HEALTH AND SAFETY POLICY

Part 2 - Arrangements

Walton and Lees Hill CE Primary School

Issue no.	Author/owner	Date written	Approved by governors on	Date of next review
1	C. Gilliland / L. Rooney	18/07/2024	18/07/2024	18/07/2025

June 2024 © Cumberland Council

Contents

Introduction 3

Professional health and safety support, advice and assistance 3

Health and safety arrangements 4

Communication, co-ordination and consultation 4

Health and Safety Management Plan 4

Training, awareness, competence and training records 4

Induction training 5

Monitoring, review and audit 5

External health and safety management audits 5

Archiving and document control 5

Risk management and risk assessments 5

Supervision of pupils 6

Security of persons and premises 7

Accidents, incidents, ill health, and near misses 7

Liability claims 9

First aid 9

Infection control in schools and other childcare settings 9

Violent and aggressive behaviour 10

Lone working 10

Stress management 10

Information and Communications Technology (ICT) including display screen equipment (DSE) and remote education. 11

Educational visits and off-site activities 11

Physical education (PE) and play equipment. 12

Drama in education 12

Food safety arrangements 13

Manual handling and lifting 13

Health and safety inspections of premises and activities 13

Inspection and Monitoring Checklists (Health and Safety) 13

Defect identification and reporting 14

Fire and emergency procedures 15

Bomb threats, suspicious packages and lockdown 15

Bereavement in educational settings 15

School closures - emergency and planned 15

Environmental protection 16

Traffic management and transport 16

Animals in school 16

Trees on school site 16

Use and control of contractors and consultants. ***17***
Control of Substances Hazardous to Health (COSHH) ***18***
Ionising radiation ***18***
Control of asbestos ***18***
Water hygiene management ***18***
Electricity at work ***19***
Gas, oil, and biomass ***19***
Work equipment and maintenance ***20***
Work at height ***21***
Personal protective equipment (PPE) ***21***
Smoke-free policy ***21***
Appendix 1 - Persons with specific responsibilities ***23***
Appendix 2 - Declaration of Acceptance ..... *Error! Bookmark not defined.*

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 Cumberland 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

Cumberland 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.

Cumberland Council Health and Safety Team	Email: healthandsafety.mailbox@cumberland.gov.uk Telephone: (01228) 221616		
Name	Position	Email	Phone number
Judith Chandler	Health, Safety and Wellbeing Manager	Judith.chandler@cumberland.gov.uk	07584 534670
Judy Hutchinson	Assistant Health, Safety and Wellbeing Adviser	Judy.hutchinson@cumberland.gov.uk	07825 340473
Nicholas Bragg	Corporate Health and Safety & Business Continuity Lead	Nicholas.bragg@cumberland.gov.uk	

Matt Ellis	Outdoor Learning and Educational Visits Adviser Derwent Hill	evas@sunderland.gov.uk	017687 72005
Melanie Dowdell	Construction Health and Safety Adviser	Melanie.dowdell@cumberland.gov.uk	07824 473128
Arup Majhi	Health and Safety Manager	Arup.majhi@cumberland.gov.uk	07899 900491
Katie Longworth	Health and Safety Adviser	Katie.longworth@cumberland.gov.uk	07879 482033
Nick Nanson-Berridge	Health and Safety Adviser	Nick-nanson-berridge@cumberland.gov.uk	

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.

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: Schools' portal**:**
Cumberland SIGN 09 Health and safety 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.

We have adopted the Health and Safety Management Plan template on the schools' portal.

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. Headteacher and Health and Safety Co-ordinator. 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 Cumberland Council and available on the schools' portal.

References and useful links: Schools' portal:
Cumberland SIGN 08 Health and safety induction

Monitoring, review and audit

The governing body with the support of the Headteacher 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 Cumberland 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 Headteacher 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: Schools' portal:
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 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 Cumberland 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 .*

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**, **Food Technology** and **Design Technology** we utilise CLEAPSS model assessments and hazcards provided at *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: Schools' portal:
Cumberland SIGN 10 Risk assessment in educational settings
Cumberland SIGN 07 New and expectant mothers

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:

15 minutes after non-collection at the normal time	Call pupil's emergency contact numbers in hierarchical order.
30 minutes after non-collection at the normal time	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/carer.
1 hour after non-collection at normal time	Telephone Children's Services Safeguarding Hub on **0333 240 1727** and seek further advice, providing the pupil's name, age, and the details of all provided contact numbers. Email *safeguarding.hub@cumberland.gov.uk* *What to do if you have concerns about a child: Cumberland Council: www.cumbriasafeguardingchildren.co.uk*

References and useful links:
Cumberland Council Children and Families Services:

Security of persons and premises

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

The Headteacher will ensure that systems are in place for checking external lighting, panic alarms and security alarms. Any faults will be reported and recorded in the defects book 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 Headteacher and Health and Safety Co-ordinator 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 Headteacher 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 Cumberland 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.

[1]As a Voluntary Controlled we will ensure that in the event of a serious accident/incident we will inform the Headteacher **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 and CPOMS.

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.

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 Headteacher. 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 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 Headteacher and Health and Safety Co-ordinator 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.

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: Schools' portal:
Cumberland SIGN 03 Reporting, recording and investigation of adverse events

[1] 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.

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@cumberland.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**.**

If a child is unable to resume normal activities, school should contact Parent/Carer to take home to observe or seek medical advice where they see fit.

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*

Infection control in schools and other childcare settings

If a child is absent 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. If doubt is expressed regarding a child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested, and a request made that information be relayed to the school as soon as possible.

We refer to the UKHSA guidance 'Health protection in children and young people settings, including education' in school. This provides information regarding the care of children and of adults dealing with 'infection control.'

All staff should take precautions to avoid infection and must follow the 'prevention and control' guidance published by UKHSA.

References and useful links: Schools' portal*:*
Cumberland SIGN 02 First aid in schools

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

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: *Schools' portal:*
Cumberland SIGN 04 Violence and aggression 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).

Reference and useful links: Schools' portal:
Cumberland SIGN 06 Lone working
Cumberland Lone Working RA April 2023

Stress management

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

The Headteacher and governing body will ensure that a 'whole school' risk assessment in relation to stress at work is carried out in line with Cumberland 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 identity where further action or support is required.

References and useful links: Schools' portal:
Cumberland SIGN 23 Managing the causes of work-related stress in educational settings
Stress and Wellbeing in Schools

HSE - Stress and mental health at work

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: Schools' portal:
Cumberland SIGN 05 ICT in schools (including the use of DSE)
HSE DSE Self-assessment checklist

DfE: Providing remote education - guidance for schools
National Security Council: Video conferencing services - security guidance for organisations
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 Response Plan

Educational visits and off-site activities

The school uses the EVOLVE online system (*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 (PE) 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 PE 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 PE or movement exercises.
- Staff will supervise the erection and dismantling of PE 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 with doors kept locked when not in use.
- Regular inspections will be made of halls, floors, gyms, 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 (artsonthemove.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.

References and useful links
What is Natasha's Law? — Natasha Allergy Research Foundation (narf.org.uk)

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: Schools' portal:
Cumberland SIGN 19 Manual handling of loads
Cumberland Manual handling RA April 2023

Health and safety inspections of premises and activities

The governors (or Health and Safety Sub-committee) in liaison with the Headteacher and/or Health and Safety Co-ordinator will undertake a health and safety inspection of the school premises on a termly basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. 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 Checklists (Health and Safety)

Workplace environments

Heating

A comfortable working temperature will be maintained of at least 16°C. 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

Appropriate measures will be taken to avoid the effects from working 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.

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 Headteacher or governing body.

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.
- Class teachers will act as fire wardens and ensure that roll call information is provided to the fire safety co-ordinator.
- 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 areas, 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 Bewcastle Primary School, CA6 6PF.

Details of the nominated fire wardens are displayed in school and included in Appendix 1.

References and useful links: Schools' portal:
Cumberland SIGN 17 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*.

References and useful links
Protective security and preparedness for education settings - GOV.UK (www.gov.uk)
ACT for Education | ProtectUK

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 Headteacher will be responsible for taking the decision to close the school in an emergency. The school will follow the procedure outlined in *Cumberland Council Closures advice for schools January 2024* 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:
Cumberland SIGN 17 Fire Safety
Crisis Management and Emergencies in Schools

School's own Emergency Plan and Cyber Response 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 Cumberland Council School Traffic Management Plan template to ensure that any vehicles accessing and leaving our site do so safely and in line with our Risk Assessments and procedures.

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, Cumberland 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 and staff wear appropriate seatbelts/restraints.
We actively encourage parents/carers to act responsibly when dropping off and collecting pupils and should issues arise, we take appropriate action to report and address problems.

References and useful links: Schools' portal:
School Site Traffic Management Plan template

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: Schools' portal
Cumberland SIGN 21 Animals in schools (including safety on farm visits)

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 our local district council before any SIGNIFICANT work is undertaken on our trees.

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 Cumberland Council's Guidance 'Managing Contractors.' This will be issued by Cumberland Council for Council projects and by the school for any works they procure outside this arrangement.

Governors and the Headteacher 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 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 Headteacher 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.

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: Schools' portal:
Cumberland SIGN 18 CDM and contractors in schools
Schools' Portal - Contractors and 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 every 14 months by a competent person.

References and useful links: Schools' portal:
Cumberland COSHH RA template April 2023

CLEAPSS

Ionising radiation

Where we have radiation sources at the school, we appoint a competent Radiation Protection Supervisor to ensure the safe storage, handling, use and disposal of any radioactive materials approved for use in school and used on the school site. We record our radioactive source history use and testing in accordance with CLEAPSS L93 guidance.

A full inventory of all radioactive sources is held in the Science department. We will inform the Fire and Rescue Service of the location of stored radioactive substances.

A use log is kept, and regular checks will be carried out to ensure that radioactive sources have been returned to the store.

The Radiation Protection Supervisor liaises with both the Health and Safety Team's Radiation Protection Officer and the independent Radiation Protection Adviser appointed through the CLEAPSS Radiation Protection Advisory Service.

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. The 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 (including the Fire and Rescue Service in the event of a fire) who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our Asbestos Register.

References and useful links: Schools' portal:
Cumberland SIGN 13 Management of asbestos in school buildings
Asbestos Management

Water hygiene management

Control of Legionella

Safety Information Guidance Note SIGN 25 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: Schools' portal:
Cumberland SIGN 25 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:
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: *electricalcompetentperson.co.uk*

References and useful links: Schools' portal:
Cumberland SIGN 15 Electrical safety

Gas, oil, and biomass

We will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, equipment, and storage remain in good, safe condition. We have adequate insurance cover to ensure costs of any repairs or lost oil.

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) or OFTEC

Registered Engineer (oil) 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;
- Biomass boilers (e.g. wood pellet) and fuel storage/feed hoppers are monitored and inspected in accordance with manufacturer's guidance and operating instructions, as they require more frequent monitoring and inspection than fossil fuel alternatives.
- Oil tanks are adequately bunded;
- The location of any underground pipework is known and will ensure no above ground activities can puncture it.

References and useful links: Schools' portal
Cumberland SIGN 14 Gas, oil and biomass safety in schools

HSE - Gas health and safety
HSE - RR1077 - Safe storage of wood pellet and wood chip fuel
The Control of Pollution (Oil Storage) (England) Regulations 2001 (legislation.gov.uk)

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 to 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.

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.

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.

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.

Lightening 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 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.

References and useful links: Schools' portal:
Cumberland SIGN 16 Working at height
Working at Heights

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 Co-ordinator.

Re-usable PPE will be suitable for the task and user and 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 problems promptly to the Health and Safety Co-ordinator.

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:
Personal protective equipment (PPE) at work (hse.gov.uk)
Personal Protective Equipment at Work Regulations 1992 (PPER 1992)

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.

This also applies to any vehicle being used for school business.

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.

Appendix 1 - Persons with specific responsibilities

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

ROLE	NAME
Health and Safety Co-ordinator	Lynn Rooney / Fiona Stobbart
Health and safety governor(s)	Fiona Ritson, Fiona Stobbart
Trade union/employee safety representative	Lynn Rooney
Workplace first aider(s)	Claire Gilliland, Lynn Rooney,
Paediatric first aider(s)	Lynn Rooney, Julie Batey, Fiona Ritson
Site security issues etc.	Lynn Rooney
Defects are to be reported to:	Louise Lyons
Training and development co-ordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Lynn Rooney
Asbestos co-ordinator, responsible for visual inspection and the recording of termly condition monitoring	Fiona Ritson
Coordinator of risk and/or COSHH assessments	Lynn Rooney
Disclosure and Barring Scheme checks	Louise Lyons
Educational Visits Co-ordinator	Lynn Roony / Fiona Stobbart
Fire safety co-ordinator, 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	Lynn Rooney, Fiona Stobbart, Fiona Ritson
Fire wardens	Fiona Ritson
Holder of accident/incident records, pupil accident book and official site accident book	School Office – Louise Lyons / Claire Gilliland
Ladder register is maintained by:	Lynn Rooney
Organisation for equipment repairs, maintenance and routine servicing	Lynn Rooney / Louise Lyons
PE and fixed play equipment visual checking	Claire Thomson / Claire Gilliland
PE and fixed play inspection and maintenance	Claire Thomson / Claire Gilliland
Radiation Protection Supervisor	Lynn Rooney

Heads of department/managers with specific responsibilities for health and safety management within their own areas are:

- Curriculum Leaders
- Katherine Schofield, Cleaner
- Mary Blair, Kitchen

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
Displayed H&S Policy Statement and arrangements	Staff Office
General school risk assessments	Health and Safety File, PC System for all staff
Emergency/fire/crisis management plans (copies also to be held off site)	School Office, Head Teacher's property
Health and Safety Management Plan	Health and Safety File, PC System for all staff
Asbestos Register and management plan	Health and Safety File, PC System for all staff
Water hygiene risk assessment	Admin Office
Defect reporting system/book	Admin Office
Maintenance and servicing records (Buildings File)	Admin Office
Pupils' accident book	Admin Office
Official accident book	Admin Office
A list of pupils with specific medical conditions/needs	Admin Office