

ALP HEALTH & SAFETY AND RISK MANAGEMENT POLICY AND PROCEDURE



At the Ashington Learning Partnership (ALP), we are committed to the health, safety and welfare of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning and working environment.

The ALP is committed to:

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

Introduction

The Governing Body fulfils many of the functions of the employer and has delegated responsibility for the day-to-day running of the school and ensuring that risks are managed effectively to the Executive Headteacher. Northumberland County Council provides specialist advice in relation to many safety matters and many of the services requiring technical expertise under SLA arrangements.

The Health and Safety at Work Act requires the employer to publish a health and safety policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

The ALP will use NCC's Schools Health and Safety Manual (SHSM) which has been designed to provide generic advice. In view of this, the ALP's own health and safety policy has been devised to provide details of the specific arrangements in place within the school.

The ALP recognises its responsibility to provide a safe and healthy environment for staff, pupils, contractors and visitors to the premises and will take all reasonably practicable steps to fulfil this responsibility. Such matters include:

- A safe place of work and a safe working environment;
- Safe plant and equipment;
- Safe systems of work;
- Safe access to and egress from places of work;
- The assessment of all significant risks associated with work processes, and the adoption of appropriate precautions;
- The provision of adequate information, instruction, training and supervision;

- Adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school;
- Keeping abreast of legislation;
- The regular monitoring of progress, and of safety performance, to be used in the planning process;
- The inclusion of health and safety on the agenda of Governing Body meetings, at least annually;
- The inclusion of health and safety as a standing agenda item at regular staff meetings.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted.

General Arrangements

The arrangements set out in Sections E to L of the SHSM remain in effect. Individual topics which do not appear in the SHSM follow.

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1. Meetings of the Health & Safety Safeguarding & Security Management Team (HSSSMT)

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety.
- To review, prioritise and direct safety initiatives arising from:
 - Plans submitted by departments and/or coordinators;
 - Reports concerning safety inspections, accident reports and other means of monitoring performance;
 - New information or guidance received from the County Council, enforcing authorities or consultants.
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the SBM. Additional meetings will take place after serious incidents or where necessary.

2. Audit

The following audits are carried out:

- Fire Safety
- Health & Safety
- Safeguarding
- E-safety

3. Risk Assessment

A written assessment of all activities that involve risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. Assessments are best done in response to particular circumstances and by relevant staff. Once completed, there is a need to undertake a periodic review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes. Generic risk assessments and specific written risk assessments are available on Google Drive to all staff.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these are adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets.

4. COSHH & Hazardous Materials

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the SHSM. See also cleaning section of ALP Premises Management Procedures.

5. Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be via the Site Manager/Caretaker's defect reporting book as soon as possible.

Serious hazards will be reported using the green form available from the schools offices and at Appendix 2.

6. Security

The Business Manager will instruct premises staff to ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that:

- Each building is secure locked and alarmed each night.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Business Manager.

7. First Aid

The School Premises (England) Regulations 2012, requires that suitable space is provided to cater for the medical and therapy needs of pupils. At least one person who has a current paediatric first aid certificate must be on the premise at all times (at lower sites).

Admin staff will take charge when someone is injured or becomes ill, acting as first aid responder to any serious incident. They will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment, sending pupils home to recover, where necessary.

The Medication Co-ordinator will ensure there is an adequate supply of materials in first aid kits, and replenish the contents as appropriate (see Appendix 6).

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the admin staff will contact parents immediately/
- The first aider will complete an accident report form on the same day, or as soon as it reasonably practical after an incident resulting in injury.

There will always be at least one first aider with a current paediatric first aid certificate on school trips, where pupils in reception or younger attend, as required by the statutory framework for the Early Years Foundation Stage.

All school staff are able to undertake first aid training if they would like to. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

8. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedures:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for everyday events may not be in line with the ALP's Uniform Policy and Staff Code of Conduct and Dress)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how;
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced;
- Record the findings;
- Review the assessment regularly and revise if necessary.

9. Fire Safety

Fire risk assessments are undertaken on a regular basis to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures are in place for reducing the likelihood of fire including fire detection and alarm systems and their effective maintenance. Checks are made on the Fire Logs and ‘fire learning walks’ are undertaken. See ALP Premises Management Procedures.

10. Evacuations

The premises staff will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered and reviews will be made where necessary.

11. Car Parking and Traffic Safety

The following safety controls are in place:

- A **5 mph** speed limit applies throughout the school site.
- Vehicles are not permitted to access the site between 7.45am - 9am and 3.15pm - 4.45pm without written permission from the Business Manager.
- All cars must be parked in allocated spaces.
- Cars must never be parked in front of the school gates.

A risk assessment has been produced for each site – see Premises Management Procedures.

Staff Parking Spaces:

CPS upper	25 parking spaces	1 accessible bay	CPS Lower Early Years	24 parking spaces 10 parking spaces	1 accessible bay 1 accessible bay
BPS upper	34 parking spaces	2 accessible bays	BPS lower	14 parking spaces	1 accessible bay

No charge will be made for using the school car park.

Staff members may not access the car parks when pupils are entering and exiting the grounds e.g. at upper sites between 8.25am - 8.45am and 3.25pm - 3.45pm.

If staff members can walk or cycle to school, they are encouraged to do so.

Parent Parking:

The school has no parking spaces available to parents. They are reminded in newsletters and social media regularly that they should:

- ✓ Respect our neighbours.
- ✓ Leave plenty of time for their planned journey.
- ✓ Leave the car at home where possible and walk instead.
- ✓ Adhere to all parking notices and speed limits.

Parents should not:

- x Rush to arrive just before or at school opening times.
- x Drive in or up to the school gate.
- x Stop on the restricted ‘yellow marked’ areas outside the school.
- x Park on drives or pavements.
- x Block driveways or ‘double park’.
- x Use entrances as ‘turning circles’.

11a. Injuries Due to Traffic

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

11b. Damage to Vehicles

Damage occurring to staff members' or visitors' vehicles while on school property will not be considered the responsibility of the school, unless the damage occurs due to a lack of adequate supervision of pupils, in which case, the school may accept responsibility, depending on the circumstances.

12. Gas & Electric

Regular statutory testing is carried out via an SLA from Northumberland County Council. This includes:

- Annual tests of 240v portable electrical appliances (PAT);
- 5 year fixed wiring inspections;
- Air con energy assessment - every 5 years;
- Air conditioning - annual;
- Security alarm maintenance - annual;
- Emergency lights - annual;
- Gas + kitchen gas soundness - annual;
- Domestic ovens - annual;
- Caretakers gas & oil - annual;
- Boiler maintenance - annual;
- Automatic roller shutter doors.

13. Asbestos

Asbestos is a generic term for a range of minerals used in construction for their insulation and fire resisting properties. These minerals include crocidolite, chrysotile and amosite sometimes which are also known as blue, white and brown asbestos respectively.

Asbestos fibres are dangerous to human health if they become airborne in small particles and are inhaled into the lungs. However, when asbestos is undamaged, remains undisturbed or is correctly sealed, it presents practically no risk. Therefore, it is the policy of the school that whenever possible, asbestos is to be left undisturbed and it will not be removed where it is considered to be of negligible risk.

The ALP understands that any asbestos found in our buildings must be managed properly because our pupils', staff and visitors' health and wellbeing is of the utmost importance.

If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, if the incident is major, the SBM will report it to the HSE.

The duty holder with a legal responsibility for the safe management of asbestos lies with the school governors. They are required to ensure that they submit their assurance declarations to the Asbestos Management Assurance Process (AMAP).

The duty holder is responsible for:

- The maintenance and repair of the school and safe management of asbestos.
- Consulting with employees on matters that affect their health and safety.

The school is not legally required to inform parents about the presence of asbestos in the school. If management arrangements at the school fail to prevent the disturbance of asbestos containing materials, and there is an accidental release of asbestos fibres, those affected will be informed.

13a. Management of Asbestos

Management survey of asbestos-containing materials (ACMs)

- The schools have an asbestos survey on each site which records the location and condition of the asbestos in all school buildings constructed before 2000.
- The surveys are conducted in accordance with HSE guidance, and undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation.
- The surveys covers all accessible places, including above the ceiling and floor ducting.
- The risks associated with each occurrence of asbestos in the schools are assessed.

The school will update its plan if:

- New information is received, e.g. from 'refurbishment and demolition' surveys.
- Work is undertaken on ACMs.
- Damage to asbestos areas occurs.
- ACMs are removed.

Ensuring staff and visitors know the risks and precautions that need to be taken

The SLT will inform staff, volunteers and other stakeholders of all locations of ACMs and how they can be damaged and disturbed. The schools also have plans in place to ensure that, if emergency services request information about the asbestos that is present in the school, information will be provided to help keep emergency service workers safe.

The asbestos survey for each site is held at reception and is made available for inspection and reference when required. This is required even if no asbestos has been identified on the premises. All contractors are directed to read the asbestos survey and sign as such, before starting any work in the school.

13b. Building and Maintenance Work

The school's management survey only covers readily accessible areas; therefore, it may not have covered all ACMs that are present. If concerns arise that work may disturb hidden ACMs, the school (or LA) will arrange for a 'refurbishment and demolition' survey to be carried out in the area where work is set to take place. Due to the intrusive nature of this survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.

13c. Asbestos-related incidents

If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- All activities will stop and everyone will be evacuated from the affected area.
- Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
- Items, including equipment, books or personal belongings, will not be moved from the area.
- Advice will be sought from an asbestos expert regarding remedial action (NCC Asbestos Officer 01670 622309).
- If the incident is major, the SBM will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Contractors on site will have procedures in place to deal with the unintended or unexpected release of asbestos and will liaise with the SBM.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

14. Legionella

Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment. Legionellosis is the name given to a group of pneumonia like illnesses caused by Legionella.

All illnesses due to the legionella species are known collectively as “legionellosis” but the most well-known is Legionnaires’ disease which can be serious for elderly people and others with respiratory problems or immune-deficiency. Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare.

The ALP will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

Flushing and testing of water outlets will be carried out and records are kept for each water outlet of flushing and testing and disinfection procedures in accordance with guidance given in Premises Management Procedures. Any problems with water or the water system are reported to Northumberland County Council with whom we hold an SLA.

Disinfection of the system will be necessary when testing indicates there is sufficient level of legionella present in the water system to require treatment.

15. Display Screen Equipment

Staff who are using computer workstations regularly and for a significant part of their working day (defined as ‘computer users’) should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined ‘computer users’ should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

16. Machinery and Work Equipment

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

17. Procedures for Bodily Fluids

Apart from a general duty (under the Health and Safety at Work etc. Act 1974) to protect the health, safety and welfare of staff and pupils, there are no rules or regulations surrounding the cleaning up of bodily fluids.

Public Health England (PHE) states that all spillages of bodily fluids, including blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up as soon as is practicable, using appropriate PPE to protect the eyes, nose, mouth and any open sores.

All staff have a duty of care towards the health and safety of their pupils, yet all cannot be *obliged* to assist with cleaning up procedures. Procedures should be in place where they may notify another member of staff who will deal with such matters e.g. the school caretaker.

Spillages of bodily fluids should be cleaned up using disposable paper towels or cloths, following by a product which combines both detergent and disinfectant, and is effective against both bacteria and viruses (bleach is not be used in school). For blood, vomit and urine, a spillage kit is available.

Vomiting creates plumes of particles which may land on any surface or object thus spreading infectious agents over a wide area. Deposited material could then be inhaled or ingested if hand to mouth contact is made with the surface or object. It is therefore difficult for cleaning to be fully effective as residual material can remain. Elevated levels of hand washing to minimise the risk are recommended after cleaning.

The key hygiene issue is that vomit is cleaned up and all hard surfaces are thoroughly cleansed as well. If contamination occurs in an area with carpet and soft furnishings, strongly consider steam cleaning the area as virus can survive in these materials and be released as an aerosol and lead to further infection in that area.

Excreta should be discarded directly into the toilet using disposal absorbent material, i.e. toilet paper. Particular care should be taken if large quantities of material are to be removed, in which

Contaminated material, such as disposable gloves, should be disposed of in a clinical waste bag, which should itself be securely sealed and disposed of. Contaminated clothing should be laundered at the hottest wash that the fabric will tolerate.

'Spill kits' are available on each site which contain the appropriate PPE to be used as well as additional absorbing powder. Vomit bowls are available around school in order to reduce the likelihood of vomit on floors, etc. Anti-bacterial hand gel is available.

The process to be followed:

- The spill will be covered by the powder by the first available member of staff;
- The area will be marked by a cone/sign where at all possible;
- If site staff are off duty and other staff are willing, and have the time, to clean up any spillages it will be appreciated, otherwise the task will fall to the caretaker/site manager as soon as they return on duty;
- Appropriate PPE and disposal requirements must be met;
- A COSHH sheet is available for the absorbent granules on Google Drive. Gloves and goggles are recommended.

18. Personal Protective Equipment (PPE)

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with

other equipment in use. The assessment should be reviewed if there is a significant change in the activity.

All PPE must be maintained in good working order and any defect reported immediately to the SBM for repair or replacement.

Respiratory protective equipment (RPE), if held, is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the SBM or person delegated by them. A written record will be kept for inspection. Alternatively, disposable RPE is used, provided that this is suitable for purpose and worn in line with the manufacturer's instructions. The cost of all PPE is covered by the school.

19. Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The SBM will ensure:

- That at least one member of staff is suitably trained in the handling of hazardous chemicals and materials;
- That there are an appropriate number of first-aid trained staff members working within in each site;
- Staff know how to meet their duties outlined in this policy;
- Conduct the Asbestos Management Checklist;
- Conduct relevant premises risk assessments, e.g. fire safety;
- Ensure that all staff are informed of any asbestos located within the school and arrange for any necessary repairs to the school regarding asbestos.

Staff members will be:

- Provided with regular training opportunities and have access to support where needed;
- Expected to assess risks specific to their role, support will be given.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery;
- Managing asbestos;
- Having responsibility for the storage and accountability for potentially hazardous materials.

20. Legal Considerations

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- The Control of Asbestos Regulations 2012
- Counter-Terrorism and Security Act 2015
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- [DfE \(2018\) 'Health and safety: responsibilities and duties for schools'](#)
- [DfE \(2015\) 'Health and safety for school children'](#)
- [DfE \(2019\) 'Keeping children safe in education'](#)

- [DfE \(2017\) 'Safe storage and disposal of hazardous materials and chemicals'](#)
- [HSE \(2014\) 'Sensible health and safety management in schools'](#)

This policy has due regard to non-statutory guidance, including the following:

- ESFA 'Managing asbestos in your school' 2017
- DfE (2018) 'Controlling access to school premises'
- DfE (2018) 'School security: draft guidance'
- DfE (2014) 'Health and safety: advice on legal duties and powers'
- HSE (2012), 'Working with substances hazardous to health'

Linked Documents:

- NCC's SHSM
- The School Premises (England) Regulations 2012
- The School Standards and Framework Act 1998
- The Hazardous Waste (England and Wales) Regulations 2005
- Environmental Protection Act 1990
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- HSE Icy Conditions & Winter Weather 2016
- ALP Accident & First Aid Reporting Policy
- ALP Premises Management Policy
- ALP Curriculum Policy
- ALP Educational Visits Policy
- ALP Online Safety Policy
- ALP Invacuation, Lockdown & Evacuation Policy
- ALP Lettings Policy
- ALP Minibus Policy
- ALP Safeguarding Policy
- ALP Supporting Children with Medical Needs Policy

Appendices:

1. Safety Organisation
2. Health & Safety Report - 'Green Form'
3. Risk Assessment
4. COSHH
5. Security
6. First Aid Equipment Log
7. Traffic & Car Parking Risk Assessment
8. Allergies Checklist
9. HSE Classroom Checklist
10. Definitions
11. Roles and Responsibilities

Created <input type="radio"/> Reviewed <input checked="" type="checkbox"/>	
Signed: AD	Name: Angela Dyer
Role: Business Manager	Date: June 2022
Adopted	
Signed: GC	Name: Gemma Craik
Role: Chair, Finance & Resources Committee	Date: June 2022

Safety Organisation at March 2020

Key roles within the school are identified below:

	Bothal Primary	Central Primary
Chair of Governors	Mrs Gemma Craik	
Vice Chair		
Governor with Safety Responsibilities	Mr Ian Harbottle	
Executive Headteacher	Miss Louise Hall	
School Safety Coordinator/SBM	Ms Angela Dyer	
Deputy/Assistant Heads	Mrs Leanne Johnson Mrs Sarah Wellington Mr Adam Judson Ms Kelly McDougall	Miss Aimee Hall Miss Catherine Clark Mrs Catharine Harle Mr Aaron Spence
Medication Coordinator	Miss Erica Forsyth	Mrs Christine Scott
Sites' Manager/Caretaker	Mr Barry Terenent Mr Mark Charlton	Mr Gary Tilley Mr Rod Chisholm
Kitchen Manager	Mrs Michelle McFall Mrs Margaret Lisle	Mrs Tracey Stephens Mrs Sandra Hall
COSHH Coordinator	Mr Barry Terenent Mr Mark Charlton	Mr Gary Tilley Mr Rod Chisholm
	Ms Angela Dyer	
Risk Assessment Coordinator	Ms Angela Dyer	
Manual Handling Coordinator	Mr Barry Terenent Mr Mark Charlton	Mr Gary Tilley Mr Rod Chisholm
PAT Testing	External	External
Education Visits Coordinator (EVC)	Miss Louise Hall	
Designated Safeguarding Officers	Mrs Anne Parker	Miss Sam Agan
Online Safety Management Team	Mr Ross Crichton Mrs Heather Walker	

Health & Safety Report - 'Green Form'

Bothal Upper <input type="radio"/>		Bothal Lower <input type="radio"/>	
Central Upper <input type="radio"/>		Central Lower <input type="radio"/>	
Area H & S risk identified:			
Nature of Concern:			
Perceived Risk to Pupils or Adult:			
Reporting Adult Name:		Job Title:	
Date:			
Pass form to Site Health & Safety Representative or SBM			
Action Taken by H & S Rep/SBM:			
Signature:		Job Title:	Date:
Logged on CPOMS by (Name):		Date:	
Logged on Google Drive (Name):		Date:	
Discussed at HSSMT Meeting Date:			

TO BE PRINTED ON GREEN PAPER

Risk Assessment

In accordance the Management of Health and Safety at Work Regulations 1999, the ALP will assess the risks to the health and safety of staff, pupils and others affected by the school's activities.

The ALP will ensure that a common-sense and proportionate approach is applied to risk assessment management.

Where a new activity is taking place, a specific risk assessment of significant risks will be conducted.

Where an activity usually forms part of a school day, the school will not conduct separate risk assessments for each visit - termly checks will be conducted to ensure the precautions implemented remain suitable and any changes will be made as necessary.

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

1. Areas of risk

The school identifies key areas of school management that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding;
- Pupil welfare;
- Health and safety;
- Security;
- Fire safety;
- Critical incidents;
- School trips;
- Lessons and activities;
- Pupils with significant needs;
- Staff recruitment.

Specific risk assessments by professionals are also conducted under the following categories:

- Asbestos;
- Legionella;
- Gas safety;
- Electrical safety;
- Fire safety.

2. Risk Ratings

The ALP adopts the following risk ratings to determine the impact and severity of different hazards:

Likelihood	Impact			
	1 – Minor	2 – Moderate	3 – Major	4 – Catastrophic
1 – Rare	1	2	3	4
2 – Unlikely	2	4	6	8
3 – Possible	3	6	9	12
4 – Likely	4	8	12	16

The ALP has identified the following risk actions depending on the determined risk rating:

Degree of risk	Risk treatment
Low	<ul style="list-style-type: none"> ● Acceptable level of risk. ● Risks should be monitored and reassessed at appropriate intervals. ● No further action or additional controls should be necessary.
Moderate	<ul style="list-style-type: none"> ● Unacceptable level of risk. ● Efforts should be made to reduce risk. ● Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. ● Resources may need to be allocated to reduce the risk. ● Where the risk involves work in progress, immediate action should be taken.
High	<ul style="list-style-type: none"> ● Unacceptable level of risk. ● Immediate action must be taken to manage the risk. ● Control measures must be put into place which significantly reduce the impact of the event or the likelihood of it occurring. ● A significant number of control measures are required. ● Resources will need to be allocated to reduce the risk.

When completing risk assessments, staff members will grade impact and likelihood using the above scale systems.

3. Principles of effective risk management and assessment

The school adopts the following key principles of risk prevention:

- If possible, avoid a risk altogether;
- Avoid introducing new hazards;
- Evaluate unavoidable risks via a risk assessment;
- Take advantage of technological and technical progress;
- Implement risk prevention measures;
- Give priority to protection measures that safeguard the whole school;
- Ensure that staff and pupils understand what they must do to minimise risk;
- Maintain a positive approach to health and safety within school.

The school identifies a five-stage process to undertaking a risk assessment:

1. Identify the hazards;
2. Decide who might be harmed and how;
3. Evaluate the risks;
4. Record the findings;
5. Review.

4. Step 1 - Identify the hazards

To identify hazards, staff members will have regard to the following:

- Slipping and tripping hazards, e.g. poorly maintained floors or stairs;
- Fire, e.g. from flammable materials;
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals;
- Moving parts of machinery, e.g. within faculty workshops;
- Working at height, e.g. scaffolding around buildings;
- Ejection of materials, e.g. workshops and experiments;
- Pressure systems, e.g. within laboratories;
- Electricity, e.g. poor wiring, portable appliances, electrical experiments;
- Dust, e.g. metal grinding and cement;
- Fumes, e.g. welding and chemicals;

- Manual handling;
- General environment, e.g. poor lighting or low/high temperature;
- Biological hazards, e.g. gardening or contact with bodily fluids;
- Behaviour management, e.g. kicking, hitting, verbal abuse, threats/aggression, running away, vandalism, bullying or stealing.

5. Step 2 – decide who might be harmed and how

Staff will have regard to the following groups of people:

- Staff members;
- Cleaners;
- Contractors;
- Members of the public;
- Parents;
- Pupils.

Staff will also have due regard to the following vulnerable groups:

- Staff and student staff/pupils with disabilities;
- Inexperienced staff;
- Visitors;
- Lone workers;
- Pregnant workers.

6. Step 3 – evaluate the risks

Staff should evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done. For each significant hazard, staff should decide whether the risk is high, moderate or low. Staff will ensure that the following are in place:

- Adequate information, instruction or training;
- Adequate systems or procedures.

7. Step 4 – record the findings

Staff will ensure that the most significant hazards are recorded, as well as the control measures in place those hazards. All findings will be reported to the SBM.

8. Step 5 – review

There are no set statutory guidelines for the review of risk assessments. The ALP implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity;
- After a near-miss or accident;
- When there are changes to the people involved in the activity;
- When there are changes to related legislation;
- Annually, if for no other reason.

Reviews of the risk assessments will be dynamic – changes will be made immediately to the existing risk assessment.

9. Training

All staff members receive training of basic risk management procedures.

Staff members with a responsibility of creating and completing risk assessments, such as school trip leaders, will receive training on risk management

ALP Risk Assessment

Name of Risk Assessment



Activity/Event:	Site/Location: BPSU × BPSL × CPSU × CPSL ×	Relevant texts/policies:
Who is at risk:	Additional Information:	

Hazard / Risk	What is the risk? How will this cause harm?	L/M/H	Existing Control Measures	Further Actions needed to limit risk? By Who? By When?
			Are these measures adequate?	
			Are these measures adequate?	
			Are these measures adequate?	

Risk Assessed by:	Name:	Role:	Date:
Authorised by:	Signature:	SBM:	Date:

COSHH

The ALP understands the importance of protecting the health and safety of all its employees and pupils. The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004), require employers to prevent their employees from being exposed to substances hazardous to health. Where exposure cannot be prevented, employers must ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

We aim:

- To ensure that all members of staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at the school.
- To assess the risk of hazardous substances used in the school and the impact they may have on health.
- To implement appropriate control measures in order to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.

This guidance is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers and work placement students.

1. COSHH procedures

- In order for the ALP to be compliant with the COSHH regulations, it recognises the important procedures which need to be followed to ensure effective provision of COSHH.
- Prior to using hazardous substances, the COSHH Coordinator or Site Manager will conduct a risk assessment, taking into account the possible hazards that may occur as a result of using the substance.
- In all instances, the potential risks are considered and whether the use of the hazardous substance is important to the learning experience or site management.
- The risk assessment describes the appropriate control measures that are taken when using the substance, such as using appropriate PPE.
- Copies of the risk assessment are given to the relevant members of staff. Copies are also kept in the COSHH register for re-use, training and staff induction purposes.

2. Control measures

- The school eliminates the use of any very hazardous substances unless absolutely necessary.
 - All pupils are fully aware of the safety procedures and extra caution is taken when using any hazardous substances involved in teaching, for instance in science lessons.
 - Where substances must be used, the COSHH Coordinator or Site Manager aims to substitute this for a less harmful substance in order to minimise risks.
 - Where the substance cannot be eliminated or substituted, the amount of time for exposure is minimised.
 - The amount of the substance used is reduced as much as possible.
 - Where possible, the substance is used in isolation, away from other areas of the school, in order to prevent exposure to others.
- Appropriate ventilation is used, such as opening windows and external doors.

- Appropriate PPE is worn by all those exposed to the substance, such as gloves, safety goggles, dust masks, etc.
- Hazardous substances are stored safely and securely.
- All substances are safely disposed of after use by staff that are trained in COSHH.
- Only staff trained in COSHH have access to hazardous substances.
- Pupils are never permitted to access hazardous substances.
- All substances are locked away, out of sight and reach of pupils, with only appropriate members of staff having approved access.
- The COSHH Coordinator or Site Manager ensures that these control measures are adequately monitored and maintained.
- Members of staff report any defect in control measures to the COSHH coordinator or Site Manager immediately so that replacements can be provided.
- All concerns regarding COSHH are handled with the utmost importance and priority.

3. Planning for accidents, incidents and emergencies

- The risk assessment undertaken for each hazardous substance is kept with each substance, so that members of staff are aware of the emergency procedures and first aid.
- Incidents are responded to promptly, and the harmful effects are minimised where possible.
- Emergency services are contacted immediately where the incident cannot be resolved by a trained member of staff.
- Only members of staff trained in COSHH and first aid attempt to provide treatment to an individual.
- Any accidents are reported to the Business Manager immediately.

4. Training

- The COSHH Coordinator or Site Manager conducts training for staff where necessary to include:
 - The names of the substances they work with and could be exposed to.
 - The appropriate precautions and control measures that they are expected to take to protect themselves, pupils and others at the school.
 - The importance of PPE and how it should be used.
 - The emergency procedures.
- Training will also be conducted in response to any changes required to the provision of COSHH, e.g. additional information required on risk assessments, new PPE equipment, etc.

5. Definitions

For the purpose of this document, a hazardous substance is any substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment.

There are many examples of hazardous substances which can cause ill health, including:

- Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
- Substances generated from activities, e.g. fumes.
- Naturally occurring substances, e.g. grain dust.
- Biological agents such as bacteria and other micro-organisms

Control of substances hazardous to health (COSHH) risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: teachers, teaching assistants, COSHH coordinator, supervising adults, site manager and pupils.
Date of assessment:	Review interval: annually	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid	H	M	Low (L)
	Minor Causes physical or emotional discomfort	M	L	L

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Lack of awareness of school policies and associated documents	H	<ul style="list-style-type: none"> The SBM oversees the day-to-day implementation of the school's COSHH Policy and ensures that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake. The SBM ensures that all members of staff receive effective COSHH training. The SBM ensures that all new staff receive the appropriate training and are provided with the necessary school policies and associated documentation upon their induction. The use of any hazardous substances within the school are limited unless absolutely necessary. Where substances must be used, the SBM or other appropriate person aims to substitute this for a less harmful substance in order to minimise risks. Where the substance cannot be eliminated or substituted, the amount of time for exposure is minimised. The amount of the substance used is reduced as much as possible. 	Y	Executive Principal		M

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Breathing in/ swallowing hazardous materials		<ul style="list-style-type: none"> ● Where it is appropriate, for example in instances where wood dust may be ingested, a local exhaust ventilation is installed to minimise the levels of exposure to the relevant hazardous material. ● The appropriate personal protective equipment (PPE) is available to those who require it. ● A register of the hazardous materials on school premises is conducted to ensure that all staff are aware of the materials they may be working with. ● All staff working with hazardous materials are made aware of how to handle the hazardous materials they work with and their associated risks through appropriate training. ● Staff who are using the hazardous materials know how to correctly wash their hands/arms after using the hazardous materials, in relation to each individual material on the school's premises. ● Pupils are not to handle hazardous materials. 				
Contact with skin – via splashing, direct contact, landing on skin (airborne) and contaminated surfaces		<ul style="list-style-type: none"> ● The appropriate PPE is available to those who require, e.g. gloves and overalls. ● All staff working with hazardous materials are made aware of how to handle the hazardous materials they work with and their associated risks through appropriate training. ● Pupils are not to handle hazardous materials. ● Individuals who use hazardous materials know how to correctly wash their hands/arms after using the hazardous materials, in relation to each individual material on the school's premises. ● Staff are instructed on the appropriate response where a spillage of a hazardous material occurs. 				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Contact with eyes		<ul style="list-style-type: none"> ● The appropriate PPE is available to those who require it, e.g. protective eye goggles. ● All staff working with hazardous materials are made aware of how to handle the hazardous materials they work with and their associated risks through appropriate training. ● Pupils are not to handle hazardous materials. ● An easily accessible water point is available in areas where hazardous materials are often used. ● Individuals who use hazardous materials know how to correctly wash their hands/arms after using the hazardous materials, in relation to each individual hazardous material on the school premises. ● Individuals are instructed not to touch their eyes after handling hazardous materials, until they have correctly washed their hands. 				
Skin puncture		<ul style="list-style-type: none"> ● Staff are aware of how to correctly use the relevant equipment, such as a scalpel – minimising the risk of injury via inappropriate use of equipment, which can result in infection or hazardous materials entering the wound. ● Individuals who use hazardous materials know how to correctly wash their hands/arms after using the hazardous materials, in relation to each individual hazardous material on the school premises. 				
Insufficient/unsafe storage		<ul style="list-style-type: none"> ● Safe storage and disposal arrangements for hazardous substances are provided, separate from school waste, to prevent exposure to pupils and other members of the school community. ● Hazardous materials are stored safely and appropriately, in a secure location. ● All substances are locked away, out of sight and reach of pupils, with only appropriate members of staff having approved access. ● Where materials such as fuels, fertilisers, weed killers or paints are used by the site manager, these are stored in a secure room with ventilation provided to open air. ● Storage areas for dangerous substances have suitable health and safety signage. ● All dangerous chemicals purchased are compliant with The Control of Substances Hazardous to Health Regulations 2002. 				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Disposal of materials		<ul style="list-style-type: none"> ● When disposing of hazardous materials, the methods that are outlined within UK legislation are met, including in the Environmental Protection Act 1990, The Hazardous Waste (England and Wales) Regulations 2005 and The List of Wastes (England) Regulations 2005. ● Safe disposal arrangements for hazardous substances are provided, separate from school waste, to prevent exposure to members of the school community. ● Staff are aware of how to dispose of leftover hazardous materials appropriately, understanding that different hazardous materials require different treatment. 				
Fire hazard		<ul style="list-style-type: none"> ● Where possible, highly flammable substances and materials are substituted for those that are less flammable. ● The number of dangerous substances used by the school, such as chemical agents and flammable substances, is reduced to the lowest possible amount. ● Flammable liquids are clearly labelled and stored in their original containers, in a locked cabinet with a minimum of 30 minutes of fire resistance. ● Combustible materials are never stored near electrical equipment. ● All combustible materials are stored away from sources of heat and ignition. ● The school has different extinguisher types in place to react to specific fire risks, i.e. water, powder, foam or carbon dioxide. ● Fire extinguishers are easily visible and accessible to those who may need to use them. ● The location of each fire extinguisher is recorded in the fire log book. ● All fire extinguishers are marked on the school premises plan. ● Monthly checks of fire extinguishers are conducted to ensure the correct types are in the correct location, and that they have not been tampered with in any way. ● Daily checks are conducted to ensure that there is clear access for fire engines at all times. 				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Fire hazard (cont)		<ul style="list-style-type: none"> ● Maintenance and servicing of fire extinguishers is carried out by a competent engineer annually. ● Staff members are instructed on the appropriate use of fire extinguishers to ensure they are not misused. ● Any notable damage to fire extinguishers is reported to the SBM on a green form immediately so that appropriate repair can be organised. ● Smoke detectors are fitted around the schools' premises. ● Smoke detectors are tested weekly by the site manager. ● Any defects to smoke detectors are reported to the SBM immediately so that appropriate repair can be arranged. 				
Insufficient PPE		<ul style="list-style-type: none"> ● Reviews of PPE are conducted regularly by the Site Manager or Caretaker to combat risks associated with insufficient PPE, such as PPE which is damaged. ● The Site Manager is responsible for requesting replacement PPE when necessary. ● The Site Manager ensures that all staff using hazardous materials understand how to properly use the appropriate PPE. 				
Lack of awareness of emergency procedures		<ul style="list-style-type: none"> ● The risk assessment undertaken for each hazardous substance is kept with each substance, so that members of staff are aware of the emergency procedures and first aid to undertake in the event of an accident. ● Incidents are responded to promptly, and the harmful effects are minimised where possible. ● Emergency services are contacted immediately where the incident cannot be resolved by a trained member of staff. ● Only members of staff trained in COSHH and first aid attempt to provide treatment to an individual. ● Any accidents are reported to the SBM immediately. 				

Security

Physical security arrangements

- Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the school estate.
- The site manager will undertake daily visual checks of the school fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard.
- An intercom system is used to minimise the risk of unauthorised people from entering the school premises.
- School security alarms are tested regularly by the site staff.
- The keyholder ensures that the school alarm is set on a nightly basis.
- Where possible, CCTV cameras will be in use and monitored.
- Concerns regarding the security of the school will be reported directly to the SBM as soon as possible.
- Complaints about the schools' security measures will be dealt with in line with the schools' Complaints Procedures Policy.

Equipment and belongings

- After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Missing or stolen equipment will be reported immediately to the SBM.
- Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- Pupils are advised not to bring valuable items to school unless absolutely necessary.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured at the end of use.
- The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.

School events

- During school events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.
- The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.

Premises access and removal

- The school premises are private property, however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.
- The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.
- Individuals who are hiring the school site will act in accordance with the Lettings Policy.

Removing people from the premises

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

- Individuals who refuse to report to the school office, become aggressive or are deemed to be a threat to the safety of the school community, will be escorted from the school premises and, where necessary, the police will be called.
- Letters and documentation concerning barring an individual will be signed by the EP.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice;
- Regular and large bandages;
- Triangular bandages;
- Adhesive tape;
- Disposable gloves;
- Antiseptic wipes;
- Plasters of assorted sizes;
- Scissors;
- Cold compresses.

No medication is kept in first aid kits.

First aid kits are stored in:

	Bothal Lower	Bothal Upper	Central Lower	Central Upper
All Design & Technology Rooms		☐		☐
All Science & STEM Labs		☐		☐
Little Learners	☐		☐	
Main Office	☐		☐	☐
Medical Room		☐		
Nursery	☐		☐	
P.E.		☐		
School Hall	☐			☐
School Kitchens	☐	☐	☐	☐
Thrive	☐	☐	☐	☐
Link Corridor			☐	
TLDC		☐		

In addition, every classroom has a mini first aid kit containing wipes, plasters and gloves.

School vehicle: First aid kit is held in the mini bus.

Termly First Aid Equipment Check - BPS Lower Site

Room	Contents checked against checklist available in first aid box Name/Signature:	Date Checked	Action Needed/Items Replaced
Kitchen (small hall)			
First Aid Area			
KS1 First Aid Area			
Small Hall			
Main Hall First Aid Box			
Outside Conference room			
Little Learners (2YO) Room 1			
Thrive Room 2			
Nursery Rooms 3,4,5			
Rooms 6, 7 (Library/Lunch Rm), 8, 9, 10			
Rooms 11, 12, 13, 14, 15			
EVAC Bag			
Emergency Inhaler Bag			

Term 1 / 2 / 3 Year _____ Check completed and all actions complete.

Signed: _____ (First Aid/Medication Coordinator) Name: Erica Forsyth Date: _____

Termly First Aid Equipment Check - BPS Upper Site

Room	Contents checked against checklist available in first aid box by Name/Signature:	Date Checked	Action Needed/Items Replaced
Sports Hall			
TLDC			
Medical Room/Medication Cabinet			
First Aid Kits Kept: Clear wall mounted box			
EVAC Bag			
Emergency Inhaler Bag			
First Aid Boxes in all rooms 4,5,6,7,9,12,15,17,18,19,20,21			
Music - Room 3			
Technician's Room			
Thrive Room			
DT – Room 22			
Art - Room 23			
STEM - Room 24			
Science - Rooms 25 & 27			
Food Technology - Room 28			

Term 1 / 2 / 3 Year _____ Check completed and all actions complete.

Signed: _____ (First Aid/Medication Coordinator) Name: Erica Forsyth Date: _____

Termly First Aid Equipment Check - CPS Lower Site

Room	Contents checked by Name/Signature:	Date Checked	Action Needed/Items Replaced
Little Learners	CCScott		
Nursery	CCScott		
Kitchen	CCScott		
Link Trolley	CCScott		
Link Corridor	CCScott		
Rec. Corridor	CCScott		
Rockstar Room	CCScott		
Thrive	CCScott		
Staff Room	CCScott		
Upstairs next to lift	CCScott		
All Classrooms	CCScott		
Medication Cupboard in Office	CCScott		

Signed: CCScott

(First Aid/Medication Coordinator)

Name: Christine Scott

Date:

Termly First Aid Equipment Check - CPS Upper Site

Room	Contents checked by Name/Signature:	Date Checked	Action Needed/Items Replaced
North Hall	CCScott		
South Hall	CCScott		
Office First Aid Cupboard/Box	CCScott		
Kitchen	CCScott		
Y6 Intervention	CCScott		
All Classrooms	CCScott		
Music	CCScott		
Thrive	CCScott		
Science	CCScott		
Art	CCScott		
DT	CCScott		
Food Tech	CCScott		
Medication Cabinet	CCScott		

Signed: CCScott

(First Aid/Medication Coordinator)

Name: Christine Scott

Date:



ALP Risk Assessment

Traffic & Car Park

Activity/Event: Driving and parking on school grounds	Site/Location: BPSU ☐ BPSL ☐ CPSU ☐ CPSL ☐	Relevant texts/policies:
Who is at risk: Staff, visitors, parents and pupils	Additional Information: The ALP accepts no responsibility for staff/visitor’s vehicles parked on school property. The ALP does not accept responsibility for injuries caused by staff or visitors in the school car park.	

Hazard / Risk	What is the risk? How will this cause harm?	L/M/H	Existing Control Measures	Further Actions needed to limit risk? By Who? By When?
Movement of vehicles within the school grounds of Central Primary School	Injuries resulting from contact with moving vehicles		<p>Access to the school car park is restricted to staff vehicles and requests from disabled visitors. Staff should endeavour to reverse into parking spaces each morning. This will eliminate any reversing manoeuvres during school hours if staff need to leave the school for any reason.</p> <p>No vehicles are given access to the school grounds unless permission has been granted by school staff, i.e. delivery vehicles, but, generally, this should be avoided.</p> <p>Signs stipulating access arrangements are displayed on the school gates.</p> <p>Carparks have no thoroughfare for pupils or parents.</p> <p>Are these measures adequate?</p>	No sign except CPUS sign CPLS Staff Only sign no sign advising a disabled space
Movement of vehicles within the school grounds of Bothal Primary School	Injuries resulting from contact with moving vehicles		<p>Access to the lower school site is restricted to staff vehicles only. Delivery vehicles may be allowed access after permission has been granted by school staff but, generally, this should be avoided.</p> <p>Bothal Lower: gates will be kept closed during school hours. Access for staff vehicles will be allowed before</p>	There is one sign at BPSL on staff car part stipulating time

		<p>8.20am and after 15.30pm. Signs stipulating access arrangements are provided adjacent to the school gates. Members of staff should not use the car park at the lower site if they know in advance that they will be leaving the site during school hours and can only do so after gaining permission from SLT. If members of staff at lower site have to leave due to an emergency during working hours, staff egress should be monitored by a member of SLT.</p> <p>Staff reminded to shut gates if seen open at any time.</p> <p>Bothal Upper: staff may move vehicles if safe to do so i.e. when no pupils entering or leaving school. Staff reminded to shut gates if seen open at any time except the main school gates for vehicle access.</p> <p>Pupils (lower site) - pathway marked out through lower site car park to assist with safety of parents of Little Learners and Nursery provision. Little Learners staff will open gates at appropriate times. Parents made aware of safe place to wait.</p> <p>Pupils (upper site) - only use the segregated pedestrian route when entering or leaving the school site.</p> <p>All members of staff should endeavour to reverse into parking spaces each morning. This will eliminate any reversing manoeuvres if leaving during school hours.</p> <p>Are these measures adequate?</p>	<p>as 8.20 until 15.30 gates closed (no other signs on any other gates)</p>
<p>Movement of parent and visitor vehicles outside ALP school sites</p>	<p>Injuries resulting from contact with moving vehicles</p>	<p>Parents are encouraged to walk to school to eliminate congestion on the main road.</p> <p>When transport by car is essential, parents and visitors are encouraged to park well away from the school gates and should not park on the 'keep clear' road markings or double yellow lines under any circumstances.</p> <p>The Northumbria Police Authority assists the school to enforce this requirement whenever necessary. This should ensure safe access for pedestrians and prevent vehicles from obstructing both the main road and the school junction.</p> <p>Are these measures adequate?</p>	

Vehicles parked outside school entrance	Injuries resulting from obscured view, restricted or blocked access		<p>Parents and pupils are encouraged to walk to school to eliminate congestion on the main road.</p> <p>When transport by car is essential, parents and visitors are encouraged to park well away from the school gates and should not park on the 'keep clear' road markings or double yellow lines under any circumstances.</p> <p>Northumbria Police assists the school to enforce this requirement whenever necessary. This should ensure safe access for pedestrians and prevent vehicles from obstructing both the main road and the school junction. School Travel Plan in place.</p> <p>Are these measures adequate?</p>	
Playtime - children running into path of vehicles to retrieve balls, etc.	Injuries resulting from contact with moving vehicles		<p>Children's play areas are sited away from parked cars and suitably segregated with appropriate barriers.</p> <p>Are these measures adequate?</p>	
<p>NB: The school accepts no responsibility for staff or visitors' vehicles parked on school property. The school does not accept responsibility for injuries caused by staff or visitors in the school car park.</p>				

Risk Assessed by:	Name:	Role:	Date:
Authorised by:	Signature:	SBM:	Date:

Food Allergies Checklist – to be completed termly and passed to SBM

BPSU BPSL CPSU CPSL

Statement	Red	Amber	Green	Comment
There is a policy for medical conditions that is reviewed and shared among staff.				ALP Supporting Pupils with Medical Conditions Policy in place since September 2016. Review regularly. Available on school website.
The medical conditions policy includes requirements for managing food allergies in schools.				Section on Anaphylaxis.
The Executive Principal has overall responsibility for provision and delivery of the policy.				In roles and responsibility section.
There is a named person responsible for developing Individual Healthcare Plans (IHCPs)				Miss E Forsyth BPS, Mrs C Scott CPS. Mrs N Lumley has oversight.
There is a policy around nuts in the school, with the core principal of whole school management.				We have a whole school approach to all allergies.
Parents are provided with information about school policy and are involved in drawing up IHCPs.				Parents are involved with the initial drawing up of plans once they inform us of the allergy.
Pupils with food allergies have IHCPs.				Not all children have, only if medication required or allergy severe.
Each pupil with anaphylaxis has at least two adrenaline auto-injectors available.				Children to have 3 pens in three places now in lockable boxes.
The adrenaline auto-injectors (AAIs) are accessible but kept securely.				Staff informed. Lockable boxes at each end of school for AAI's.
Pupils with severe allergies are encouraged to carry their own AAIs.				BPSU: Kept in three locations - medical room, PE and outside art room. BPSL: CPSU: CPSL:
All staff are trained to prepare for allergic reactions/anaphylactic shock.				Annual training provided. Records held ...
The issue of medical conditions is covered with the curriculum.				Discussion needed to see if topic is to be introduced in PHSE.
Local allergy specialist have provided training for the staff on food allergen avoidance and how to treat reaction.				Nursing team came in to do staff training.
All staff are aware of which children have an allergic reaction.				Pictures/allergies are on Google Drive for teachers to access.
On entry to school, children are routinely checked for allergies.				SV5/Allergy forms completed yearly and on arrivals to new school.
Pupils in school are aware of the issue of food allergies and know what to look out for amongst their friends and what they should do.				Allergy aware but not individual pupil's needs.
A genetic AAI is also available.				Held in school since October 2017. Only to be used on children with diagnosis. Permission box on HCP and Administration form.

Checklist completed by Medical Coordinator: Name: Signature: Date:

HSE Classroom Checklist

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages e.g. water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
	If applicable, are fire exit doors in classrooms: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place to protect from glare and heat from the sun e.g. blinds?			

Additional issues:		Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

Definitions

- **Risk assessment** is defined as a careful examination of what, in the school, could cause harm to people, so that the school can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
- **Hazard** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- **Risk** is defined as the chance, low to high, that someone could be harmed by it and other hazards, together with an indication of how serious the harm could be.
- **Dynamic risk assessment** is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
- **Generic risk assessment** is defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
- **Suitable and sufficient risk** is defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures and identifies further measures as necessary.

Roles and Responsibilities

School Governors

The Chair of the Governing Body should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC is given in section 'E1 – Safety Management' of SHSM. However, some of the principle responsibilities are given below.

Ensure that Executive Headteacher have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below:

- In conjunction with the Executive Principal, provide a monitoring role for the school for health and safety performance;
- Ensuring that health and safety issues are covered at meetings of the FRC;
- To ensure adequate resources are given to safety issues;
- To review performance periodically;
- To ensure that appropriate safety training is given priority for both governors and staff.

Executive Headteacher

The Executive Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and pupils. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the HSSS management team (see Appendix 1).

The Executive Headteacher assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan;
- Monitor and review safety performance regularly, and identify future needs in order to aid the planning process;
- Implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable;
- Coordinate any necessary safety arrangements with any contractors working on the site;
- Implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance;
- Provide regular reports on significant issues and general progress to the Governing Body;
- Foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety;
- Oversee the day-to-day implementation of this policy and ensure that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake;
- Ensure that all members of staff receive effective COSHH training;
- Ensure that, where possible, the use of hazardous substances is avoided;
- Ensure that risk assessments are completed, where the use of hazardous substances cannot be avoided;
- Ensure that risk assessments are completed, where the use of hazardous substances cannot be avoided and effective control measures are in place;
- Ensure that an up-to-date record is maintained of all hazardous substances which are used, and they are clearly labelled.

School Business Manager

The Executive Headteacher will delegate certain responsibilities to the Safety Coordinator in part or in full:

- To annually review the schools' Health and Safety Policy and arrangements, in conjunction with the Executive Headteacher;
- To ensure that members of staff are aware of, and have access, to the schools' Health and Safety Policy;
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely;
- The health and safety aspects, affecting the design and layout of new and reorganised working areas;
- The health and safety aspects of new plant, equipment and personal protective equipment;
- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed;
- To liaise, where appropriate, with Health and Safety Executive (HSE) Inspections, Fire Safety Officers, Environmental Health Officers, etc;
- Coordinate and supervise maintenance and repair work, including securing any external contractor where necessary;
- Manage any lettings in line with the Lettings Policy;
- Conduct the annual Health and Safety Audit;
- Conduct the Asbestos Management Checklist;
- Review premises management legislation and report any issues;
- Ensure that hygiene is maintained at the school;
- Conduct the relevant premises risk assessments, e.g. fire safety;
- Ensure that all staff are informed of any asbestos located within the school and arrange for any necessary repairs to the school regarding asbestos;
- Oversee the safety of the school's staff and pupils;
- Report any issues with the premises to the Premises Manager and governing body as appropriate;
- Ensure that the premises needs of people with SEND are met, e.g. accessibility;
- Manage the relevant staff members who are responsible for the management of the premises, e.g. catering staff and caretakers;
- Budgeting for security measures effectively;
- Ensure that security is taken into account when considering any proposed changes to the school premises;
- Reporting crimes to the police;
- Reporting security incidents to the police or emergency services, where appropriate;
- Ensuring a Business Continuity Plan is in place;
- Ensuring potential hazards are identified and risk assessments are carried out as appropriate;
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.

Subject Coordinators/Leaders

The Subject Coordinator is responsible to the SBM for the safe management of and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will:

- Identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Executive Principal so that it may be included in the normal budget planning arrangements;
- Maintain a permanent file of safety publications and guidance issued by NCC, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely

accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate;

- Assist in the fostering of a positive safety culture within their subject area;
- Make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Executive Principal, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Catering Manager

Catering Managers are responsible to the SBM for the safe organisation and work of the school kitchens, and for fulfilling all those functions listed under subject coordinators above.

Catering Managers are responsible for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the SBM.

The schools manage their own catering services directly. With the support of an SLA with NCC schools meals team. The SLA includes the provision of support to kitchen staff, training and key health and safety documentation as well as advice on menus, ensuring they meet the government's nutritional standards.

Sites Managers and Caretakers

The site staff are responsible to the SBM for the safe organisation and work of the service and for fulfilling those functions listed under subject coordinator above with respect to other caretaking or cleaning staff. These staff are responsible for reporting accidents, defects to the building or their equipment and any other relevant matters to the SBM.

The site manager is responsible for:

- Securing school entrances and exits;
- Carrying out security checks on a **daily** basis and maintaining a record of these checks;
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has close..
- Providing safe storage and disposal arrangements for hazardous substances;
- Purchasing personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with this Health and Safety Policy.

COSHH Coordinator responsibilities

The COSHH Coordinator:

- Conducts formal assessments of the health risks to all those at the school;
- Prevents and controls the exposure of hazardous substances;
- Ensures the proper use of controls, such as PPE, are adopted;
- Ensures that the controls used are necessary, safe and regularly reviewed;
- Conducts health surveillance for staff, where necessary;
- Provides instruction, information and training on the use of hazardous substances.

All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the SBM or any other person delegated to be responsible for a relevant aspect of safety.

All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the SLT of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy and Data and E-security and Breach Management Plan, ensuring that data and information is secure.
- Reporting any minor security concerns to the SBM.
- Reporting major security concerns directly to the police/emergency services, where appropriate.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defect to the SBM in order to create new, or update, risk assessments.
- Using hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer's instructions, including the required control measures.
- Using PPE when necessary and report any damage to the SBM immediately.
- Attending COSHH training sessions.
- Communicating the COSHH procedures and control measures to pupils, as appropriate.

Staff must report immediately to a member of HSSMT:

- Serious and immediate danger to health and safety, including any defects relating to facilities or equipment;
- Matters which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety;
- Accidents, near miss, violent incident or hazard, ensuring that an appropriate report form is completed.