asbestos Register.
- Current guidance requires removal of all ACM's likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Refurbishment/Demolition survey will be arranged at the planning stage of the job so any ACMs can either be removed prior to work starting OR the work designed so as to avoid disturbing ACMs.
- The presence of ACM's on site will be communicated to Cumbria Fire & Rescue Service i.e. they will be provided with a copy of the Asbestos Register for the building(s) if called to site to fight a fire or investigate an incident.

### **References and useful links:**

*WF Council SIGN 13 Management of asbestos in school buildings  
Asbestos  
Council Safety Procedure 29 Management of Asbestos*

## Water hygiene management

### Control of Legionella

Safety Information Guidance Note SIGN 14 sets out our arrangements for dealing with the control of legionella.

Water hygiene risk assessments have been carried out by a contractor registered with the Legionella Control Association. The water system and legionella risk will be maintained and checked as per the water hygiene risk assessment.

### **References and useful links:**

*SIGN 25 Legionella  
Council Safety Procedure 30 Management of Legionella*

### Preventing scalds and burns

We will ensure measures are in place to prevent scalds and burns from hot water and surfaces/pipes by using thermostatic mixing valves to hot water outlets and using low surface temperature radiators or appropriate covers.

### **References and useful links:**

*Council Safety Procedure 30 Management of Legionella  
HSE Health Services – Scalding and burning*

## Electricity at work

Safety Information Guidance Note SIGN 15 sets out our arrangements for managing electrical safety. In general, these are:

- All portable electrical appliances are maintained in a safe condition and are inspected/tested by a competent person at suitable periods (HSG 107);
- Suitable records are maintained;
- No personal equipment is to be used *unless it has been deemed safe by a competent person*;
- Staff will undertake 'before use' visual inspections of electrical appliances;
- Electrical equipment is suitably located, and we have good cable management so as to prevent electrical risks, slips, trips and falls, and damage to equipment etc.;
- Residual current devices (RCDs) are provided and used where applicable;
- Electrical water heaters will be inspected/serviced every 12 months or as per manufacturer's recommendations;
- Only competent, trained persons are permitted to carry out work on fixed electrical installations (lighting, wiring, etc.). All installation, repair, modification and testing of fixed electrical systems is to be undertaken using competent persons;
- We will ensure that any contractor working on electrical installations or equipment is registered on the Electrical Safety Register for non-domestic work: <http://www.electricalcompetentperson.co.uk/>.

**References and useful links:**

*WF Council SIGN 15 Electrical safety*

*Council Safety Procedure 12 Electricity at Work*

## Gas installation and appliances

We will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, equipment and storage remain in good, safe condition. This will include:

- Convector heaters are serviced/cleaned annually;
- School boilers and appliances including fixed equipment in kitchens, Science and D&T departments are serviced annually by a Gas Safe Registered Engineer (gas) and records are kept in the Buildings Register;
- Gas cylinders will be subject to before and after use checks, and annual safety checks/servicing by the owner of the cylinder;
- Regulators must be replaced or refurbished every 5 years from date of manufacture or as per manufacturer's recommendations;
- The gas installation will be inspected every 5 years by a Gas Safe Registered Engineer including pressure testing from the meter to the final appliance.

**References and useful links:**

*WF Council SIGN 14 Gas, oil and biomass safety in schools*

*HSE - Gas health and safety*

## Oil tanks and appliances

We will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, equipment and storage remain in good, safe condition. This will include:

- The oil tank(s) is adequately bunded;
- We never leave sight gauge valves open and use British Standard automatically closing valves or electronic gauges;
- We check the tank, pipe work, gauges, sight valves and bund regularly and get a qualified OFTEC registered technician to service and inspect the tank, pipes and appliances at least annually;
- As we have underground pipe work, we know exactly where it runs and ensure that no above ground activities can puncture it;
- We monitor how much oil we use so that we are quickly alerted by any loss of oil;
- We supervise deliveries, particularly if the delivery driver cannot see our tank during filling;
- We have adequate insurance cover, and not just to replace the lost oil.

**References and useful links:**

*Control of Pollution (Oil Storage) (England) Regulations 2001*

## LPG (liquefied petroleum gas)

- LPG is used on site to fuel our heating/cooking appliances.
- LPG is supplied via an above ground bulk storage tank

### Above Ground Tanks/Cylinders and Pipework

- The tank is sited an adequate distance from building, boundary, sheds and fixed sources of ignition.
- The tank/cylinders are adequately secured to prevent unauthorised access and are adequately protected from vehicular impact.
- The tank valve cover is kept locked shut when not in use.
- The area around the tank/cylinders is kept free of combustible materials and planted shrubs/trees etc. and any grass surrounding the tank is kept short.
- The tank has primary and secondary regulators including UPSO/OPSO.
- There are no open drains or gullies in the area of the LPG vessel(s).
- Pipework is insulated and protected from foreseeable damage including frost damage. Pipework is checked regularly for signs of corrosion and damage.
- The Emergency Control Shut-Off Valve (ECV) is easily accessible and clearly identified at the point of entry to the building and in the area of use i.e. kitchen.
- Pipework is clearly identified with "Gas ID" markers.
- Pipework within the building is installed above ground (surface mounted or overhead) and does NOT run through roof or floor voids (or loft spaces/basements etc.).
- No Smoking/No Naked Flames sign(s) are clearly displayed at the tank filling point and on tank or bottle cages.
- Adequate arrangements are in place to deal with an LPG emergency/leak; these are displayed in prominent locations and at point of use i.e. kitchen. Further details can be found in our Procedures for Managing Emergencies (other than Fire) and all staff are trained in emergency procedures.
- Suitable delivery arrangements are in place including a dedicated flat parking area for the tanker delivering LPG.
- LPG service pipework and steel risers are subject to a written strategy for inspection, examination and maintenance. Records are kept in the Buildings Register.
- Adequate arrangements are in place for inspection and maintenance of the tank and its equipment arranged by the LPG Supplier.
- For emergency procedures relating to LPG, refer to the School Critical Incident & Recovery Plan.

#### References and useful links:

*Dangerous Substances and Explosive Atmospheres Regulations 2002*

<http://www.hse.gov.uk/fireandexplosion/dsear.htm>

*Regulatory Reform (Fire Safety) Order 2005*

## Work equipment and maintenance

Our Health and Safety Management Plan identifies and sets out the frequencies for maintenance of work equipment.

All staff are expected use any work equipment provided to them in accordance with any training and instructions they have been provided with.

All other servicing and maintenance will be carried out by competent contractors.

Records of servicing and maintenance will be filed within our Buildings File located in the School Office.

### Routine maintenance and servicing requirements

**Fire:** Fire maintenance and servicing will be carried out in accordance with Council Safety Procedure 8 - Fire Safety Management Guidance Notes 1-8, and the fire safety section of this policy.

**Electricity:** Electrical maintenance will be carried out in accordance with Council Safety Procedure 17 - Provision and Use of Work Equipment, Council Safety Procedure 12 - Use of Electricity at Work, SIGN 15 -

Electrical Safety, and the electrical safety section of this policy. Items not covered directly in these are detailed in the table below.

**Gas:** Gas maintenance and servicing will be carried out in accordance with the Gas Safety (Installation and Use) (Amendment) Regulations 2018 originally 1998, as stated in the gas, oil and biomass section.

**Oil:** Oil-fired boilers should be serviced in line with OFTEC and manufacturers recommendations as detailed in the gas, oil and biomass section. There is no legal requirement to have a safety certificate or an annual service, but undertaking these ensures compliance with health and safety legislation, and improves efficiency and protects against possible expensive repairs.

**Biomass:** Biomass boilers and appliances will be maintained, inspected, and serviced in line with manufacturer's instructions and OFGEM requirements as detailed above.

**Water:** Maintained and recorded checks are carried out as per our water hygiene risk assessment detailed in the water hygiene management section above. Portable air conditioning units should be maintained as per manufacturer's instructions.

**Lightning protection system:** Installed systems will be maintained and inspected in line with the British Standard in force at the time of installation, BS EN 62305 which is the current standard since 2008, or BS 6651 before that. The accepted industry standard is every 11 months so that over a period of time all atmospheric conditions are considered.

**Intruder alarms:** Remote sensor intruder alarms (connected to call centre/police etc.) preventive maintenance should be undertaken at least twice a year. Audible only intruder alarms preventive maintenance should be carried out annually.

**COSHH substances, equipment, and radiation:** Will be maintained and inspected as detailed in the COSHH section and other relevant sections.

## Work at height

Safety Information Guidance Note SIGN 16 sets out our arrangements for working at height.

Wherever possible, working at height will be avoided. Where it cannot be avoided, suitable equipment and procedures will be put in place to minimise risk.

### Ladders and stepladders

Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access. Staff using ladders and stepladders will receive suitable information and instruction in their safe use.

Ladders and stepladders will not be used by pupils.

The only ladders and stepladders approved for use will be those constructed and marked to EN131, or to BS 1129:1990 Class 1 or BS 2037:1994 Class1. Ladders and stepladders will be subject to routine six monthly checks by a competent person, and before and after use checks by users to ensure they remain in a safe condition.

### Mobile Access Tower Scaffolds (MATS)

- Access towers or platforms will only be used in accordance with manufacturer's instructions.
- Guard rails must be in position around the platform when the platform is occupied
- Access to a platform must be by ladder secured to the narrowest side of the tower at the top and bottom, unless a built in internal ladder is provided and not by climbing up the outside of the tower frame.
- If any of the components or any joints of the tower unit are missing or damaged the unit should be taken out of use and labelled 'Warning – this scaffold is unsafe and must not be used'.
- Mobile scaffolding must never be mounted without first locking the wheels
- Never attempt to use a ladder on an access tower to increase reach.

- Mobile scaffolding must never be moved with a person on it, neither should any equipment be left on the platform whilst it is in motion
- Whenever tower scaffolds are in use provision must be made to prevent unauthorised access by providing barriers or tapes around the base.
- Persons who erect, alter, dismantle or inspect any type of tower scaffold must be competent to do so, or be supervised by a competent person. Competent persons should have attended a formal training course, e.g. Prefabricated Access Suppliers and Manufacturers Association (PASMA) certificate or equivalent.
- In order to maintain mobile access towers or platforms in a satisfactory and safe condition it is necessary to carry out regular inspection and maintenance.
- Formal annual inspections of mobile access towers will be carried out and recorded.
- Repairs should only be carried out by personnel approved by the manufacturer or supplier.
- Access towers will be formally inspected:
  - after they have been erected;
  - after they have had substantial addition, dismantling or other alteration;
  - after any event likely to have affected their strength or stability; and
  - when they have been erected for more than 7 days and then at least every week after that. These weekly examinations are not necessary if an erected tower is not to be used for some appreciable time, but the tower must be inspected by a competent person within the 7 days immediately before being put back into service. Results of the inspections should be recorded.
- A suitable Mobile Access Tower Risk Assessment will be in place.

### Mobile Elevated Working Platforms (MEWPs)

- All persons who use MEWPs will be competent to do so. Competent persons will have attended a formal training course, e.g. **IPAF training** or equivalent which lasts 5 years.
- A MEWP Risk Assessment will be in place along with suitable emergency rescue plan.
- The MEWP will receive a Thorough Examination and Test every 6 months to fulfil LOLER (Lifting Operations and Lifting Equipment Regulations) requirements by a competent person. This is in addition to planned preventative maintenance (servicing).
- The MEWP will also undergo planned preventative maintenance (servicing) in line with manufacturer's recommendations.

### References and useful links:

*WF Council SIGN 16 Working at height*

*Schools' Portal - Working at Heights*

*Council Safety Procedure 26 Work at Height*

### Personal protective equipment (PPE)

PPE will be provided where risks cannot be fully controlled in other ways. Staff can request PPE through the Health and Safety Coordinator.

PPE will always be suitable for the task and the user.

Re-usable PPE will be subject to periodic inspection to confirm its continued suitability, and where appropriate, subject to routine maintenance.

Staff must use PPE as instructed and report any defects or other problem promptly to the Health and Safety Coordinator.

On 6 April 2022 the **Personal Protective Equipment at Work (Amendment) Regulations 2022** (PPER 2022) came into force and amended the 1992 Regulations (PPER 1992). They extend employers' and employees' duties regarding personal protective equipment (PPE) to **limb (b) workers**.

Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service. Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations;
- after 1 month of continuous service, receive holiday pay but not other employment rights such as the minimum period of statutory notice;
- only carry out work if they choose to;
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (sub-contracting);
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly).

As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.

**Note:** These changes do not apply to those who have a 'self-employed' status.

We will ensure that there is no difference in the way PPE is provided to our workers, as defined by PPER 2022. This means assessing the risk and ensuring suitable PPE is provided, when needed, to all people that fall under the definition of 'worker'.

#### References and useful links:

*HSE – Risk at Work - Personal protective equipment (PPE)*

*Personal Protective Equipment at Work Regulations 1992 (PPER 1992)*

*Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)*

## Smoke-free policy

Our School operates a complete smoke-free policy which applies at all times.

Smoking (including E-cigarettes/vaping) is NOT permitted in any part of the School premises, including within buildings, within the entrance area to the School, or on land adjacent to the School building (car park, garden areas, walkway etc.) where this forms part of the School premises.

The School's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

These rules apply to employees, parents, visitors, members of the public, contractors and others working in or using the School's premises or vehicles. This will be clearly advertised and visitors to the School will be informed of it.

Pupils breaching smoke-free rules will be dealt with according to the School's behaviour policy.

## School cleaning

- Appropriate risk assessments are undertaken for cleaning activities, the working environment and machinery and all cleaning staff are made aware of the hazards and risks associated with their work and what they should do to prevent accidents to themselves and other (control measures).
- Portable electrical appliances are included in the school's electrical inspection and testing programme.
- All cleaning staff receive training/instruction in Health and Safety Induction, Use of Machinery/Equipment, Control of Substances Hazardous to Health and Manual Handling.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN school accident book and will be reported in line with our Accident Reporting Procedures.
- There will be an appropriate defect reporting procedure in place. Cleaning staff should report any identified defects or hazards to their equipment or the environment in line with our Defect Reporting Procedures.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services i.e. Water, Electricity, Gas, Oil and/or LPG.
- All cleaning staff are instructed to ensure that they never obstruct Fire exits or escape routes.

- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures and carry school cordless telephone for use in an emergency.
- Fire drills are on occasion, undertaken while cleaning staff are present so that they become familiar with the fire evacuation routine.
- Cleaning staff are made aware that all equipment MUST be switched off after use and returned to the locked store.
- The use and storage of cleaning chemicals will be subject to a COSHH Risk Assessment which is reviewed regularly and disseminated to relevant staff.
- Cleaning products are only ever decanted into properly labelled spray bottles – never unlabelled bottles.
- Sufficient colour coded equipment is supplied to Cleaning staff so that they clean specific areas safely, keeping equipment separate from one another.
- Cleaning materials and equipment are kept securely stored when not in use and cleaning staff instructed not to leave cleaning products unattended at any time.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.
- Cleaning staff are made aware of the location of any asbestos containing materials in the building so that they do not accidentally damage them during their work.
- Cleaning staff are instructed NOT to work at height when there is no-one else in the vicinity – refer to our Work at Height Procedures for further details.
- Cleaning staff are provided with a Cleaning Health & Safety Manual as part of their Induction which includes a Staff Handbook and a Health and Safety Manual.
- Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required during outbreaks of communicable diseases/illnesses. If the Environmental Health Department or UKHSA consider there is a need for extra cleaning this will be arranged with our cleaners. This might particularly be the case if children or staff have had vomiting or diarrhoea on the premises; when toilet areas and door handles etc. may receive extra attention.

**References and useful links:**

*Control of Substances Hazardous to Health Regulations 2002 (as amended)* <http://www.hse.gov.uk/coshh/Dangerous Substances & Dangerous Atmospheres Regulations 2002>  
<http://www.hse.gov.uk/fireandexplosion/dsear.htm>  
*Workplace (Health, Safety and Welfare) Regulations 1992*

## Behaviour management and positive handling

The school considers the safety aspects which could arise in relation to behaviour. The Whole School Behaviour Policy and procedures, Positive Handling Procedures and Code of Conduct for Staff and Other Adults are held separately and can be provided on request.

## Child protection (Safeguarding)

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Safeguarding Children Partnership (SCP).

<https://www.cumbriasafeguardingchildren.co.uk/>.

## Appendix 1 - Persons with specific responsibilities

**This document supports the School’s Health and Safety Policy and arrangements dated 10.11.24**

Although everyone has a responsibility for health and safety in school, the governing body and Head teacher have delegated certain tasks and roles to the following persons:

ROLE	NAME
Health and Safety Coordinator	Erica Lockley
Health and safety governor(s)	Bob Provoncha
Workplace first aider(s)	Abbie Blackburn Eleanor Holme
Paediatric first aider(s)	Sophie Dobinson Sarah-Jane Wiggett Julie Bell Erica Lockley Camille Bodecott Eleanor Holme Helen Newton Rachel Lydon Charlotte Sinkinson
Site security issues	Erica Lockley
Defects are to be reported to:	Erica Lockley
Training and development Coordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Erica Lockley
Asbestos Coordinator, responsible for visual inspection and the recording of termly condition monitoring	Erica Lockley
Coordinator of risk and/or COSHH assessments	Erica Lockley
Disclosure and Barring Scheme checks	Erica Lockley
Designated Safeguarding Lead (DSL)	Helen Newton
Deputy DSL	Sophie Dobinson/Erica Lockley
Educational Visits Coordinator	Erica Lockley
Fire safety Coordinator, including organising practice evacuations, testing/checking the fire alarm, testing emergency lighting, checking fire extinguishers and fire doors, visual housekeeping and inspection, and maintaining the fire logbook	Erica Lockley
Fire wardens	Erica Lockley
Holder of accident/incident records, pupil accident book and official site accident book	Erica Lockley
Ladder register is maintained by:	Erica Lockley
Organisation for equipment repairs, maintenance and routine servicing	Erica Lockley
PE and fixed play equipment visual checking	All staff
PE and fixed play equipment maintenance	Erica Lockley and Sportsafe

### Location of Supporting systems/documents

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in School.

Key documentation	Location
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Displayed H&S Policy Statement and arrangements	Staff room
General School risk assessments	Green H&S file in school office
Emergency/fire plans (copies also to be held off site)	Green H&S file in school office
Health and Safety Management Plan	Green H&S file in school office
Asbestos Register and management plan	Buildings file in school office
Legionella risk assessment	Buildings file in school office
Defect reporting system/book	Blue book in school office
Maintenance and servicing records (Buildings File)	Buildings file in school office
Pupils' accident book / forms	In with first aid kits
Official accident book	Filing cabinet in school office
A list of pupils with specific medical conditions/needs	In school office and staff room

