



Loughton School

Health and Safety Policy

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THE SCHOOL'S POLICY STATEMENT ON HEALTH AND SAFETY

The headteacher and governors of Loughton School believe that the health, safety and welfare of all persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. It is committed to high standards of health and safety, compliance with the legal requirements under the Health and Safety at Work etc. Act 1974 being a minimum.

The policy aims to develop a whole school approach to health and safety and increase the awareness of all concerned. It describes how the school will meet its legal obligations and sets out the current systems for managing health and safety and controlling risks. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely. The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

In particular, the governors will, so far as is reasonably practicable, ensure that the following are provided:

- Effective procedures for managing health and safety, including the assessing and controlling of risks;
- Equipment and work procedures that are safe and without risks to health;
- A safe place of work, a healthy working environment and adequate welfare arrangements;
- Comprehensible and relevant information relating to health and safety;
- Appropriate instruction, training and supervision to enable all employees and where appropriate, other persons, to work safely;
- Effective consultation procedures and opportunities for staff to raise issues;
- Adequate and appropriate resources to implement the policy;
- Suitable arrangements for reviewing its policy and management systems and monitoring compliance.

The Governing Board assigns to the headteacher the day-to-day responsibility for implementing this Policy, including the relevant arrangements.

THE ORGANISATION AND RESPONSIBILITIES FOR MANAGING HEALTH AND SAFETY

INTRODUCTION

Since Loughton School is an Academy school, the Academy Trust has legal responsibility for health and safety.

THE RESPONSIBILITIES OF THE ACADEMY TRUST/GOVERNING BOARD

The Governing Board of Loughton School, in its role as employer, has primary responsibility for health and safety of employees and others in accordance with Section 2 and 4 of the Health and Safety at Work Act 1974. In order to achieve this, the Governing Board will:

- formulate a Health and Safety Policy setting out in writing the responsibilities and arrangements for ensuring safety in the school; to be reviewed at least once a year. They will also ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within policy and guidance
- ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The governors will also ensure that the school's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents
- nominate a Health and Safety governor
- provide appropriate resources from within the school's budgets to implement the arrangements set out in the policy and, in particular, ensure that health and safety obligations, both legal and moral, are taken into consideration when setting priorities;
- receive from the headteacher, or other members of staff as appropriate, reports on health and safety matters and consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.
- seek appropriate specialist advice on health and safety matters where the Governing Board is not fully competent or where additional advice could usefully be sought;
- promote high standards of health and safety in the school.

THE RESPONSIBILITIES OF THE HEADTEACHER (DEPUTY HEALTH AND SAFETY LEAD)

The headteacher has overall responsibility for safety, policy, organisation and arrangements through the school and will:

- be the focal point, alongside the senior operations manager, for day-to-day references on health and safety at the school;
- ensure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly; (senior operations manager support)
- provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects; (senior operations manager support)
- budget for safety and health matters;
- review the Health and Safety Policy annually, and when significant changes occur within the organisation of the School; (senior operations manager support)
- develop, introduce, maintain and review safety management procedures to ensure the School complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling; (senior operations manager support)
- ensure that the senior operations manager maintains routine maintenance checks and inspections required by legislation of fixed service equipment take place, i.e. boilers, pressure vessels etc;
- ensure that the senior operations manager maintains the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments – liaising with Combat Fire;
- ensure health and safety issues associated with major building projects are complied with; (senior operations manager support)
- ensure that incidents, near misses and dangerous occurrences are reported using the school's reporting system, minor injuries form or hazard reporting system, as appropriate; (senior operations manager support)
- monitor incident trends to identify methods of reducing accidents; (senior operations manager support)
- ensure the necessary records are maintained relating to accidents associated with the work of the school;
- report on health and safety matters including buildings and safety management to the Governing Board;
- safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors;
- ensure, in conjunction with class teachers & HLTAs, that health and safety is considered as an integral part of the curriculum, lesson planning and teaching;
- ensure that regular internal and external inspections/audits are carried out at regular intervals and that necessary remedial action is carried out;
- instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety policy, school policies or health and safety legislation;
- ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation; (senior operations manager support)
- ensure that emergency procedures and fire evacuation practices are in place; (senior operations manager support)
- investigate and advise on hazards and precautions; (senior operations manager support)

- support)
- have a general oversight of health and first aid matters;
- ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- to be aware of pupil health records prior to entry and liaise with the medical LSA and pastoral team of illnesses that need to be brought to the attention of specific staff, so that the correct provision can be put in place (e.g. epilepsy);
- ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid;
 - Fire and emergency evacuation;
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
- develop and establish emergency procedures, and organise fire evacuation practices within the school
- The deputy headteacher and assistant headteachers, in co-ordination with the senior operations manager, will assume these duties in the absence of the headteacher and have the authority to make and implement decisions throughout the school at any level if there is:
 - immediate danger, or,
 - dangerous practice, or
 - breach of the law

THE RESPONSIBILITIES OF THE SENIOR OPERATIONS MANAGER

The senior operations manager is responsible for the co-ordination of health and safety management on behalf of the headteacher throughout the school and in particular, will:

- act as the headteacher's main delegate of responsibility in all H&S matters,
- report safety matters to the headteacher and support the headteacher in producing any reports for the Governing Board;
- assist with inspections and safety audits, ensuring that all hazards identified in the termly health and safety inspections are remedied as soon as practicable.
- investigate and advise on hazards and precautions. Record identified on site hazards, along with remedial action taken and when
- make recommendations to the headteacher or the Governing Board for matters requiring immediate attention, e.g. safety reports;
- routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments – liaising with Combat Fire;
- make recommendations to the headteacher or the Governing Board on matters of safety policy in compliance with new and modified legislation;
- publicise safety matters;

- ensure that all portable electrical equipment is tested on an annual basis;
- liaise with outside bodies concerned with health and safety;
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- ensure that the cleaners adhere to the Cleaning Manual to maintain high standards;
- carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- securing the building as necessary;
- maintaining safe access to, from and within the premises;
- advising contractors of site-specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of any site procedures and precautions;
- ensuring that all corridors, cloakrooms, passageways and gangways are kept clear of rubbish and obstructions;

Competency matrix

Role	Knowledge/Skills	Training
Senior operations manager	<p>Acts quickly and confidently, without causing panic, in an emergency situation</p> <p>Quickly responds to any issues, auctioning solutions or escalating as appropriate</p> <p>Has good knowledge of health and safety regulations that are relevant to the school and makes sure the school is compliant with these at all times</p> <p>Makes sure risk assessments are up to date and relevant to the activities that take place in school</p> <p>Ensures every team member understands their roles and responsibilities</p> <p>Treats people as individuals and takes time to listen to them</p> <p>Puts the children at the</p>	

THE RESPONSIBILITIES OF ALL EMPLOYEES

All **employees** have individual responsibilities under section 7 & 8 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions. In particular, all employees must:

- comply with the School's Health and Safety policy and procedures;
- comply with the relevant health and safety laws;
- use all work equipment and substances in accordance with the instruction and training received;
- not intentionally misuse anything provided in the interests of health, safety and welfare;
- report to the headteacher any hazardous situations and defects found in work places, plant and equipment.

In addition, employees may have specific responsibilities as set out below.

THE RESPONSIBILITIES OF THE EDUCATIONAL VISITS LEAD (DEPUTY HEADTEACHER)

- be involved in educational visit management in order to ensure that the School's Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
- work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the School;
- after discussion with the headteacher approve the proposal. The Governing Board will countersign approval for all visits;
- confirm that adequate risk assessments have been carried out;
- manage and evaluate the educational visits;
- confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

THE RESPONSIBILITIES OF TEACHERS

Teachers are responsible to their line manager for the immediate safety of the pupils in their classroom. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

- undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- exercising adequate supervision of the pupils in their care and be aware of emergency procedures;
- give adequate safety information regarding the activity being undertaken prior to the

- activity commencing and during the activity as and when required;
- ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested;
- report defects and make recommendations to their line manager where necessary;
- ensure that clear instructions and warnings are given to pupils verbally as often as necessary regarding Health and Safety;
- establish routines for issuing, checking and securing equipment used in lessons, i.e. items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested;
- report defects and make recommendations to their line manager where necessary;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded.

THE RESPONSIBILITIES OF LEARNING SUPPORT ASSISTANTS

The learning support assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager. Additionally, the learning support assistants will:

- follow safe working procedures personally;
- be familiar with the general and particular safety rules that apply to his/her area of work;
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- undertake a visual inspection of equipment prior to use;
- report defects to his/her line manager;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.
- exercise adequate supervision of the pupil's in their care and being aware of emergency procedures;
- give clear instructions to pupils, when this is necessary for health and safety reasons.

THE RESPONSIBILITIES OF THE MEDICAL COORDINATOR

The Medical Coordinator is responsible for supporting health and welfare issues within the School and in particular will:

- be responsible for attending to and monitoring pupil illness/injury and to refer pupils to their own doctor or hospital as appropriate;
- maintain the school medical room and equipment;
- monitor pupil health records prior to entry and to report/advise the headteacher, pastoral team of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- assist in the monitoring of first aid equipment and boxes on School site;
- make sure all medicine kept on site is kept securely and in date;
- assist in the development and health promotion activities at the School;
- ensure the necessary records are maintained relating to accidents associated with the work of the school;

- have a general oversight of health and first aid matters
- monitor accidents to identify trends and support the senior operations manager introducing methods of reducing accidents;
- ensure adequate numbers of staff are trained in first aid procedures and administering medicines
- organise staff training e.g. asthma, epilepsy etc.

THE RESPONSIBILITIES OF THE CLEANERS

The cleaners are responsible for cleaning the school to a high standard in accordance to the Loughton School cleaning manual.

THE RESPONSIBILITIES OF TRADE UNION REPRESENTATIVES

Where appointed in the School, they will:

- represent the staff in consultation with the employer investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- investigate complaints by any employee they represent relating to health and safety and welfare at work
- represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- attend meetings when requested to do so to represent staff;
- Support the headteacher, by keeping them up to date with any changes that the Unions are advising

THE RESPONSIBILITIES OF STAFF LIAISING WITH CONTRACTORS

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the senior operations manager for them to rectify. Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site.

Contractors must not use school equipment/resources (ladders, tools etc.). They must use their own for insurance purposes.

VOLUNTEERS, PARENT HELPERS, ETC.

The law is clear that volunteer workers, although not technically engaged as employees, must still be given the full protection of the Health and Safety at Work etc. Act 1974.

In practice, this means that **the school is responsible for the health, safety and welfare of volunteers (including parent helpers)**; this responsibility being delegated to the headteacher.

In all cases, the headteacher shall ensure that, so far as is reasonably practicable:

- Appropriate risk assessments are carried out and volunteers are made aware of hazards;
- Volunteers are competent to do the work asked of them;
- Volunteers are given information and made aware of safe procedures – fire/emergency evacuation procedures, first-aid arrangements, the safe use of equipment, etc.
- Volunteers are provided with appropriate protective clothing/personal protective equipment for the activity being undertaken;
- Volunteers are provided with adequate and appropriate supervision;
- Records are kept of what information and instruction was given to all volunteers.

THE RESPONSIBILITIES OF PUPILS

Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of school rules and procedures.

In particular, each pupil will:

- observe standards of dress and behaviour appropriate to school
- observe rules and routines and ask for help if they are not sure
- not wilfully misuse, neglect or damage equipment provided for safety

Crisis Management (*this is linked to the school Business Continuity plan*)

A senior incident response team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

Senior Incident Response Team:

1. The headteacher
2. Deputy headteacher & assistant headteachers
3. Financial resources manager
4. Senior operations manager
5. Chair of Governors/Health and Safety Governor.

Function of the Senior Incident Response Team:

1. To act as the decision-making authority for the management of an incident.
2. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the School.
3. To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The

equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.

4. To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets. This is outlined on the Risk Register.
5. To test the crisis management plan on a regular basis to ensure that it is feasible and realistic.

THE ARRANGEMENTS FOR MANAGING HEALTH and SAFETY

1. THE GENERAL MANAGEMENT OF HEALTH AND SAFETY

a. Introduction

The school has in place:

- A policy statement on health and safety that sets a clear direction for the organisation to follow.
- A management structure for delivering the policy with clearly allocated responsibilities for health and safety.
- A planned and systematic approach to implementing the management of health and safety, using the Health and Safety Executives 'Plan, Do, Check, Act' approach.

b. Principles of Prevention

Whenever the School implements any preventative and protective measure it will do so on the basis of the following principles:

- All risks are to be avoided;
- Those risks which cannot be avoided will be evaluated;
- Risks will be dealt with at source;
- All employees will be given appropriate instructions.

c. 'Plan, Do, Check, Act'

The model is set out in HSG65, which is available to download from the HSE website at www.hse.gov.uk/managing

d. Performance standards

The School will aim at achieving continual improvement in health and safety through the setting of performance standards. The current standards are:

ITEM	STANDARD
Health & Safety policy	1. To be reviewed annually, and revised where necessary.
Risk assessment	1. Assessments of the risks relating to staff and non-employees, including pupils shall be carried out. 2. All assessments shall be recorded and available for inspection at the place of work. 3. All assessments regularly reviewed and revised where necessary.

Health and safety inspections	<ol style="list-style-type: none"> 1. Safety inspections are carried out every term. 2. All inspections to be recorded and records available for examination.
Information	All employees shall be provided with suitable information on health and safety, including safe working procedures and risk assessments relevant to their work, emergency and fire procedures.
Incident reporting	All notifiable incidents shall be reported on the approved Incident Report Form within 5 working days of occurrence and all such incidents will be investigated.

2. ASSESSING RISKS

a. Introduction

The school aims to reduce the risks arising out of its activities, as far as it can, by ensuring that adequate precautions are provided and maintained to prevent harm to people.

b. The school's policy on risk assessment

The School will aim to:

- Make a suitable and sufficient assessment of the risks to the health and safety of its employees whilst they are at work and to other persons who may be affected by its work;
- Minimise these risks by having in place suitable and sufficient controls and safe working procedures, as well as effective management systems;
- Identify the measures it needs to take to comply with legal requirements;
- Review risk assessments annually and revised whenever they are, or are suspected of being, no longer valid, or where there has been significant change in the work activities or when an incident has occurred;
- Record the significant findings of the assessments and make these available.

The responsibility for ensuring that assessments are carried out lies with the Governing Board. However, the actual carrying out of the assessments will usually be delegated to the senior leadership team in the school/teaching staff.

Assessments will:

- Be available for inspection at all times;
- Record all the significant hazards;
- Record the preventative and protective measures in place to control the risks;
- Record what further action, if any, needs to be taken to reduce risk further;

- Be made available, where appropriate, to employees, and other persons.

Further guidance on risk assessment is provided in Appendix 1.

3. MONITORING

a. Introduction

The School will measure its health and safety performance through workplace inspections and the reporting, and investigation, of accidents and other incidents. Regular reports on performance will be prepared for the Governing Board.

b. Health and safety/workplace inspections

The school regards regular workplace inspections as an important way of maintaining the safety of its premises and protecting both staff and pupils. Inspections will be carried out every half term by the Health and Safety Governor, accompanied by the headteacher and senior operations manager. The headteacher or senior operations manager will sign off the form to confirm the outcome of the inspection and ensure the appropriate action is taken. A record of the inspection will be made and kept at the school and the outcomes will be reported to the Resources & Environment Committee every term.

Safety representatives are entitled to carry out inspections of the school on a regular basis or following a notifiable incident. They must inform the headteacher of their intention to do so in advance.

c. Accident Investigations

Where appropriate, accidents and other incidents will be investigated and a report made to the Resources & Environment Committee.

4. DEALING WITH ACCIDENTS AND OTHER INCIDENTS

a. Introduction

The school is committed to doing all it reasonably can to ensure the health, safety and welfare of all its stakeholders. Nevertheless, where an incident involving injury, or with the potential to cause injury occurs, the school will aim to ensure that:

- **The incident is reported and a suitable record kept;**
- **The incident is investigated, where appropriate, so that any deficiencies in procedures, premises and equipment can be identified and action taken to improve health and safety and minimise risks to employees and others;**

- Those incidents which are required to be notified to the Health and Safety Executive under RIDDOR 2013 are reported as prescribed and a record kept;
- Parents will be notified as soon as practicable where their child is involved in a serious incident.

b. **Procedure for Reporting an Incident**

All accidents and other incidents will be reported and recorded in the accident book kept in the First Aid room. Specific serious incidents (see Guidance) will be reported to the Health and Safety Executive (HSE).

However, minor accidents and incidents (such as scratches, grazes, etc, requiring first-aid or 'feeling unwell') should be reported to a first-aider and recorded in the first-aid book in the medical room.

In all cases, the headteacher will:

- Complete a brief report on the incident and ensure that all other parts of the form are fully and correctly completed;
- In the case of specific serious incidents, ensure that the Health and Safety Executive (HSE) is notified of the incident without delay usually by telephone.
- Investigate all incidents within 5 working days from the receipt of a fully completed report form.

c. **Reporting Serious Incidents**

Serious incidents are dealt with in a different way to less serious ones. In this respect, a **Serious Incident** is one involving:

- **Death** - In the case of **an incident resulting in the death of an employee or any other person**, the headteacher will ensure that:
 1. the incident is reported to the Health and Safety Executive (HSE) without delay. **Call the Incident Contact Centre on 0345 300 9923 - opening hours are Monday to Friday 8.30am to 5pm;**
 2. the Police (tel: 999) and the Coroner's Officer (at CMK Police, tel: 01908 254327) are informed immediately;
 3. The Crisis Management Team will be contacted and support the headteacher and staff
- **Major Injury**, such as a suspected broken limb. This type of incident must be reported to the Health and Safety Executive (HSE) without delay. **Call the**

Incident Contact Centre on 0345 300 9923 - opening hours are Monday to Friday 8.30am to 5pm

- **Non-employees being injured and taken to hospital for treatment**
- **A Dangerous Occurrence** – such as a fire
- **Injuries resulting in persons being off work for more than 7 consecutive days.** This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

The headteacher will ensure that all Deaths and Major Injuries are notified to the Health and Safety Executive (HSE) without delay by telephone (call the Incident Contact Centre on 0345 300 9923 - opening hours are Monday to Friday 8.30am to 5pm).

Other reportable incidents should be notified to the HSE within 10 days using the HSE's online reporting procedure.

Further information on what must be considered in relation to the reporting of incidents is available from the HSE website, <http://www.hse.gov.uk/riddor/index.htm>

5. CONSULTING WITH STAFF

All employees will be consulted regarding matters that effect their health and safety. Such consultation will usually be at staff meetings and/or with staff representatives and account will be taken of the views of staff before any decisions or changes are made to health and safety arrangements. The school does not have a formal safety committee, this role being undertaken by a committee of the Governing Board, the Resources & Environment committee. Generally, staff representatives will also undertake the role of safety representative and will have the rights and functions of such representatives, including:

- Investigating hazards and examining the causes of accidents;
- Investigating complaints by employees;
- Carrying out inspections of the workplace;
- Representing employees in consultation with Health and Safety Executive inspectors;
- Attending appropriate committee meetings.

6. TRAINING AND INFORMATION

The school will provide appropriate training and information to help staff acquire the skills, knowledge and attitudes to enable them to work safely and to carry out their health and safety responsibilities.

Employees will be provided with the following:

- Details of their health and safety responsibilities and duties;
- A copy of risk assessments relating to their work;
- Information on proposed changes in policy, procedures and other matters;
- Details of the arrangements for:
 - Fire and evacuation procedures for their workplace;
 - First aid;
 - Incident reporting;
 - Sickness reporting;

A record will be kept of the information and training provided to staff.

7. DEALING WITH CONTRACTORS

The school will aim to ensure, so far as is reasonable, that contractors who carry out work at the school:

- Are, where possible, DBS checked. If not, measures are put in place by the DSL to make sure they will not be unsupervised while the children are on site.
- are competent;
- do not expose employees and non-employees, including the public and pupils to risks to their health and safety;
- are made aware of their health and safety responsibilities, duties and liabilities and given information on any significant hazards present at the school.

Contractors are required to demonstrate competence by:

- providing risk assessments and safe systems of work for work they do;
- providing records of training and experience;
- providing details of emergency procedures relating to the work they do;

The competence of contractors will be evaluated by the headteacher, senior operations manager and H&S governor and records kept.

Responsibility for liaising with contractors is allocated to the senior operations manager.

8. SECURITY

The headteacher, SLT and senior operations manager are responsible for securing the building as necessary. The cleaners are responsible for opening the building in the morning and in the absence of the senior operations manager closing the school in the evening.

9. FIRE PROCEDURES, BOMB INCIDENTS & LOCKDOWN MANAGEMENT – PLEASE REFER TO THE LOCKDOWN & EVACUATION POLICY FOR SPECIFIC DETAILS

Please see Appendix 9 for the detailed plan of the Fire Evacuation procedure
With respect to its legal duties regarding fire safety, the School will:

- Carry out a fire risk assessment (a proforma is provided in Appendix 8);
- Provide and maintain the necessary fire precautions;
- Provide information, instruction and training to employees.

Fire precautions will include:

- Fire sensors and alarms, provided in most areas and regularly checked and maintained. Records are kept in the senior operations manager's office;
- Emergency routes and exits which are suitably signposted; all classrooms have two exits, one of which opens directly to the outside;
- Suitable fire extinguishers provided at appropriate locations in the building and regularly checked and maintained;
- The safe storage of all flammable materials, including rubbish and waste.

Information, instruction and training will include:

- All rooms are provided with information relating to fire/emergency evacuation;
- Staff and children who need PEEP's will have them written and reviewed annually or when a change happens with regards to their medical needs;
- Fire drills. These are held termly and initiated by the headteacher;
- Training in the use of fire extinguishers, where appropriate.
- Relevant staff are Fire Safety Warden trained
- All staff complete annual Fire Safety Awareness training

The local Fire and Rescue Authority is responsible for enforcing general fire safety and should be contacted if advice is required; <http://bucksfire.gov.uk/>

Bomb Incident and Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Senior Incident Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, by an appropriate means.

Bomb Incident

Any member of staff who receives information regarding a bomb on-site must immediately inform the headteacher or a member of the Senior Leadership Team in their absence.

Lockdown Incident

Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform the headteacher or a member of the Senior Leadership Team in their absence.

10. MAINTENANCE AND CLEANING OF THE PREMISES – *Please refer to the Loughton School cleaning manual for specific details*

The senior operations manager and cleaners undertake the maintenance and cleaning of the school premises. The school will ensure that they are trained, provided with suitable protective clothing and are aware of safe working procedures.

11. FIRST-AID AND THE ADMINISTRATION OF MEDICINES

a. Introduction

The provision of first aid at work is governed by the Health and Safety (First-Aid) Regulations 1981. These regulations apply only to employees. Nevertheless, the school will provide first aid cover to pupils and members of the public in circumstances where it has a duty of care or is acting *in loco parentis*.

b. Arrangements for first-aid

The following arrangements are in place regarding the provision of first aid:

First-aiders

- Only those staff who are qualified can administer first-aid, unless there are none on site
- Prospective first-aiders will attend either a full 3-day course in First Aid at Work (FAW) or a 1-day course in Emergency First Aid at Work (EFAW)
- The school has a couple of fully qualified first-aider (FAW) and a suitable number of emergency aiders (EFAW)

- The names of current first and emergency aiders are displayed in the Medical Room
- All school staff who are designated as first-aiders will undertake annual refresher training to update their skills
- The school's insurers will indemnify first-aiders who carry out their duties whilst at work
- During normal school hours there will usually be a fully qualified first-aider or emergency first-aider on site
- First-aiders will accompany all external visits
- Outside normal hours, the school will provide first aiders for events it organises. External organisations who organise events at the school will be asked to provide a first-aider or will be charged by the school for one

Equipment

- First aid bags are kept in the Medical room
- Travelling first aid kits are kept in the Medical room
- Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the Medical room
- All treatment must be recorded in the book provided in the first-aid bags or in the medical book in the Medical room

c. First-aid provision for non-employees

It is generally accepted that the school will provide first aid for members of the public and in particular for those who become ill or are injured in the following circumstances:

- The incident occurs on school premises, during normal working hours;
- The incident occurs outside school premises and a request is made to an employee or first-aider for assistance. For example, a person slips on the pavement outside the school and first-aid is requested at the reception desk.

Injuries to members of the public and others should only be treated by a qualified first-aider. All cases of treatment should be recorded. Following first aid, the casualty may be disposed of according to the usual 'principles of disposal'.

d. The administration of medicines (See Managing Medicines in school policy)

The school accepts responsibility, in principle, for school staff giving or supervising children taking prescribed medication during the school day or at any other time where the school has a duty of care or is acting *in loco parentis* (e.g. during school trips). The following arrangements are in place:

- Parents must complete a form requesting the school to administer medication, providing details;
- The headteacher must give authorisation for the medication to be administered by a designated member of staff;
- A record is kept of letters, administration of medicines

e. Allergies and medical conditions

Parents will be expected to inform the school if their children have a medical condition or an allergy. A list of these children will be kept in the Medical room and in the folder on the back of class teacher's cupboard doors. This will be updated regularly by the Medical LSA.

Further information on first aid at work is available from the HSE website, <http://www.hse.gov.uk/firstaid/index.htm>

12. NEW AND EXPECTANT MOTHERS

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

The school is committed to minimising the health risks to employees who are pregnant or new mothers and will:

- Assess the risks to such employees;
- Reduce these risks by having in place suitable and effective management systems.
- Staff (full and part-time) are required to inform the headteacher and the personnel manager as soon as possible and in writing when pregnancy has been confirmed.
- The headteacher & personnel manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way. These will be discussed with the schools HR representative, so guidance can be sort.

Further information on what must be considered in relation to new and expectant mothers is available from the HSE website, <http://www.hse.gov.uk/mothers/index.htm>

13. SMOKING/VAPING, ALCOHOL & DRUGS

Smoking/vaping is not allowed in any part of the school. This includes e-cigarettes.

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform the headteacher, so that additional arrangements may be made to safeguard you while at work.

14. WORKPLACE HEALTH AND SAFETY

Maintaining a healthy and safe workplace, with suitable welfare facilities, for all its employees, and for others who use its premises, is of vital importance to the School. In this respect, the school will aim to:

- Maintain the workplace and related equipment and systems to the required level, in efficient working order and in good repair;
- Ensure that all its workplaces are adequately ventilated, are kept at a reasonable temperature and have suitable and sufficient lighting;
- Ensure that all its workplaces are kept sufficiently clean;
- Ensure that every work area has adequate space;
- Provide its employees with suitable workstations and seating;
- Ensure that all floors, passageways and traffic routes within its workplaces are kept free from any hazards;
- Take all reasonable measures to protect employees and others from the risk of falling or objects;
- All glazing in doors, windows and other areas does not pose a risk to employees and others and can be cleaned safely;
- All doors and gates are safe to use;
- All workplaces are provided with sufficient and suitable sanitary conveniences and hot running water;
- All employees are provided with an adequate supply of clean drinking water;
- Provide suitable and sufficient facilities for staff to change;
- Provide suitable storage facilities;
- Provide rest facilities for pregnant women and nursing mothers;
- Provide suitable and sufficient facilities for staff to rest and eat meals.

Further information on what must be considered in relation safe workplaces is available from the HSE website, <http://www.hse.gov.uk/pubns/indg244.pdf>

15. DISPLAY SCREEN EQUIPMENT

The school aims to ensure that all members of staff who work with display screen equipment such as computer visual display units (VDU's) work safely and comfortably. Whilst many staff may use such equipment as part of their work, the School designates a 'user' as being an employee who uses display screen equipment for:

- continuous spells of an hour or more, more or less daily; or
- at least 3 hours during a normal working day, more or less daily; or
- an average of 15 hours per working week on a regular basis.'

All designated users will:

- have a risk assessment carried out of their work (Display Screen work Self-Assessment checklist – appendix 4)
- be provided with information on safe working procedures
- be entitled to an appropriate eye and eyesight test, at the school's expense
- be provided with any required equipment as a result of their DSE assessment using Access to Work to gauge the support that is needed. We then use the suggestions of their equipment providers and experts to come in and make sure all arrangements are good for staff.

Eye and eyesight tests will usually be carried out by the users' own optician at regular intervals. Users may also request a test if they are experiencing visual difficulties which may be related to display screen work. Before going for an eye test, users must obtain a referral form from the finance and personnel manager to take to the optician. They will have to pay the optician initially and get a receipt, but will be reimbursed.

Following an eye and eyesight test, the optician may recommend that the user should be provided with spectacles specifically for display screen work. The school will pay for the cost of a basic pair of spectacles if required for display screen work or contribute up to £50 towards the cost of a pair of the users choosing.

Staff and pupils who use display screen equipment, but who are not designated users may be advised of on safe working.

Additional information on display screen equipment is provided in Appendices 2 (general guidance), 3 (working safely), 4 (DSE risk assessment pro-forma), and 5 (referral form).

Further information on working with display screen equipment is also available from the HSE website, <http://www.hse.gov.uk/pubns/indg36.pdf>

16. STAFF WELLBEING (Please read the Promoting Positive Mental Health and Wellbeing Policy)

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living.

Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done.

The headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors. Workloads and stressors will be monitored on an on-going basis

The School is committed to minimising the health risks to employees from work related stress and will:

- provide on-site pastoral care to staff who require it;
- Assess the risks to employees;
- Reduce these risks by having in place suitable and effective management systems;
- Provide additional support to staff through a confidential employee assistance programme.

Further information on work related stress is available from the HSE website, <http://www.hse.gov.uk/stress/>

17. EDUCATIONAL VISITS

The school aims to ensure the safety of staff and pupils who undertake educational visits and journeys. In this regard it has in place a ‘Visits and Journeys Policy’. This policy will be reviewed by the school every two years or whenever necessary.

The school has established a system of approval for all educational visits and will ensure that all persons for whom it has a duty of care are fully aware of their responsibilities.

18. ELECTRICITY & ELECTRICAL EQUIPMENT

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested annually to show it is safe. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them.

The school will aim to minimise the risks from electricity by:

- Ensuring that all electrical equipment is maintained so as to prevent danger to employees and others; this will be through a programme of inspections and any necessary maintenance;
- Ensuring that all persons undertaking electrical work are suitably trained and supervised;
- Ensuring that all equipment and tools used are appropriate for safe working.
- Report any potential hazards to the senior operations manager immediately
- Make the headteacher aware of any item being brought into school by members of staff, volunteer or pupil. They cannot be brought in until she has approved them;
- Temporary electrical extensions required anywhere in the school must be approved by the headteacher and senior operations manager. **These must not be overloaded or used in a way that can cause harm.**

All portable electrical equipment in the school is maintained on a rolling programme of maintenance, in accordance with HSE guidance. Records of maintenance are kept.

The fixed electrical systems within the school are inspected and tested on a 5 yearly maintenance programme; records of which are kept.

Additional information on the safe use of electrical equipment is provided in Appendices 6 (user visual checks) and 7 (formal visual inspections).

Further information on what must be considered in relation to the safe use of electricity at work is available from the HSE website, <http://www.hse.gov.uk/electricity/index.htm>.

19. HAZARDOUS SUBSTANCES

The school is committed to minimising the risks to staff, pupils and other persons who may be exposed to substances that may be harmful to their health. These may be materials that are purchased (e.g. cleaning materials), produced as part of a work activity (e.g. dust from sawing or cleaning) or naturally present in the environment (e.g. micro-organisms in water or dust in the air).

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), annual review and (where necessary) updating has been delegated to the senior operations manager. Any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that

substance be carried out, maintained in written form, and available to the users. A record of the arrangements currently in force will be maintained by the senior operations manager. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time. Any colleague unsure of their position in relation to COSHH may consult the senior operations manager.

The school will control and minimise these risks by:

- Assessing the risks to health arising from hazardous substances;
- Request data from contractors to gain assurance that any substance used will not harm our staff and pupils;
- Ensuring that all employees are properly informed, trained and instructed in the safe use of hazardous substances;
- Ensuring that all hazardous materials are used in a safe manner and stored correctly;
- Providing any necessary PPE in order to carry out the task in a safe manner.

Further information on what must be considered in relation to the control of hazardous substances is available from the HSE website, <http://www.hse.gov.uk/coshh/index.htm>.

Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the school are detailed below along with the safe procedures put in place to manage the risk.

Asbestos

The school has had an asbestos survey completed for the premises. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. The senior operations manager has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

Legionella

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the senior operations manager.

20. MANUAL HANDLING

Many work activities within the school involve manual handling of some sort, for example, moving furniture or equipment. These activities can create a degree of risk to health and

safety if not properly carried out. As a good employer, the school will aim to reduce these risks as far as it can by ensuring that staff are suitably trained and informed, and that adequate workplace precautions are provided and maintained to prevent harm to people.

The school will aim to:

- Avoid the need for staff to undertake any manual handling operations at work that involve a risk of their being injured or, where this is not reasonably practicable, assess the risks;
- Reduce these risks by having in place suitable and sufficient controls and effective management systems;
- Ensure that all employees are provided with adequate training for safe manual handling, where this is appropriate;
- Take into account employees' capabilities and the level of their training, knowledge and experience when allocating work involving a significant degree of manual handling.

PE equipment can be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

Further information on manual handling and related musculo-skeletal diseases is available from the HSE website, <http://www.hse.gov.uk/msd/index.htm>

21. WORKING AT HEIGHT

All work at height must be properly planned and organised to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it. The senior operations manager is responsible for undertaking risk assessments for work at height tasks. Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or stepladders more than four rungs high will require training. Staff should contact the senior operations manager if any work at height is necessary over four rungs high.

22. MACHINERY & EQUIPMENT

Maintenance schedules for machinery and equipment are in place to ensure that all equipment is safe. Guidance notes will be kept on the relevant machinery and equipment used by their staff and pupils. Where manufacturer's instructions are not available the senior operations manager will prepare instructions for maintaining the equipment, for machinery and will liaise with the senior operations manager and Health and Safety lead to obtain such advice as may be needed for preparing those instructions.

23. PRESSURE SYSTEMS

All pressure vessel systems in the school will be listed on the inventories of the departments concerned. All pressure vessel systems in the school will be subject to annual inspection by appointed contractor. Safety certificates for all such systems will be displayed in the vicinity

of the system concerned. Systems identified as faulty will be removed from use at once. Written inspection and reporting schemes for affected items are kept by the senior operations manager and must be consulted prior to any inspection

24. NOISE AT WORK

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff detecting a potential problem will report immediately to the senior operations manager.

25. LETTINGS

If the school is let, the headteacher must be satisfied that the hiring organisation must use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. These are kept with the finance and personnel manager.

26. HOUSEKEEPING

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping.

Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The senior operations manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.

It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the senior operations manager. All waste will be disposed of according to appropriate health and safety guidelines.

27. VIOLENCE AT WORK

Violence at Work All staff must report to their line manager/headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported on CPOMS.

28. LONE WORKING

It is recognised that within the school there are posts where staff are required to work alone e.g. site team, even for a short period of time. It is the headteacher/line manager's responsibility to undertake a risk assessment of all risks associated with lone working on the school site. Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone. **Please see Lone working policy and Lone working risk assessment.**

29. VISITORS

The headteacher and governors accept the responsibility for health and safety of visitors to the school, including contractors. All visitors to the school will be asked to sign in at the school office and sign out when they leave and are required to wear a badge. All staff

accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

30. TRAINING & INFORMATION

A training needs analysis will be undertaken by the headteacher, in conjunction with the senior operations manager, CPD lead and personnel manager to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The headteacher will ensure that staff are released for this training. All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention.

The headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff. Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

31. MONITORING HEALTH AND SAFETY

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the senior leadership team will include health and safety as part of the agenda of their regular meetings;
- the headteacher will conduct half termly premises inspections with the senior operations manager & Health and Safety Governor;
- the headteacher's report to the governors will have health and safety as an item.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed a health and safety audit will take place at least every 2 years. The action points identified through the audit will be shared with Governors at the Resources and Environment meeting where it will be agreed what action is necessary.

32. HEALTH & SAFETY POLICY REVIEW

The School acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Board.

COVID-19

We are currently not required to have any risk assessments in place for COVID-19. Should an outbreak happen in school we will revert back to a previous risk assessment and notify all external agencies who need to know.

Appendix 1

RISK ASSESSMENT

1. WHAT IS A RISK ASSESSMENT?

A risk assessment is basically a careful examination of any potential hazards that could cause harm to people, whether employees, pupils or anyone else concerned and evaluates how serious these hazards could be. It enables the headteacher, senior operations manager and governors to decide if adequate precautions have been taken to prevent harm or whether more needs to be done. The aim is to make sure that no one gets hurt or becomes ill.

2. HAZARD AND RISK

These are two words that are met with frequently in risk assessment.

A **hazard** means anything that can cause harm to a person. It could be an object (e.g. a knife, a hot pan, paint or water), a way of working or activity (e.g. lifting or using equipment) or some aspect of the environment (e.g. sunlight, weather or noise) or even another person.

A **risk** is the likelihood or chance, that somebody will be harmed by the **hazard**. It is very difficult to place a number on this. The best that can be done is to make an informed judgement based on experience and knowledge.

3. CARRYING OUT ASSESSMENTS

Assessments should be carried out by a person who is familiar with the activity concerned, usually a teacher or the senior operations manager.

A key skill is to think clearly and honestly about the likely hazards present, the precautions in place and any further actions required. It is often worthwhile discussing aspects of the assessment with colleagues. In brief, risk assessment requires the following to be done:

- | | |
|---------------|--|
| Step 1 | Define the activity being assessed. Do not be too specific to start with; this can always be done later if necessary. For example, it is better to assess the teaching of contact/team sports generally rather than each individual sport, such as football, hockey, netball, etc. |
| Step 2 | Look for those aspects of the activity that can cause harm; that is, identify significant hazard |
| Step 3 | Identify those people who might be harmed; whether pupils, staff or others |
| Step 4 | Identify what is currently being done to prevent harm and protect people |
| Step 5 | Decide whether the existing precautions are adequate or whether more should be done |
| Step 6 | If the current precautions are not adequate and more needs to be done, decide on an action plan. Set out the action required, priority, the person responsible |

for taking action and timescale. Deciding on priorities can be difficult. Those actions that protect most people or prevent serious injury must take priority, although cost is usually a significant factor

Step 7 Note any circumstances that may modify the assessment. For example, if there are pupils with SEN taking part or inexperienced/large numbers of pupils, extra supervision and/or assistance may be required

Step 8 Keep a record of the assessment and make it available for inspection by an authorised person (e.g. a Governor or an HSE inspector). It will also be very useful as a reference for the future

Risk assessments should be reviewed annually and revised whenever they are, or are suspected of being, no longer valid, or where there has been significant change in the work activities or an accident or dangerous incident has occurred.

Appendix 2

DISPLAY SCREEN EQUIPMENT

The school aims to ensure that all members of staff who work with display screen equipment such as computer visual display units (VDUs) work safely and comfortably. Whilst many staff may use such equipment as part of their work, the School designates a 'user' as being an employee who uses display screen equipment for:

- continuous spells of an hour or more, more or less daily; or
- at least 3 hours during a normal working day, more or less daily; or
- an average of 15 hours per working week on a regular basis.

All designated users will

- have a risk assessment carried out of their work
- be provided with information on safe working procedures
- be entitled to an appropriate eye and eyesight test, at the school's expense

A new DSE assessment should be carried out if a member of staff moves to a new work station.

Eye and eyesight tests will usually be carried out by the users' own optician at regular intervals. Users may also request a test if they are experiencing visual difficulties which may be related to display screen work.

Before going for an eye test, users must obtain a referral form from the Finance and Personnel Manager to take to the optician. They will have to pay the optician initially and get a receipt, but will be reimbursed.

Following an eye and eyesight test, the optician may recommend that the user should be provided with spectacles specifically for display screen work. The school will pay for the cost of a basic pair of spectacles if required for display screen work or contribute up to £50 towards the cost of a pair of the users choosing.

Staff and pupils who use display screen equipment, but who are not designated users may be advised on safe working.

Appendix 3

WORKING SAFELY WITH DISPLAY SCREEN EQUIPMENT (Steps you can take to ensure you work safe and comfortably)

Step 1 - Get comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU. Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.
- Make sure you have enough workspace to take whatever documents or other equipment you need. Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is room under your desk to move your legs freely. Move any obstacles such as boxes.

Step 2 - Keying in

- Adjust your keyboard to get a good keying in position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Step 3 - Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly. Rest your fingers lightly on the buttons and do not press them hard.

Step 4 - Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room. Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Step 5 - Posture and breaks

- Don't sit in the same position for long periods, try and change your posture often. Some movement is desirable, but avoid repeated stretching to reach things you need. (if this happens a lot, rearrange your workstation). Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer longer ones.

Appendix 4

HEALTH & SAFETY ASSESSMENT - DISPLAY SCREEN WORK

PART 1 - TO THE USER OF DISPLAY SCREEN EQUIPMENT.

The use of computers, sometimes called visual display units (VDUs) or display screen equipment (DSE), whilst generally safe, may be associated with some health problems, usually related to work posture. In order that these may be minimised and work made as comfortable and free of health risks as practicable, workstations must be assessed and you, the user, can help with this process.

Please give your name and job title and answer the questions set out below. Answer all the questions as fully as you can and return the form to the assessor as soon as possible. The assessor will review your answers and discuss any remedial/corrective action with you; they will then complete the form. **If you are happy with the completed form, please sign and return it to the assessor.**

A copy of the completed form will be kept with our personnel record and a copy given to you. Please read the booklet 'Working with VDUs'; it will help you to work safely at your computer. You should also receive a school guidance note on working with display equipment. If you have any queries on any matter relating to display screen work, please contact your assessor.

YOUR NAME & JOB TITLE:

QUESTIONNAIRE (please check all items):

QUESTIONS	YOUR ANSWER	ASSESSOR'S COMMENTS
YOUR WORK:		
1). On average, how much time do you spend daily working at your VDU/computer?		
2). Do you feel that the software on your VDU is user friendly? If NO, give details.		
3). Do you take regular breaks away from your display screen work? If YES, how often and for how long?		
4). Have you been given any information and training on the health and safety aspects of display screen work? Please detail.		
HEALTH EFFECTS:	(If you answer YES, please give details):	
5). Do you suffer from fatigue/tiredness or stress when working at your VDU/computer?		
6). Do you get aches or pains in your back, shoulders or neck whilst working at your VDU/computer?		
7). Do you get aches, pains, tingling or 'pins and needles' in your fingers, hands or arms whilst working at your computer?		
8). Do you have any problems with your eyes/eyesight whilst working at your VDU? For example, headaches, difficulty reading the screen or documents.		
9). Do you wear spectacles or contact lenses for display screen work? If YES, when did you last have an eye test?		

QUESTIONS	YOUR ANSWER	ASSESSOR'S COMMENTS
YOUR WORKSTATION:		
10). Is your chair stable and can you adjust it to get a comfortable sitting position and rest your feet?		
11). Can you arrange your screen and keyboard to enable you to work comfortably?		
12). Can you adjust your screen display so that it is clear, easy to read and free of distracting reflections and glare?		
13). Do you have sufficient space on your desk and around you to work comfortably?		
14). Are there any visible electrical hazards, such as broken plugs, worn or loose cable?		
15). Are there any trailing leads or other items that are causing a trip hazard or obstruction?		
16). Does your work equipment create excessive or distracting noise?		

ADDITIONAL INFORMATION (USER):

REMEDIAL ACTION - ASSESSOR TO COMPLETE:

ACTION REQUIRED & DATE	PERSON RESPONSIBLE

ASSESSORS COMMENTS / ADDITIONAL INFORMATION:

DATE OF ASSESSMENT:

RECOMMENDED RE-ASSESSMENT DATE:

NAME AND SIGNATURE OF ASSESSOR:

DATE:

NAME AND SIGNATURE OF USER:

DATE:

NAME AND SIGNATURE OF HEADTEACHER:

DATE:

Copy to: The User/Headteacher (for record)

Appendix 5



Loughton School

Referral Form to an Optometrist/Optician for an Eyesight Test

Section 1

Name of Designated User:

Name of Employer: Loughton School, Bradwell Road, Milton Keynes, MK5 8DN.
Tel: 01908 665971

Headteacher's Authorisation:

Date:

Section 2 OPTOMETRIST'S REPORT

Name of Optician:

Address:

.....Telephone:

Optometrist's Signature:

Please tick one box only:

- ☐ Spectacles are not required
- ☐ Spectacles are required for general, day-to-day use
- ☐ Spectacles required for general use, incorporating a special prescription for screen work
- ☐ Spectacles are required specifically for display screen work

Date of eye test:

Recommended Date for Re-test:

NOTES - Please Read

To the Designated User (the person requiring the eyesight test):

- Please take this form to the optician you have chosen to carry out your eyesight test
- You must obtain a receipt for your eyesight test
- You can obtain reimbursement by passing this completed form, with receipt attached, to the Finance and Personnel Manager

To the Optometrist/Optician:

- Please carry out an eye/eyesight test on the person named above who is a designated user under the Health and Safety (Display Screen Equipment) Regulations 1992
- Please complete the report, set out above
- The test and report should be as recommended by the British College of Optometrists
- PLEASE PROVIDE A RECEIPT FOR THE EYE/EYESIGHT TEST; DO NOT SEND AN INVOICE

Appendix 6

ELECTRICITY

USER VISUAL CHECKS

ITEM	ANSWER	ACTION REQUIRED
1. Is the cable/mains lead visibly damaged? e.g. cuts, abrasions.	YES	Inform senior operations manager, label as faulty, take out of use until repaired.
	NO	No action required.
2. Is the outer covering of the cable gripped securely where it enters the plug or equipment?	NO	Inform senior operations manager, label as faulty, take out of use until repaired.
	YES	No action required.
3. Is there visible damage to the plug? e.g. the casing cracked or any bent pins.	YES	Inform senior operations manager, label as faulty, take out of use until repaired.
	NO	No action required.
4. Are there any signs of overheating (burn marks or discoloration) on the equipment, cable or plug?	YES	Inform senior operations manager, label as faulty, take out of use until repaired.
	NO	No action required.
5. Is there damage to the outer cover of the equipment or obvious loose parts or screws?	YES	Inform senior operations manager, label as faulty, take out of use until repaired.
	NO	No action required.

Appendix 7

FORMAL VISUAL INSPECTIONS

ITEM	ANSWER	ACTION REQUIRED
1. Is the cord grip holding the outer cover of the cable tightly?	YES	No action required.
	NO	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
2. Is the cable/mains lead visibly damaged?	YES	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
	NO	No action required.
3. Is there visible damage to the plug? E.g. the casing cracked or any bent pins.	YES	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
	NO	No action required.
4. Is a proper fuse of the correct rating (see table below) being used?	YES	No action required.
	NO	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
5. Are there any signs of overheating (burn marks or discoloration) on the equipment, cable or plug?	YES	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
	NO	No action required.
6. Are the wires including the Earth (where fitted) connected to the correct terminals?	YES	No action required.
	NO	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
7. Are there any bare wires visible other than at the terminals?	YES	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
	NO	No action required.
8. Are the terminal screws tight?	YES	No action required.
	NO	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
9. Are there any signs that the equipment has been used in conditions where it is not suitable?	YES	Inform appropriate person e.g., line manager or maintenance engineer, label as faulty, take out of use until repaired (remove the plug).
	NO	No action required.

Appendix 8

FIRE SAFETY RISK ASSESSMENT (2022-23)

Assessment Question	Answer	Are the risks adequately controlled?
1. Do any areas have any potential sources of ignition, such as naked flames?		
2. Do any areas contain significant sources of fuel, such as flammable liquids, gases, paper, wood, cardboard?		
3. Does the premises have a suitable fire detection and warning system? Is this regularly maintained?		
4. Are employees aware of the location of fire exits and are the escape routes/exits kept clear? Are they suitably signed?		
5. Is there emergency lighting?		
6. Are all employees aware of the fire warning system, what action they should take upon hearing it & how to operate it?		
7. Are all employees aware of the location of fire exits and escape routes		
8. Are all employees aware of where their assembly area is?		
9. Is there sufficient suitable fire-fighting equipment available, are staff aware of their location, and have the people likely to use them had adequate training?		
10. Has provision been made for people with special needs?		
11. Are there nominated persons responsible for specific duties in the event of a fire? (i.e. ensuring that all staff are accounted for).		
12. Are all doors, windows and other openings not required for ventilation kept closed to limit the oxygen available to fuel a fire?		

Remedial Action

The following remedial action is required is required to improve fire safety.

PRIORITY	ACTION REQUIRED & DATE	PERSON RESPONSIBLE

Additional information

NAME & SIGNATURE OF ASSESSOR:

DATE:

NAME & SIGNATURE OF HEADTEACHER:

DATE:

Appendix 9

LOUGHTON SCHOOL FIRE EVACUATION PROCEDURE 2024-25

Year 3

1	Ben Whyman
2	Caroline Holliday
3	Elsie Daniells
4	Dee Newman

Year 4

5	Lizzie Sanderson, Kate Lai Kit & Phoebe
6	Kevin Taylor
7	Boppy Wilmshurst & Cath McPherson
8	Jane Solloway

Year 5

9	Sarah Hawkes
10	Leonie Hearne
11	Heather Garner & Ellie Frost
12	Lizzie Woodards (Child with PEEP)

Year 6

13	Cathy Higgins
14	Hannah Carter
15	Kirsty Coppins
16	Sam Ruggles

SENCo – Nana Brago

PPA staff – Tom Williams, Ann Martindale & Lavinia

SCTAs – Cath McPherson, Charlotte O'Connor & Josh Carter

Learning Support Assistants and Speech & Language staff – Claire Day, Rebecca Ruggles, Lauren Ross, Darryl Brown, Jennie-Lee Keetley, Nicola Read, Serpreet Nagra, Vicki Brownlow,

Office/Site staff – Sarah Tompkins (High vis), Janet Hobbs (High vis), Karen Wilson, Jenna CC & Stuart Cox (High vis)

Medical LSA Debbie Farmer

MDS - Grace Stritser, Emma Lawrie, Debbie Thornton, Laura Bailie, Alicia, Hiranthi, Thumeka

Hobbs Staff

Cleaners – Grace Stritser, Emma Lawrie, Debbie Thornton, David (agency staff)

Wrap-Around staff – Tree top staff

Headteacher & Deputy Head Rebekah Green (High vis) & Ellie Frost (High vis)

Assistant Heads – Charlie McNeaney & Nana Brago

FIRE WARDENS

What to do if you detect a fire

- Use one of the call point fire panels and break the glass or lift the hatch and press the button depending on the model.
- JENNA CC/ SLT to phone Fire Brigade.

What to do if the fire alarm sounds

- Each day you **MUST** complete the small blue fire book and return to the office. This needs to state the number of children you have off absent that day. The sticker on the front of the book will say how many children are currently registered to that class.
- Staff member who is teaching the class is responsible for getting the children to the top playground using the fire exit route explained on the yellow poster in the classroom. Staff must know this route and must follow it unless it leads them to where the fire/incident is. **FOBS ARE NEEDED TO OPEN THE YEAR 4 GATE.** Code for the padlock is 1066
- Support staff in the classroom are responsible for supporting the staff member teaching the class and making sure any vulnerable children (EHCP) **AND ANXIOUS CHILDREN** are supported. If you have a child in your class with a **PEEP** this must be followed.
- Internal and external classroom doors and windows **MUST** be shut behind you. Cloakroom doors should always be shut and not held open by hooks.
- Anyone who is responsible for doing a sweep must complete this before leaving the building and alert **BEX** (Ellie in her absence) that the sweep has been done and all is ok, via radio.
- You must get the children to the top playground as quickly and sensibly as possible using the route on the yellow poster. Children need to be very quiet, if not silent. Line the children up by the **HB** number that is painted on the playground. You must do a head count to determine if anyone is missing. Alert **Bex** (in her absence **Ellie**) if a child is missing **ASAP**.
- Take the register when it is given to you to double check all the children are there. Alert **Bex** (in her absence **Ellie**) if a child is missing **ASAP**. When register has been taken hold up blue book so **Bex** (**Ellie** in her absence knows).
- **Karen Wilson** to check all staff/visitors are present on the playground. Alert **Bex** (in her absence **Ellie**) if an adult is missing **ASAP**.
- **SLT, Stu & Sarah T** only staff to have radios on once on playground. They must take out with them the red fire folders to give to the Fire Brigade when they arrive.
- **DO NOT LEAVE THE PLAYGROUND UNTIL BEX (ELLIE IN HER ABSENCE) HAS GIVEN THE ALL CLEAR.**
- **IF CHILDREN NEED THE TOILET THIS MUST BE COMMUNICATED WITH BEX BEFORE ENTERING THE BUILDING**
- Children to walk sensibly back to class.

- NO ONE IS TO GO BACK INTO THE BUILDING UNTIL BEX HAS GIVEN THE ALL CLEAR (EMERGENCY SERVICES TO ADVISE IF NOT A DRILL)

OTHER ROLES AND RESPONSIBILITIES

ANYONE RESPONSIBLE FOR DOING A SWEEP MUST BE FIRE WARDEN TRAINED AND MUST CLOSE ALL INTERNAL AND EXTERNAL DOORS, AND WINDOWS BEHIND THEM. ONCE THE SWEEP IS COMPLETE RADIO BEX TO CONFIRM AND THEN HEAD TO TOP PLAYGROUND.

SARAH TOMPKINS - TO SWEEP YEAR 5 & 6 AREA AND TOILETS (**ELLIE FROST** IN HER ABSENCE)

ELLIE FROST – TO SWEEP THE SANCTUARY AND THEN HEAD TO PLAYGROUND TO SUPERVISE AND SUPPORT (**REBEKAH GREEN** IN HER ABSENCE)

CHARLIE MCNEANEY - TO SWEEP YEAR 4 AREA (JENNA CC IF THEY ARE NOT IN THAT AREA OR ARE ABSENT)

KAREN WILSON - IPAD, BLUE BOOKS AND MEDICAL KIT (**JENNACC** IN HER ABSENCE)

JANET HOBBS - TO SWEEP YEAR 3 (**REBEKAH GREEN** IN HER ABSENCE)

NANA BRAGO – TO SWEEP ART ROOM AND STAFF ROOM (**STU COX**) IN HER ABSENCE

JENNA CC – PHONE EMERGENCY SERVICE IF NEEDED AND THEN HEAD TO DOUBLE GATES ON PAYNES DRIVE TO WAIT FOR EMERGENCY SERVICES WEARING HIGH VIS JACKET

STUART COX CHECK HALL/PE CHANGING ROOM/CLUB ROOM AND COLLECT CHARTWELLS REGISTER (**REBEKAH GREEN** IN HIS ABSENCE).

CHECK FIRE PANEL FOR LOCATION OF FIRE THEN HEAD TO FRONT OF SCHOOL TO WAIT FOR EMERGENCY SERVICES, RADIOING TO CONFIRM HE HAS LEFT THE BUILDING

REBEKAH GREEN – CHECK LIBRARY & OFFICES (**ELLIE FROST** IN HER ABSENCE)