



MARISH
Academy Trust



Marish Primary School

Willow Primary School

**Health & Safety
And
Premises Management Policy**

HEALTH AND SAFETY POLICY DOCUMENT

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PART ONE

STATEMENT OF INTENT

The school's Strategic Board and Executive Headteacher as responsible employers recognise and accept their responsibilities to provide a safe and healthy working environment for all employees and others affected by its activities.

The school is committed to managing risk by ensuring that where required appropriate risk assessments are undertaken control measures implemented and systems monitored and reviewed led by the school's Strategic Board and Executive Headteacher.

In particular the Strategic Board and Executive Headteacher are responsible for:

- providing a safe and healthy working and learning environment and keeping premises maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to ensure they are relevant and effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- the provision of adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Strategic Board and Executive Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information and supervision to ensure the safety of those affected.

The Strategic Board and Executive Headteacher will endeavour to ensure adequate resources, including finance, are available to implement the Policy.

The Strategic Board and Executive Headteacher are committed to this Policy and all staff are required to comply with it. They are encouraged to support the Strategic Board and Executive Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least every two years and revised as and when necessary.

All users of the school and it's premises must ensure they are proactive, particularly in regard to their own health and safety and nothing in the foregoing removes from them the need to be observant and careful at all times.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Strategic Board.

Signed:	Signed:
Executive Headteacher's name: Gillian Denham	Chair of Strategic Board name: Robin Grayson
Date: December 2017	Proposed review date: December 2019

<p style="text-align: center;">PART TWO – ORGANISATION Introduction.</p>		
<p>In order to achieve compliance with the Strategic Board and Executive Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>		
<p style="text-align: center;">The Duties of the Strategic Board</p> <p>The Strategic Board has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Executive Headteacher, the Trustees will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>		
<p style="text-align: center;">The Duties of the Executive Headteacher.</p> <p>The Executive Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Trustees the Executive Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Executive Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p style="text-align: center;">Facilities Manager will oversee annual checks in all areas of health and safety as outlined in this policy.</p>	

<p>The Duties of Employees.</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All employees will carry out visual checks on any equipment before it is used. Caretakers will carry out routine checks on climbing frames and outdoor play equipment and furniture each week</p>	
<p>PUPILS. Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Pupils are encouraged from an early age to keep themselves safe and to use equipment carefully. They are taught to visually check equipment before using it and to report any defects or hazards to an adult.</p>	

<p>School Health and Safety Representatives.</p> <p>The Strategic Board and Executive Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or Strategic Board.</p>		
<p>Temporary Staff. Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are accountable to the Executive Headteacher via phase leader.</p>	<p>Temporary staff and all new staff are provided with a staff handbook which includes all this information.</p>	
<p>Teaching Staff.</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Teachers must bring to the attention of the facilities manager/caretaking staff, any defects.</p>	

<p>Teaching Assistants. Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>		
<p>The Duties of Off Site Visit Coordinators. The Offsite Visit Coordinator (OVC) works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School and ensures that for all off-site activities and Educational Visits where appropriate a Risk Assessment is carried out and a copy lodged in the school records</p>	<p>Deputy Headteacher, PA to SLT and Business manager share this role.</p>	
<p>The Duties of Premises Manager. The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Executive Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>This role is shared by the Facilities Manager and Caretakers.</p>	
<p>Volunteer and Parent Helpers. Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>Parents and volunteers are inducted through a training programme delivered by HLTAs and which includes Health and safety information</p>	
<p>PART THREE - ARRANGEMENTS</p>		
<p>Arrangements. The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of:</p>	<p>Action/Arrangements</p>

<p>Communication. The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>SLT, Facilities Manager and Business Manager ensure this happens</p>	<p>Induction given by Office manager and/or team leader to include handbook with Health and safety information</p>
<p>Consultation with Employees. The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Facilities Manager leads on this</p>	<p>Facilities Manager attends Staff Meetings as and when required.</p>
<p>Section 1 - RISK ASSESSMENT</p>		
<p>Risk Assessment. Risk assessment is the responsibility of the School's Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The leading staff are responsible for completion of risk assessments for their planned visits</p>	<p>Delegated responsibility to all teachers for their classrooms and school visits they lead.</p> <p>The Schools Administrative officer ensures all risk assessments are completed</p>	
<p>School Trips/Offsite Visits.The school complies with DFE Guidance and the SBC standards on offsite visits and school journeys. A separate school trips procedure has been implemented based on SBC Guidance.</p>	<p>Administrative Officer</p>	<p>Administrative Officer ensures all risk assessments are completed and filed.</p>

<p>Working at Height. Only staff who hold current Working At Height Certification are allowed to work at height. Other members of staff can use two or three step ladders only. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Facilities Manager</p>	<p>Refer to caretakers re: Working at height tasks and who carries out those tasks caretakers are responsible for carrying out periodic documented ladder checks caretakers manage risk by providing simple briefing on safe working and information on areas within the school where small ladders may be used.</p>
<p>Noise. The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>Music specialist</p>	<p>Area where there is most noise is the Music room but no significant risk on daily basis as away from general classrooms</p>
<p>Violence to Staff. The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded by the school and to the police if threats have been made by an adult.</p>	<p>All staff</p>	<p>Every staff member has the responsibility to call the police if anyone is verbally or physically attacked on school premises or nearby.</p>
<p>Security Arrangements Including Dealing with Intruders. Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Facilities manager, caretakers</p>	<p>Responsible for the security of the site.</p>

<p>Personal Security/Lone Working. The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	Caretakers	Lone working is not approved with the exception of caretaker opening up and locking up.
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH). Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	Caretakers	CoSHH is applied and assessments and Data sheets are kept within the maintenance cleaning file held by caretakers.
<p>Personal Protective Equipment. Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	Caretakers	Contractors may carry out such work in a controlled area or when school is not in session and caretakers will ensure they are complying with PPE guidelines. Use of cleaning materials by cleaning staff requires the use of protective gloves.
<p>School Transport. Risks associated with driving are evaluated within assessments for activities. Drivers of the school minibus undergo appropriate training.</p>	Children are transported only by enhanced CRB holders	Seven staff members are qualified to drive a school mini bus.
<p>Manual Handling (typical loads and handling pupils). Activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Executive Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from Occupational Health as necessary.</p>	Caretakers. Designated officers for CP	Receive training in manual handling. Moving and handling of children is an issue for some of our staff and training is given and updated at least annually.

<p>Curriculum Safety (including extended schools activity/study support). Team leaders or SLT ensure that risks related to curriculum areas are identified and controlled following National Guidelines. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by each subject leader and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject team leaders and as necessary school caretaker</p>	
<p>Display Screen Equipment. The majority of staff within the school are not considered to be DSE users. The school adheres to appropriate guidelines and procedure– Working with Display Screen Equipment. The Executive Headteacher ensures that DSE workplace assessments are conducted for all those who are regular users.</p>		
<p>Parent Teacher Association. The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>PSA insured by NCPTA</p>	<p>risk assessments are held by the schools Administrative Officer</p>

<p>Playground Supervision/Play Equipment and Maintenance.</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p> <p>equipment layout ages of children using the equipment security and visitors using entrances and exits traffic and parking facilities pupils with special needs</p>	<p>Staff make visual checks on equipment before it is used.</p>	<p>Risks have been minimized by: High staff/pupil ratios staggered lunchtimes use of playground equipment on a rota basis to reduce pressure of numbers familiarity of staff and users with emergency protocol availability of a senior leadership team member at all times during the midsession or lunch breaks when the pupils are using the playground Rules on behavior and use of equipment What to do if there is an emergency</p>
<p>Section 2 - PREMISES</p>		
<p>Mechanical and Electrical (fixed and portable).The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.Persons carrying out the testing and/or repair of electrical equipment, or carrying out work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of portable appliance testing of electrical items are recorded on the equipment tested</p>	<p>Facilities Manager</p>	<p>The Facilities Manager and caretaking staff monitor this activity</p>
<p>Maintenance of Machinery and Equipment.</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>Facilities Manager</p>	

<p>Asbestos. To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: complying with all regulations concerning the control of asbestos; arranging for the removal of asbestos containing materials where the risk to building users is unacceptable; Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</p>	<p>Facilities Manager</p>	<p>All accessible asbestos containing materials have been removed from the site.</p>
<p>Service Contractors. Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>	<p>Facilities Manager</p>	<p>Annual service checks of the Fire Alarm system, the intruder alarm system and the central heating Gas boilers are made by appointed contractors. The subsequent visit reports are kept with the Facilities Manager's records</p>

<p>Building Contractors.This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Facilities Manager</p>	<p>In all cases the relevant work area is isolated from the school with appropriate fencing.Whenever possible such building work is only undertaken during school holiday periods or at weekendsThe Facilities Manager and his caretaking staff are responsible for supervising the contractors' activities whilst on site.All contractors must produce copies of their current Public liability insurance for the approval of the Business manager.</p>
<p>Small Scale Building Works.This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Facilities Manager</p>	<p>In all cases if any maintenance work is to be undertaken the work area is isolated by use of suitable barriers.Small scale building works are always carried out outside of normal school hours and the schools caretakers supervise the activities throughout the period. All contractors must produce copies of their current Public liability insurance for the approval of the Business manager</p>

<p>Lettings (shared working – playgroups etc). The school ensures that the hirer/tenant has employee and public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Executive Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Business Manager</p>	<p>The school Business Manager maintains copy records of all Lettings including copies of appropriate public liability insurance</p>
<p>Slips/Trips/Falls. The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Executive Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>All staff</p>	<p>In the event of an incident involving a slip, trip or fall then an incident report form is completed and filed in the incident log folder held by the schools administrative officer. Any identified hazard is immediately dealt with by action by the caretakers or other suitably qualified personnel.</p>
<p>Cleaning. A cleaning schedule is in place which is monitored by the Executive Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Facilities Manager</p>	<p>The school employ their own cleaning staff and the quality of their work is supervised by the cleaner supervisor. A deep clean of the kitchen area is carried out during the summer holiday period by an approved contactor</p>

<p>Transport Arrangements (on-site).The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>Facilities Manager</p>	<p>Access to the site is controlled by the reception office staff who control a pedestrian gate and a vehicular access gate at the main entrance to the school.</p>
<p>Bus Duties (supervision of pupils boarding school buses)</p>	<p>Staff leading the school visit</p>	<p>Buses when used for a school visit park immediately alongside the school pedestrian gate. Pupils are supervised according to the ratios specified in the appropriate risk assessment form for the visit being undertaken</p>
<p>Caretaking and Grounds Maintenance (and grounds safety). The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Caretaker</p>	<p>The general safety of the buildings and grounds is visually monitored on a regular basis by the caretakers</p>
<p>Gas and Electrical Appliances. Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Facilities Manager</p>	<p>Annual service checks of the Fire Alarm system, the intruder alarm system and the central heating Gas boilers are made by appointed contractors. The subsequent visit reports are kept with the Facilities Manager's records</p>

<p>Glass and Glazing. A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>All staff</p>	<p>Broken glass is reported to the school office whose advise the caretaker who will immediately attend and make the area safe.</p>
<p>Legionella. A risk assessment has been completed according to HSE publication L8 and the manner in which the schools water supply is dispensed does not present any legionella risk.</p>	<p>Facilities Manager</p>	
<p>Snow and Ice Gritting. Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Caretaker</p>	<p>A supply of de-icing salt is keep on site and in adverse conditions the caretakers use this to create ice free routes in and out of the school.</p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases. The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>ECM team leader, school office and SIMS manager</p>	

<p>Dealing with Medical Conditions. The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>INCO</p>	<p>SEN records, SIMS and medical records held in school</p>
<p>Drug Administration. The school accommodates pupils with medical needs wherever practicable and makes reference to DFE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>All staff</p>	<p>See school policy on administration of medicines.</p>
<p>First Aid. The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools is followed</p>	<p>All staff</p>	<p>See Appendix detailing list of current first aiders</p>

<p>Reporting of Accidents, Hazards, Near Misses. The school report and investigate all accidents, incidents and near misses. In line with this procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported.</p>	<p>Office Manager</p>	<p>Accident book held in medical room • RIDDOR • procedures to get help in an emergency</p>
<p>Fire Safety and Emergency Evacuation including Major Incident or Bomb Threat. The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. The school will plan to follow the local Rainbow Plan suitably modified for our use.</p>	<p>Facilities Manager</p>	<p>See appendix I, II and III</p>
<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring. Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>		
<p>Inspections. Regular safety inspections are carried out by the nominated person/s of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>Facilities Manager Site controllers Equipment users</p>	<p>Visual inspections of the safety aspects of the school are carried out by the Facilities Manager and the caretaker on a regular basis. In addition all staff are required to report any safety hazard to the school office for action</p>

<p>Review. The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ‘ad hoc’ and un-planned checks and inspections.</p>	<p>Facilities Manager</p>	<p>An annual Health and Safety Report is presented to Trustees each year which includes a breakdown of incidents, if any. The Health and Safety Policy Document will be reviewed biannually and approved by the Trustees.</p>
<p>Auditing. As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Executive Headteacher</p>	<p>Audits are undertaken on a 3 yearly basis by an appropriately qualified person/s or organisation</p>
<p>Section 5 -TRAINING</p>		
<p>Staff Health and Safety Training/Competence. The school is committed to ensure staff are competent to undertake the roles expected of them. The Executive Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Executive Headteacher and ALT</p>	<p>HR keep copy records of all formal training courses undertaken by staff.</p>

<p>Supply and Student Teachers. The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies.</p>	<p>HR officer</p>	<p>The schools HR officer issues documentation to new staff as appropriate</p>
<p>Volunteer and Parent Helpers</p>	<p>Class Teacher</p>	
<p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff. The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SBC SHE guidance.</p>	<p>HR lead on this</p>	

Health and Well Being Including Absence Management. The school refers to SBC SHE Stress Risk Assessment Toolkit and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	HR lead on this	
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance. The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Facilities Manager Site Controllers	The school ensures recyclable waste is separated and collected by certified contractors
Disposal of Waste. All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Facilities Manager Site Controllers	The school ensures all disposable waste is separated and collected by certified contractors
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene. The school has in place a food hygiene management system and competent health and safety advice.	Facilities Manager Chef	
Section 9 – HEALTH AND SAFETY ADVICE		
Information and Health and safety advice is obtained from a wide range of sources including HSE publications and website.		

List of current employees trained as first aiders as at November 2017

Name	Location	Certification	Expiry date
Julie Devitt	Marish	First Aid at Work,	Nov-20
Trust Wide First Aid Lead		Paediatric First Aid	Nov-29
Valerie Collier	Marish	First Aid at Work	Nov-20
Trust Wide First Aid Lead		Paediatric First Aid	Nov-19
Amanda Beard	Marish	First Aid at Work	Jan-19
Angela Brown	Marish	Paediatric First Aid	Nov-19
Belinda Shepherd	Marish	Paediatric First Aid	Nov-20
Bushra Akmal	Marish	First Aid at Work	Mar-18
Chloe Davies	Marish	Paediatric First Aid	Nov-20
Chris Nicholls	Marish	First Aid at Work	Mar-20
Emma Cadwell	Marish	Paediatric First Aid	Nov-20
Emma Cox	Marish	First Aid at Work	Sep-18
Gary Meakin	Marish/Willow	First Aid at Work	Mar-20
Gurleen Handa	Marish	First Aid at Work	Sep-18
Hayley Ellis	Marish	Paediatric First Aid	Nov-20
Hayley Shannon	Marish	Schools First Aid	Jan-19
Ian Dallibar	Marish	First Aid at Work	Nov-20
Jason Davies	Marish	First Aid at Work	Mar-20
Jatinder Rhanhawa	Marish	Paediatric First Aid	Nov-19
Katarzyna Filipowicz	Marish	Paediatric First Aid	Nov-20
Kelly Phelan	Marish	Paediatric First Aid	Apr-20
First Aid Champion			
Margaret Jabbar	Marish	Paediatric First Aid	Nov-19
Natasha Slade	Marish	Paediatric First Aid	Nov-20
Shote Muneka	Marish	Paediatric First Aid	Nov-20
Sina Mannke	Marish	Paediatric First Aid	Apr-20
Sonia Scaife	Marish	Paediatric First Aid	Apr-20
Tahira majid	Marish	Paediatric First Aid	Nov-10
Tasha Callus	Marish	First Aid at Work	Sep-18
Zenab Latif	Marish	Paediatric First Aid	Nov-20
Anna Edwards	Willow	First Aid at Work	Mar-20
First Aid Champion			
Chloe Flavelle	Willow	First Aid at Work	Mar-20
Harriet Henley	Willow	First Aid at Work	Mar-20
Joanne Beyzade	Willow	First Aid at Work	Mar-18
Robyn McCarthy	Willow	First Aid at Work	Jan-19
Akhtiaj Khan	Willow	Paediatric First Aid	Nov-20
Devarshi Dhillion	Willow	Paediatric First Aid	Nov-20

Nadia Akhtar	Willow	Paediatric First Aid	Apr-20
Neha Sharma	Willow	Paediatric First Aid	Apr-20
Preeti Singla	Willow	Paediatric First Aid	Nov-20
Samia Baig	Willow	Paediatric First Aid	Nov-20
Anthony Tyson	Willow/Marish	First Aid at Work	Nov-20

MARISH SCHOOL FIRE DRILL GENERAL INSTRUCTIONS AND PROCEDURE

FIRE ALARM WARNING: A CONTINUOUS BELL SOUNDS.

On hearing this continuous bell all staff and children must evacuate the school buildings to the designated assembly point as indicated on the Fire Escape Route Plan in the room they are occupying.

ASSEMBLY POINTS: In general the following will apply but if a class is out of position they must go to the Assembly point applicable to the room they are in.

Nursery	KS1 Playground
KS1	KS1 Playground
KS2	KS2 Playground

TEACHERS: Assemble children in register order, If possible without taking any risks or creating any delay close classroom windows whilst pupils line up. Take all children **in silence** to the designated assembly point using the route shown on the Fire Escape Route Map displayed in the classroom occupied at the time the alarm sounds. Close the classroom door as you leave.

FIRE WARDENS/FIRE MARSHALLS: Personnel designated as Fire Wardens/Marshalls will perform the duties as outlined in the Fire Wardens/Fire Marshalls sheet of instructions and Fire Marshalls must fill in the Fire Marshalls tick sheet to confirm all personnel are accounted for. Fire Marshalls will inform the Headteacher of any irregularity.

WILLOW SCHOOL FIRE DRILL GENERAL INSTRUCTIONS AND PROCEDURE

FIRE ALARM WARNING: A CONTINUOUS BELL SOUNDS.

On hearing this continuous bell all staff and children must evacuate the school buildings to the designated assembly point as indicated on the Fire Escape Route Plan in the room they are occupying.

ASSEMBLY POINT:

The staff car park at the front of the school adjacent to Fernside.

TEACHERS: Assemble children in register order, if possible without taking any risks or creating any delay close classroom windows whilst pupils line up. Take all children **in silence** to the designated assembly point using the route shown on the Fire Escape Route Map displayed in the classroom occupied at the time the alarm sounds. Close the classroom door as you leave.

FIRE WARDENS/FIRE MARSHALLS: Personnel designated as Fire Wardens/Marshalls will perform the duties as outlined in the Fire Wardens/Fire Marshalls sheet of instructions and Fire Marshalls must fill in the Fire Marshalls tick sheet to confirm all personnel are accounted for. Fire Marshalls will inform the Headteacher of any irregularity.

In the event of a fire alarm the School Administrative Officer will ring the fire brigade.

Fire Wardens

On a time by time basis individuals will be nominated as the fire warden for a particular area of school, when the fire alarm sounds they should endeavour to carry out the following duties providing they are not putting themselves or others at additional risk.

Fire Warden Duties:

Fire wardens will as they exit the building check along their designated route to ensure that all rooms are empty and that the doors to the corridor side are closed.

They will instruct any people delaying exiting the building to exit quickly and to not stop to gather personal possessions.

On exiting the building, they should report to the designated Fire Marshall that their area is clear, or alternatively state that an individual has not yet exited the building.

Fire Marshalls

The first member of Senior Leadership Team to arrive at the muster point will become the designated FIRE MARSHALL at that assembly point

Fire Marshalls Duties:

Collect Tick sheet and Megaphone from the front office staff member.

Confirm all present and correct and that building is empty by coordinating with Front office staff member (class registers and visitors) and with Fire Wardens

Fire Marshalls will decide when to allow staff and or pupils back into the building after consultation with the Fire Brigade and or the Executive Head Teacher as necessary.

Appendix V Fire Marshalls tick sheet

Fire Marshalls Tick sheet

		OK	v	OK	v
Nursery	All		Fire Warden		
			Fire Warden		
Reception	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 1	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 2	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 3	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 4	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 5	Class 1		Fire Warden		
	Class 2				
	Class 3				
Year 6	Class 1		Fire Warden		
	Class 2				
	Class 3				
Visitors book					
Signing in /out book					

Major Incident Threat or Bomb Threat

Action plan

1. On receipt of a threat to safety of the school and its occupants from a source other than a verified police communication. This threat would normally come as a telephone call or letter to the school office.
 - 1.1 If it is a telephone call, try to engage the person and find out as much as you can from them particularly regarding the nature and or location and or timing of the threat
2. First action will be to notify the police via 999 and inform them of both the nature of the threat and if possible the timings of any threatened action. A colleague must also immediately advise the Executive Headteacher or in their absence the next most senior member of staff.
3. The police will give clear instructions for the Headteacher as to what action the school should implement.
 - 3.1 Lockdown.
 - 3.1.1 Should the police advise lockdown all senior staff and office staff will go to each classroom and advise the teacher in charge that Lockdown is in force and nobody leaves the classroom.
 - 3.1.2 When advising staff that a lockdown is in force the expression 'code three one' will be used e.g., use the words " a code three one is now in operation".
 - 3.2 Evacuate.
 - 3.2.1 Should the police advise evacuation then the fire alarm bell will be sounded. Once all children and adults are accounted for all personnel will proceed to the furthest point from the buildings (normally the usual Assembly Point) and stay there until further advice is received.
4. In the event that further actions are required other than those dictated by the police, staff will refer to the Slough Rainbow Plan for additional advice.