



St Mark's West Essex Catholic School

Health & Safety Policy

Date Reviewed: October 2017

Next Review Date: October 2019

Committee: Premises

HEALTH AND SAFETY POLICY

St Mark's West Essex Catholic School

PART 1. STATEMENT OF INTENT

The Governing Body of St Mark's will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common-law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and issued to, all members of staff with a reference copy being kept in the Facilities Managers office and on the shared drive

This policy statement and the accompanying organisation and arrangements will be reviewed bi-annually¹.

PART 2. ORGANISATION

As an Academy, the responsibility for health and safety rests with the Governing Body as the employer.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum, these management systems should adhere to the LA's health and safety policy, procedures and standards.

A Health & Safety Governor, Pam Plowman, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with (Essex Health and Safety Team, Tel: 0333 251 7655).

¹ Every 2 years is the maximum period for review

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the Governing Body's Health and Safety Policy and Procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Academy Trustees and Governing Body to enable the Health and Safety Policy and Procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues, which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Academy Trustees and / or Educational Skills Funding Agency any significant risks, which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to **Funmi Akinsanmi**, School Business Manager. Within departments, this task is further delegated to all the relevant Head of Departments.

Responsibilities of other staff holding posts of special responsibility.

The Health and Safety Coordinator and Facilities Manager will:

- Apply the school's Health and Safety Policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's Health and Safety Policy and Procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of the Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School swimming and pools
- Appendix 23 - Lockdown
- Appendix 24 - Work Related Learning

RISK ASSESSMENTS

Site Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Health and Safety Co-ordinator.

Risk assessments are available for all staff to view and are held centrally on the shared drive and in the Site Manager's office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Health and Safety Co-ordinator. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use e.g. schemes of work.

The Science department has a subscription to CLEAPSS and their publications² are used as their sources of model risk assessment within the department. In addition, the following publications are used within the school as sources of model risk assessments:

[Secondary schools]

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

² CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

<p>OFFSITE VISITS</p>

The school has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available on the shared area.

EVOLVE (Essex County Council Service for Trips and Visits)

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, David Rowland, who will check the documentation and planning of the trip. If acceptable, he will initially approve the visit before referring to the Headteacher / SLT.

[See Trips and Visits Policy]

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general inspection of the site will be conducted on a termly³ basis and be undertaken by the Site Manager and the Health and Safety Coordinator.

Inspections of individual departments will be carried out by Heads of Department or nominated staff. In both cases, the person(s) undertaking inspection will complete a report in writing and submit this to the Health and Safety Co-ordinator. Responsibility for following up items detailed in the safety inspection report will rest with the Head of Department and Site Manager.

A named governor [Pam Plowman] will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the Health and Safety Folder in the staff area. Inspections will occasionally be conducted jointly with the establishment's Health and Safety co-ordinator.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Health and Safety Co-Ordinator is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ECC advice. The fire risk assessment is located in the site office in the school's fire logbook and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in separate guidance and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire logbook.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction (for those in areas of most risk of fire).

Details of service isolation points (i.e. gas, water, electricity):

Rear of Dining Hall - gas

Bottom stairs in Humanities - gas

External cupboard near the hall - electricity

Main boiler house - gas

Sixth form boiler house – gas

Science Laboratories – electricity and gas emergency cut off valves

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Health and Safety Coordinator and the Site Manager and relevant Head of Department as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the site office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Thursday at 8am. Any defects on the system will be reported immediately to the alarm contractor ADT (0844 8001999). A fire alarm maintenance contract is in place with ADT and the system tested every six months by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational. Fire safety services undertakes an annual maintenance service of all fire-fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to fire safety services.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly, in house, and annually a full discharge test and certification of the system will be undertaken by DP Electrics 01279 844998.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use are undertaken by the site team.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid on the school site – See Appendix C

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINT⁴: RECEPTION**

The Site Manager is responsible for checking termly that the contents of first aid boxes are as they should be in D & T, Science and P.E. The main First Aider is responsible for checking travel kits and those in vehicles are complete and replenished as necessary.

Transport to hospital:

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty (pupil) will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a pupil with the parents/carers.

Details of any other relevant contact numbers of Hospital A&E departments, schools nurse etc. can be found in Appendix A

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Vicky Taylor (main First Aider) is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Vicky Taylor or the First Aider on duty. The expiry dates of these medicines is the responsibility of the parents, however as a school we will also carry out termly checks and make parents aware if they are getting close to expiry.

⁴ There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

All non-emergency medication kept in school is securely stored in a lockable filing cabinet in the school office, refrigerated meds are kept in clearly labelled container within fridge in the medical room with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in reception and clearly labelled.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated Assistant Headteacher, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year or when the child enrolls or on diagnosis being communicated to the school and will be reviewed annually by the designated Assistant Headteacher.

All staff are made aware of any relevant health care needs and copies of Health Care Plans are made available to all Head of Departments who then disseminate the information to the class teachers.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

As an Academy Trust, all employee accidents, no matter how minor, must be reported to the school reception and recorded.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book in reception is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to RIDDOR.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents, which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Health and Safety Co-Ordinator. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) online.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 10 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The school health and safety committee meets every half term and consists of the following people:

Health and Safety Co-ordinator, Site Manager, Governor, Heads of D&T, Science and P.E, Radiation officer, Headteacher Boy/Girl, main First Aider.

The Health and Safety committee meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are to be brought forward for review by school management.

Communication of Information

The Health and Safety Law poster is displayed in all staff rooms, reception, site office and the cleaning cupboards.

Health and Safety Training

All employees will be provided with:

- a copy of, and induction training, in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings, briefings, recorded in minutes, and highlighted as part of the standard cycle of policy review.

Training records will be kept in reception by the Personnel officer. The Health and Safety Co-ordinator is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the Governors and police where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission from the Headteacher / senior member of staff / their line manager and the Site Manager and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have the means to summon help in an emergency e.g. access to a telephone or mobile phone etc. The site will remain secure (main gates closed and all other doors locked) and the individual will have the mobile numbers of the site team in case of an emergency.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. In the event of an alarm activation MANGUARD SERVICES (Tel: 01920 444280) are the first key holder and they attend site immediately.

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required by the Head of department. Equipment restricted to those users who are authorised have received specific training.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Site Office by the Site Manager

Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by AGG annually.

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by DP Electronics on a 5-year cycle.

External play equipment

External play equipment will be risk assessed and only used when appropriate.

This equipment will be checked weekly, and the Site Manager will conduct and record a formal termly inspection of the equipment.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “***Control of Substances Hazardous to Health Regulations 2002***” (COSHH Regulations).

Within curriculum areas (in particular Science and DT) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas, the Site Manager is responsible for substances hazardous to health used by the cleaning staff and site staff.

The Site Manager shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in ‘Managing Ionising radiations and Radioactive sources in schools’ May 2017 Edition

- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Mr David Lee. He is responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with ECC's and the DfE asbestos policies. The school's most recent asbestos management survey was conducted on 20/08/13.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the site office by the Site Manager.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work, which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage, occurring to materials known or suspected to contain asbestos this will be reported to the Health and Safety Co-ordinator and Site Manager and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to ECC asbestos team.

The school's asbestos authorising officer is the Site Manager and refresher training is required every 3 years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officer **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officer shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)⁵ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects, the governing body are considered the 'client' and therefore have additional statutory obligations. Munday and Cramer manage these projects on the school's behalf. They will ensure Diocesan consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessment.

⁵ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

The school's nominated person responsible for work at height is the Site Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities, which present a significant risk to the health, safety of staff, will be reported to the Site Manager, and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on an annual basis by a competent contractor.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin / office staff shall have a DSE assessment carried out.

Advice on the use of DSE is available in the ECC guidelines.

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them between 8.30am and 3.45pm.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate will be used for parents and visitors on parent's evenings, open evenings, opportunities evening and other meetings. The site team and a member of SLT for larger, longer events will supervise this.

The vehicle access gate must not normally be used for pedestrian access.

LETTINGS / SHARED USE OF PREMISES

N/A currently

MINIBUSES

The Health and Safety Coordinator maintains a list of nominated drivers who have received training in order to drive a minibus or are permitted to drive it by having the correct driver's license and conducts an annual check of their driving licence via the DVLA.

The Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows ECC Guidance.

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and ECC's management standards.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed in 2016 by INTERSERVE.

The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 degrees centigrade at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold-water tanks are inspected for compliance and safety on an annual basis by INTERSERVE (Tel: 0845 6025258) and tank water temperature recorded.

SCHOOL SWIMMING

Secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- The experience and the qualifications of the external staff involved

Where a school trip or visit is going near to or by water consent will be gained from the parents that it their child can be in that situation and the risk assessment carried out will consider all the precautions taken to keep all people safe.

LOCKDOWN

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and pupils from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The Site Manager will be advised to implement the lockdown via Mobile phone or word-of-mouth.
- The SLT will communicate via internal phones or word of mouth
- The school will be advised that it is in 'lockdown' by word-of-mouth or by a message via PARS
- All staff will remain in classrooms and keep pupils calm and away from windows
- All pupils in external PE lessons will be advised to return to the Sports Hall.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises (2 Main gates and 3 pedestrian gates). This effectively closes the School to any external access.
- If the need arises, the Site Staff will be asked to lock any external doors to each block. However, this still means the doors can be opened from the inside if emergency arises.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor School entrances via vantage points in reception and the Sports Hall. The gates should only be opened by SLT or Site Staff as directed when visual confirmation of the presence of the Emergency Services can be confirmed or notification that the threat has been removed.

WORK RELATED LEARNING

Where pupils are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all pupils undertaking such activities.

The health and safety co-ordinator is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise EYS to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)⁶
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information, which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving pupils on work placement activities will be reported to the placement organiser / work experience staff at the school at the earliest possible opportunity.

Name of establishment	St Mark's West Essex Catholic School
Manager responsible for establishment:	Elaine Heaphy
School's Health and Safety Co-ordinator	Dave Rowland
Location of Health and Safety codes of practice/documentation/risk assessments	Site Manager's Office
Location of Fire Register	Site Manager's Office
Procedure for accident reporting (name of employee to report to and if appropriate, who reports to the HSE)	Dave Rowland
First Aider/Appointed Person(s)	Victoria Taylor
Procedure for reporting hazards (name, tel.no. or other contact arrangements such as a Hazard Book)	Hazard book kept in Reception, reviewed by
Fire assembly point	Back Playground
Fire Marshal/Evacuation Officer (if applicable)	Dave Rowland / Site Staff
Day and time of weekly fire alarm tests	Thursdays 8am
Location of First Aid boxes	Reception, Science and PE offices
Name, address and telephone number of nearest hospital	<p>The Princess Alexandra Hospital Hamstel Road, Harlow, Essex, CM20 1QX. Main Switchboard: 01279 444455. To change an outpatients appointment please call 01279 827391. To contact the maternity team if you are in labour call 01279 444455 and enter extension 2144. Please note that we do not accept faxes.</p> <p>St Margaret's Hospital The Plain, Epping, Essex, CM16 6TN. Main Switchboard: 01992 561666.</p> <p>The Herts and Essex Hospital Haymeads Lane, Bishop's Stortford, Hertfordshire, CM23 5JH. Main Switchboard: 01279 655191.</p>

Health & Safety codes of practice**(Appendix B)**

No.	Title	Publication date
1	Managing Health and Safety in Secondary Schools	Jul 2016
2	Managing Asbestos in County Council Buildings	Apr 2012
3	D&T Food Technology and Textiles	Aug 2014
6	Art, Craft and Design	Aug 1992
7	Management of Contracts	Sept 2003
9	Science Education –Cleapss G223	Sept 2013
10	Rural Studies	Jan 1991
11	Physical Education	Jul 2016
12	Grounds Maintenance	April 1992
13.1	D&T Automobile Practice	Sept 1982
13.2	D&T Wood	Jan 2011
13.3	D&T Metal	Sept 2010
13.4	D&T Heat Processes	Apr 2012
13.5	D&T Annual Safe Conditions Survey	Sept 2012
13.6	D&T Plastics	Jan 2012
13.7	D&T Control Systems	Jan 2011
14	Swimming Pools and Associated Equipment	Sept 2003
16	Drama	Sept 1999
21.1	Building Contracts undertaken on County Council Premises Centrally Financed Projects	Aug 1996
21.2	Building Contracts undertaken on County Council Premises Locally Financed Projects	Aug 1996
23	Outdoor Play and Environmental Activities	Feb 1993
24	Operation of Small Buses (Minibuses)	Feb 2008
25	Primary School Code of Practice	Sept 2000
26	Manual Handling Operations – Inanimate Objects	Jan 2002
27	Manual Handling Operations – Manual Handling of People	Jan 2002
28	Safe Practice on Educational, Adventurous and Recreational Visits	Jun 2011
29	The Administration of Medicines to Pupils and Procedures for Dealing with Certain Medical Conditions	Dec 2015
32	Managing Violence in Schools	Sept 2016
33	Health and Safety in Special Schools	Jan 2015
34	Managing Occupational Stress	Dec 2012
35	Quad Bike – H&S in Employment Act	Apr 1992

FIRST AIDERS

Appendix C

Name:		Position:	Ext No:	Location:	Date issued:	Date Expires	Level of training
Vicki	Donoghue	Head Receptionist	243	Front Office	21-Oct-15	20-Oct-18	Designated First Aider
Natalie	King	Receptionist/Repro	243/244	Front Office	24-May-16	23-May-19	Designated First Aider
Jane	Jenkins	HR & Finance Mgr	231	HR Office	22-Jun-16	21-Jun-19	Designated First Aider
Sharon	Carroll	Technician		Art	12-Feb-16	12-Feb-19	Appointed First Aider
Kim	Devereaux	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Carrie	Dundridge	PA to HT/SLT	205	HT Office	12-Feb-16	12-Feb-19	Appointed First Aider
Dana	Elward	Mentor	256	L Block	12-Feb-16	12-Feb-19	Appointed First Aider
Marilyn	Haynes	Cover Supervisor		Whole School	12-Feb-16	12-Feb-19	Appointed First Aider
Trudi	Henderson	Catering Manager	216	Kitchen	12-Feb-16	12-Feb-19	Appointed First Aider
Guy	Hessing	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Sarah	Howell	Personnel Asst	206	Finance Office	12-Feb-16	12-Feb-19	Appointed First Aider
Clare	Kilvington	Pastoral Assistant	258	L Block	12-Feb-16	12-Feb-19	Appointed First Aider
Don	Leahy	Caretaker	207	Site Office	12-Feb-16	12-Feb-19	Appointed First Aider
Karen	Lee	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Karen	Long	Exam Invigilator	211	Exams Office	12-Feb-16	12-Feb-19	Appointed First Aider
Lou	Moon	Careers	235	Careers Office	12-Feb-16	12-Feb-19	Appointed First Aider
Laura	Murray	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Claire	Natynczyk	Reprographics	244	Reprographics	12-Feb-16	12-Feb-19	Appointed First Aider
Lynne	Panton	Exam Invigilator	211	Exams Office	12-Feb-16	12-Feb-19	Appointed First Aider
Kirsty	Parks	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Pam	Plowman	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Max	Power	Exams Officer	211	Exams Office	12-Feb-16	12-Feb-19	Appointed First Aider
Marianne	Robson	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Kim	Ryan	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Bridget	Savage	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Yashu	Shukla	LSA	208	Learning Support	12-Feb-16	12-Feb-19	Appointed First Aider
Lee	Cohen	Finance Assistant	259	Finance Office	02-Sep-14	02-Sep-17	Appointed First Aider
Alison	Cole	PA to Sixth Form	249	Sixth Form	02-Sep-14	02-Sep-17	Appointed First Aider
David	Gordon	PE Teacher	220	PE Department	02-Sep-14	02-Sep-17	Appointed First Aider
Maria	O'Sullivan	Admin Assistant	244	Reprographics	02-Sep-14	02-Sep-17	Appointed First Aider
Karen	Richards	Cleaner		Whole School	02-Sep-15	02-Sep-17	Appointed First Aider
Marie	Thompson	Librarian	210	Library	02-Sep-14	02-Sep-17	Appointed First Aider