

# Portway – Health and Safety Policy

<b>Date reviewed:</b>	April 2019
<b>Reviewed by:</b>	Leadership team
<b>Next review planned for:</b>	October 2020
<b>Policy ratified by Executive Head teacher (as per Scheme of Delegation) - minor changes:</b>	April 2019 and November 2019
<b>Minor changes on updated policy to be communicated to trustees [as a notification]:</b>	May 2019 and November 2019



Leading  
Learning Trust

Portway Primary School is part of the Leading Learning Trust



## Contents

<b>1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS</b>	<b>3</b>
1.1 Document history	3
1.2 Review and approval	6
<b>2 - THE POLICY - INTRODUCTION</b>	<b>7</b>
2.1 Introduction	7
2.2 Aims	7
2.3 Review, communication and related policies	7
<b>3 - POLICY - PART 1 - GENERAL STATEMENT OF INTENT</b>	<b>8</b>
<b>4 - POLICY - PART 2 - ORGANISATIONAL RESPONSIBILITIES</b>	<b>9</b>
4.1 Summary of roles and responsibilities	9
4.2 Responsibilities of the CEO	10
4.3 Responsibilities of the local governing body	10
4.4 Responsibilities of the Head teacher	11
4.5 Responsibilities of the Site Supervisor	12
4.6 Responsibilities of other teaching/non-teaching staff holding posts of special responsibility for health and safety	12
4.7 Responsibilities of employees and volunteers	13
<b>5 - POLICY - PART 3: ARRANGEMENTS AND COMMUNICATIONS</b>	<b>14</b>
<b>6 - POLICY - PART 4: TRAINING AND COMPETENCE</b>	<b>14</b>
<b>7 - POLICY - PART 5: PROCEDURES FOR IMPLEMENTATION</b>	<b>15</b>
<b>Appendix 1: Maintenance and inspection matrix (as provided by OneSource)</b>	<b>19</b>
<b>Appendix 2 - Extract from school hazard register</b>	<b>22</b>
<b>Appendix 3 - Extracts from the DfE's Essential School Maintenance document</b>	<b>32</b>
Executive summary	32
Maintaining school buildings	32
Dealing with emergencies	32
School estate planning and asset management	33
Managing and procuring condition works	33



## 1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS

### 1.1 Document history

Date	Document title	Version
October 2016	Revised Health and Safety Policy for Selwyn issued post the formation of the Leading Learning Trust	1.0
	<i>CONTINUED ON THE NEXT PAGE</i>	



<p>November 2018 - EHT/CEO review</p>	<p><b>Approval of this version:</b></p> <p>Approved by the Executive Head teacher/CEO in November 2018; for notification to the trust board at the January meeting.</p> <p><b>Part 1:</b> Signature of new Head teacher in place.</p> <p><b>Part 2:</b> Minor revisions due to changes in personnel - including new roles for Emma Nicholls (CEO) and Jacqui Waine (Head teacher), as well as the appointment of Hardeep Hunjan (Health and Safety Lead - trust-wide). Copy of key health and safety roles and responsibilities provided at the start of this section. Revisions to roles and responsibilities bullet points due to slight changes in trust/school/personnel operation of health and safety duties.</p> <p><b>Part 3:</b> No changes</p> <p><b>Part 4:</b> Updated to accurately reflect arrangements with third parties and third party online training arrangements, as well as current induction arrangements further to the development of the Staff Sites platform.</p> <p><b>Part 5:</b> Updated detail re Risk Assessments provided to reflect current practice. Clarification of training and induction arrangements. Reiteration of the fact that we are always looking to improve our practice and to take on board recommendations from staff.</p>	<p>2.0</p>
<p>April 2019</p>	<p><b>Listing of updates further to RPA audit in December 2018:</b></p> <p><b>Part 4 - training and competence:</b> the suite of elearning courses has been reviewed and expanded to 7, including a DSE Risk Assessment (where jobs require extensive DSE use). Listing</p>	<p>3.0</p>



	<p>of all courses is provided in the <a href="#">Staff Sites/Induction/Health and Safety Induction</a> and in Part 4.</p> <p><b>Part 7 - implementation:</b> addition of 2 graphics to describe our approach to the management and implementation of health and safety procedures in order to minimise risks + an additional bullet point to reference the Hazard Register extract in Appendix 2 (see below).</p> <p><b>Appendix 2:</b> Addition of the Hazard Register as Appendix 2</p>	
Nov 2019	<p><b>Updates to training requirements and service providers, plus other additions</b></p> <p>Part 1 - addition of mention of the Health and Safety Welfare Regulations 1992 and the Management of Health and Safety at Work Regulations 1999.</p> <p>Note of current SLA and training providers.</p> <p>Updating of the Head teacher to Scott Chudley.</p> <p><b>Part 1</b> - general statement: added in reference to the DfE document Essential School Maintenance</p> <p><b>Part 2</b> - 4.1 - Updating of roles and responsibilities and names, including information re IOSH trained personnel on site</p> <p><b>Part 2</b> - 4.7 - update of Ovaltech for competent advice</p> <p><b>Part 4</b> - Admac courses details (section 3)</p> <p><b>Part 5</b> - Procedures - various updates in line with current support procured, as well as current reviewed work.</p> <p><b>Appendix 3</b> - new - executive summary of the DfE document Essential Maintenance</p>	4.0



## **1.2 Review and approval**

The Leading Learning Trust trustees have overall responsibility for the policy.

The Head teacher is responsible for the operation of the policy within the schools, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed every 2 years by the School Leadership Team, and is then ratified by the Leading Learning Trust trustees.



## 2 - THE POLICY - INTRODUCTION

### 2.1 Introduction

This policy has been drawn up following statutory guidance, and further to consultation with relevant members of the school team. It contains the 5 parts listed below, as well as an Appendix detailing our premises inspection management programme:

- 1 – **Statement of intent:** our statutory commitment to providing a healthy and safe environment for all users of our school;
- 2 – **Organisational responsibilities:** the responsibilities of key members of staff, the school's leadership, governors, trustees and the Leading Learning Trust management under the provisions of the policy;
- 3 – **Arrangements and communications:** this section details how we will consult and communicate with staff and their representatives on matters of Health and safety;
- 4 – **Training and competence:** this section describes how we induct and train our staff to ensure that they are safe at work, and furthermore, the checks we have to ensure that competence is maintained; and
- 5 – **Procedures for implementation:** this section details how the standards identified in the statement of intent are met, by detailing how they are implemented.

### 2.2 Aims

The aim of this summary policy is to clearly articulate Portway Primary School's commitment to ensuring that all children, staff, volunteers and all other visitors to our school are safe. It outlines our Head teacher's commitment to this aim, and provides details of the range of roles, responsibilities, communications and training that we undertake to support this commitment.

Alongside the commitment to keeping all children, staff, volunteers and other visitors to our school safe, this policy refers to the guidance provided in the DfE document Essential School Maintenance - a guide for schools (January 2016). This (non-statutory) guidance is intended to '*...help readers understand their obligations and duties in relation to the essential maintenance of school buildings*'.

### 2.3 Review, communication and related policies

As per our policy review schedule at school, this policy is reviewed annually – or more frequently if required: for example, after changes to key personnel or premises, or as a



result of issued identified in an investigation or audit. All such updates are described in the Document History of this Policy.

The policy, together with any subsequent versions, is communicated to all staff at school, and also forms part of the induction process for new members of staff. Further information is provided in Section 4.

Where required, we have separate but related policies in place – e.g. Health, Safety and Welfare Policy, Educational Visits Policy, Manual Handling and Lifting Policy. These are reviewed as part of the policy review schedule, published as part of our Scheme of Delegation. All policies are available to all staff, and are stored on Google Drive.

### **3 - POLICY - PART 1 - GENERAL STATEMENT OF INTENT**

Portway Primary School will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent legislation, including the Health and Safety Welfare Regulations 1992 and the Management of Health and Safety at Work Regulations 1999.

We are committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of our employees and to the provision of information, training and supervision for this purpose. We are committed to ensure that we manage any risks by undertaking suitable and sufficient risk assessments, and implementing appropriate preventative and protective measures. We also recognise and accept our responsibility to protect the health and safety of pupils and all other visitors to its sites, which include contractors, temporary staff and members of the public.

Ensuring that our school buildings are safe and fit for purpose is also a key part of managing health and safety at school. We follow guidance in the DfE publication Essential School Maintenance (January 2016) to ensure that we have systems and processes in place, for, amongst other things, (a) the management of any asbestos at our school, (b) fire risk assessments and (c) statutory checks of plant and equipment. Key summary information from this document is available in Appendix 3 to this policy.

The trustees of the Leading Learning Trust, together with the local governing body of Portway Primary School, commit to providing (or overseeing the provision of) the necessary leadership and resources in order to implement, maintain and continuously improve the health and safety management system. This includes the procurement of competent advice from a third party provider, which is currently Ovaltech, with Malcolm Thomson as the named individual providing the services. In addition, our school has procured an elearning package from Admac, through which we ensure that all our staff are trained in all key aspects of health and safety management at school. This policy will be brought to the attention of every employee and volunteer. The policy will be reviewed on an annual basis or sooner if required, as per the arrangements in our Policy Review Schedule.





Signed:

Scott Chudley  
Head teacher

Note that Portway Primary School's Safety Management System is based on the HSE's (Health and Safety Executive's) model in HSG 65 – *Successful Health and Safety Management*.

Date: 19 November 2019

## 4 - POLICY - PART 2 - ORGANISATIONAL RESPONSIBILITIES

The person with overall responsibility for health and safety at Portway Primary School is Scott Chudley, Head teacher. As the employer, the Leading Learning Trust has overall responsibility for health and safety within the school.

### 4.1 Summary of roles and responsibilities

**Governance oversight - trust-wide:** Suzanne Hsu, Leading Learning Trust trustee, and Portway Local Governor

**Strategic oversight - trust-wide:** Emma Nicholls, CEO

**Health and Safety Lead - Selwyn:** Helen Mawer, Head teacher

**Health and Safety Lead - Portway:** Scott Chudley, Head teacher

**H&S - Operational lead - trust-wide (based at Selwyn):** Hardeep Hunjan, Executive PA and School Support Manager - LLT

**H&S - Assistance with Premises (Portway only) -** Marcia Jacobs, Business Lead - Finance, LLT

**Competent person on site:** Marcia Jacobs, IOSH trained

**Competent health and safety advice procured from:** Ovaltech Ltd.

This is correct as at: 19 November 2019



*E. Nicholls*

CEO, the Leading Learning Trust

### **Responsibilities of the Leading Learning Trust Trustees**

As a trust board, the trustees have overall responsibility for health and safety across the Leading Learning Trust.

The nominated trustee leading health and safety is Suzanne Hsu.

### **4.2 Responsibilities of the CEO**

The CEO is responsible for holding the Head teacher to account in all matters concerning health and safety at school. The CEO is furthermore responsible for having oversight of health and safety across the Leading Learning Trust, and ensuring, via the Head teacher in most cases, that the necessary personnel are in place to carry out all duties and requirements competently.

### **4.3 Responsibilities of the local governing body**

The local governing body is responsible for holding school leadership to account in all areas of school life. Below is a summary of the responsibilities of the Local Governing Body:

- To ensure adherence to the school's Health and Safety Policy and any recommended procedures and standards, put in place either by the school or by third party providers as part of a service level agreement (SLA).
- To ensure the existence of a valid and compliant Health and Safety Policy for the school.
- To monitor, review and evaluate the school's health and safety performance through the relevant LGB reporting procedures.
- To receive from the Head teacher (or a member of staff that she nominates) reports on health and safety matters, as well as any specific reports (by exception) to the governing body re any hazards which the school is unable to rectify from its own budget.
- As required by the Health and Safety at Work Act 1974, to support the school to seek specialist advice on Health and safety matters which the school may not feel competent to deal with.
- To promote a positive health and safety culture and high standards of health and safety within the school.



- To ensure that health and safety is a standing agenda item for local governing body meetings and, if appropriate, to form a separate Health and Safety Committee.
- To keep informed of the Department for Education's (DfE) advice and guidance on health and safety matters.

#### **4.4 Responsibilities of the Head teacher**

Overall responsibility for the day to day management of health and safety rests with Scott Chudley, Head teacher.

As manager of the school and of all the activities carried on within it, the Head teacher will advise the CEO of any areas of health and safety concern which may need to be addressed through the allocation of funds. As noted above, the Head teacher will be held to account in all matters of health and safety by the CEO of the Leading Learning Trust.

The general responsibilities of the Head teacher include:-

- To support and to cooperate with the CEO and the governing body to enable Health and Safety Policy and procedures to be implemented.
- To ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions, and submitting inspection reports to the governing body where necessary.
- Via a nominated representative, to communicate the school policy and other appropriate Health and safety information to all relevant people - including to contractors.
- To carry out any necessary health and safety investigations – either herself, or through the use of a nominated member of staff.
- To ensure that all staff are competent to carry out their roles, and that they are provided with adequate information, instruction and training in all health and safety matters applicable to their roles - either herself or via a nominated representative.
- To ensure consultation arrangements are in place for staff and their trade union representatives, and recognising the right of trade unions in the workplace to require a representative Health and Safety Committee to be set up.
- To report to the CEO any hazards which cannot be rectified within the school's budget.
- Through the deployment of a nominated member of staff, to ensure that the premises, plant and equipment are maintained in a serviceable condition.
- Through the deployment of a nominated member of staff, to monitor purchasing and contracting procedures to ensure compliance with the school policy.



#### 4.5 Responsibilities of the Site Supervisor

- To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate, and effective signposting.
- To demonstrate a comprehensive awareness and knowledge of duties in all health and safety matters as a member of staff with responsibility for maintaining the premises in a safe and healthy condition.

**And, in addition, in liaison with the Health and Safety Operational Lead, and making use of both (a) online systems for monitoring and recording purposes and (b) various SLAs (service level agreements) in place for this purpose:**

- ensure maintenance and monitoring of fire, safety and emergency equipment;
- maintain safe storage of potentially harmful materials;
- be a nominated 'First Aider' and point of contact for 'Out of hours' use of the school site;
- to ensure movement of furniture and supplies etc. where required and to arrange for access to the site by authorised persons;
- to 'induct' new members of staff regarding security arrangements and ensure that all stakeholders are aware of the school guidelines and procedures on security and the use of alarm systems, and
- to maintain a 'key-holding' system for the site and ensure access arrangements for authorised personnel.

#### 4.6 Responsibilities of other teaching/non-teaching staff holding posts of special responsibility for health and safety

The Head teacher may delegate functions and responsibility for health and safety matters to other members of staff – for example, to members of the office team/Leadership Team. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the school.



## 4.7 Responsibilities of employees and volunteers

Under the Health and Safety at work Act 1974, all employees and volunteers have general health and safety responsibilities. They must be aware that they 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.

The general responsibilities of employees and volunteers include:

- To take reasonable care for the health and safety of themselves and others in undertaking their work.
- To comply with the school's Health and Safety Policy and procedures at all times – including those that are managed by a third party provider through an appropriate SLA (service level agreement).
- To report all accidents and incidents in line with the appropriate reporting procedures.
- To cooperate fully 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.
- To report all defects in condition of premises or equipment and any health and safety concerns immediately to a member of the Senior Leadership Team.
- To report immediately to a member of the Senior Leadership Team any (or any perceived) shortcomings in the arrangements for health and safety.
- To ensure that they only use equipment or machinery that they are competent/have been trained to use, and to seek out an appropriately trained person if necessary.
- To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.

In addition, the **EVC (Educational Visits Coordinator)** is required to ensure that educational visits are correctly risk assessed, and managed in accordance with the standards laid out in the Educational Visits Policy.

Leading Learning Trust obtains **competent advice** from a third party. As at the publication of this policy, advice is obtained, via the provisions of a contract for services which is in place with Ovaltech Ltd.



## **5 - POLICY - PART 3: ARRANGEMENTS AND COMMUNICATIONS**

This section describes the arrangements we have in place at Portway Primary School to consult with and to communicate with our staff and their representatives, in all aspects of health and safety.

All health and safety matters will be communicated regularly to all staff. All members of staff know that that they can bring a health and safety issue to a member of the Senior Leadership Team, and that it will be dealt with accordingly, in a timely manner. Our school ethos supports a culture of continuous improvement in all areas – health and safety included. Health and safety is an agenda item at staff meetings and at meetings of the local governing body. The Head teacher's report to the governing body, as well as the CEO's report to the trustees, addresses health and safety matters.

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

## **6 - POLICY - PART 4: TRAINING AND COMPETENCE**

The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with Portway Primary School and the Leading Learning Trust in undertaking their legal duties.

The Health and Safety Executive (HSE) describes competence as '*the combination of training, skills, experience and knowledge that a person has and their ability to apply these to perform a task safely*'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. For example, you would not need the same health and safety competence to work in an office as you would on a construction site.

We will appoint competent people to assist us in meeting our Health and safety duties.

Where members of staff do not have the necessary training to complete a task (e.g. carrying out risk assessments) then appropriate training will be provided – or an external



competent person will be engaged. Similarly, specific training in areas such as manual handling, or the safe use of display screen equipment (DSE) will be provided if a need is identified – i.e. if a member of staff requires such training in order for him/her to complete their tasks in a safe manner. Certification will be retained on file.

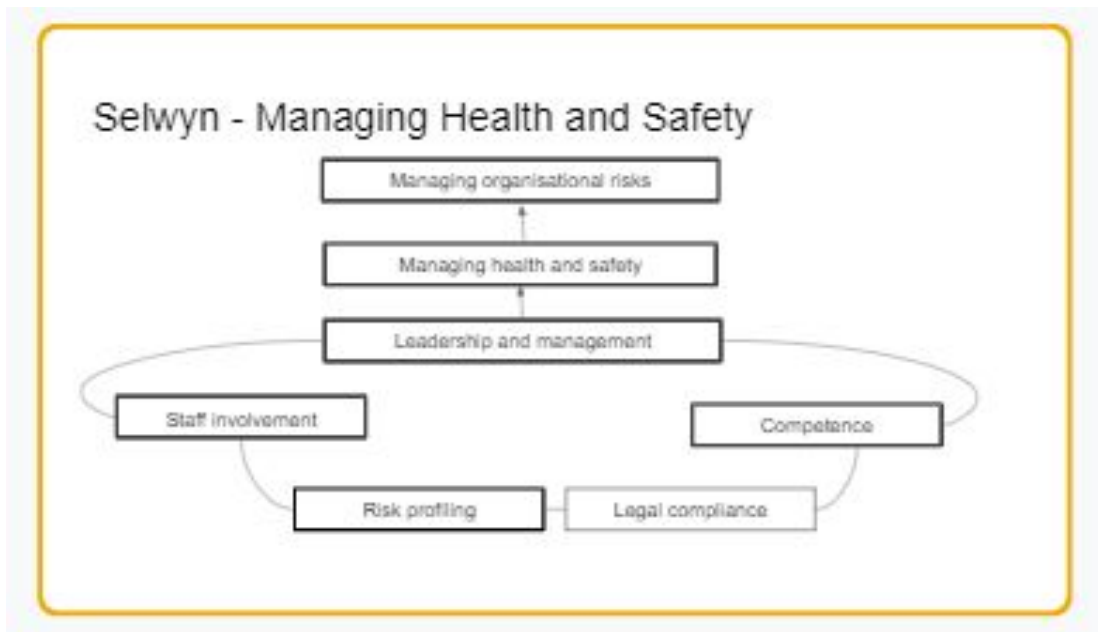
Portway Primary School will ensure that all staff are inducted into all health and safety policies and procedures in use at school. This entails the following:

- 1) Reading through all induction (general) information provided on the trust's internal Staff Sites portal, and then confirming this has been undertaken via the completion of an online form, stored in Google Drive. This process also entails review of detailed specific health and safety documentation, as well as Safeguarding information. Electronic records of the forms completed for each section are stored in Google Drive.
- 2) Undertaking a tour of the premises, led by the Health and Safety Operational Lead/a nominated competent colleague.
- 3) Undertaking a suite of 4 online elearning courses, procured via licences for the elearning platform provided by Admac, lasting around 1.5 hours, which will ensure that all staff are trained in the basics of key areas of health and safety at work (see below for listing of all courses). The courses are as follows:
  - Health and Safety Essentials
  - Fire Awareness
  - Manual Handling
  - Display Screen Equipment

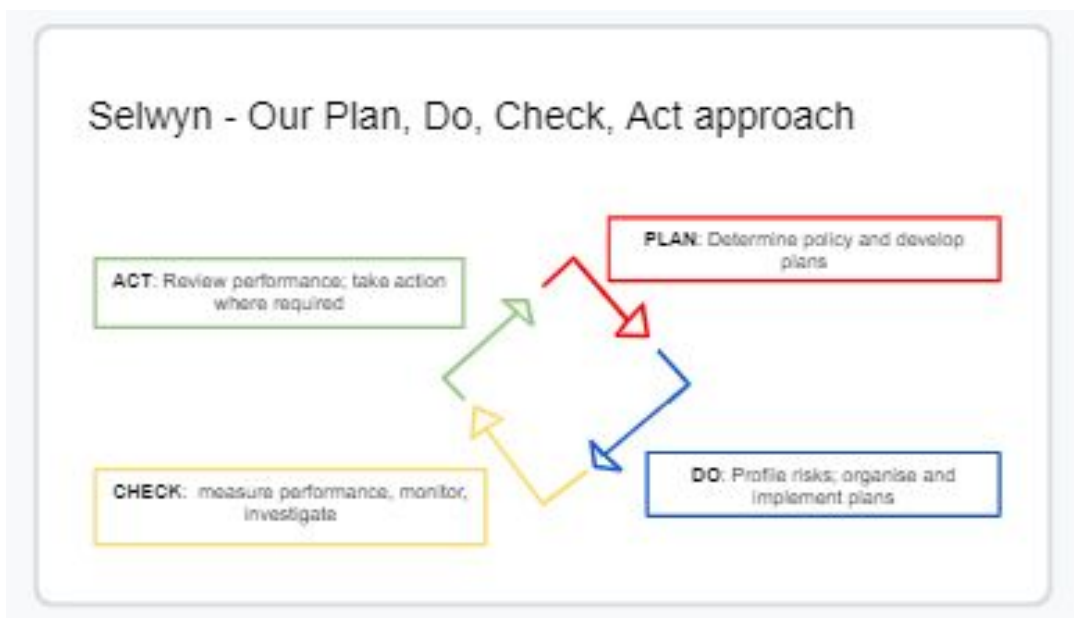
The training is all logged via the elearning platform, enabling reporting and following up. All staff are allocated sufficient time to undertake this training.

## **7 - POLICY - PART 5: PROCEDURES FOR IMPLEMENTATION**

Our management of health and safety risks across all areas of our school forms part of our school-wide risk management process. Management of health and safety risks forms part of this process as per the graphic below (NOTE that both graphics below are headed Selwyn, they apply equally to Portway).



The way in which we continue to assess and manage risks posed by the hazards that we have identified at school (see an extract from our Hazard Register in Appendix 2) can be described as our Plan, Do, Check, Act approach, as per the illustration below:



Based on this strategic and managerial approach to health and safety, the way in which we implement our procedures in order to minimise risk includes the following:

- An electronic set of all health and safety policies and procedures that we deem necessary for the safe running of our school;





- A system for keeping up to date with all legislative and best practice developments in health and safety, particularly as they apply to a primary setting, is provided via our arrangements with Ovaltech Ltd and with the HSE (Health and Safety Executive);
- Site management checks (e.g. daily, weekly, monthly checks) are recorded (current systems are under review in order to deliver improvements);
- All new staff will be required to complete online training around the basics of health and safety, as detailed in Part 4 of this policy;
- Where duties require additional training, this will be provided either online or face to face by Admac, using the most cost effective option. Our Training and Competence Matrix specifies the skills are required for each role in our school;
- A detailed list of specific responsibilities, which is provided in Part 2 of this policy;
- The production of a Hazard Register of all possible hazards at school, an extract of which is available as Appendix 2 of this policy;
- Our approach to the carrying out and reviewing of premises-focussed risk assessments is provided in Appendix 1 to this policy. We have developed a full set of Risk Assessments for ALL areas of school activity - both those with a specified Safe System of Work as per guidance previously received via an approved Health and Safety Manual, and those not detailed in the manual. All are held in Google Drive, labelled appropriately and accessible by all members of staff.
- We have developed a schedule of reviews of our fixed and portable installations, which is managed via a series of SLAs (Service Level Agreements) currently in place with the Local Authority. These SLA are currently under review, as part of work to further improve the management and maintenance of our school premises. At Portway Primary School, we use the Maintenance and Inspection Matrix which is available as Appendix 1 to this policy;
- We have a number of supplementary policies (in addition to this over-arching policy) in order to ensure that we carry out our responsibilities under particular pieces of health and safety legislation. All staff are made aware of all policies and detailed ways of working via our induction systems, as outlined in Part 4 of this document. Staff are encouraged to report on any concerns, and/or to develop any new policies that they feel would further support our management of health and safety across the Leading Learning Trust.
- Portway Primary School works in partnership with Selwyn Primary School in order to ensure that best practice is shared and implemented. We continue to use G Suite for Education to further streamline our processes at both schools.





## Appendix 1: Maintenance and inspection matrix (as provided by OneSource)

Plant/Equipment/Service	Maintenance/Inspection type	Frequency	Scheduled for (month)	Current Contractor / in-house	Current Contractor or/ in-house (name)
Air Conditioning	Maintenance	Annually			
Air receivers >250bar/litres	Inspection	Annually			
Asbestos Monitoring	Check	Variable			
Autoclaves	Inspection	Annually			
Boiler	Maintenance	Annually			
	Inspection	Annually			
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
D&T plant/equipment	Safe condition	Annually			
	Maintenance	Annually			
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Entrance Barrier/gates	Inspection	Annually			
Extraction systems (dust)	Inspection	Annually			
Extraction Systems (heat processes)	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly			



Extraction Systems (fume cupboards)	Inspection	Annually			
Emergency Lighting	Visual check	Daily			
	Test	Monthly			
	Inspection/battery test	Yearly			
Fall arrest systems	Inspection	Annually			
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period			
	Inspection	Quarterly			
Independent door release devices	Battery change	Annually			
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter			
	Visual check	Annually			
Fire Extinguishers	Inspection	Annually			
Heating System	Maintenance	Annually			
Hoists (engine)	Inspection	Annually			
Hoists & Slings (patient)	Inspection	6 months			
Intruder Alarm	Maintenance	Annually			
Ladders/step ladders	Inspection	Annually			
Lifts/stairlifts	Inspection	6 months			
Lightning conductors	Inspection	Annually			
MEWP	Inspection	6 monthly			
PH/Free Chlorine	Test	3 times per day			
PE equipment (including recreational posts)	Inspection	Annually			



Play Equipment	Inspection	Annually			
	Visual check	Weekly			
Radiation Sources		Annually			
Shutter door systems	Inspection	Annually			
Steam engines	Inspection	Annually			
Tower Scaffolds	Inspection	Annually			
	After assembly inspection	Before use & every 7 days			
Tie-in bolts	Inspection	Annually			
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			
Water Systems (infrequent use)	Flushing	Weekly			
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually			
Water Systems (temperature )	Test	Monthly			



## Appendix 2 - Extract from school hazard register

Against each task, this register lists hazards, which, if not managed, may pose risks to persons or to property at our schools. The risk assessment methodology noted describes the way in which we manage the hazard when undertaking the task or activity, to ensure that the likelihood of harm is minimised.

<i>Task</i>	<i>Description of hazard/potential hazard</i>	<i>Risk control/safe system of work</i>	<i>Risk assessment - detail</i>
<b>Site management - hazards</b>			
Security - locking and unlocking the site	In very rare cases, the Site Supervisor may experience violence and aggression when locking/unlocking the site. Slips, trips and falls may occur; extreme weather conditions can also be hazardous.	CCTV is in use across Selwyn and Portway Primary School , and is installed and monitored by a third party provider (Newham Security Services). Smartlog used for daily/weekly/monthly site check, following a set routine so that the Site Supervisor's movements are known a mobile phone is always carried. Standard procedures are in place for dealing with school closures (notified to all staff and parents via OpenCheck and posted on the website) and ice and snow. Further details re site management activities are provided below.	Slips and trips are covered by a standard operating procedure, and have an associated RA. An Adverse Weather (Ice and Snow) RA is in place.
Security - general	Hazards include theft, vandalism, threats to personal safety, possible safeguarding concerns.	CCTV is in use across Selwyn and Portway Primary School, and is installed and monitored by a third party provider (Newham Security Services). All site security is managed on a routine basis - e.g. locking and unlocking the premises - to ensure that it is secure at all times. Should there be an incident, Newham Security Services will meet the Site Supervisor on the premises. Emergency numbers are provided in our Business	Safeguarding risks are separately managed through our Safeguarding Policy and Procedures. Logging of concerns and training are all managed using the Safeguard Software online system.



		Continuity Plan, which is updated annually. We have a detailed Safeguarding Policy in place, as well as robust, auditable Safeguarding Procedures in place at school.	
Maintenance - electrical and mechanical (includes boiler house works)	Electrical and mechanical installations, if not worked on by suitably competent persons, can cause severe injury.	All electrical and mechanical maintenance is carried out under SLAs (Service Level Agreements) with the LA (Local Authority). The role of school staff is only to ensure that contractors are briefed and managed.	All risk assessments around electrical and mechanical work are undertaken by the LA in advance of the works being done. Only suitably competent persons are provided to undertake the works.
Maintenance - site cleaning tasks (e.g. gutters, windows, painting)	Cleaning windows and gutters and some painting tasks involve working at height, which could result in falls, causing injury. Work will also require using substances hazardous to health (COSHH).	All such cleaning maintenance and decoration is carried out under SLAs (Service Level Agreements) with the LA (Local Authority). The role of school staff is only to ensure that contractors are briefed and managed.	All risk assessments around working at height and COSHH are undertaken by the LA in advance of the works being done. Only suitably competent persons are provided to undertake the works.
Major works - contractors (e.g. building works, structural works)	Asbestos management; general construction site hazards; working at height; hazardous mechanical and electrical installations that may be disturbed as part of the works; possible over-runs leading to a hazardous environment at school; management of contractor access to the school site.	Prior to the commencement of building works, detailed designs are produced. Major building works projects are put out to tender. The tender management process is run by OneSource, and at the time of tender, issues such as project management and asbestos management are detailed in the bids, that are then evaluated by the OneSource and signed off by the trust board. Access to the school site is managed as per established protocols.	Detailed design work will also flag any particular areas of risk. Risk management is undertaken by the contractors and is part of the bid process. Major projects are overseen by OneSource.
Grounds maintenance - gardens	Gardening tools can cause injury; work may require the use of substances hazardous to health (COSHH).	All work in the gardens at school, and all planting (other than the children's gardening area) is undertaken by a third party provider.	All necessary risk assessments are undertaken by the third party provider in advance of the work being done. Only suitably competent



persons are provided to undertake the work.

Site management - cleaning up spillages and bodily fluids (e.g. vomit, blood, general spillages)

In very rare cases, the cleaning of bodily fluids could result in the passing on of a communicable disease. Slips and trips are also a hazard when spillages occur.

All spillages and bodily fluids are cleaned by a cleaner, who is provided by a third party. Gloves are worn, and any such spillages/bodily fluids are disposed of in the appropriate bins. Welfare Officers, who may be asked to assist in the cleaning of bodily fluids, are trained accordingly.

Slips and trips are covered by a standard operating procedure, and have an associated RA.

Manual handling

Slips, trips and falls; muscular skeletal injuries.

All staff undertake an Introduction to Health and Safety online training programme (see Training Matrix). This provides an introduction to manual handling, outlines safe systems of working and highlights the associated risks. Any manual handling that is not easily undertaken by a member of staff is done by the Site Supervisor.

There is a Manual Handling RA in place.

#### Teachers and teaching assistants - hazards





General classroom management	Possible hazards in the classroom environment include: fire; malfunctioning equipment; heating failure; manual handling; uncooperative or aggressive pupil behaviour.	All staff are aware of the school's statutory Fire Risk Assessment, and their duties described within it. The names of Fire Marshall are posted throughout the school, and training is up to date. All classroom equipment is regularly maintained; any malfunction is reported to the school office, and a spare is made available. Should heating fail in any part of the school, arrangements are made to teach children elsewhere; portable heating devices are also available. The Introduction to Health and Safety training module includes an introduction to manual handling; staff are aware that they can ask the Site Supervisor for assistance. All staff are trained in classroom management, which includes behaviour management (and which is supported by a comprehensive Behaviour Policy that details rewards and sanctions). Where staff are finding work stressful, they are able to speak to their line manager in the first instance. They may also self-refer to the confidential advice line, provided by a third party provider.	We have a statutory Fire Risk Assessment in place, that is reviewed and updated regularly. Regular fire alarm tests are part of the management of this risk assessment. A Manual Handling Risk Assessment is in place. Staff are aware of who to report malfunctioning equipment to, as part of their school induction programme. We have an Employee Assistance Advice Line available, which is widely publicised. Our Behaviour Policy, supported by the '5Cs', is used throughout the school.
Pregnancy	Possible hazards to women who are pregnant or breastfeeding include the way in which the pregnancy/breast-feeding may have on their physical well-being (e.g. tired, requiring regular toilet breaks, discomfort due to increasing body size)	All staff who are pregnant undertake a Pregnancy Risk Assessment. Their condition is monitored, and any necessary adjustments are made as the pregnancy progresses.	There is a Pregnancy and new mother RA in place.



Parent consultations - includes both formal and informal meetings with parents	Aggressive or inappropriate behaviour, which is offensive.	Only trained teachers manage interactions with parents. Any instances where behaviour is inappropriate or offensive is escalated, and appropriate sanctions are consistently applied.	Teacher training includes working with parents. Any incidents are escalated to the Senior Leadership Team, and appropriate sanctions are implemented, up to a ban from the school premises.
Educational visits	Hazards include: children taking ill; travel disruption; children becoming separated from the group; children becoming distressed on the visit; children not being able to participate in the activities.	Our school has an Educational Visits Policy, which details the way in which these visits are arranged and managed. In addition, we have a trained Educational Visits Coordinator, who is a member of the teaching team.	RAs are undertaken for each school visit.
Physical Education lessons	Slips, trips and falls; bruises and abrasions. In very rare cases, muscular skeletal injuries. Faulty/poorly maintained equipment could also be hazardous.	PE lessons are taken by trained members of staff; we have a PE Coach and Teacher on our school staff. All equipment is checked by the coaches. Teachers and coaches are trained in how to support children in a wide variety of PE lessons.	There is a RA in place for Sports Day (guidance not in Manual), which equally applies to all physical education.
Outside play areas	Slips, trips and falls; bruises and abrasions. In very rare cases, muscular skeletal injuries. Faulty/poorly maintained equipment could also be hazardous.	In addition to the regular daily, weekly and monthly site inspections undertaken by the Site Supervisor, all our outdoor equipment is inspected and maintained by an external third party provider. Staff are all trained to report any maintenance requirements, and how to cordon off the affected area, if required.	All outside play areas and equipment are covered by a standard operating procedure, and have an associated RA.
Display Manager	Working at height	This role requires working at height, in which the Display Manager is trained.	There is a Working at Height/Safe use of Ladders RA in place.



Lone travel (i.e. when travelling to external meetings/training provision, during the school day)	Traffic accidents; member of staff takes ill; getting lost	School calendar has the movements of all staff logged; staff also carry a mobile phone. Where possible, more than one member of staff attends off-site meeting/training. Modern online mapping devices ensure that it is easy to find locations as required. We also use the services of a local taxi company, where staff are not able/willing to drive. Staff have been informed that to use their car for meetings etc they must have business use insurance. Without this they will not be covered under this policy. If a staff member has this insurance then a copy must be supplied and put on their HR file.	There is a Lone Travel RA in place.
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#### **Office staff - hazards**

Working at a computer for most of the day	Muscular-skeletal problems due to poor workstation design/poor working practices	All staff who are assessed as 'users' undergo a Display Screen Equipment (DSE) assessment. This is conducted by a third party provider. The assessment will include advice regarding a safe system of work, which users will be required to implement. Staff know to report any concerns to their line manager immediately.	The assessment documentation is produced by the external assessor, and a copy is retained on staff file.
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General office management	Fire; manual handling; aggressive or inappropriate behaviour; general security	<p>Fire?? What training do we do re fire awareness? All staff are aware of the school's statutory Fire Risk Assessment, and their duties described within it. The names of Fire Marshals are posted throughout the school, and training is up to date. All office equipment is regularly maintained; any malfunction is reported to line managers so that a remedy can be sought. Should heating fail in the office area arrangements are made for staff to work elsewhere; portable heating devices are also available. The Introduction to Health and Safety training module includes an introduction to manual handling; office staff are aware that they can ask the Site Supervisor for assistance. Where staff are finding work stressful, they are able to speak to their line manager in the first instance. They may also self-refer to the confidential advice line, provided by a third party provider. Security and access to the school is tightly controlled: all visitors are required to buzz in, and can be seen on CCTV at the entrance. The school office is behind glass, and persons cannot enter without signing the visitors book and then being escorted by a member of staff. All office staff are aware of how to report an incident of aggressive or inappropriate behaviour.</p>	<p>We have a statutory Fire Risk Assessment in place, that is reviewed and updated regularly. Regular fire alarm tests are part of the management of this risk assessment. A Manual Handling Risk Assessment is in place. Office staff are aware of who to report malfunctioning equipment to, as part of their school induction programme. We have an Employee Assistance Advice Line available, which is widely published. Our Behaviour Policy, supported by the '5Cs', is used throughout the school.</p>
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Visitor management	Aggressive or inappropriate behaviour, which is offensive; inappropriate persons gaining access to school; visitors allowed access to school unsupervised.	Staff are aware that when visitors come to school and will be working with children without a member of Selwyn staff, we require that they provide their Disclosure and Barring Service (DBS) number prior to their arrival. Where visitors will not be working with children directly, they are advised that they need to stay with the designated member of staff at all times. Access to the school is restricted by the buzzer on the glass door, and office staff know that they are able to prevent access.	No specific risk assessment required. Safeguarding parts of visitor management process are covered in the Safeguarding Policy and Procedure.
Pregnancy	Possible hazards to women who are pregnant or breast feeding include the way in which the pregnancy/breast-feeding may have on their physical well-being (e.g. tired, requiring regular toilet breaks, discomfort due to increasing body size)	All staff who are pregnant undertake a Pregnancy Risk Assessment. Their condition is monitored, and any necessary adjustments are made as the pregnancy progresses.	There is a Pregnancy and new mother RA in place.

### **Executive Head teacher - hazards**

*Tasks as described under the 'teachers' section - i.e. classroom management, parental consultation, lone travel, pregnancy - are also applicable to the Executive*

*Head teacher's role. In the case of escalation, the EHT is able to escalate issues to the local governing body (LGB), or indeed to the Trust Board.*

Parent consultations - includes both formal and informal meetings with parents	Aggressive or inappropriate behaviour - at an already heightened level as the parent has specifically been referred to the Executive Head teacher.	The EHT has received specific training in how to manage this sort of behaviour; the EHT has the support of the LBG and the Board of Trustees. Legal advice is provided by a firm of solicitors, on a retainer basis.	No risk assessment applicable.
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<p>People management - includes children, staff and all other third party providers working with school</p>	<p>Aggressive or inappropriate behaviour; managing allegations against staff; managing supply/contract staff; managing of contractors; managing children; safeguarding issues</p>	<p>The EHT has received specific training in how to manage aggressive or inappropriate behaviour on behalf of both staff and children. In addition, behaviour at school is managed via the Behaviour Policy, which details the duties and responsibilities of both staff and children. All staff sign a Code of Conduct; they are also governed by a number of published Trust Policies (e.g. Capability, Disciplinary Grievance). Safeguarding is managed via the Safeguarding Policy and associated procedures, together with the LADO. The EHT has the support of the LBG and the Board of Trustees. Legal advice is provided by a firm of solicitors, on a retainer basis.</p>	<p>No risk assessment applicable. Contracts are in place where required.</p>
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**First Aiders - hazards**

<p>Administering medication and first aid</p>	<p>Safeguarding; exposure to bodily fluids; prick injuries; administering medication incorrectly; child becomes unwell</p>	<p>All staff administering first aid at school are trained to do so; records are retained electronically on SIMS, and training is regularly updated. All first aid and medication is administered in the first aid room, using appropriate protective equipment as and when required. First aiders are also trained in the use of epi-pens. Parents who require that their children take medication at school are asked to sign the appropriate permission form, which is retained on file. Medication is refrigerated if required; stocks are monitored and parents are advised when additional medication is required. First aiders are aware of signs that may indicate that a child is becoming more unwell, and are able to ensure that parents are contacted and additional</p>	<p>Both the Administration of Medicine and First Aid are covered by a standard operating procedure, and are covered by a RA. There is a separate RA for first aiders in place.</p>
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assistance is sourced.



## **Appendix 3 - Extracts from the DfE's Essential School Maintenance document**

### **Executive summary**

All schools need to have effective arrangements in place to manage the condition of their premises. Those responsible for maintaining school buildings should:

- Maintain school buildings so that they are safe, warm and weather tight and provide a suitable learning environment
- Deal with emergencies promptly and effectively
- Plan how they manage their premises and other assets
- Manage and procure maintenance works efficiently

### **Maintaining school buildings**

Schools should:

- Understand their responsibilities for health and safety as an employer
- Draw up and follow a plan for identifying and carrying out maintenance to keep buildings and equipment in good working order
- Ensure that arrangements are in place for inspection and testing of plant and equipment to be undertaken at the appropriate time
- Identify where professional advice and/or contractor qualification checks are required
- Carry out any additional actions required where the premises are shared, or occupied on a leasehold basis
- Provide contractors with relevant information, e.g. the asbestos register, to enable work to be undertaken safely

### **Dealing with emergencies**

Where unforeseen circumstances arise that result in severe damage or disruption to school premises, schools should:

- Take immediate action to ensure the safety and security of pupils, staff and visitors
- Maintained and voluntary aided schools should immediately inform their local authority and/or diocesan body. Academy trusts should inform the Education Funding Agency where there are concerns for the health and safety of students, staff or visitors or the school, or part of it needs to close, preventing education
- Where necessary, make alternative arrangements for education to continue as soon as possible following the incident, and invoke emergency and business recovery plans
- Seek professional advice on immediate and longer term action required to repair the affected area where appropriate





- Consider the legislative and procedural requirements if specific hazards are involved e.g. asbestos, Legionella
- Communicate appropriately with parents and carers, ensuring they remain informed but are not unduly alarmed, and that it is clear the school is taking all necessary and appropriate steps

## **School estate planning and asset management**

Schools should:

- Collect information through condition and other surveys so that they understand their buildings and the condition and maintenance needs within them
- Develop and keep up to date registers of their premises and assets
- Use registers and other management information to develop and deliver an asset management plan for their school
- Use their information on condition and available resources to prioritise maintenance work
- Draw up, deliver and regularly review a programme of work to address their maintenance priorities

## **Managing and procuring condition works**

For projects requiring external support, schools should:

- Produce a clear specification of the project, ensuring they understand and can describe the outcome(s) they require or need(s) they are seeking to meet
- Ensure robust procurement policies are followed to identify the supplier best / most able to deliver the quality of work required on time and for value for money
- Consider the use of procurement frameworks to improve value for money
- Use suitable contracts once supplier(s) have been identified