



## HEALTH AND SAFETY POLICY STATEMENT OF INTENT

**Flitwick Lower School** and its board of governors are committed to good Health and Safety management in order to maintain the safety of employees, contractors, pupils, the general public and anyone else affected by the activities of the school.

We will maintain a good safety culture within the school by empowering teachers and other school employees to meet high Health and Safety standards in all their activities. This empowerment will be supported through access to Health and Safety procedures and guidance which are communicated and accessible, supported by frequent meetings with Health and Safety as an agenda item. Additionally, **Flitwick Lower School** is committed to providing all employees (and the board of governors) with the necessary training, instruction, supervision and equipment in order to maintain good standards of Health and Safety.

The board of governors, the Head Teacher and all employees within **Flitwick Lower School** recognise their personal responsibility in promoting and supporting good Health and Safety practice and complying with the safety procedures of the school. They also recognise their responsibility to raise any Health and Safety concerns to the Head Teacher, board of governors or Central Bedfordshire Council.

**Flitwick Lower School** recognise that as well as managing Health and Safety as part of school activities, there is also a responsibility to ensure that the school building and its teaching environment is safe. We will ensure good contractor management, compliance with the CBC 'Schools Notifiable Projects' process and protect the Health and Safety of volunteers and any other visitors to the school.

**Flitwick Lower School** will frequently review its procedures, guidance and risk assessments and liaise with Central Bedfordshire Council's Health and Safety team for additional Health and Safety advice when necessary. **Flitwick Lower School** believes that good Health and Safety plays an essential part in enabling the school to meet its objectives in providing educational excellence and to demonstrate its commitment to the quality of life of all school stakeholders. We will ensure that Health and Safety remains a priority and forms an integral part of the school's decision making process. In order to facilitate this, our responsibilities will be regularly reviewed and communicated, at the minimum, annually.

Signed

A handwritten signature in black ink, appearing to read 'Joanna New', written over a horizontal line.

Head Teacher: JOANNA NEW

Governor (H&S Representative): Norman Williams

Dated: October 19

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



### GENERAL STATEMENT OF POLICY

The Governing Body and Head Teacher of Flitwick Lower School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the Health and Safety of contractors or any other person whose health or safety may be affected by school activities.

Ensuring that Health and Safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own Health and Safety and to co-operate with the employer by following established procedures and bringing to the attention of school management any Health and Safety problems of which they are aware.

It is the intention of the Governing Body and the Head Teacher that the established policies and procedures issued by the Local Authority ("LA") shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that Health and Safety is an integral part of all school activities and that it is achieved in a way that is consistent with curriculum, and other needs.

The policy will be reviewed annually by the Governing Body to ensure that it is kept up to date.

### Organisation Structure and Responsibilities:

#### General

1. Overall responsibility for monitoring health & safety rests with the Governing Body, Day to day executive responsibility rests with the Head Teacher or in their absence with the Deputy Head Teacher or other teacher working in an acting capacity for the Head Teacher. All members of staff are responsible for Health and Safety in the school.
2. The Head Teacher is appointed as health & safety officer for the school and will co-ordinate the arrangements for maintaining statutory procedures/records required under the Health & Safety at Work Act and subsequent relevant legislation. The Head Teacher will keep this policy document under review to encompass the consequences of any subsequent legislation.
3. Each member of staff with supervisory control over any school activity, is responsible for ensuring that agreed Health & Safety procedures are implemented for their activity. Each teacher with a designated classroom is responsible for seeing that it is free from health & safety hazards and for bringing problems to the attention of the Head Teacher so that remedial action can be taken.
4. The Caretaker is responsible for checking the general condition of the premises and, in particular the non-classroom areas, and for ensuring that Health & Safety hazards are dealt with in a timely and effective manner.

Where action required is outside the Caretaker's competence the matter will be referred to the Head Teacher for appropriate action.

5. The Senior Midday Supervisors have delegated responsibility for Health and Safety in the school and the playground during the dinner break and must be made aware of this responsibility by the Head Teacher.



### Flitwick Lower School | Health and Safety Responsibilities

#### Governors Must Ensure:

- That the school Health and Safety Policy Statement is reviewed annually at the minimum.
- That risk assessments for Flitwick Lower School are frequently reviewed and are communicated to all employees (with employees signing to confirm they have read them)
- That adequate funds are in place for good Health and Safety management in Flitwick Lower School , including the provision of Health and Safety training of employees.
- That regular Health and Safety inspections of the premises are carried out.
- That they receive a report on Health and Safety standards in the school at least once a term.
- That a positive Health and Safety culture is established, encouraged and maintained.

#### The Head Teacher must ensure:

- Frequent communications with Governing Body to review Flitwick Lower School Health and Safety Policy Statement and Procedures.
- Compliance with procedures to protect the Health, Safety and Welfare of employees, pupils, visitors etc
- That higher risk work activities are properly managed with risk assessments in place, e.g. use of hazardous substances, manual handling tasks, working at height, off-site educational visits, science / design / PE, maintenance work (in-house or contractors, lone working).
- The risk assessment process is in place and fully communicated to employees (and that employees sign to prove they have read the documents).
- The maintenance of premises and equipment in a safe / healthy condition; this includes any areas with asbestos, ensuring adequate ventilation, general and specific cleaning, Legionella management, removing slip or trip hazards, safety glazing, door-hinge protection devices, electrical appliances, dust/fume extraction equipment etc.
- That safe working practices are in place across all activities
- That they identify and manage the key causes of "stress" affecting school employees
- That all accidents and incidents are logged in the accident book and that details of all accidents (along with witness statements and photographs where necessary) are uploaded onto Assessnet. RIDDOR (reportable incidents, diseases and dangerous occurrences) must also be submitted to the Health and Safety Executive via Assessnet if necessary.
- That adequate First Aid arrangements are in place.
- That a Fire Risk Assessment is in place and is reviewed annually, and that effective fire precautions are in place.
- That employees are appropriately trained to undertake tasks safely
- That the safety of contractors on site, and the safety of staff, pupils and the general public, are properly considered before commissioning any work.

#### School Manager/ Caretaker / Office staff must ensure:

- That all staff /students/supply teachers and voluntary helpers are aware of
- the requirements of Flitwick Lower School Health and Safety policy, and the safe working practices that must be complied with
- That risk assessments have been fully communicated to employees and that all employees have signed to say they have received them.
- That the Head Teacher is made aware of any Health and Safety training needs and that funds are available.
- That action is taken in the event of an unsafe situation or concern. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.
- That records are maintained for all Health and Safety considerations, i.e, portal electronic equipment, planned preventative maintenance work (including 5 year fixed wiring checks), Legionella monitoring, asbestos management, fire management, maintenance records of equipment for design and technology. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced
- Report all accidents or incidents via Assessnet, and assist in accident investigations if required.



#### Teaching Staff (including Supply Teachers) must ensure:

- That they carry out their duties for risk assessment and relevant documentation and have safe working practices for their areas of responsibility.
- That they implement the Health, Safety and Welfare Procedures for pupils at a level appropriate for their requirements. They must ensure that procedures are explained in terms that pupils can easily understand.
- That they exercise effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. and carrying them out as necessary.
- That they have actively seek information on any special safety measures from the Head Teacher / other management, to be adopted in their own teaching areas and ensure that they are adhered to.
- That they set an example by personally following safe working practices.
- That where necessary, appropriate protective clothing, guards etc are available, in good condition and are used. All electrical equipment must be visually checked before use.
- That they report to the appropriate manager any defects in equipment or identified inadequacies in procedures.

#### Non Teaching Staff must ensure:

- That they carry out their duties for risk assessment and relevant documentation and have safe working practices for their areas of responsibility.
- That they have actively seek information on any special safety measures from the Head Teacher / other management, to be adopted in their own area of work and ensure that they are adhered to.
- That they set an example by personally following safe working practices
- That where necessary, appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.

#### Kitchen Manager must ensure:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Make reference to the safety documents issued by the LA, LBC and FLS
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Head Teacher and Caretaker of any potential hazards or defects
- Be familiar with the current Food Safety Legislation and the implications so far as the school is concerned

School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher and Kitchen Manager.

List of Health and Safety responsibilities for **Flitwick Lower School**. This list should be fully communicated with all relevant parties.

Task	Who is responsible
Policy statement review, update and communication	Governors / Head Teacher
Procedures review, update and communication	Head Teacher
Risk assessment review, update and communication	Head Teacher
Curriculum Risk assessments	Classroom staff / Curriculum Groups
Planned preventative maintenance	Caretaker
Legionella management – water temperatures 2 yearly risk assessment	Caretaker School Manager
Fire management	Head Teacher
Asbestos management Weekly observations	Head Teacher Caretaker
Contractor management	School Manager / Caretaker



Coordination of training requirements	School Manager / Head Teacher
Weekly H&S checks around school	Head Teacher / Caretaker
Equipment management	Caretaker /
Site maintenance	Caretaker
Fire equipment / weekly testing	Caretaker
Emergency lighting – testing	Caretaker
PAT	ICT Technician
First Aid supplies and resources	School Secretary
Leaf, path clearance	Caretaker
Snow and Ice clearance	Caretaker
Foundation Play area ( sweeping and daily maintenance)	Early Years staff

## PROCEDURES AND ARRANGEMENTS

### Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### **Accident and Incident Reporting**

All staff are required to ensure that all accidents are reported to the Head Teacher and/ or School Manager. The School Manager will file an accident report using Assessnet where necessary.

The Head supported by the School Manager as necessary, will ensure that the accident is investigated and reported to the Governing Body where appropriate. Central Bedfordshire Council are responsible for filing the report should an accident be reportable to the Health and Safety Executive under RIDDOR.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

### **Asbestos**

The school has an asbestos survey and register of the areas where asbestos is known to be present and a trained duty holder. The asbestos register must be referred to prior to any works being carried and signed by person/s carrying out the work.

Staff are not allowed to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Caretaker or School Business Manager.

Staff should report any damage to the fabric of the building to the Caretaker or School Business Manager. If they suspect that such damage involves asbestos they should remove children from the vicinity pending investigation.

### **After school clubs and activities**

All after school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book and reported to the Office Manager on the next working day for recording on AssessNET



### Allergies

On entry to school parents have to complete a declaration of allergies, which the school uses to ensure all members of staff are aware of. If the allergies are specific and need additional training it is the responsibility of the School Manager and Head Teacher to book this. Junk modelling equipment is not allowed to be put out without checking for nuts. Notices in the newsletter and on the school website highlight the allergies in school and the school procedures to deal with these. Individual risk assessments are in place where necessary.

### Behaviour Management/Bullying

The school has both a Behaviour Policy and (anti) Bullying Policy. They are reviewed by staff on a regular basis and concerns are discussed with the designated teacher for Safeguarding or more general concerns at staff meetings.

### Caretaking and Cleaning

The Caretaker is on site daily and has a job description to reflect his duties with responsibilities as identified in the CBC Caretaker's Manual. Cleaners work on site for up to two hours daily, their duties are overseen by the Caretaker.

### Catering Safety

Responsibility for health & safety aspect of work in the school kitchen rests with the Catering Contractor as appointed from time to time on whose behalf the Kitchen Manager has delegated local responsibility.

### Contractors

Contractors are selected following effective procurement and tendering and with due regard to Health and Safety in line with the CBC Health & Safety Manual. The School Manager and Caretaker are responsible for liaison with contractors to exchange Health and Safety information, agree safe working practices, and exchange risk assessments.

- All contractors should sign in and out using the signing in book and review the contractor hazard information.
- Staff must report any concerns to the Head Teacher immediately.
- It is the responsibility of the head teacher to notify the Local Authority of works undertaken at school

### Curriculum Safety (Including Out Of School Learning Activities)

A number of generic risk assessments for routine school activities are held in the school office and on the commons area of the school server. Teachers are responsible for considering the risks associated with activities undertaken within school and should complete a written risk assessment for unusual activities or those undertaken for the first time. These should be submitted to the School office for inclusion in the school's risk assessment file.

Staff teaching PE are guided by the Association of Physical Education guidance they are also made aware of the CBC guidance on Physical Education and Good Practice.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, AFPE and other lead bodies should be adopted as appropriate.

### Display Screen Equipment

A work station risk assessment should be completed annually or following an office move or the installation of new equipment.

The school adheres to the CBC Health and Safety manual concerning the use of IT equipment. Staff should take regular breaks from VDU work.

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces

Staff who habitually use DSE as a significant part of their normal day to day work are entitled to an eye test paid for by the school. Staff wishing to have such an eye test should advise the School Manager in the first instance.

### **Educational Visits and Journeys**

The school adopts the CBC Educational Visits and Journeys Policy, and requires staff to plan and carry out risk assessments prior to a school visit. Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the school.

For all visits, the appropriate ratios of adults to children must be calculated and the necessary staff and adult helpers provided.

Before any party leaves the school all accompanying parents must be instructed and briefed about safety and control procedures and all children must be briefed and instructed on safety procedure, in particular the need to stay close to an adult at all times.

The school must always check with the coach companies used that all drivers have and display their 'Public Service Vehicle' license.

During trips medication can only be administered by designated members of school staff as identified in the risk assessment pertinent to that trip.

### **Electrical Equipment (fixed and portable)**

The inspection and testing of portable electrical equipment is carried out on an annual basis by a qualified person, (PAT testing) who provides records of inspection and testing. This record is kept in the school office.

Defective equipment should be reported to the Caretaker.

Personal electrical equipment should not be used in school without prior consent from the Head Teacher and being PAT tested by the ICT Technician.

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

### **Fire Precautions and Emergency Procedures**

The Head teacher is the responsible person for making arrangements for undertaking and reviewing the fire risk assessment, emergency plan, frequency and arrangements for test of fire alarm, emergency lighting, drills, and procedures to be followed.

The fire alarm is tested weekly by the Caretaker.

A fire drill is undertaken every term in school.

The Senco is responsible for the preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Caretaker is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.



# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

### First Aid

The Flitwick Lower First Aid Policy details arrangements for First Aid. The appointed person should record all first aid incidences on the template form. Record the date, name of the person/pupil, type of accident, treatment given. These records should be retained for three years

The names of First Aiders are displayed around school.

First aid boxes are located in the School Office and First Aid room, KS 2 Shared area and the Foundation Unit

The School Administrator is responsible for checking and restocking the boxes at least termly. In an emergency Office staff will summon an ambulance.

Where a parent is unable to accompany a child to hospital a member of school staff, preferably known to the child, will accompany them. In the case of emergency in the Before or After School Club the Manager of the BASC Club is responsible for calling the ambulance and arranging for someone to accompany the child.

The list of First Aiders is maintained centrally. The office organise training for members of staff as appropriate.

The Head Teacher is responsible for ensuring that an appropriate number of members of staff are trained in first aid and that at least one First Aider is present at school when there are staff and pupils on the premises. In the case of off-site activities at which pupils are present at least one qualified First Aider should be present.

### Hazardous Substances

The school complies with guidance in the CBC Health & Safety Guidance; Manual for Caretakers and Caretakers - Section T, for selection and use of substances. The Caretakers is responsible for ensuring that hazard data sheets are completed and retained on site. With reference to cleaning products: Caretakers should undertake the necessary risk assessments, and ensure that staff are properly trained in the use and storage of hazardous substances and the use of protective equipment. An inventory of products used is kept electronically in the office

**In Science and Design and Technology CLEAPSS guidance is applicable.**

### Inclusion

The school recognises its statutory obligations with regard to inclusion; the school's SEND Policy applies. The SENCos are responsible for planning and assessment for SEN pupils, and making reasonable adjustments in respect of access under DDA, where access is required. The SENCo is responsible for ensuring that staff are suitably informed and trained to be able to support include pupils safely and effectively.

The SENCO and curriculum leaders and class teachers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

### Lettings/Shared Use of Premises/Use of Premises Outside School Hours

The school has an appropriate Lettings Policy and terms and conditions document that details Health and Safety arrangements and responsibilities, including staffing requirements, first aid provision, fire and emergency arrangements, restrictions on use of equipment, licensing, insurance, and responsibilities.

The PTA works for the benefit of the school and its children and works within the school's agreed framework. The PTA has its own insurance cover and is responsible for the Health and Safety arrangements for their events as detailed in the lettings agreement.



# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



### Legionella

The school has a Legionella survey which is located in the school office. The Head Teacher is responsible for ensuring that monthly temperature checks are completed and the weekly flushing records are completed by the Caretaker. The School Manager is responsible for ensuring the 2 year Legionella risk assessment is carried out by an external provider.

### Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head Teacher and Caretaker of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. The Caretaker must inform the Head Teacher if they intend to carry out any work at height or that could be deemed dangerous when working during the holidays.

### Managing Medicines & Drugs

The Supporting Children with Medical Needs and Managing Medicines Policy refers.

School staff are only allowed to administer medication prescribed for a specific child by the child's doctor with parental permission. Parents are required to fill in a form requesting staff to give medication during school time. Staff will be trained as the need arises in cases of long term or unusual medication.

All children who require regular medication have a Health Care Plan, in the cases of Auto Immune Injectors and other specific medications these are drawn up by Health Care Professionals.

### Maintenance and Inspection of Equipment

The Caretaker maintains a Preventative Planning and Maintenance Schedule. CBC, as landlord, has certain statutory duties and checks. The school undertakes a number of checks on their behalf but ultimate responsibility lies with the LA.

Checks are undertaken by competent contractors – managed under the Contractor Management Guidelines.

All faulty equipment must be taken out of use and reported to the Caretaker. Staff must not attempt to repair equipment themselves.

### Manual Handling and Lifting

The School Head teacher will ensure that all staff have a good understanding of the principles of safe manual handling and lifting. Risk assessments should be produced for any manual handling or lifting tasks which are undertaken on a regular basis. Wherever practical, aids should be used to reduce the amount of lifting and carrying undertaken. Please see Manual Handling Policy within staff handbook folder in staffroom.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques

### Outdoor Play Equipment

Outdoor play equipment is checked annually along with PE equipment. The Caretaker is responsible for undertaking weekly visual checks. The risk assessment is reviewed annually.

# FLITWICK LOWER SCHOOL

## Policy

### Health and Safety



- Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.
- All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the head teacher.
- Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.
- Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must ask the parties involved to remove themselves from the equipment and report it to the Head Teacher

### PE Equipment

The Physical and Well Being Curriculum Group is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

- Risk assessments have been completed for all PE activities and all staff must be familiar with these.
- Wall bars, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- All PE equipment must be visually checked before lessons and returned to the designated store area after use.
- Pupils must not use the PE equipment unless supervised.
- Any faulty equipment must be taken out of use and reported to the PE Coordinator.

### Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher's responsibility to ensure adequate supplies of suitable PPE.

- The Caretaker and site staff are provided with suitable protective equipment, e.g. gloves, goggles, ear defenders, and suitable attire for working outside during winter (this list is not exhaustive).
- Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
- It is the responsibility of the Caretaker to ensure that there is suitable protective equipment for site staff and that it is used. It is the responsibility of the head teacher to ensure there is suitable PPE for the Caretaker.
- All staff have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the School Business Manager.

### Risk Assessments

It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Teacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

- The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.
- Class Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.
- Often outside agencies are invited into the school for special or 'wow' events, e.g. Eid Day, petting zoo, these are considered part the school's trips and visits policy and it is the responsibility of the 'trip' leader or event organiser to follow that policy.
- Risk assessments linked to SEND pupils are the responsibility of the SENCo.

# FLITWICK LOWER SCHOOL

## Policy

### Health and Safety



- Risk assessments linked to pupils with Individual Healthcare Plans are the responsibility of the Class Teacher.
- Curriculum groups will undertake risk assessments for their specialist areas.
- The Premises Manager will undertake risk assessments for maintenance and cleaning.

### School Transport.

Staff should not routinely transport pupils in their own vehicles. Where this has been agreed the adult transporting a child in school time is required to hold a current driving license, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with appropriate MOT certificate.

### Security/Violence

The school is open to staff from 7.30am-6pm during term time.

Gates are opened to allow parental access to the site between 7.00am -9.00am and 3.15pm-4pm. Outside these times gates to the site are locked and access is via the main entrance. It is the responsibility of the Caretaker to ensure that the gates are locked.

- The Caretaker is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- The Caretaker, or person designated key holder by the Head Teacher is responsible for securing the school site at the end of each school day, after a letting or during the school holidays.
- The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.
- Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them to reception
- If an intruder becomes aggressive staff should seek assistance.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

### Site Maintenance

The Caretaker is responsible for ensuring the day to day maintenance of the school building and site and for ensuring cleaning standards are high and maintained.

- They will undertake weekly inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.
- A planned preventative maintenance schedule is in place. It is the responsibility of the Caretaker to ensure that the schedule is adhered to.
- All school staff are responsible for reporting hazards or maintenance issues to the Caretaker and/or the School Manager. A log/action book is available for staff to note any minor issues for action. These are located: in the school office
- Any issues of significant concern/danger should be reported to the Caretaker, School Manager or other member of SLT immediately.
- Safety signage is used on site in line with statutory requirements. All staff have responsibility for reporting any missing signage or any concerns about signage to the Caretaker or School Manager.

### Smoking

Throughout the UK smoking is prohibited by law in virtually all enclosed workplaces and public places, on public transport and in vehicles used for work.

At Flitwick Lower no-smoking is allowed anywhere within the perimeter of the school, this includes all external places.

### Use of Nicotine Containing Products

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



The term “electronic cigarette” is a generic term many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour, others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

Use of products that resemble cigarettes or which could be confused with them, including ‘electronic’ cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the school, this includes all external places.

This applies at all times - in and out of school time; for PTA events as well as for general letting

### Staff Training & Development

Staff Training & Development New staff are inducted in line with the School’s Induction Policy which includes information regarding Health and Safety.

Role specific training is provided as required and is identified primarily through:

- i. the school’s appraisal process,
- ii. the creation of Individual Healthcare Plans (Supporting Children with Medical Needs Policy)
- iii. the routine monitoring of Health and Safety qualifications and certificates, e.g. First Aid Lists

While it is expected that the Head Teacher will have a good overview of the Health and Safety training needs, all staff have an individual responsibility to identify and report where they might require additional training or support.

Training needs related to Health and Safety should be passed to the Head Teacher for action.

All staff will receive fire awareness training on an annual basis.

Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new School year.

### Stress

The school governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### Swimming

Children are instructed by ASA Qualified Instructors which takes place in local authority pool and Sports Centre. Swimming is considered a trip or visit and as such falls under the School’s Trips and Visits Procedures

### Visitors

All visitors must sign in and out at the school reception desk. This includes parents and Peripatetic Teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. On a first visit to the school they are given a copy of the school’s safeguarding information and made aware of the fire evacuation arrangements. Visitors to the school are allowed to park in the school car park.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



### Waste Management

Bins are kept locked until collection day.

### Work Experience Work Experience

Students are inducted in line with the school's induction procedures and are supervised by a member of the SLT.

### Working at Height

- The Caretaker is responsible for the purchase and maintenance of all ladders in the school.  
All ladders conform to BS/EN standards as appropriate.
- The Caretaker is also responsible for completing risk assessments for all working at height tasks in the school.
- Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.  
If you need to hang decorations or displays then a step stool or small step ladder must be used.
- **Standing on desks, chairs or other furniture is not permitted.**
- Do not work at height when you are alone.
- If you are planning to use a step ladder ask a member of staff to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder.  
**Never overreach.** Try always to keep one hand free on the ladder to steady yourself.

### Related documents:

- CBC Health and Safety Manual
- CBC Educational Visits and Journeys
- CBC COSH guidance
- First Aid Policy
- Lettings Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions
- SEND Policy
- Accessibility Plan and Disability Scheme
- School Risk Assessments



### APPENDIX A

#### Specific Responsibilities for Health & Safety for those Staff with a Designated Classroom

1. Children and adults must carry equipment safely about the room and the school.
  - a. Chairs should be carried with two hands holding the set with 4 legs pointing down to the ground.
  - b. Children should be shown how to carry scissors and other potentially dangerous small equipment.
  - c. If children have to carry a glass object it may be appropriate for them to place this in a plastic bucket.

**NB** The correct handling of PE equipment is described in the PE Policy.

2. Children must be shown how to use all appropriate equipment safely. If in doubt about the correct use please consult the subject co-ordinator.
3. All containers holding any substances should be clearly marked eg. glue decanted into containers should be clearly marked as such.
4. All exits from the classroom should be free from obstructions. As far as possible things should not be put in front of a radiator.
5. Children should be reminded to sit correctly on chairs ie. 4 chair legs on the floor.
6. Staff are responsibility to see that the classroom is well ventilated.
7. Cloak storage areas should be kept as tidy as possible. Coats, bags and shoes left on the floor are a potential health & safety hazard.
8. Packed lunch boxes are to be stored on the racks above the coat pegs.
9. Floors should be cleaned immediately of any spillages that occur.
10. If an accident occurs the teacher should deal with it to the best of their ability but if in any doubt another adult should be sent for. Ideally this would be a school First Aider who are named in the classroom and in the staffroom. The Head Teacher should always be informed about serious accidents.
11. Under normal circumstances children should not be left unattended in any classroom.

#### **Cooking in the classroom or shared areas –**

12. All people involved should have clean hands and all surfaces used for the preparation of food should be cleaned with the cleaning fluid provided for this purpose.
13. Any cooking activities must only be carried out under strict supervision.

October 19

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



### Appendix B

#### School Inspection Checklist

##### External Areas

	Yes	No
Playground surface good & free of litter	<input type="checkbox"/>	<input type="checkbox"/>
External stairs and ramps in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Play equipment in safe condition	<input type="checkbox"/>	<input type="checkbox"/>
Seating/tables in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Safety surfaces in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Boundary secure and in safe condition	<input type="checkbox"/>	<input type="checkbox"/>
Signing to Reception clear	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish store - secure and free of excess debris	<input type="checkbox"/>	<input type="checkbox"/>
External stores secure and uncluttered	<input type="checkbox"/>	<input type="checkbox"/>
Toilets clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
*Nature garden/pond in safe condition	<input type="checkbox"/>	<input type="checkbox"/>

##### Corridors and Staircases

Free of obstruction and tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
Staircases in good condition, banisters secure	<input type="checkbox"/>	<input type="checkbox"/>
All escape and exit signs in place and visible	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting equipment in place and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Smoke doors in good condition and kept closed	<input type="checkbox"/>	<input type="checkbox"/>
Windows accessible to children are secured	<input type="checkbox"/>	<input type="checkbox"/>

##### Classrooms

Floor in good condition, free of tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
Sink area clean and floor kept dry	<input type="checkbox"/>	<input type="checkbox"/>
Furniture in good condition	<input type="checkbox"/>	<input type="checkbox"/>



# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



	Yes	No
Electrical sockets, plugs and cables in good condition	<input type="checkbox"/>	<input type="checkbox"/>
High level storage at a minimum, step stool available	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedures posted	<input type="checkbox"/>	<input type="checkbox"/>
Windows accessible to children are secured	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage Areas</b>		
All store rooms and cupboards in tidy condition	<input type="checkbox"/>	<input type="checkbox"/>
No storage on floor	<input type="checkbox"/>	<input type="checkbox"/>
Heavy/unwieldy items easily accessible	<input type="checkbox"/>	<input type="checkbox"/>
Step stool/step ladder available	<input type="checkbox"/>	<input type="checkbox"/>
Flammable substances in metal cupboards	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals stored in designated locked cupboards	<input type="checkbox"/>	<input type="checkbox"/>
<b>Halls/Dining Areas</b>		
Floor surface clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Dining tables/chairs stored in safe accessible manner and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
PE Equipment in good condition and safely stored	<input type="checkbox"/>	<input type="checkbox"/>
*Theatre lighting regularly checked by electrician and chains secure.	<input type="checkbox"/>	<input type="checkbox"/>
*Stage in sound condition, no debris underneath	<input type="checkbox"/>	<input type="checkbox"/>
Windows accessible to children are secured	<input type="checkbox"/>	<input type="checkbox"/>
<b>School-keeping Equipment</b>		
Ladders in good condition and safely stored	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient Personal Protective Equipment (in good condition)	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals stored safely in small quantities only.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



	Yes	No
High level storage avoided	<input type="checkbox"/>	<input type="checkbox"/>
Office/storage areas clean and free of tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
First Aid facilities available	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys/sack-barrows in good condition	<input type="checkbox"/>	<input type="checkbox"/>
<b>Toilets</b>		
Clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Floors mopped regularly during day	<input type="checkbox"/>	<input type="checkbox"/>
All fittings secure and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Adequate supply of soap, toilet roll and hand towels	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offices</b>		
Tidy and free of tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
High level storage avoided	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment in safe condition	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staff Room</b>		
Clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Safe storage for personal possessions	<input type="checkbox"/>	<input type="checkbox"/>
Hanging space for coats	<input type="checkbox"/>	<input type="checkbox"/>
Safe means of making drinks and preparing food	<input type="checkbox"/>	<input type="checkbox"/>
Fridge etc. kept clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
<b>Boiler Room</b>		
Safe means of access and egress	<input type="checkbox"/>	<input type="checkbox"/>
Free of clutter and combustible materials	<input type="checkbox"/>	<input type="checkbox"/>
Access barred to unauthorised persons	<input type="checkbox"/>	<input type="checkbox"/>

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



	Yes	No
Suitable fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Matters</b>		
Sufficient numbers of well stocked first aid boxes	<input type="checkbox"/>	<input type="checkbox"/>
Cleaner's cupboard locked and all materials put away	<input type="checkbox"/>	<input type="checkbox"/>
Electrical intake cupboards/ areas kept clear of any combustible material.	<input type="checkbox"/>	<input type="checkbox"/>
Known asbestos in good, undamaged condition	<input type="checkbox"/>	<input type="checkbox"/>
All signing adequate for purpose and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
*Animals clean, healthy and adequately housed	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of water leakage internally/externally	<input type="checkbox"/>	<input type="checkbox"/>
Lighting levels adequate and fittings in good condition	<input type="checkbox"/>	<input type="checkbox"/>
All fire equipment properly sited, undamaged and inspected within last year	<input type="checkbox"/>	<input type="checkbox"/>
Adequate separation of pedestrians and traffic on site	<input type="checkbox"/>	<input type="checkbox"/>

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



Appendix C - Health and Safety Plan Monitoring Schedule *(delete and amend as appropriate)*

### Annual Checks

Item	Check By	Comments
Risk Assessments	Jnew	
Policy and Management Plan	Jnew	
COSHH	C.Edwards / N. Yates	
Review of Procedures	J.New	
Manual Handling of Risk Assessments	J.New	
Accident Reports	R.Shield	
Cleaning Staff Procedures	C.Edwards	
Record Fire Appliance Test	N.Yates	
Record PE Equipment Check	P.E group /	External agency check annually
Check Completion of PAT Testing	N.Yates	
Whole Staff Training- Refreshers	J.New	
Non Accidental Injury Reports	R.Shield	
Permits to work	R.Shield	

### Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	C.Edwrds	
Fire Alarm Tests	N.Yates	
Heating	N.Yates	

### Daily Checks (by observation, discussion etc) *(delete and amend as appropriate)*

Item	Check By	Comments
Physical Intervention	J. New	
PE Safety	J.New	
Lettings (Safety)	R.Shield	
Communication of Health and Safety concerns to all staff	All staff	

### Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	J.New	
Premises Inspection	C.Edwards	
Fire Log	J.New	
Accident Reports	R.Shield	
Fire Evacuation	J.New	
Visual Check of Electrical Equipment	N.Yates	
Premises Security	C.Edwards	

# FLITWICK LOWER SCHOOL

## Policy

Health and Safety



Monthly

Item	Check By	Comments
Legionella	C.Edwards	
Fire Extinguishers	N.Yates	
Asbestos	C.Edwards/N.Yates	