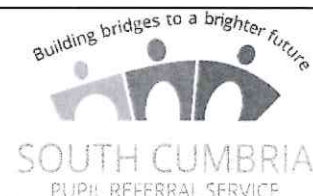


Health, Safety and Welfare Policy September 2026 (Reviewed annually)



RECORD OF ISSUE

ISSUE	DATE	NEXT REVIEW DATE	SUMMARY
11	Sept 2026	Sept 2027	Annual Review

DOCUMENT CONTROL

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2. PART 2 - ORGANISATION AND RESPONSIBILITIES

2.1 Management chain for Health & Safety

LA	Management Committee
<u>Level 1</u>	Head Teacher
<u>Level 2</u>	Health & Safety Co-ordinator
<u>Level 3</u>	Teachers/Non-Teaching Staff/Cleaners/Contractors/Visitors

2.2 How functions are allocated

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Management Committee / LA on policy issues.
- Be a member of Centre Management Committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy are reported to the L.A.

LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Check procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid).

2.3 Planning for Health and Safety

The School Health and Safety Management Plan drawn up by the Health & Safety Co-ordinator, Head Teacher and Management Committee each year, identifies various Health and Safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents. A copy of the Management/Development plan is available from the Office.

The Health and safety co-ordinator will undertake health and safety inspections of the school building and activities on an annual basis. Findings of inspections will be recorded. Any corrective actions required following these inspections will be reported to the Head and either immediate action taken, or issues added to the Health and Safety Management Plan / Health and Safety Action Plan.

2.4 The Management Committee

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Management Committee are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure that:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy.
2. they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. a review of the school's Health and Safety Policy on at least a 2 yearly basis (or more often if the need arises) and a reviewed of performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. Head teachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. information is displayed on the H&S noticeboard confirming who has specific duties/functions for health, safety and welfare.
9. everyone is involved in making the Policy work.
10. personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. there is a visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
15. health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. they consult, in the first instance, with personnel in the Corporate Health and Safety Team and those in charge of establishments in resolving any health, safety or welfare problems.
18. They consult with specialists where appropriate.
19. they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
20. they receive and act appropriately upon reports from Head teachers, Children's Services and any other internal or external agencies.

2.5 Head teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher, who will:

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Management Committee with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974 and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974 and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, cleaning, catering and learning support staff.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Management Committee and/or the Corporate Health and Safety Team.

6. co-ordinate the implementation of the Management Committee's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LA requirements), investigated and any remedial actions required are taken or requested.
14. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time:
 - a) the emergency procedures
 - b) the provision of first aid in the school
 - c) the risk assessments
16. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Manual.
18. report to the Management Committee at least annually on the health and safety performance of the school.
19. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.
22. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

2.6 Health & Safety Co-Ordinator

The Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence. The Health and Safety Co-ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992, as amended), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (2005), the Control of Asbestos Regulations (2012), the Work at Height Regulations (2005) etc., and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
3. To ensure the general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Head teacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Head teacher or a member of staff, as appropriate, if any unsatisfactory situation is observed.

8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school are disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Head teacher or Management Committee.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

2.7 Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

Teaching and non-teaching staff will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own area of work and are directly responsible to the Head teacher for the application of the health, safety and welfare procedures and arrangements.
2. establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Head teacher or Health and Safety Coordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Head teacher or the Health and Safety Co-ordinator.
5. in accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases of work related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff.
6. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. ensure that all staff under their control are familiar with national and local guidance and, if issued, for their area of work.
8. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
9. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the Corporate Health and Safety Team OR Kym Allan Health and Safety Consultants Ltd. and Officers of the LA.
10. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.

2.8 Special Obligations of Class Teachers

The health and safety of pupils in classrooms, and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Head teacher or Health and Safety Coordinator before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, And to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or, if issued, and to ensure that they are applied.

3. give clear oral and written instructions and warnings to pupils as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to their Head teacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to their Head teacher or Line Manager.
10. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

2.9 Health and Safety Representatives

South Cumbria PRS does not currently have a Health and Safety Representative, however, the Management Committee and Head teacher recognise the role of Health and Safety Representatives who should be appointed by a recognised trade union or by staff. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Head teacher or Management Committee.

2.10 Obligations of All Employees

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

2.11 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school, and particularly the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

2.12 Contractors, Visitors and Other Users of the Premises

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

2.13 Health and Safety Assistance

Without detracting from the primary responsibility of the LA, Management Committee and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

The Corporate Health and Safety will be available to provide such competent assistance.

Corporate H&S Team:

(Out of Hours) Emergency Number: 0300 303 1042

Leave a short message and contact telephone number and one of the team will contact you as soon as possible

General Office Number 01228 221616 Fax: 01228 226291

Emails: name.surname@cumbria.gov.uk or healthandsafety@cumbria.gov.uk

Name	Title	Contact Number
Sharon McCubbin	Senior Health, Safety and Wellbeing Manager	07825 340570
Judith Chandler	Health, Safety and Wellbeing Manager, Lead Advisor for Children's Services and Schools	07584 534670
Alice Gundavda	Health, Safety and Wellbeing Manager, Lead Advisor for Environment, Highways Construction, and Fire	07785 409532
Joy Telford	Health, Safety and Wellbeing Manager – Lead Advisor Health and Care Services	07800 627901
Charlotte Todhunter	Health, Safety and Wellbeing Advisor	07554775836
Judy Hutchinson	Assistant Health, Safety and Wellbeing Advisor LA Radiation Protection Officer	07825 340473
Melanie Dowdell	Construction Health and Safety Advisor	07824 473128
	Fire Safety Advisor	
Kevin Hewitson	Health Safety and Wellbeing Advisor	07788 396193
Howard Cain	Integrated Transport Safety Officer	07876 003750
General Office	Health and Safety Administrators	01228 221616
Evolve/Educational Visits Advisory Service	Matthew Ellis, Director, Derwent Hill Outdoor Centre, Portinscale, Keswick evas@sunderland.gov.uk	017687 72005

As well as the Corporate Health and Safety Team the service subscribes to additional, external, advice through Kym Allan where resources can be accessed. <https://www.kymallanhsc.co.uk/>

2.14 Further Assistance and guidance can be sought from:

Cumbria and Lancashire Health Protection Service

1st Floor
York House,
Ackhurst Business Park
Foxhole Road
Chorley
PR7 1NY
Tel: 0844 225 1295 (option 1 - option 2)

Health and Safety Executive HSE & EMAS (Employment Medical Advisory Service)

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS
Tel: 0151 951 4000

Environment Agency Headquarters

Cockermouth
Freephone 0800 80 70 60

2.15 Those with Specific Health & Safety Responsibilities in School

- The Health and Safety Co-ordinator is **Leeann Bell**
- The Chair of the Management Committee is **Janet Willis**
- The person responsible for identifying training needs and arranging for all necessary training is **Leeann Bell**
- **Leeann Bell** will undertake health and safety inspections within school on an annual basis
- The person(s) responsible for undertaking accident investigations is **Leeann Bell**
- The person responsible for ensuring that all volunteers who may have significant unsupervised access to pupils are suitably Police Checked is **Leeann Bell authorised by Lisa Balderstone**
- The person responsible for maintaining the Ladder Register is **Leeann Bell**
- First Aiders are **Kelli-Anne Fisher, Mark Swainson, Dan Webber, Gareth Smith, Shaun Mason, Sharon Harris, Gemma Thompson and Kylie Casey.**
- **Kelli-Anne Fisher** is responsible for ensuring first aid boxes remain stocked
- **Leeann Bell** is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- The Responsible Person for Fire Safety is **Lisa Balderstone**
- The Fire Safety Manager (person in charge in an emergency) is **Leeann Bell**
- Fire Wardens are **Leeann Bell, Shaun Mansell, Kelli-Anne Fisher, Lisa Balderstone, Steve Kenny, Sara Rose, Lyndsey Croasdale, Graham Chalker, Dan Martin**
- Person Responsible for maintaining defect reports and ensuring defects are repaired, replaced removed etc. is **Kelli Fisher**
- The person(s) responsible for undertaking Risk and COSHH Assessments is **Leeann Bell** although all staff should be involved in this process.
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is **Leeann Bell**
- The nominated Educational Visits Co-ordinator is **Shaun Mason.**
- Person responsible for regularly checking PE equipment is **Dan Webber / Gareth Smith (annual inspection by Service Sport)**
- Person responsible for Security and checking of external lighting is **Leeann Bell**
- The Data Protection Officer is **Leeann Bell.**

- Specific responsibilities:

- PE	Gareth Smith
- DT	Sarah Lerner
- Food Tech	Kirsty Hubbard
- Science	Charlotte Bower
- Art	Steve Kenny
- Unstructured times	Micheala Kemp / David Smith / Andrew Ribchester
- Site	Leeann Bell
- Water Hygiene/Legionella	Leeann Bell
- Asbestos	Leeann Bell
- Further Sources of Guidance	Health and Safety Team
	Kym Allan
	HSE
	School's Portal
	EVOLVE

2.16 Other Related Policies

This policy should be read in conjunction with other related school policies and procedures including:

- Overarching Safeguarding Statement
- Child Protection Policy
- On-line Safety Policy
- Whole Centre Relationship and Behaviour Policy including procedures for preventing and dealing with Bullying and Racism etc.
- Relationships and Sex Education Policy
- Single Equality Scheme/Objectives
- Images in schools policy
- Supporting students with Medical Needs
- Educational Visits Procedures (including procedures for assessing risks)
- Attendance Arrangements
- Data Protection Policy
- Special Educational Needs Policy
- Risk Assessments (inc. Fire Safety)
- Premises Management including Security Measures (Formal Inspections and Buildings Register)
- Accessibility Plan
- Home School Agreement

3. PART 3 - ARRANGEMENTS/PROCEDURES

3.1 Consultation, Communication and Competence

References

Safety Representatives and Safety Committee Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996
Safety Signs and Signals Regulations 1996
Management of Health and Safety at Work Regulations 1999
Safety Information Guidance Note (08) Health and Safety Induction
CCC Safety Procedures 3 Health and Safety Consultation and Representation

Procedures

CONSULTATION

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will co-operate and consult with employees and pupils as necessary.

Consulting employees about health and safety can result in:

- healthier and safer workplaces – because employee input is valuable to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety – because they are based on the input and experience of a range of people in the organisation, including employees who have extensive knowledge of their own job and the business;
- stronger commitment to implementing decisions or actions – because employees have been actively involved in reaching these decisions;
- greater co-operation and trust – because employers and employees talk to each other, listen to each other and gain a better understanding of each other's views;
- joint problem-solving.

Current legislation requires South Cumbria Pupil Referral Service to consult with our entire workforce on health and safety matters. Consultation involves not only giving employees information, but also listening to and taking account of what they say – particularly when they report problems – before making any health and safety decisions.

If a decision involving work equipment, processes or organisation could affect the health and safety of our staff, we will allow time to give them, or their representatives, the chance to express their views, and take account of these views before reaching a decision.

Consultation with staff will be carried out on all matters relating to health and safety at work, including:

- any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working;
- our arrangements for accessing and/or employing competent people to help satisfy health and safety laws;
- information about the likely risks and dangers arising from their work, measures to reduce or get rid of these risks, and what they should do if they have to deal with a risk or danger;
- plans of health and safety training; and
- the health and safety consequences of introducing new technology.

Consultation will be undertaken directly with individuals e.g. staff meetings / 1:1 meetings.

South Cumbria Pupil Referral Service is obliged by the Safety Representatives and Safety Committee Regulations 1977 and Safety and Health and Safety (Consultation with Employees) Regulations 1996 to have arrangements for consulting with its employees.

At the present time, the school does not have an appointed Health and Safety Representative.

Under the Health and Safety (Consultation with Employees) Regulations 1996, where the workforce is not represented by a recognised trade union, South Cumbria Pupil Referral Service will make other arrangements for consulting with our employees either by consulting with each individual employee directly or arranging for the workforce to elect an employee representative. Trade union-appointed safety representatives and employee elected representatives are entitled to undertake a wide range of functions under the legislation including:

- carrying out inspections of the work place;
- investigating accidents/ incidents and complaints from their members regarding any health, safety or welfare matter;
- receiving copies of reports from the Health and Safety Executive;
- receiving any information relating to safety of equipment, plant, substances or work methods;
- inspecting safety documents, registers and certificates; and
- attending safety committees.

South Cumbria Pupil Referral Service will recognise, co-operate and consult with any Trade Union or Non Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or Committees as required.

On a local level, the Head teacher/Health and Safety Coordinator will also consult employees on matters affecting their health and safety via any safety representatives where these have been appointed by the appropriate trade unions.

Line managers and the health and safety coordinator will be responsible for making arrangements for consulting those members of their staff who are not members of trade unions, to ensure that the requirements of Health and Safety (Consultation with Employees) Regulations 1996 are complied with.

The full Management Committee discusses health, safety and welfare and safeguarding issues affecting staff, pupils or visitors on a termly basis. Action points from meetings are brought forward for review by school management.

COMMUNICATION

South Cumbria Pupil Referral Service will provide all employees (including trainees and those on fixed term contracts) with comprehensible and relevant information on:

- the risks to their health and safety identified by risk assessments (see separate Procedures on Risk Assessments);
- the preventive and protective measures required to prevent accident, injury or loss.

South Cumbria Pupil Referral Service will also, before employing a child on work experience who is below the minimum school leaving age, provide the parent/carer of the child with comprehensible and relevant information on:

- the risks to his/her health and safety identified by assessments;
- the preventive and protective measures that have been put in place to prevent accidents/injury.
- Measures taken to safeguard their child

Information supplied will be pitched appropriately, given the level of training, knowledge and experience of the employee. It will also be provided in a form which takes account of any language difficulties or disabilities. For employees with little or no understanding of English, or who cannot read English, we may need to make special arrangements. These could include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.

While any child (below minimum school leaving age) is at work i.e. on work experience from another school, the requirements to provide information are the same as for other employees. There is, however, an extra requirement on the employer to provide the parents/carers of children at work (including those on work experience) with information on the key findings of the risk assessment and the control measures taken, before the child starts work.

Good sources of health and safety intelligence are as important in developing health and safety policy and performance as market information is for business development. South Cumbria Pupil Referral Service will monitor:

- legal developments to ensure they can comply with the law;

- technical developments relevant to risk control;
- developments in health and safety management practice.

The Corporate Health and Safety Team provides competent health and safety advice to South Cumbria Pupil Referral Service and is responsible for keeping the school up to date on all health and safety matters of relevance. The service subscribes to Kym Allan Associates for advice and support.

Information and/or advice on matters relating to the health, safety and welfare of employees will generally be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees. Health and safety will be a standing item on the agenda of staff meetings. Health and safety will be a standing agenda item at full Management Committee meetings.

Alternative methods of communication will also be used where appropriate, including safety bulletins, newsletters, posters, notices, talks and discussions.

This School Health and Safety Policy and, where appropriate, associated guidance, will be brought to the attention of all employees, be they temporary or permanent, of the school and any other persons who may need to be aware of their content. The Health and Safety Policy document will be circulated to all staff. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via e-mail. Any issues or concerns can be raised at that time, either with the Head teacher, the Health & Safety Co-ordinator, or the Management Committee Health & Safety representative. Individual employees may make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

It is particularly important that temporary staff or those employed by another organisation e.g. cleaning staff, catering staff, learning support staff etc. are given proper and appropriate health and safety induction immediately following their appointment to an individual establishment – see 'Induction Training' below.

SAFETY SIGNS AND NOTICES

Where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs will be provided.

Appropriate signs will be displayed and will be easy to follow; a Health and Safety information notice board will be provided/maintained – this is located in the office. The Health and Safety Law poster is displayed in the office.

CO-ORDINATION

Where the School shares premises with another organisation or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on school premises, such as contractors, cleaning staff and maintenance personnel.

HEALTH AND SAFETY TRAINING

All personnel shall be competent to perform tasks that may impact on health and safety in the school. Competence shall be defined in terms of appropriate education, training and/or experience. Training procedures shall take into account differing levels of:

- responsibility, ability and literacy; and
- risk.

The Head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;

- training in specific skills needed for certain activities, (e.g. use of hazardous substances, manual handling etc.)
- refresher training where required.

Training needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of the findings of risk assessments, following accidents, following the acquisition of new equipment and machinery etc.

A health and safety training record is set up and maintained that highlights all health and safety training that has been carried out. The training plan (forming part of the Health and Safety Management Plan) highlights any statutory refresher training that may be required. This is a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required (where applicable). Training records are held by Leeann Bell who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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

INDUCTION TRAINING

South Cumbria Pupil Referral Service is committed to ensuring that staff and students receive adequate information, instruction, training and supervision to enable them to work with minimum risk to their own or other people's health and safety. An important element in achieving this is a health and safety induction programme which, if carried out properly, will ensure essential information is transmitted and engender a positive attitude to health and safety in new starters to the School.

All new members of staff (including volunteers, students and pupils on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Headteacher to ensure that the relevant procedures and documentation has been seen and understood. Further training and development is identified and incorporated within in the School Management/Development Plan.

The school has adopted the Model Health and Safety Induction Checklist taken from Safety Information Guidance Note12 Health and Safety Induction Training. This will be completed by the Headteacher / Health & Safety Co-ordinator with each new starter/trainee commencing the first week of their employment.

3.2 Risk Assessments

References

Health and Safety at Work etc. Act 1974
 Management of Health and Safety at Work Regulations 1999
 The Control of Asbestos Regulations 2012
 The Control of Substances Hazardous to Health Regulations 2002
 The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
 The Manual Handling Operations Regulations 1992 (as amended 2002)
 The Control of Noise at Work Regulations 2005
 The Personal Protective Equipment at Work Regulations 1992
 The Provision and Use of Work Equipment Regulations 1998
 The Regulatory Reform (Fire Safety) Order 2005
 Safety Information Guidance Note9
 Safety Information Guidance Note13
 CCC Safety Procedures No. 15

Procedures

The Health and Safety at Work Act, 1974 places the following duty on employers:

- *"to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work", and;*
- *"to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected by his/her work, are not exposed to risks to their health or safety".*

In order to comply with this duty, South Cumbria Pupil Referral Service will assess the risks our employees and others are exposed to by their work activities. The requirement is not new but has been implied in legislation since 1974.

More recently, the duty to undertake risk assessments was made explicit in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. This regulation requires that:

"Every employer shall make a suitable and sufficient assessment of:

- *the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*
- *the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking" e.g. pupils, parents, visitors, contractors, trespassers etc.*

The Management Regulations therefore require a general risk assessment of all risks in the workplace. They require us to look at all hazards and assess them accordingly.

Other Relevant Legislation

The following pieces of legislation also require risk assessment of specific hazards (list not exhaustive):

- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Control of Noise at Work Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005

Where the general risk assessment required under the Management of Health and Safety of Work Regulations identifies a risk from a hazard which is legislated for specifically by one of the above sets of Regulations, then an assessment will be carried out in accordance with the specific Regulations.

For example, whilst carrying out a general risk assessment in a workplace, it becomes obvious that persons are being subjected to risks from manual handling activities, such activities will be assessed in accordance with the Manual Handling Operations Regulations 1992 (amended 2002).

What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of a workplace and the activities which take place there, in order to identify what could cause harm to the people who work there or visit i.e. pupils, parents, contractors and other visitors (invited or otherwise), estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent that harm being realised.

The aim of the assessment is to ensure that no one gets hurt or becomes ill or at the very least reduces the risk in terms of the severity of the injury or illness or the probability of the injury or illness occurring. It makes perfect sense therefore, irrespective of the statutory duty, to carry out risk assessments in order to reduce accident rates and lost time injuries.

Assessment of risk is about identifying problems or potential problems and putting into place arrangements to prevent harm or injury arising.

The terminology used in risk assessment is simple. It is, however, important that assessors understand it:

Hazard:	Something/anything with the potential cause harm to persons or property. For example, slippery floors, working with ladders, wood dust, or even individuals e.g. pupils with behavioural problems
Risk:	The chances or likelihood of the harm occurring coupled with the potential severity of the injury or illness. For example, someone slips on the floor, falls from the ladder, breathes in fine wood dust, is injured by the individual pupil or the pupil injures themselves. Take specific care to identify those who may be particularly at risk from a hazard, i.e. asthmatics, those with existing back injuries, employees of childbearing age etc. Risk also takes into account the potential severity of the injury i.e. there may be a low probability of someone falling from a ladder but if they do the injuries could be extremely severe.
Control Measure	What is done to prevent the harm occurring, e.g. replacing a slippery floor with slip-resistant flooring, training the user in ladder safety, introducing dust extraction or supplying dust masks, training staff in Team Teach, diffusion techniques and other calming/reasoning strategies?

Step 1 – Identify the Hazards

First you need to work out how people could be harmed.

In most cases these can simply be identified by observation of the task/workplace and consulting those staff involved in the activity. The focus should be on identifying **significant** hazards and not the trivial.

Step 2 – Identify who might be harmed and how

For each hazard be clear about who might be harmed e.g. staff, pupils, contractors, visitors etc. this will help identify the best way of managing the risk.

Remember that you may have a higher duty of care for some individuals e.g. pupils and those with additional needs e.g. new and young workers, new or expectant mothers and people with disabilities/medical conditions who may be at particular risk.

Step 3 - Evaluate the risks and decide on precautions

Risk is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the injury. This will help identify if the existing procedures and controls in place are adequate or if any additional actions need to be taken. i.e. whether you have done all that is reasonable to protect people from harm. Appendix A provides an example of how to establish the level of risk.

We will involve staff in the writing of risk assessments, so that we can be sure that what we propose to do will work in practice. This will also ensure that those who need to, understand the risk assessment and accept ownership of responsibility for their own health and safety and that of others.

Step 4 – Record and Implement the Findings.

The level of detail in an assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.

It is a requirement of the legislation that all **significant** risks are recorded. In the majority of cases the use of simple bullet pointed controls would be sufficient.

Completed risk assessments will be signed off by the person completing the assessment and will be agreed by the line manager/Head of Department/Head teacher.

Copies of risk assessments will be stored in a central and accessible location (hard copy or electronic) and made available to all staff involved in the activity to which a risk assessment refers.

Step 5 – Review your risk assessment and update if necessary.

Risk assessments will be reviewed regularly i.e. annually or as soon as any significant changes have occurred.

We will review a risk assessment immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

Measuring performance in managing risk can be achieved in a number of proactive ways:

- Lesson observations
- 1-2-1 / performance management
- Staff / Departmental meetings (A regular item on meeting agenda provides a brief opportunity to review practice in relation to accidents, near misses etc.)
- Inspection / audit by head of department / Health & Safety Co-ordinator / Management Committee / LA

Risk assessments relating to known hazards within the school will be conducted annually (or as matters arise). Generic School Risk Assessments for many day-to-day site, admin and curricular activities (D&T, PE and Science) are available to download from the School Portal. These will be adapted and personalised to reflect the actual activities within school.

The school risk assessments (for all activities; teaching and non teaching, premises and one off activities) will be co-ordinated by the Health & Safety Co-ordinator and are approved by the Head teacher. Although the Health & Safety Co-ordinator will be responsible for coordinating the completion of risk assessments, all staff within school will be involved in the risk assessment process.

In specialist areas it is expected that subject staff involved will make arrangements for regular and recorded Risk Assessments and ensure that good practice notes and guidance issued by professional and specialist bodies, the LA will be followed closely. Specific risk assessments will be required in the following areas:

- Science
- Food Technology
- Art
- Design Technology
- Physical Education
- Educational Visits
- Horticulture

Risk Assessments relating to the general site are the responsibility of the Headteacher and are co-ordinated by the Health & Safety Co-ordinator.

Additional risk assessments may be required for other specialist activities or areas where there is risk in school, and again, these will be conducted when necessary and reviewed at least annually.

Risk assessments, which are working documents, are available for all staff to view and are held centrally in the staff room. Risk assessments will be reviewed routinely on an annual basis or when there are significant changes i.e. the work activity changes, following an accident etc., whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work through staff meetings.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on the individual's personal file and will be undertaken by the relevant line manager / key teacher.

It is the responsibility of staff to inform their line manager of any medical condition or pregnancy which may impact upon their work so that risk assessments can be undertaken where there is significant risk. Individual employees may make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

For information relating to risk assessments and Educational Visits / Learning Outside the Classroom, reference should be made to the school Educational Visits Procedures.

3.3 Defect Identification and Reporting

References

Workplace (Health, Safety and Welfare) Regulations 1992
 Management of Health and Safety at Work Regulations 1999
 Compliance Monitoring in Council Buildings
 CCC Safety Procedures No. 11

Procedures

Defects to be put right using School resources:

If you identify a hazard such as defects to equipment, furniture and minor defects to doors, floors, walls etc. or an unsafe system of work you should report it in the first instance to business support using the slip on BehaviourWatch..

You should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.

The Business Manager is responsible for ensuring that action is taken to rectify any reported defect without delay. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

Where the cost of repair or replacement can be borne by the School funds then the responsibility for arranging this will be dealt with by the Health and Safety Coordinator.

Where funds are not immediately available, the defective equipment or work area in question will be taken out of service and the Scheme of Delegation followed regarding purchase of replacement.

3.4 Accidents, Incidents, Ill Health & Dangerous Occurrences

References

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
Safety Information Guidance Note3
CCC Safety Procedures No. 6

Procedures

The Head teacher/Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work, work related diseases and dangerous occurrences are made known to all new employees/volunteers during their induction training.

RECORDING AND REPORTING

The Head teacher is required to ensure that **all** accidents and relevant incidents, including acts of violence and aggression, that occur on school premises or during off-site school activities are recorded and reported.

A simple flow chart to illustrate the reporting procedure is provided in Safety Information Guidance Note3.

a) Accidents/Incidents Involving Pupils

As soon as possible after an incident, the details should be reported to the school's nominated person (Head teacher).

Minor incidents to pupils, i.e. those resulting in no / insignificant injury **AND** having no potential for more significant injury. e.g. playground collision requiring no or only nominal first aid treatment etc. will be recorded in the Pupil Accident Book/log sheets held in the office.

Where the following criteria is fulfilled:

- All serious injuries involving pupils
- Pupils taken to hospital or where medical advice is sought or advised
- Serious head injuries (minor head injuries are exempt) i.e. where pupil is taken to hospital or medical advice is sought or advised
- Where fault can be assigned i.e. lack of supervision, faulty equipment, frayed carpets etc.
- Any incidents of violence or aggression

A V4 Form should be completed and copied and the original returned to the Corporate Health and Safety Team.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health and Safety Executive (HSE). The responsibility for reporting such incidents is delegated to the Head teacher via the Corporate Health and Safety Team.

Injuries to members of the public, including pupils where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities' are reportable under RIDDOR. In these instances, a telephone report must be made **immediately** to the Corporate Health and Safety Team Tel: 01228 227169 (or as soon as possible if outside of normal office hours). *The essential test here is whether the accident was caused by factors such as the condition, design or maintenance of the premises or equipment (e.g. slippery flooring, poorly maintained play equipment, trailing cable etc.) or as a result of inadequate arrangements for supervision of an activity (e.g. inadequate supervisory levels on a field trip).*

Many of the common incidents that cause injuries to pupils at school are **not** reportable under RIDDOR as they do not arise directly from the way that the school undertakes a work activity.

Sporting activities have a residual risk and injuries to pupils within PE arising from the 'normal' contact nature of a sport are not automatically reportable under RIDDOR. Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event e.g. a pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

The Corporate Health and Safety Team will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR. It is important therefore, that a V4 is forwarded to the Corporate Health and Safety Team within 7 days of the accident. If in doubt, telephone 01228 227169.

All injuries sustained as a result of accidents involving pupils will be notified to individual parents/carers by telephone. Additionally, 'Bump Head Letters' are sent home with pupils following any accident involving head injuries.

Violent incidents between pupils will be dealt with in accordance with the Whole Centre Relationships and Behaviour Policy and do not need to be reported to the Corporate Health and Safety Team unless serious in nature i.e. severity of injury, police involvement etc. although we can record them using the V4 Accident Form for statistical purposes and to analyse patterns or trends.

b) Accidents/Incidents Involving Employees

As soon as possible after an incident, the details should be reported to the school's nominated person (Head teacher or Health and Safety Coordinator).

The Official Social Security Accident Book which is compliant with the Data Protection Act must be completed for all incidents/accidents involving staff or school volunteers. The entry in the accident book can be made either by the injured person or by their line manager or the Health & Safety Co-ordinator. The Official Accident Book is held in the office.

For all accidents/incidents involving staff, a V4 Form should be completed and copied and the original returned to the Corporate Health and Safety Team. The person who has sustained the injury must NOT complete the V4. The form must be completed by the Line Manager or nominated person.

Under RIDDOR, any accidents to staff which result in:

- Fatality
- Major Injuries
- Over seven-day absence
- Reportable diseases

are reportable to the HSE. The responsibility for reporting such incidents is delegated to the Head teacher via the Corporate Health and Safety Team.

The Corporate Health and Safety Team will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR. It is important therefore, that a V4 is forwarded to the Corporate Health and Safety Team within 7 days of the accident. If in doubt, telephone 01228 227169.

c) **Accidents/ Incidents Involving Contractors and the Self-Employed**

As employees, **except**, following a RIDDOR Reportable Accident/Incident, the responsibility for reporting to the HSE rests with the Contractor's **employer** or the **self-employed individual**, NOT school or the Corporate Health and Safety Team.

d) **Accidents/ Incidents Involving Members of the Public (Other Than Pupils) Including Volunteers**

As soon as possible after an incident, the details should be reported to the school's nominated person (Head teacher or Health and Safety Coordinator) and the Official Accident Book must be completed just as it would be for school staff, volunteers and contractors.

For all accidents/incidents involving members of the public/volunteers, a V4 Form should be completed and copied and the original returned to the Corporate Health and Safety Team.

Injuries to members of the public or volunteers where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities' are reportable to the HSE under RIDDOR. In these instances, a telephone report must be made **immediately** to the Corporate Health and Safety Team Tel: 01228 227169 (or as soon as possible if outside of normal office hours).

The responsibility for reporting such incidents is delegated to the Head teacher via the Corporate Health and Safety Team who will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR. It is important therefore, that the V4 is forwarded to the Corporate Health and Safety Team within 10 days of the accident. If in doubt, Tel: 01228 227169.

e) **Violent Incidents**

Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to their Line Manager. The Management Committee take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Violent incidents towards staff by other staff, pupils or members of the public will be dealt with in accordance with the Whole Centre Relationships and Behaviour Policy. All incidents of aggression, threat or actual violence are to be recorded in the same manner as 'accidents' and dealt with in the first instance by the Line Manager.

Physical or verbal violence to staff will be reported to the Corporate Health and Safety Team in the following situations:

- Absence from work as a result of emotional, psychological or physical injury;
- Any incident involving physical assault;
- Involvement of the police or other agencies;
- Incidents resulting in a review of the school's procedures;
- Any other violent incident that an employee feels is unacceptable should be reported.

The Health and Safety Executive's definition of work related violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. There may be circumstances where such incidents take place out of normal working hours. Staff should be encouraged to report such incidents as if they were at work.

f) **Near Misses**

An unplanned event that did not result in injury, illness or damage, but had the potential to do so. Near misses are warnings of potential accidents and **MUST** be reported at local level as all other accidents, however, there is no requirement to report these incidents to the Corporate Health and Safety Team.

The analysis of near misses will help us to ensure that potential accidents are prevented in the future.

g) **Dangerous Occurrences**

An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE. This includes situations such as the accidental release of substances which may damage the health of any person (e.g. Asbestos) and electrical short circuits or overload causing fire or

explosion. Details can be found in Safety Information Guidance Note3. For any dangerous occurrences a V4 Accident Form will be completed, copied and the original forwarded to the Corporate Health and Safety Team.

The responsibility for reporting dangerous occurrences is delegated to the Head teacher via the Corporate Health and Safety Team who will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR. It is important therefore, that the V4 is forwarded to the Corporate Health and Safety Team within 10 days of the accident. If in doubt, Tel: 01228 227169

h) Occupational Ill-Health and Notifiable Diseases

Where an employee considers the ill-health to be work related, or if this is confirmed by an Occupational Health Specialist or other professional medical practitioner, a V4 Form should be completed and copied and the original returned to the Corporate Health and Safety Team.

Where the work related ill health results in a Notifiable Occupational Disease (refer to Safety Information Guidance Note3), these incidents will be reportable to the HSE. As previous, the Corporate Health and Safety Team will be responsible for reporting all notifiable diseases to the HSE on our behalf.

RETENTION OF DOCUMENTS

a) Staff, Volunteers, Visitors, Members of the Public, Contractors, Self-Employed

The law requires that the official accident book pages be kept until 3 years after the date of completion. Each page will be removed from the Accident Book and kept in a secure place. A copy may be taken for the individual's personal file. The reason for this is that the general time limit for claiming compensation for injuries received at work is 3 years. Therefore South Cumbria Pupil Referral Service will retain accident records (in any format) for a minimum of three years. These documents will be clearly marked and stored in such a way to prevent accidental use or loss.

All documents will be archived accordingly and stored in CCC Archive. After the minimum record retention period has passed, we will destroy / delete the records concerned in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools.

b) Pupils

There is no such legal requirement for accident books containing details of incidents and injuries to pupils. However, it is important that staff are aware that pupils can, and do, make civil claims of negligence against the County Council / employer (Insured) up to 3 years **after** their 18th birthday should their parents fail to claim compensation for injuries received whilst the pupil was a minor. Therefore South Cumbria Pupil Referral Service will retain accident records (in any format) for at least the time scale relevant to the age of the youngest child within the school. These documents will be clearly marked and stored in such a way to prevent accidental use or loss.

All documents will be archived accordingly and stored in CCC Archive. After the minimum record retention period has passed, we will destroy / delete the records concerned in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools.

ACCIDENT INVESTIGATION

All accidents will be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation will be proportionate to the severity of the incident; it is the potential consequence and likelihood of the incident recurring that should determine the level of investigation, not simply the injury suffered on this occasion.

When making our decision, we will also consider the potential for learning lessons. For example if we have had a number of similar adverse events, it may be worth investigating, even if each single event is not worth investigating in isolation.

The investigation findings will form the basis of an action plan to prevent the incident from recurring, improving our overall management of risk and identifying areas of our risk assessments that may need to be reviewed. Investigations of more serious accidents or incidents with the potential to cause serious harm will be undertaken following the guidance in Safety Information Guidance Note 3.

3.5 First Aid

References

H&S (First Aid) Regulations 1981
HSC ACOP 42 First Aid at Work
SAFETY INFORMATION GUIDANCE NOTE (2) First Aid in schools
SAFETY INFORMATION GUIDANCE NOTE (3) Reporting, recording and investigating accidents

Procedures

The policy for South Cumbria Pupil Referral Service is to prevent accidents wherever possible. However, it is recognised that there is a need in educational establishments to provide facilities and arrangements for first aid should an accident occur.

ASSESSING FIRST AID NEEDS:

The Health and safety (First Aid) Regulations 1981 and their approved code of practice relate to the provision of first aid facilities for employees if they are injured or become ill at work. The regulations do not directly apply to non-employees, however when assessing the overall risk we take account of all persons, including pupils, who have access to the premises and consider them when deciding on the number of first aiders required.

The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated within the First Aid Risk Assessment held at Appendix F.

The responsibility for deciding the particular first aid needs of the school rests with the Management Committee and Head teacher. The Health & Safety Co-ordinator has assessed the level of risk associated with the activity and circumstances of the school and determined the level of first aid provision which is suitable. The following influenced the Head teacher's decision:

- the distance of the school from the nearest medical centre e.g. doctor, hospital, health centre etc. where professional medical assistance will be available and remoteness from emergency services;
- type and level of risk of activities being undertaken and any specific hazards on site (e.g. DT machinery, hazardous substances);
- if employees work in relative isolation;
- whether it is a split site and distance between the sites;
- size of the school in terms of staff and pupil numbers;
- any specific health needs or disabilities of pupils or staff and the age range of pupils;
- previous injuries / illnesses experienced;
- members of the public visiting the site.

When determining the level of first aid cover, consideration was given to staff absences and cover staff who may leave the premises as part of their role if they are the first aider. Similarly, consideration was also given to the need for first aiders to be present on site during out of hours activities.

Based on our risk assessment, First Aid Provision at South Cumbria PRU is supplied as follows:

First Aiders

At South Cumbria Pupil Referral Service we have 8 Fully Qualified First Aiders.

Mark Swainson
Kelli-Anne Fisher
Dan Webber
Sharon Harris
Shaun Mason
Gemma Thompson
Gareth Smith
Kylie Casey

For Information - A first aider is an adult who has successfully completed and holds a current certificate of one of the following first aid qualifications:

- 3-day **first aid at work** certificate (approved by the HSE). Re certification 2-day course every 3 years.
- a certificate in first aid issued by a recognised organisation whose training and qualifications are approved by the HSE, the certificate being proof that the duration and coverage of the course is substantial.
- registration as a practising medical practitioner or practising nurse whose name is entered on part 1, 2 or 7 of the Single Professional Register maintained by the Serviceed Kingdom Central Council for Nursing, Midwifery and Health Visiting.

The role of the first aider is to administer first aid to staff, pupils and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

Emergency First Aiders in the Workplace

At South Cumbria PRU we have 3 people trained in the use of de-fibrillators.

Kelli-Anne Fisher
Mark Swainson
Dan Webber

For Information - An 'emergency first aider in the workplace' is an adult who will take control in a situation when a first aider is not available and holds a current, one-day Emergency First Aider in the Workplace certificate. Refresher training is required every 3 years.

Emergency First Aiders in the Workplace (EFAW) can administer limited first aid treatment (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) until the emergency services or a fully qualified first aider is called to assist the injured person.

Appointed Person(s)

At South Cumbria PRU we have 2 Appointed Persons.

Leeann Bell (NBH)
Andrew Ribchester (KTC)

For Information - Where the First Aid risk assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements. This person is known as the Appointed Person. The appointed person's role includes looking after the first aid equipment and facilities and calling the emergency services when required. The appointed person may be given responsibility to ensure children and onlookers are kept away from the scene and obtain details from the ambulance crew regarding where the injured person will be taken. Appointed persons do not need to attend a bespoke training course but it is recommended that they have the basic first aid certificate – usually 1 day.

Training for ALL First Aid personnel is arranged by the Health & Safety Co-ordinator who is responsible for ensuring that recertification training is arranged where necessary before existing certificates expire.

The Headteacher and Health & Safety Co-ordinator will ensure that new persons are trained should first aiders leave.

Annual Skills Update

First Aiders and Emergency First Aiders in the Workplace may complete a three hour annual basic skills update in line with HSE Recommendations

For Information - The HSE strongly recommends that it is good practice for first aiders to complete annual 'refresher' courses during any three year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures".

It is therefore recommended that Head teachers and Managers ensure that all first aiders holding the FAW certificate or the EFAW certificate complete a three hour annual basic skills update.

Additional Provision

At South Cumbria Pupil Referral Service additional first aid provision is made for the following as necessary:

Off-site activities – A first aid kit and at least one adult qualified in the administration of first aid will accompany those on off-site visits.

Lone Working – Staff working alone have access to first aid equipment and know how to use it. Staff working off-site are equipped with a travelling first aid kit. If an accident occurs, the staff member will inform their line manager at the earliest opportunity and complete the accident book upon their return to the workplace, as necessary.

Work Outside Normal Establishment Hours - first aid facilities are available when work or activity is taking place outside of normal hours. There is access to a telephone in an emergency.

Visitors, Contractors and Letting of Premises - first aid arrangements include visitors and contractors who may be on the premises.

FIRST AID EQUIPMENT AND FACILITIES:

First Aid Boxes

Each site has several first aid kit – the nearest is identified on the posters around the building.

Item	Quantity
Card giving general first aid guidance	1
Sterile, adhesive dressings, individually wrapped (assorted sizes)	20
Medium sized (approximately 12cm x 12cm) individually wrapped unmedicated wound dressings	2
Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings	2
Individually wrapped triangular bandages (preferably sterile)	2
Safety pins	6
Alcohol free wipes	10
Instant ice pack	1
Sterile eye pads	2
Scissors	1
Tweezers	1
Disposable gloves – It is recommended that Latex gloves including powder free are no longer used for first aid purposes. As an alternative, vinyl gloves may be used	2 pairs

If at any time these articles are missing or stocks are running low, please inform **Kelli Fisher** so that replacements can be made available for when they are needed. **Kelli Fisher** is responsible for stocking first aid containers and ensuring all stock past its expiry date is discarded and replaced.

With regard to specific first-aid items which should/should not be used in schools, the following advice is strongly recommended:

Item	Advice
Cotton wool	Should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.
Adhesive Dressings e.g. Elastoplast ^T	Can cause blisters on those allergic to it. Ask the pupil if his/her parents use plasters at home on the child's cuts etc. In most circumstances, even a small child will know. If in any doubt, use a bandage or dressing. Hypo-allergenic plasters are available from medical suppliers.
Antiseptic Creams	Do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit.
Aspirin/Paracetamol/Ibuprofen	Should not be administered. Any prescribed medication e.g. tablets/medicine which a child may be required to have, must be administered by authorised staff only on the written instruction of the parent/guardian. Pupils who suffer from severe migraine or severe period pains may be given paracetamol based medication following written/verbal consent from the parent/guardian. For further information, see Medical Safety Series M01. A record should be kept of all medication administered.
Scissors	Generally it is good practice to keep a pair of scissors (preferably 'tuff cut' type with moulded ends to prevent damage to skin) in the first aid kit. These can be used to cut dressings or remove clothing in an emergency to expose a severe or life threatening wound.

Item	Advice
Tweezers	It would be good practice to keep disposable plastic tweezers in your first aid kit. These could be used for removing grit and dirt from minor wounds or for removing minor splinters from hands/skin.
Alcohol-free moist cleansing wipes	These can be used to clean minor wounds in the absence of soap and water or on completion of washing prior to applying a plaster or non-adherent dressing.

Travelling First Aid Kits

These are available for off site activities and are stocked appropriately for the circumstances in which they are to be used. Travel first aid kits are kept in minibuses or other such vehicles. The group leader for each off-site visit is responsible for ensuring the following is included:

Item	Quantity
Card giving general first aid guidance	1
Sterile, adhesive dressings, individually wrapped (assorted sizes)	6
Medium sized (approximately 12cm x 12cm) individually wrapped unmedicated wound dressings	2
Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings	2
Individually wrapped triangular bandages (preferably sterile)	2
Safety pins	6
Alcohol free wipes	10
Instant ice pack	1
Sterile eye pads	2
Scissors	1
Tweezers	1
Foil blanket	2
Disposable gloves – It is recommended that Latex gloves including powder free are no longer used for first aid purposes. As an alternative, vinyl gloves may be used	2 pairs

Medical Accommodation

In accordance with the School Premises Regulations 2012, suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including accommodation for:

- the medical examination and treatment of pupils; and
- the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

The accommodation provided may be used for other purposes (apart from teaching) however at least one of the rooms is always readily available to be used for the purposes above.

GENERAL FIRST AID PROCEDURES AND RECORD KEEPING:

- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants, senior midday supervisor and assistant supervisors. Pupils are not permitted to give first aid.
- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about all injuries/accidents to children and of any first aid given.
- Parents should be informed about all bumps to the head in writing using the standard 'Bump Head Letter'.
- Teachers should use their professional judgement when reporting to parents in the cases of minor injuries.
- The person on duty must inform the class teacher/Head teacher of any accident that has occurred on duty.
- A certificated first aider must check any pupil that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, a member of staff to take the pupil to A&E – see 'Transport to Hospital' below.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aiders or person dealing with the incident.

Administration of Medicines

See **Supporting Students with Medical Needs and Administration of Medication Policy**

See **Anaphylaxis, Asthma, Diabetes and Epilepsy procedure**

Staff should ensure that their own medication is kept in a lockable unit so that students / other staff cannot access.

Blood Borne Viruses (BBVs)

The following guidelines apply irrespective of whether a virus is known to be present or not as they represent sound first aid procedures.

Within the workplace, BBVs are mainly transmitted by direct exposure to blood or other body fluids contaminated with infected blood. Direct exposure can happen through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema or through splashes to the eyes, nose or mouth.

Managing the risk:

For first aiders in the workplace, the risk of being infected with a BBV while carrying out their duties is small. There has been no recorded case of HIV or hepatitis B virus being passed on during mouth-to-mouth resuscitation and therefore the procedure should not be withheld in a life saving emergency.

All First aiders are advised to follow the following precautions to reduce the risk of infection:

- cover any cuts and abrasions on their skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or any other body fluids;
- use suitable eye protection and a disposable plastic apron where splashing is possible;
- use devices such as face shields when giving mouth-to-mouth resuscitation (but only if trained to use them);
- hands should be washed before and after administering first aid;

It is not normally necessary for first aiders in the workplace to be immunised against hepatitis B virus unless the risk assessment indicates that it is appropriate; immunisation is not available for other BBVs.

Immunisation against Blood Borne Viruses

The most important BBV's to consider for employment purposes are Hepatitis B, C and HIV. Hepatitis A very rarely causes any long term damage, even though vaccination is sometimes considered, e.g. for employees who will be regularly exposed to fresh sewage.

It is not normally necessary for first aiders in the workplace to be immunised against hepatitis B virus unless the risk assessment indicates that it is appropriate; immunisation is not available for other BBVs.

South Cumbria Pupil Referral Service is responsible for managing the risk to school employees from blood borne viruses. This is considered as part of the school's risk assessment processes.

Who is at Risk?

Employees who come into contact with blood and bodily fluids in the course of their work or who risk being scratched and bitten could be at risk from blood borne viruses. This will apply to some employees in schools.

How do we prevent infection with blood borne viruses?

By far the most all round effective way, including cost effectiveness, is to educate at risk employees about the risks involved and to encourage all to maintain appropriate preventative measures. See Appendix G and H for further details.

It is only when appropriate preventative measures are not deemed adequate to reduce risk to an acceptable level that immunisation needs to be considered.

Currently, immunisation is only available for Hepatitis A and B and is not available for Hepatitis C or D or HIV.

Which employees might need to be offered immunisation?

Those employees deemed to be at significant risk of contracting BBV's, despite taking all reasonable precautions. Within South Cumbria Pupil Referral Service this will include the following:

- groups at risk from hepatitis B:
- employees in 'healthcare roles' who are likely to have direct contact with infected blood or body fluids;
- carers or support staff for pupils with severe learning/behavioural problems, where there is a significant risk of the employees being bitten, scratched or otherwise sustaining blood injuries from the clients in the course of their work.

How staff obtain immunisation?

Most GP's will provide this service for their patients **where they are at risk from blood-borne viruses in their work**. The cost of this service varies from GP to GP but each immunisation should cost no more than the price of a prescription. Staff who, by means of our risk assessment, are advised to seek immunisation, can claim reasonable immunisation costs back from the school.

What if the employee does not want immunisation?

No employee should be forced or required to have an immunisation. If after explanation of the risks the employee chooses not to be immunised this decision should be recorded. A note will be made on the employee's personal file as evidence that this offer has been made.

Advice on immunisation

Immunisation will not normally be given in the following circumstances:

- Feeling unwell
- Pregnancy, or planned pregnancy in the near future
- Presently having short-term antibiotics or short term steroid therapy
- Presently having immunosuppressant drugs
- Existing infections
- Any other significant medications or treatments, including long-term antibiotics and steroids.
- Any known reaction to the Hepatitis B vaccinations in the past

Action after possible infection with a BBV:

If contamination with blood or other body fluids does occur, the following action should be taken without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water;
- record the source of contamination;
- report the incident to your line manager as appropriate;
- prompt medical advice is important. Treatment might be appropriate but to be effective, it may need to be started quickly and therefore contact should be made with the nearest Accident and Emergency department without delay.

See guidance on Blood Borne Viruses in HSE [HSE - Blood Borne Viruses in the Workplace document](#).

Decontamination / Disposal of waste:

It is possible for HIV and hepatitis B virus to remain infectious in dried and liquid blood for a considerable time and if materials become contaminated with blood or body fluids, they will require decontamination in a way that is deSIGNed to inactivate BBVs, mainly by using heat or chemical disinfection, or safe disposal. South Cumbria Pupil Referral Service has a procedure for dealing with spillages and other forms of contamination and staff have been made familiar with it:

disposable plastic gloves must be worn and paper towels used when mopping up blood or body fluids. These should be sealed in plastic bags and safely disposed of in line with local waste disposal arrangements;

clothing may be cleaned in a washing machine using the hot cycle (min 60° C); surfaces and re-usable personal protective equipment (e.g. eye protection) should be wiped down/cleaned with a solution of a suitable disinfectant.

Head Injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Where young people receive a head injury their parents/carers should be informed. In the case of pupils, this should be done immediately by telephone if symptoms described above occur. For more minor bumps etc. the parent should be informed when they collect the child or by sending a standard 'Bump Head' letter (Appendix C) home with the child as appropriate.

NHS direct recommends that the person who is injured should sit quietly for the first 2 hours after the injury and be monitored for the next 48 hrs.

Dental Emergencies

Dental emergencies are likely to fall into two categories:

- The child who attends school with dental pain or sepsis, or develops either of these during the time s/he is at school;
- Injuries to the teeth and mouth which occur during school hours.

Where a child attends school with dental pain or sepsis, the Head teacher (or nominated person) should firstly endeavour to contact the parent/carer to establish whether they have taken, or will be taking, appropriate action. The Community Dental Service will always try to help a child who is a dental emergency, but it should be noted that treatment is not normally possible unless parental consent has been obtained.

In cases of dental accident at school, such as teeth being fractured or knocked out, the Head teacher (or nominated person) should again endeavour to contact the parent/carer to ascertain whether there is a family dentist a child can attend. If it is not possible to contact parents, or if we need to obtain advice on how best to proceed, we should ring the Local Community Dentist.

In any cases where teeth are fractured, every effort should be made to find missing teeth or parts of teeth. On no account should anyone attempt to put back in a child's mouth a tooth or part of a tooth. These should be stored immediately in fresh milk or water and taken quickly to the dentist for professional advice.

Transporting Injured Pupils

Emergencies:

If it is deemed to be an "emergency" or an otherwise serious injury, paramedics or an ambulance will be summoned to the school/location of the accident/incident. If there is any doubt about the seriousness of an injury, the Head teachers or person in charge will not hesitate to call an ambulance. The use of a school employees' or other persons' private vehicle to take the pupil to hospital should not be used in these circumstances.

The emergency contacts procedure for the injured pupil will also be activated with the parent(s)/carer(s) being advised to either come to the school or go direct to a specified hospital. Where the parent(s)/carer(s) is/are able to

accompany the pupil in the ambulance, school employees will not usually need to be further involved. If however the parent(s)/carer(s) will be meeting the pupil at hospital, a school employee will need to accompany the pupil in the ambulance and arrangements made for the employee to be able to return to school once the pupil is in the care of the parent(s)/carer(s). Pupils should not be left unaccompanied at the hospital and therefore the school employee may have a protracted wait for the arrival of the parent(s) / carer(s).

Care will be taken to identify those pupils whose religion may conflict with emergency medical treatment.

Site Access for Emergency Services

Access to the school site for ambulances etc. should be available without delay. Where access is restricted for security reasons, the procedures for summoning an ambulance will include a designated person to open the gates etc.

In some circumstances it may be decided by the ambulance service that the “**air ambulance**” is required to transport a casualty to hospital and, where feasible, that landing within the school grounds is desirable. It will be the responsibility of the helicopter pilot to determine the safety aspects of any given landing site (atmospheric conditions, adjacent buildings, overhead cables, trees, people on the ground etc) and the ambulance crew on the ground would direct other aspects of the situation.

Non-Emergencies

In less serious situations where paramedics or an ambulance is not required but it is considered that a visit to hospital or other medical facility is still needed, we will contact the pupils’ parent(s)/carer(s) to inform them of the situation and request that they arrange to collect their child from school and transport them accordingly. This is the recommended method.

Use of Staff Vehicles

However, if the parent(s)/carer(s) do not have access to private transport and a taxi is not appropriate or available, the Head teacher has the discretion to arrange for a school employee to take the injured pupil (and their parent/carers) to the nearest hospital or other medical facility in the employees’ vehicle but a number of factors will be considered before agreeing to this method:

- the personal safety of the employee;
- the condition of the injured pupil and whether it is likely to deteriorate during the journey;
- weather/road conditions at the time;
- whether adequate staffing cover for the employee is available within the school or at the incident location;
- whether the employees’ car is insured for business use;
- condition/road-worthiness of the employees’ vehicle.

No school employee should transport a pupil to hospital without another appropriate adult in the vehicle to care for the child. A mileage allowance will be payable from the school budget.

Use of a Taxi

If a taxi is used, a member of staff must accompany a pupil. The cost may be claimed from the school account (petty cash). Use of a taxi would require only one member of staff. The taxi could be used in circumstances to take a pupil home where the parent/carers does not have transport or for dental emergencies.

Handing over the Responsibility for an Injured Pupil to the Parent:

Initially it is the Head teacher or Manager’s responsibility to endeavour to contact the parent/carers of an injured pupil to make arrangements for the necessary treatment.

If the parent/carers cannot be reached, it is the responsibility of the Head teacher or Manager to make appropriate arrangements and to contact the parent/carers at the earliest possible time. Until that has been done, the Head teacher or Manager is responsible for the pupil. It should not be left to the hospital, doctor or police to notify the parents, although they may wish to do so.

The responsibility for deciding whether medical treatment, such as an operation is required must be a decision for the medical staff involved. However, if it has not been possible to contact the parent/carers, the medical staff may seek the consent of the teacher acting ‘in loco parentis’. Although there can be no hard and fast rules about the line that the teacher should take in this situation, it is extremely unlikely that a parent/carers would succeed in any legal action against a teacher who has consented to a pupil being treated.

It occasionally happens that a pupil can be delivered to his/her parent/carer, but that the parent/carer is not in a position to seek immediate treatment. For example, a mother may have a young baby whom she cannot leave and could be distressed if suddenly asked to cope on her own. Head teachers and Managers are, therefore asked to satisfy themselves that the parent/carer can take over the responsibility for the pupil before returning to the school.

3.6 Disease Control

References

Health Protection Agency
(M)6

Procedures

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00am, the school will contact the parents. Any ailments are then reported to the school. If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information is relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious the school will seek hospital treatment. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter, of any serious threats to the health of pupils. Further advice about the control of infection can be found on 'Guidance on infection control in school and other childcare settings' displayed in the admin office.

3.7 Archiving/Retention of Documents

References

Information and Records Management Society – Information Management Toolkit for Schools (2016)

Procedures

All records in school, including those for health safety and welfare will be retained for no longer than required and within the period in line with the guidance supplied in the Information and Records Management Society – Information Management Toolkit for Schools (2016) document. The Data Protection Policy and the Information asset register reflect the retention periods advised.

Privacy notices are issued to staff and students outlining our intentions and terms for holding and retaining information.

Adults such as staff, visitors and contractors have three years from the date of an accident at work in which to make a claim for compensation. If parents do not do so on their behalf, children have until their 21st birthday in which to make a claim for any injury, which occurred whilst at school. It is for this reason that all documents, relating to Health and Safety (policies, accident records, risk assessments and other procedures), are archived for at least the time scale relevant to the age of the youngest child within the school. These documents must be clearly marked and stored in such a way to prevent accidental use or loss.

Electronic archiving is acceptable.

All relevant documents will be archived accordingly and stored in CCC archive.

3.8 Control of Substances Hazardous to Health (COSHH)

References

Control of Substances Hazardous to Health Regulations 2002
CCC Safety Procedures No. 10

Procedures

Introduction

The main aim of the COSHH Regulations 2002 (as amended) is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Specifically they require employers to:

- a) assess the health risks which arise from hazardous substances in their work activities and;
- b) ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- c) ensure that any equipment provided to control the risk e.g. local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained
- d) provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled.
- e) provide adequate and appropriate health surveillance when required.

Hazardous Substances

Substances hazardous to health as defined by the COSHH Regulations 2002 (as amended) are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label;
- biological agents directly connected with work including micro-organisms;
- dust of any kind when present as a substantial concentration in the air;
- substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission (examples include wood dusts and chlorine);
- any other substance not specified above which may create a comparable hazard to a person's health.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

In our school these substances will generally be found in the art room, stationery store, cleaning store, and the science room.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

Responsibilities

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

Within curriculum areas (in particular science) then heads of department, alongside the health and safety co-ordinator, are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the headteacher / the Health & safety Co-ordinator.

They shall ensure:

- an inventory of all hazardous substances used / generated on site is compiled; the inventory is then used to identify those substances which present a significant hazard and thus require an individual risk assessment;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- risk assessments are conducted for the use of hazardous substances;
- controls are in place and are adequately monitored for effectiveness;
- any equipment required for controlling risk is being adequately maintained;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use. PPE will be provided free of charge where the need is identified as part of the risk assessment;

- all staff have received information, instruction and training where required;
- records of assessments are being kept on the premises.

Risk Assessment

The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.

Any process which is liable to expose staff, children or visitors to substances hazardous to health will not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

The assessment will address the following steps:

1. Identification of the substances used and produced during work.
2. Determine which are hazardous substances.
3. Identify the mode of entry into the body.
4. Identify the effect the hazardous substance has on the body.
5. Assess the systems of work during which the hazardous substances are used and/or produced.
6. Identify the personnel likely to be exposed.
7. Carry out an evaluation into the exposure.
8. Undertake measurements as necessary of the hazardous substances.
9. Draw appropriate conclusions from the findings.
10. Document the significant issues addressed (see Appendix A)

Within curriculum areas (in particular science, and art with pupils above the age of eleven) then heads of department are responsible for the control of substances hazardous to health and ensuring that where model assessments are used, these are also incorporated into schemes of work, planning etc. and adapted to local circumstances where necessary. e.g. where equipment may differ from that specified in the model assessment, difficult pupils etc.

Where generic COSHH risk assessments are not available managers / head teachers must ensure the risks posed are adequately assessed by a 'competent' person.

Guidance and model risk assessments contained in the relevant national publications will be followed:

Science

The LA is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). All information is available on the CLEAPSS website www.cleapss.org.uk/ including:

- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazards
- Safeguards in the school laboratory
- Association for Science Education's (ASE) "[Topics in Safety](#)"

For all schools with children below the age of eleven, guidance is contained in:

- [Association for Science Education's "Be Safe"](#)

Art

National Society for Education in Art & Design ([NSEAD](#))

General

Following a Risk Assessment where substances hazardous to health have been identified the following procedures will be implemented:

- Substances hazardous to health shall only be used where there is no reasonably practicable alternative. Account shall be taken regarding the degree of hazard and risk.
- An inventory of substances hazardous to health shall be recorded and retained by a designated person at the appropriate management level.
- A material safety data sheet for all hazardous products where appropriate shall be obtained and kept available for reference and use in the event of an accident. Safety data sheets are essential when preparing written assessment. **Note:** These data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The

information in the data sheet will be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

- Following the assessment suitable and sufficient preventive and protective measures shall be introduced (refer to Section 4 below). Priority shall always be given to controlling exposure GENERALLY and not as a last resort taking account of what is reasonably practicable.
- For substances which are very toxic, carcinogenic or have assigned workplace exposure limits, the assessment shall be comprehensive to reflect the degree of risk and where appropriate environment monitoring and health surveillance shall be incorporated.
- Information, instruction and training based on the assessment shall be provided to all employees using hazardous substances in accordance with the normal management system.
- Assessments shall be reviewed when work activities change or product information changes. In any case, all COSHH assessments shall be reviewed at not less than five yearly intervals and this shall be recorded on the assessment sheets.

Controls

Exposure to substances hazardous to health will either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) will only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This will be used to assess the level of control.

Where PPE is identified as necessary for use by staff and pupils it will be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training will be provided on its use and maintenance.

Maintenance, Examination and Testing

Where controls are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. will be carried out at least every fourteen months (usually annually). A record of the results of all examinations will be kept for at least 5 years.

All PPE will be kept clean, in good repair and stored correctly to prevent contamination. Respiratory protective equipment (RPE) will be inspected regularly (Monthly) and a record of inspections kept for at least 5 years.

Health Surveillance

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances.

Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these will be carried out by our contracted Occupational Health Specialist - **CHOOSE**.

Monitoring and health surveillance records relating to named individuals will be kept for 40 years.

Advice will be sought from the Corporate Health and Safety Team if there is any uncertainty regarding the need for health surveillance.

Information, Instruction and Training

A competent person is one with sufficient:

- knowledge and experience of work activities;
- knowledge of substances used, generated;
- ability to determine effective control measures

Advice and support concerning the undertaking of COSHH assessments is available from the Corporate Health and Safety Team.

Information, instruction and training will be given to those who may be exposed, about the risks to health and precautions. Furthermore, information will be provided about the results of monitoring and collective results of any health surveillance that may be necessary.

It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances and not just carcinogens.

3.9 Workstations / Display Screen Equipment

References

Display Screen Equipment Regulations 1992 as amended 2002
SAFETY INFORMATION GUIDANCE NOTE 13 and 20
Health and Safety Guidance for Homeworkers
CCC Safety Procedures No. 16

Procedure

The Health and Safety Coordinator will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete Westmorland and Furness training and assessments accessed online at school.development@westmorlandandfurness.gov.uk .

The results are collated by the Health and Safety Coordinator who makes recommendations to the head and Management Committee. Any recommendations that cannot be dealt with immediately will be incorporated within the School Health and Safety Management Plan and equipment and resources are purchased, if necessary.

Eye tests will be funded by the school on request from identified DSE Users. Should corrective appliances be required **solely for use with display screen equipment**, school will contribute towards the cost of your spectacles.

Due to their compact nature, laptops are not designed to be used for extended periods of time. When they are used for longer periods, they will be used with a laptop raiser, separate keyboard and separate mouse. This will equally apply to staff working at home.

3.10 Interactive White Boards

The use of projectors by staff and pupils in school is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers should ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.

3.11 Child Protection

References

- Safety Information Guidance Note SIGN 05: ICT in Schools (including the use of DSE) Cumbria Children's Trust- Multi-Agency Thresholds Guidance (Jan 2013)
- [Working Together to Safeguard Children 2018](#)
- [Cumbria Safeguarding Children's Partnership \(CSCP\)](#)
- [Keeping children safe in education \(2023\)](#)

Reference should be made to the school's Overarching Safeguarding Statement and Child Protection Policy held separately.

There are three main aims to our Child Protection Policy:

- Prevention:** by creating a positive school atmosphere and providing high quality teaching and pastoral support to pupils;
- Protection:** by following agreed procedures and ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns;
- Support:** by providing support for students and school staff and for children who may have been or are being abused.

We will do these things by:

- ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children;
- raising awareness of child protection issues and equipping children with the skills needed to keep them safe and empowering children to feel safe;
- ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication for reporting concerns/suspected or actual cases of abuse;
- ensuring extra care is taken to ensure that signs of abuse and neglect are identified and interpreted correctly, particularly for **vulnerable groups** such as children with communication difficulties or who use alternative/augmented communication systems;
- monitoring and supporting children and young people who have been identified as having welfare or protection concerns in accordance with his/her agreed Child Protection Plan;
- keeping confidential records which are stored securely and shared appropriately with other professionals;
- ensuring all steps are taken to maintain site security and student's physical safety by establishing a safe environment in which children can learn and develop.

The Designated Person for Child Protection is **Lisa Balderstone**

Deputy Designated Persons for Child Protection are **Jeremy Mark, Sara Rose, Leeann Bell & Megan Bland**

Designated Management Committee member responsible for Safeguarding is **Sarah Campbell**

3.12 Data Protection

References

Data Protection Act 1998
General Data Protection Regulation (GDPR)
School Data Protection Policy
School Child Protection Policy
School On-line Safety Policy
School Cyber Security policy

Procedures

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;

- Kept no longer than is necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Only transferred to others with adequate protection.

Staff will ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

More detailed information can be found in the School Data Protection Policy.

3.13 Use of Pupils Images

References

Data Protection Act 1998
 General Data Protection Regulation (GDPR) 2018
 Data Protection Policy
 Child Protection Policy
 On-line safety Policy
 Images in schools Policy

Since the introduction of the Data Protection Act in 1998, great care must be exercised when using images of clearly identifiable pupils/adults. This includes photographs for publication, in the media or on websites along with video footage for example.

Increasingly, technology is making it easier to use images in the news, media, printed materials and on websites. With the increased freedom comes the responsibility to ensure that individual and parental rights are respected, and that vulnerable individuals are protected from risk or exploitation. The risks are not just those associated with paedophiles; some children may have been removed from their families, or part of, and their identities/whereabouts have to be withheld for their own safety. In addition, some parents, simply because of their profession, may be at risk should their or their children's whereabouts be publicised without their knowledge.

Data Protection legislation relates to the use and processing of personal information – including images. The Information Commissioner has confirmed:

- Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the pupils in the photographs.
- If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of pupils) the school would not be releasing personal data subject to the Act at all.
- Alternatively if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as swimming or PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

It is important to get parental consent when a child first starts school - consent does not need to be gained annually – the onus should be placed on parents/carers to notify school if they wish to withdraw consent, which they can do at any time. Whilst this may be useful in alerting the school to children whose parents object, it needs to be used carefully and with safeguards.

During the course of the year there may be support services to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media.

Photography or filming will only occur with the permission of the Head Teacher and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, children will only be named when there is good reason i.e. prize winning. Home addresses will never be disclosed.

Further guidance can be found in the school On-line safety policy and Data Protection Policy held separately.

3.14 Asbestos

References

Control of Asbestos Regulations 2012
Safety Information Guidance Note SIGN 13 - Management of Asbestos in School
Building CCC Safety Procedures No. 29

Procedures

Although the LA as the employer (in Community and Voluntary Controlled Schools) already has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are additional duties under the Control of Asbestos Regulations 2012 (CAR). Regulation 4 of the CAR requires the employer to manage the risk from asbestos (Duty to Manage).

In relation to asbestos management, the Management Committee and Head teacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos in school, prior to undertaking any intrusive works in school.

Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Demolition/Refurbishment Survey will be arranged at the planning stage of the project.

The school will document and implement an Asbestos Management Plan – this forms the basis of asbestos management procedures at South Cumbria Pupil Referral Service and includes our procedures for dealing with any accidental damage to asbestos containing materials. A copy of our Asbestos Management Plan is held in the Buildings Register.

South Cumbria Pupil Referral Service will also ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time any improvement works are undertaken, details will be forwarded to the Corporate Health & Safety team along with copies of survey reports and any asbestos clearance certificates, for inclusion in their central database and to enable them to update all our asbestos documentation on our behalf. Revised versions will then be supplied to school by corporate H&S.

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the school is inspected regularly to ensure there is no deterioration. The Headteacher is responsible for monitoring the condition of known or presumed asbestos on site, and will arrange for this to be undertaken and the monitoring form to be completed every term.

- **All licensed work** shall be undertaken by contractors licensed by the HSE (holding a 3-year licence) and the work notified to the HSE;
- **Notifiable non-licensed work** will only be undertaken by trained/competent persons and the work notified to the HSE in advance. This work will be undertaken in accordance with the HSE Asbestos Essentials Task Manual [Click here to access](#).
- **Other non-licensed work** with ACM's will only be undertaken by trained/competent persons in accordance with the HSE Asbestos Essentials Task Manual (as above), although it does NOT need to be notified to the HSE.

3.15 Manual Handling

References

Manual Handling Operations Regulations 1992 (amended 2002)
Safety Information Guidance Note SIGN 19 - Manual Handling of Load

Procedures

It is the responsibility of the Head teacher to ensure that manual handling activities are managed in line with the Management of Health and safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992, 2002.

Manual handling is the transporting or supporting of loads (inanimate- objects; animate – people) by hand or bodily force, which includes, carrying, lifting, pushing and pulling. Manual handling may result in adverse health that is caused by a single accident (e.g. strained/torn muscles, dropped loads, cuts/abrasions etc.) or sustained over a longer period (bad back, worn joints etc.).

The Regulations require the following measures to be considered in hierarchical order:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

Duties of the employer

- identify manual handling operations and staff who are deemed to perform manual handling operations in areas under its control;
- take steps to reduce or eliminate manual handling operations;
- ensure risk assessments of unavoidable hazardous manual handling activities are carried out;
- ensure control measures identified in the risk assessment are implemented;
- monitor and review assessments at regular intervals;
- ensure employees have been consulted and provided with information and/or training on manual handling;
- investigate any health problems reported to them or identified in staff.

Duties of the employee

- assist with the manager/assessor in the assessment of their work;
- be aware of their responsibilities under the Health and Safety at Work Act (1974) and Manual Handling Operations Regulations (1992, 2002);
- assist with the completion of manual handling risk assessments and handling plans;
- attend mandatory moving and handling training sessions;
- report all manual handling incidents and near misses;
- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- carry out first use/pre-use checks and report equipment when it is faulty, unsafe or no longer meets the need of the service user;
- inform managers of any health condition which affects his or her ability to undertake manual-handling operations safely;
- follow policies, procedures and safe systems of work.

Risk Assessment

A general risk assessment of a work activity must identify whether manual handling is likely to present a risk of injury to an employee (or a person being handled). Where this is identified as the case, the primary consideration should be to determine whether the manual handling operation is actually necessary i.e. whether it can be avoided from the outset.

If the manual handling task cannot be avoided, it should be considered whether the process can be replaced or the risk reduced by way of **mechanisation or use of equipment**.

Recording the assessment

In all cases risk assessments must be recorded in writing, kept in the workplace, and made available to employees involved in the activity. The person who performed the risk assessment should make all employees involved aware of the control measures in place.

Reviewing the assessment

To ensure control measures remain effective, all assessments should be reviewed under the following circumstances:

- a reason to believe it is no longer valid;
- a major change to the work practice;
- a major change to safety equipment provided;
- a major change to the nature of the load;
- a substantial increase in the amount of time performing manual handling operations;
- a substantial change in other task requirements, e.g. more speed or accuracy;

- if the workplace is relocated;
- if the environment is significantly modified;
- if there is a serious incident, accident or trend;
- routinely annually.

Monitoring the effectiveness of controls

The effectiveness of controls should be monitored by the manager through:

- Discussing with manual handlers whether the control measures have reduced the effort required to carry out the task
- Identifying whether cases of manual handling related accidents, ill health and damage/injury to loads has increased or decreased

Training

Induction - All employees should be inducted into good manual handling techniques and provided with information and instruction before being exposed to manual handling risks. This should form part of all new starter Induction training.

Manual Handling - Where moving and handling objects or people forms a significant part of an employee's role, they should undertake specific training before engaging in the activity.

Assessors - Manual handling assessors must be competent and more specifically:

- be familiar with the Regulations and ensure that they are adhered to;
- have a knowledge and understanding of:
 - the body and how it works (in relation to manual handling),
 - correct lifting techniques,
 - the requirements of the regulations, guidance and forms to be used,
 - the work process.
- be given sufficient time, assistance and support to enable them to complete the assessment;
- consult with the user when assessing their work routine;
- be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
- draw valid and reliable conclusions based on the assessment of risk;
- make a clear record of the assessment and process this information promptly using agreed procedures.

Assessors also need to be trained in order that they:

- can suggest strategies on how to avoid hazardous manual handling operations so far as is reasonably practicable;
- can assess any hazardous manual handling operations that cannot be avoided;
- can suggest strategies on how to reduce the risk of injury so far as is reasonably practicable.

Pupils - Pupils are supervised when moving and handling equipment such as PE equipment or furniture for example and are shown how to do so safely before an activity takes place.

Health

New employees should complete a pre-employment health enquiry form before appointment. The Head teacher/Manager should ensure the employee is aware of the moving and handling requirements of the job. If the employee is referred to an Occupational Health adviser for assessment, they will advise whether the employee is fit to undertake the role, or whether adjustments are recommended. It is the Head teacher/Manager's responsibility to decide whether any adjustments recommended can reasonably be put in place.

Where an existing employee's health condition is being affected by the manual handling activity, or where the manual handling activity causes a health condition, the Head teacher/Manager can refer them to an occupational health adviser. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

Where an employee has advised their Head teacher/Manager they are pregnant, the Head teacher/Manager should complete a New and Expectant Mother Risk Assessment with the employee.

Reporting injury and ill health

Any manual handling incident, including ill health that is suspected of being caused or aggravated by manual handling activities, should be reported to the Corporate Health and Safety Team using Form V4. As with all incidents, line

managers should investigate the cause of the incident and identify whether further control measures are required to prevent any recurrence.

It may also be appropriate to refer the employee to an Occupational Health Adviser, where the injury affects their work or work continues to affect their injury.

3.16 Working at Heights

References

Safety Information Guidance Note19
CCC Safety Procedures No. 26

Procedures

If it is necessary to gain access to heights which cannot be reached from the ground, proper access equipment, e.g. kick stools, step ladders, ladders and tower scaffolds, must be used. It is NOT acceptable to use chairs as a means of access. All such equipment must comply with the appropriate British Standard.

LADDERS (INCLUDING STEP LADDERS)

Ladders and stepladders are used for a wide range of tasks involving working at height e.g.

- changing light bulbs
- changing batteries in clocks
- painting and decorating
- minor maintenance and repairs
- putting up posters/decorations
- opening, closing windows
- window cleaning
- gaining access to roofs – clearing guttering and retrieving objects

Selection

- Ensure that a ladder is the correct piece of equipment for the task. If the ladder is to be used as a working platform, consider if the risk warrants an alternative method.
- Ensure that any ladder is of a suitable construction for the purpose for which it is to be used: aluminium ladders/steps should comply with BS 2037:1994 and timber ladder/steps with BS 1129:1990. The European Safety Standard EN/131 applies to both types. BS 7377:1994 applies to step stools.
- Take account of site conditions; high wind, rain, ice or vehicular/pedestrian traffic
- Ensure the ladder is not too long or flexible that sway or vibration could cause loss of balance or too short to prevent a secure handhold and cause people to overreach
- Determine whether the ladder can be securely fixed, close to the work and whether the structure against which it is to rest is of adequate strength and condition
- Consider the capability, training and experience of the user

Use of Ladders

ALWAYS

- Ensure the ladder is the correct size and type for the job
- Stand ladders on a firm, level base with both stiles on the ground
- Pitch the ladder 1m out to 4m up
- Secure the ladder at the top or the bottom to prevent any slipping or displacement
- Ensure a second person foots the ladder if it cannot be secured by other means
- All ladders should extend at least 1 metre above any stepping off point or beyond the highest rung from which a person may be working to ensure adequate handhold
- Ensure user's footwear and the rungs of the ladder are dry and free from oil, grease or ice before climbing
- Carry ladders with front end above head height; ladders longer than 3 metres should be carried by two people

NEVER

- Use a damaged ladder; report defects immediately
- Leave a defective ladder where someone else may use it

- Paint ladders as this may hide any defects
- Allow more than one person to climb a ladder at one time
- Place the ladder so that the total weight is supported by the bottom rung instead of the stiles
- Overreach from a ladder – if you cannot reach, move the ladder
- Climb higher than the third rung from the top of single or extension ladders
- Use metal ladders, those with metal stile reinforcement or wet ladders where there is an electrical hazard

Step Ladders

- Make sure it is the right height for the job
- Check that limiting ropes, chains or stays are in good condition and of equal length
- Ensure steps are fully open
- Always stand steps on a hard, level surface and at right angles to the work, i.e. front on to the work. NEVER work sideways
- Never stand on the top tread of a step ladder unless supports extend beyond it
- Do not use the treads to support planks
- Do not overreach

Extension Ladders

- Ensure that the ladder is raised and lowered from the base and that the hooks are properly engaged.
- Ladders should overlap by a minimum of :
 - Up to 5 metres: 2 rungs
 - 5-6 metres: 3 rungs
 - Over 6 metres: 4 rungs

Maintenance and Inspection

- Ladders and stepladders should be stored correctly and regularly examined to maintain them in efficient working order and good repair. Each time a ladder is used, the user should check for visual signs of instability or deterioration.
- Regular, formal visual inspections should be carried out at least once every six months and the results recorded on the Ladder Register (copies available in Safety Information Guidance Note19).
- All ladders and steps will be formally inspected by the Health & Safety Co-ordinator.
- Defective ladders should be taken out of service immediately and labelled appropriately until repaired. Ladders that are beyond repair should be disposed of.

Storage

Storing a ladder or stepladder correctly can minimise deterioration and extend its working life. Ladders should be stored as follows: -

- Ladders and stepladders should be stored where they are protected from continual exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

Training and Instruction - Ladders

There is a legal requirement under the Provision and Use of Work Equipment Regulations to provide information and training to persons who use work equipment. For normal operations involving the use of ladders, this section will be sufficient on its own.

MOBILE TOWER SCAFFOLDS

A mobile tower scaffold provides a safer method of working at height than a ladder or stepladder as the working platform restricts movement less and allows both hands to remain free for the work to be undertaken.

Where access towers or platforms are in use the following safety precautions must be observed:

- The height of all towers should not exceed 3 ½ times the shortest base dimensions for internal use or 3 times for external use unless manufacturers' information specifies otherwise. These ratios will not apply if the towers are exposed to anything other than light winds.
- For extra stability the tower can be tied to a building and anchored at the bottom corners.
- The foundation must be capable of resting the total load and the tower must be vertical.
- Ensure the safe working load of the tower is not exceeded
- Tower scaffold services should be completely boarded out at the top when in use. Only purpose provided scaffold boards in good condition should be used. Toe boards must also be provided.
- Guard rails must be in position around the platform when the platform is occupied
- Access to a platform must be by ladder secured to the narrowest side of the tower at the top and bottom, unless a built in internal ladder is provided
- Access to a platform must not be by climbing up the outside of the tower frame
- If any of the components or any joints of the tower service are missing or damaged the service should be taken out of use and labelled 'Warning – this scaffold is unsafe and must not be used'
- Mobile scaffolding must never be mounted without first locking the wheels
- Never attempt to use a ladder on an access tower to increase reach
- Mobile scaffolding must never be moved with a person on it, neither should any equipment be left on the platform whilst it is in motion
- Whenever tower scaffolds are in use provision must be made to prevent unauthorised access by providing barriers or tapes around the base
- The erection of tubular scaffolding, or other non-proprietary makes used in the construction industry, requires specialist expertise and knowledge and in general is not permitted. Platforms higher than 5 metres must, in any case, be erected by a registered scaffolder.

Training – Tower Scaffolds

There is a legal requirement under the Provision and Use of Work Equipment Regulations to provide information and training to persons who use work equipment. **Persons who erect, alter, dismantle or inspect any type of tower scaffold must be competent to do so, or be supervised by a competent person.**

Competent persons should have attended a formal training course, e.g. Prefabricated Access Suppliers and Manufacturers Association (PASMA) certificate or equivalent.

Maintenance and Inspection

In order to maintain mobile access towers or platforms in a satisfactory and safe condition it is necessary to carry out regular inspection and maintenance.

- As this is a specialised area, formal annual inspections of mobile access towers owned by schools should be carried out by a specialist contractor.
- Repairs should only be carried out by personnel approved by the manufacturer or supplier.
- Users of such equipment should carry out the following pre-use checks of equipment:
 - Ensure the tower is level, on firm ground and plumb at all times
 - Ensure all adjustable legs are locked into position
 - Wheel brakes are operational
 - If outriggers are required they must be at their full spread and in contact with the ground
 - Examine tubes and framework for damage or corrosion
 - Ensure guard rails are not loose or defective
- Towers should be inspected when they have been erected for more than 7 days and then at least every week after that.
- These weekly examinations are not necessary if an erected tower is not to be used for some appreciable time, but the tower must be inspected by a competent person within the 7 days immediately before being put back into service. Results of the inspections should be recorded.

TRESTLES

- Lightweight staging or mobile access scaffold should be used in preference to trestles wherever possible.
- Toe boards and guardrails must be incorporated into platforms above 2m and a means of fall prevention is required.
- Trestles should not be used for access above 4.5m and should only be used for light work or relatively short duration.
- Lightweight staging should be used in preference to boards, to be positioned so that at least 1/3 of the height of the trestle is above the platform.
- The staging/platform width must be at least 600mm.
- Trestles over 3.6m in height should be fixed or tied to a permanent structure.

- All equipment must be checked to ensure it is in good condition before use to ensure there are no loose or damaged cross bearers, the hinges are in good order and that there are no defective stiles.
- The moving and erection of trestles must only be undertaken by persons that are competent to do so and those using trestles must not over-reach.

3.17 Fire Safety Management Procedures

References

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment guidance documents produced by HM Government

School Crisis Management Plan / School Business Continuity Plan

CCC Safety Procedures No. 8

Section 1: Policy Statement

PHILOSOPHY

The safety of pupils, staff, volunteers and visitors/contractors is of paramount importance to South Cumbria Pupil Referral Service and will be given appropriate attention by management to reflect this. It is our aim that the work environment is as safe from fire as can be reasonably achieved and, if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

South Cumbria Pupil Referral Service recognises and accepts its statutory responsibilities as an employer, occupier and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

South Cumbria Pupil Referral Service also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

South Cumbria Pupil referral Service is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, South Cumbria Pupil Referral Service recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

South Cumbria Pupil Referral Service will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

1. Establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
2. Managing and maintaining its premises so as to adequately control the risk from fire;
3. Maintaining adequate fire precautions, with reference to:
 - a) Means of detection and giving warning of fire;
 - b) Provision of means of escape;
 - c) Means of fighting fire, and;
 - d) Training of staff.
4. Providing safe systems of work, based on risk assessment, to minimise the risk of fire;
5. Providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
6. Making adequate provision for the control of fire in work processes, including the control of hot working;
7. Keeping suitable and sufficient records;
8. Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
9. Making adequate resources available to meet the requirements of this policy.

POLICY AIMS

The aims of this policy are:

1. To establish and maintain consistency at South Cumbria Pupil Referral Service in the management of fire safety and precautions;
2. To set minimum standards of fire safety, to control the risk from fire;

3. To describe South Cumbria Pupil Referral Service arrangements for managing fire safety in the workplace.

To achieve our aims, South Cumbria Pupil Referral Service will implement a system involving:

1. Policies and procedures that are clear and safe;
2. Allocation of responsibilities;
3. Fire safety audit;
4. Fire risk assessment;
5. Communication of safe procedures to staff pupils, volunteers and visitors;
6. Establishment, operation and maintenance of effective monitoring and review systems;
7. Provision of appropriate information, instruction and training.

This Policy will be reviewed at intervals of not more than 2 years and any revisions will be notified to relevant persons.

Section 2: Responsible Persons

1. The 'Responsible Person' for Fire Safety will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. The Responsible Person (the headteacher) will be responsible for implementing this Fire Safety Management Policy.
2. The Responsible Person will ensure that a Fire Risk Assessment is completed following the guidance provided in the appropriate *Fire Risk Assessment guidance document produced by HM Government*.
3. The Fire Risk Assessment must be reviewed annually or sooner if there are significant changes to the premises that could impact upon fire safety and the means of escape.
4. An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person. Reasonable target dates must be set for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.
5. A copy of the Fire Risk Assessment will be held in the office with an additional copy kept off the premises at the home address of the Health & Safety Co-ordinator for use in the event that the original document cannot be retrieved from school due to fire or other emergency.
6. The Responsible Person will:
 - a) Manage (including fire safety arrangements) the premise(s) for which they have responsibility;
 - b) Seek assistance of a competent Fire Safety Adviser when necessary;
 - c) Implement the guidance contained within the appropriate *Fire Safety Risk Assessment Guidance* produced by HM Government;
 - d) Develop and maintain the premises Fire Safety Log Book which will contain:
 - Details of the fire alarm and record of testing and maintenance;
 - Details of Sprinkler Systems (if installed) and record of testing and maintenance;
 - Records of routine fire safety monitoring checks;
 - Records of fire drills and staff training;
 - Records of false alarms;
 - Records of testing and maintenance of fire-fighting equipment/systems;
 - Records of testing and maintenance of emergency escape lighting.
7. Develop a fire emergency action plan specific to their premises, test the effectiveness of that plan and ensure that staff and pupils are made aware of its contents;
8. Make sure that both stages of the Fire Risk Assessment process have been carried out and that:
 - a) The significant findings are recorded appropriately;
 - b) An action plan is produced, as required, to improve control measures.
9. Be accountable for the implementation of this Policy, and arrangements made under it;
10. Make sure that responsibilities for fire safety are properly signed and understood by employees within their area of control;
11. Provide employees and non-employees with the necessary information to ensure their safety from fire;
12. Make sure that there is communication and participation at all levels in fire safety matters;
13. Ensure that a fire safety audit is carried out regularly, with results being acted upon appropriately;
14. Monitor work activities which may involve fire hazards, so that appropriate safety standards are maintained;

15. Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises;
16. Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate; and
17. Receive reports of fire incidents and near misses and take any necessary remedial actions.

Some of the duties of the Responsible Person may be delegated to others in the school, however, the legal responsibilities **cannot** be delegated.

The role of Fire Safety Manager, i.e. the person in charge in a fire situation has been delegated to Leeann Bell.

The person(s) responsible for undertaking certain fire logbook requirements and maintaining documented records is **Leeann Bell**.

Section 3: Responsibilities of Employees

Employees will:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
2. Cooperate with South Cumbria Pupil Referral Service with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with;
3. Not intentionally or recklessly interfere with or misuse anything provided in the interest of fire safety e.g. fire-fighting equipment, signage etc.
4. Have a particular duty to other persons (pupils, staff, volunteers, visitors, other users of the premises) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security;
5. Draw the attention of the Responsible Person or their Deputy without delay, to any work situation which might present a serious and imminent danger to themselves or others;
6. Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premises;
7. Conform to all instructions, whether verbal or written, given to ensure personal safety and the safety of others;
8. Report all incidents and near misses which result in the potential outbreak of fire;
9. Assist fully in the reporting and investigation of any accident/near miss in connection with the potential outbreak of fire;
10. Attend as requested, all training courses/briefings covering fire safety;
11. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to the Responsible Person or their Deputy; and
12. Wear/use protective clothing and equipment as specified.
13. Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 4: Arrangements

DETECTION AND RAISING THE ALARM

The first member of staff to detect a fire sounds the alarm in emergencies using the manual call points located around school. The alarm sounds like a continuous siren or a ringing bell. If fire is detected by automatic detectors, this will trigger the fire alarm.

CALLING EMERGENCY SERVICES

Kelli Anne Fisher is responsible for telephoning the Fire and Rescue Service or Katy Chesworth in her absence. (NBH) Andrew Ribchester is responsible for telephoning the Fire and Rescue Service.

The telephone number for emergency services is simply 9-999. The information to be supplied to the emergency services is as follows:

- Name of person
- Name of School
- School address
- Contact telephone number
- Details of the fire (if known)

ROLE OF THE FIRE SAFETY MANAGER

Leeann Bell is the Fire Safety Manager. The Fire Safety Manager is in overall control during the evacuation process. The Fire Safety Manager's duties in a fire situation include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the Fire and Rescue Service/emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

ROLE OF FIRE WARDENS/MARSHALS

Leeann Bell and Shaun Mansell are nominated Fire Wardens. Fire warden duties include:

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- using fire fighting equipment if trained and safe to do so
- reporting to the Fire Safety Manager
- liaising with the Fire and Rescue Service if required
- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the Responsible Person and/or Fire and Rescue Service.

Kelli-Anne (NBH), Andrew Ribchester (KTC) is responsible for taking the **visitors book** and **staff signing in and out book/sheets** to the assembly point to ensure that all staff, visitors and contractors are accounted for by way of a roll call.

LOCATION OF KEY SYSTEMS

Maps are located on each site indicating the location of key systems and utilities.

If it is safe to do **Leeann Bell** is responsible for switching off electrical mains and gas supplies.

MEANS OF ESCAPE

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school:

All have doors that can be opened internally without the use of a key i.e. baffle door handles, thumb turn locks, push bar to open etc. Exit doors and escape routes are to be kept clear of obstructions and slip/trip hazards at all times. All relevant exits are operational when the building is occupied including during evening performances, Management Committee meetings.

Fire Action Notices are clearly displayed around the buildings for those persons/visitors who are unfamiliar with the premises. These are displayed as a minimum at manual call points and all final exit doors.

Measures are in place to ensure escape routes, exits and external areas leading to the assembly point are adequately lit during the hours of darkness, particularly where there changes in level i.e. steps, stairs and ramps. The Health and Safety Co-ordinator is responsible for regularly checking external lighting/emergency lighting – any faults are reported and remedial work arranged as necessary.

ASSEMBLY POINT

On hearing the fire alarm pupils, visitors and staff should make their way to the Fire Assembly Point using the nearest available exit in a calm and orderly manner. Younger children will be directed by their class teacher/teaching assistant. Children away from their base should leave the building by the nearest exit and join their classmates at the assembly point. The Assembly Point at this school is at the front of the building on the lawn.

Key Teachers are responsible for taking the class registers/head counts and ensuring all pupils are accounted for, **Business support** are responsible for undertaking a roll call of staff and for undertaking a roll call of visitor/contractors.

If any persons are unaccounted for, this must be reported to the Responsible Person immediately and if a real emergency i.e. not a drill, the Fire and Rescue Service notified without delay.

Should it be unsafe for evacuees to remain at the assembly point the place of 'Total Safety' off-site is the field on Lesh Lane.

ALARM CHECKS

- The alarm is checked weekly by **Leeann Bell (NBH/ NG / Channelside)**, **Andrew Ribchester (KTC)**, and a record is held in the fire log book. This involves a different Call Point being tested each week with the use of a special key.
- The fire alarm system (and automatic fire detection) is serviced at least **every 6 months** by a competent contractor.

EMERGENCY ESCAPE LIGHTING

- Emergency Lighting is tested monthly by **Integral** and a record is held in the fire log book. Each lighting service is tested with the use of a special key.
- Every **6 months** Emergency Lighting must be energised for a period of **1 hour** for 3 hour rated systems **OR 15 minutes** for 1 hour rated systems, to ensure the batteries are working satisfactorily. The results must be entered in the fire log book.
- The Emergency Lighting system is serviced at least annually by a competent contractor.

FIRE FIGHTING EQUIPMENT

- **Leeann Bell (NBH/ NG / Channelside)**, **Andrew Ribchester (KTC)** visually inspects fire fighting equipment (fire extinguishers and fire blankets) monthly for obvious signs of damage, misuse, tampering etc.
- Discharged/Faulty Fire Fighting Equipment is to be reported, immediately to **Leeann Bell** through the Defects Book.
- **CCC (Orion)** services equipment annually. Records are held in the Office.

FIRE DOORS & EXITS

We have a formal system in place for checking **fire doors and fire exit doors** e.g. ensuring they remain in good condition; they close/meet properly; intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc. **Leeann Bell (NBH/ NG / Channelside)**, **Andrew Ribchester (KTC)** are responsible for checking and recording the condition of fire doors and final exit doors each month. Faults will be recorded in the fire logbook and actions taken on a risk priority basis as funds allow.

FIRE DRILLS

These are held during each term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and pupils can participate in fire practices including for example, part time pupils and Cleaning Staff.

FIRE-FIGHTING EQUIPMENT LOCATION

Suitable fire fighting is located at final exit doors and in each enclosed space.

Type of fires the fire extinguishers can be used on:

Water	Completely RED body. Use on paper, cardboard, wood and clothes NEVER USE ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS. Can hit a target up to 6 metres distant.
Dry Powder	Red body (possibly with blue somewhere on the upper half of the extinguisher). Effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires.
Carbon Dioxide (CO²)	Red body (possibly with black somewhere on the upper half of the extinguisher). Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn/nozzle as it will freeze during use and will burn your hand. Can hit a target up to 2 metres distant. Should not be used in confined spaces or poorly ventilated areas.
Foam	Red body (possibly with cream somewhere on the upper half of the extinguisher).

Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant.

Hose Reels

Can be either automatic or manual in operation. If the reel is a manual type, remember to turn on the valve before pulling the reel off the drum. To operate simply twist the grip at the nozzle. There is an unlimited supply of water to the hose reel.

Fire Blanket

Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

If it is safe to do so, **staff who have been trained and are familiar with fire-fighting equipment** may attempt to tackle a small, enclosed fire (i.e. a waste paper bin). They must always ensure their means of escape is not compromised. If they do not feel competent they must not stay to fight the fire but must evacuate the building. It must be stressed fire-fighting equipment is provided for fighting small fires in the early stages. **IF IN DOUBT – GET OUT AND STAY OUT!**

FIRE LOG BOOK

This is kept in the offices.

LIAISON WITH THE FIRE AND RESCUE SERVICE

Leeann Bell (NBH/ NG / Channelside), Andrew Ribchester (KTC) in their role as the Fire Safety Manager liaising with the Fire and Rescue Service on arrival. The following information should be made available to the Fire Service ASAP:

- The Fire Risk Assessment Folder
- Asbestos Register
- Types, quantity and location of Highly Flammable Liquids/Materials
- Types, quantity and location of any other hazardous substances or materials likely affect fire fighters
- Types, quantity and location of any gas and oxygen cylinders
- Results of Roll Call i.e. has everyone been accounted for
- Location of fire (if known)
- The nearest water supply fire hydrant.
- Services main shut off valve locations i.e. Gas and Electricity.

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

ASSISTING VULNERABLE PEOPLE/PEOPLE WITH DISABILITIES

There are currently no pupils or staff in school or regular visitors that visit the school with disabilities i.e. mobility difficulties, wheelchair users, visually or hearing impaired or with special needs. Should this situation change in the future, Personal Emergency Evacuation Plans (PEEP's) will be developed for each specific child or staff member, which outlines how and by whom they will be evacuated or assisted to evacuate.

CONTRACTORS/VISITORS

All contractors or visitors and all persons hiring the school premises must be familiarised with the schools Fire Safety Arrangements. They must be informed of the following:

- All available fire exits and the means of escape;
- The location of all fire fighting equipment in the areas they will be frequenting;
- The location of the Fire Alarm Call Points and how to activate them;
- Any hazards they may encounter;
- The location of the Assembly Point;
- What to do if the Fire Alarm is activated;
- If Hot Work is to be carried out a strict Permit to Work must be operated;

NUMBER OF STAFF NEEDED TO CARRY OUT EMERGENCY PLAN

To implement the evacuation plan 1 member of trained staff is needed on duty.

VARIATIONS TO THE PLAN

When life safety systems such as fire detection and warning systems are out of order a manual system will be operated. Upon discovery of a fire, shout 'Fire, Fire, Fire'.

For guidance on school Performances and a sample Performance Evacuation Plan please refer to the HSE website.

POST-INCIDENT PLAN

All pupils / staff will evacuate and, where appropriate, the Crisis Management Plan / Disaster Recovery Plan will become operational.

TRAINING

All staff will be provided with basic fire safety induction training and attend refresher sessions at pre-determined intervals. It is essential that they are fully conversant with all the aspects of the fire strategy for the premises, not only the evacuation procedure, but day-to-day fire prevention and protection measures. We will ensure that all staff (including part time and temporary), pupils, visitors and contractors are told about the emergency plan and are shown the escape routes. The training will take account of the findings of the fire risk assessment and should include the role that those members of staff will be expected to carry out if a fire occurs. As a minimum all staff will receive training about:

All employees should be aware of the evacuation procedures and the training should include:

- General fire safety / hazard awareness
- the items listed in our Fire Management Policy/Emergency Plan
- Knowledge of the fire alarm signal and how to raise the alarm
- The action to be taken on hearing the alarm
- Knowledge of the escape routes and fire exits
- Understanding the procedures to help disabled persons
- The location of the fire assembly area
- The importance of attending the roll call and reporting missing persons
- The dangers of re-entering the building unless authorised to do so
- The correct method for stopping machines and/or processes and isolating power supplies where appropriate
- The knowledge to allow them to carry out specific tasks or duties competently where appropriate, i.e. use of fire extinguishers, acting as a Fire Warden etc.
- Information about any special fire hazards or risks and the action required
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas; and
- assisting disabled persons where necessary.

Details of the training provided will be recorded in the Fire Logbook.

It is good practice to provide pupils and students with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This will include instruction on the:

- details of the emergency plan;
- importance of fire doors and other basic fire-prevention measures;
- importance of reporting to the assembly area; and
- exit routes and the operation of exit devices

Staff expected to undertake the role of the Responsible Person, Fire Safety Manager, their Deputy and Fire Wardens/Marshals will require more comprehensive training which may include:

- detailed knowledge of the fire safety strategy of the premises;
- awareness of human behaviour in fires;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
- additional training in the use of fire-fighting equipment; and
- reporting of faults, incidents and near misses.

RISK ASSESSMENT

The Responsible Person (the headteacher) is responsible for undertaking a documented fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A copy is held in the office with an additional copy kept off the premises at the home address of the Health & Safety Co-ordinator for use in the event that the original document cannot be retrieved from school due to fire or other emergency. The risk assessment will be reviewed at least annually or sooner should there be any significant alterations or changes in school.

Section 5: Arson Prevention Strategy

Malicious arson attacks are the single largest cause of fires within schools and can present a considerable risk to other premises. Prevention of such attacks is extremely difficult but through awareness and adoption of good fire prevention practice it is possible to deter the arsonists and to limit the damage caused. The Arson Prevention Bureau's research shows that the great majority malicious fires take place outside school hours with a peak at around 11pm. Many fires are started outside school buildings often with material found easily to hand (such as in bins or rubbish skips). The use of an accelerant, such as petrol, is comparatively rare.

Adequate security is essential if the premises are to be protected against intruders, the first line of defence against arson. An external fire, in rubbish or a vehicle for example, can spread into a building and burning materials can be thrown through broken windows and other openings that are too small for an intruder to enter.

For a fire to start there must be fuel, oxygen and a means of ignition. Oxygen is freely available, but arsonists rarely provide their own fuel; almost invariably they use convenient materials outside or within the building to start the fire. The importance of reducing the availability of easily ignitable materials cannot be over-emphasised.

ASSESSING THE SCHOOL'S VULNERABILITY TO ARSON ATTACK

In order to prevent arson, school management must first assess the vulnerability of the school to attack. The Responsible Person (the Headteacher) or designated person the Health & Safety Co-ordinator will undertake a formal assessment of our school's Vulnerability to Arson Attack using the Questionnaire found at the end of these procedures. This assessment will be reviewed on an annual basis alongside the Fire Risk Assessment Review.

DEVELOPING AN ACTION PLAN AGAINST ARSON

Once the assessment has been carried out, the next priority is to address the weaknesses identified. These may not all require significant financial resources but may involve housekeeping or training issues.

The Responsible Person will have overall responsibility for initiatives against the threat of arson. The arson prevention strategy is to be incorporated in the school's Fire Risk Assessment 'Action Plan' and will be supported and endorsed by the Management Committee.

EXISTING ARSON PREVENTION STRATEGIES

The prevention of arson attacks at South Cumbria Pupil Referral Service falls into a logical process:

- Deter unauthorised entry onto the site;
- Prevent unauthorised entry into the building;
- Reduce the opportunity for an offender to start a fire;
- Reduce the scope for potential fire damage;
- Reduce subsequent losses and disruption from a fire by preparing a disaster resulting recovery plan.

Deter unauthorised entry onto the site:

- We discourage unauthorised entry onto the site by delineating where practicable the boundary of the school by use of a robust fence and/or hedge;
- We ensure the school is adequately lit externally during the hours of darkness;
- We remove any graffiti that appears on the school premises without delay. If left to accumulate, vandals and arsonists will begin to view the site as being a legitimate target of little or no value.

Prevent unauthorised entry into the building:

- The weakest points of entry into the school are the windows and doors. These maintained in a sound condition and are always closed, and where possible, locked at the end of each school day.
- All external doors are fitted with approved locks and secured immediately the building is vacated.
- Door frame construction is maintained sound and in good condition.
- Letterboxes have been sealed and mail is held for us by the post office during holiday and weekend periods.
- External glazing is checked regularly for damage both on security and safety grounds. Repairs are made quickly.
- Break-ins via roof-lights are prevented by the installation of grills or bars within the inside of the frame.
- Low level glazing is avoided both on security and safety grounds. Where this is not possible, glazing is laminated or toughened, and securely fixed within the frame.
- We foster relationships with neighbours who are able to observe out-of- hours activity on the premises.
- Regular checks are made of areas where there are flat roofs to ensure there are no breaches of security.

- An intruder alarm system has been installed with a monitored link to an alarm receiving station.

Reduce the unity for an offender to start a fire:

At the South Cumbria Pupil Referral Service, we take every opportunity to eliminate combustible material on the outside of the building:

- Refuse/ recycling bins are secured away from any building
- Sheds and other external buildings are kept locked and sited, where possible, at least 8 metres away from any building.
- We do not have any external litter bins.
- All internal waste bins are emptied each day as part of the close down routine.
- Wherever possible, staff avoid placing combustible materials on internal window sills as a common method of attack is to break a window and set fire to combustibles within reach.
- Regular checks are made to ensure shrubs and undergrowth is not allowed to encroach against buildings as they are when dry a source of ignition.
- Temporary buildings/portacabins are skirted to prevent anyone starting a fire underneath.
- All external gates are closed / locked at night as part of the close down routine.
- Fire safety is regularly discussed with pupils. We will also, from time to time, bring in outside speakers such as members of the Fire and Rescue Service or Police, to warn pupils against the risk to life and property of fires and to explain how quickly a small fire can become something much more serious.

Reduce the scope for potential fire damage:

- Compartmentalisation (fire-stops in the roof/ceiling voids) is an essential element of the design of our building.
- During alterations and maintenance, consideration is always given to providing additional fire-break walls or doors to separate the building into compartments.
- During any new building projects, we will consider installing Sprinkler systems.
- Partition walls are inspected regularly. When any maintenance, repair or alteration has been finished, such as installation of pipes/cables through partitions, the gaps around pipe work are made good with fire retardant sealant.
- Early warning of the outbreak of fire can significantly reduce the losses if early firefighting can be initiated. An automatic fire detection system, has been installed in school which is maintained. This system is linked to the fire service (out of hours).
- We try to ensure that children do not bring cigarette lighters and matches into the school.
- Teachers are aware of the danger of children being unsupervised in cloakrooms and corridors.
- When not in use, all candles and matches are stored securely out of the reach of the children and opportunist vandals.
- Cleaner's in charge ensure that all external doors and windows have been secured once the school has been vacated at the end of the day.
- We ensure that contractors working on site have limited access to the whole building wherever possible and follow a strict Permit to Work for any hot works undertaken on site.

Reduce subsequent losses and disruption from a fire:

- South Cumbria Pupil Referral Service has developed a comprehensive Emergency Management Plan which details how we manage crises as they occur.
- We have also produced a Business Continuity Plan which includes detail of how we can reduce losses and disruption as a result of a number of emergencies, including fire.
- There is sufficient fire fighting equipment located around the building(s).
- Members of staff are adequately trained in fire procedures, including how to summon the Fire Service, building evacuation and the use of fire extinguishers. They are also aware of the location of high value materials and equipment, particularly school records which may be irreplaceable, and have knowledge of a salvage plan to recover these items.

ARSON VULNERABILITY ASSESSMENT

A	RISK FACTORS	YES	NO
1	Is your school built with low combustible materials and the use of lightweight materials or timber construction not used extensively?		
2	Is combustible waste regularly removed from school premises and placed in a secure bin/bin store sited away from any buildings?		
3	Is there a low risk of crime in the locality of your school?		
4	Are all parts of the school perimeter observed easily by surrounding houses?		
5	Have you suffered less than 2 arson attacks in the past 3 years?		
6	Have you suffered less than 10 incidences of vandalism in the past 12 months?		
7	Have you experienced less than 5 incidences of theft or break-ins during the past 12 months?		
8	Is the school site inaccessible to public and is there no trespass problem?		
9	Is the external perimeter of the school (doors/windows/roofs) invulnerable to intruders?		
10	Are management and staff at the school aware of the need of effective visitor monitoring, key security and locking procedures?		
SCORE "A" - Score only the ticks in the NO boxes			
B	RISK REDUCTION FEATURES		
1	Is your school fitted with an automatic sprinkler or fire detection system linked to the fire service?		
2	Is your school fitted with an intruder alarm with a monitored link to an alarm receiving station?		
3	Is the school perimeter and grounds monitored by a Closed Circuit TV system?		
4	Is the school site bounded by palisade or welded mesh fencing, to a height of two metres?		
5	Are the school premises regularly patrolled by an external security service, with communication links to a central monitoring station?		
SCORE "B" - Score only the ticks in the YES boxes			
OVERALL SCORE (A-B)			

A score of 6 or more indicates the school may be vulnerable to an arson attack. Remedial Action(s) may be required and any additional controls put in place to manage risks, must be documented within your Fire Risk Assessment 'Action Plan'.

3.18 Other Emergency Procedures

References

Emergencies and your school – Emergency Planning Service CCC
Guidance Notes on suspicious packages – Emergency Planning Service CCC
Emergency Closures Advice (LA poster)
School Emergency Management Plan

Procedures

In the event of a full school evacuation, the nominated Reception Centre for this school is Channelside / Newbridge House (the alternative school).

In the event of a major crisis incorporating a power failure, our only means of liaising with emergency services or outside bodies would generally be by mobile phone. Therefore, we hold a simple mobile telephone as back up in the event of an emergency which is kept in the admin office.

BOMB THREATS / SUSPECT PACKAGES

If the school receives a bomb threat:

It is anticipated that in most cases this will be by telephone.

- The person receiving the call should try to obtain as much information as possible; where, when, size, callers accent etc. and then report the details to the appropriate senior member of staff / Head teacher.
- The senior member of staff / Headteacher should contact the emergency services (Police) and pass on all details.
- The emergency services will take control of the incident and instruct the school on the appropriate course of action to be followed.
- **Do not** sound the alarm bell unless instructed to do so.

Suspect Packages:

- If it is suspected that a package or letter contains an explosive device it **MUST IMMEDIATELY** be carefully set down. No one must be allowed to approach it and the room and general vicinity, e.g. passageway etc., must be evacuated. **Do not** sound the alarm bell unless instructed to do so.
- The matter should be reported immediately to a senior member of staff / the Head teacher who will in turn report the matter to the emergency services who will take control of the incident.
- Should the person to whom you are responsible be absent, then take the action outlined above yourself and inform the person to whom you are responsible as soon as he/she is available.

The signal for evacuation of the building, should this be necessary, will be continuous siren / ringing bell.

General indications to look for in determining a suspect package / letter

Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

- a) point or origin e.g. if postmark or name or address of sender (if given) is unusual;
- b) manuscript address and style of writing;
- c) balance of package, some devices tend to be lopsided;
- d) weight of package; excessive weight, particularly in small packages or letters;
- e) springiness in the tops, bottom or sides of any package or letter;
- f) protruding wires or the feel of wires inside;
- g) a small hole, like a pin hole, in the outer wrapping;
- h) greasy marks coming through from the inside;
- i) smell of almonds or marzipan;

additionally in the case of letters;

- j) a different feel from the normal e.g. a stiffening of card or metal;
- k) an inner envelope which is tightly taped or tied.

If a package or letter of any kind gives reason for doubt or concern no attempt should be made to open it. Staff involved in receiving and opening the school mail will be provided with emergency procedures for dealing with suspect packages/letter.

If a package or letter becomes suspect when it is being opened or disturbed it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed. The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Evacuation procedures should follow those stated for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

LOSS OF POWER AND/OR HEATING

The effects of loss of power to the school will depend much on the time of year. The summer months should not provide too much of a problem but the lack of electricity/gas during the winter months could mean the school becomes too dark and too cold for staff or pupils to work properly. In addition, loss of power will inevitably disrupt the ability to prepare meals.

- All senior staff must be aware of, and have access to, the location of the main gas supply cut-off and the whereabouts of the main electrical switch box.
- It is the Head teacher's responsibility or the deputy headteacher in the head's absence to make the decision about whether the pupils need to be sent home and to contact parents/carers. See also Adverse Weather Conditions – Decision to Close.
- If transport is required earlier than usual, contact must be made with the Transport Team, Property and Transport Services Service on 01228 221124, where arrangements will be made with the Contractors.
- The administrator or Head teacher should make every effort to report the loss of power to the electricity board.
- If the power/gas failure continues for more than a day contact should be made with our usual Mechanical/Electrical Engineer via the Building Maintenance Help Desk telephone number (during office hours - **01228 221106**); (out of office including weekends and bank holidays **01228 511061**).

LOSS OF WATER AND/OR DRAINAGE

The loss of water to school premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both pupils and staff, as well as the lack of water for any food preparation activities.

- All senior staff must be aware of, and have access to, the mains water cut-off tap A1002 (YOS Cupboard).
- The Head teacher and/or Health & Safety Co-ordinator should firstly try to establish the reason for lack of water or drainage, e.g. check for burst water pipes, overflowing drains.
- If a water leak is established Serviceed Utilities should be contacted immediately by telephoning their 24 hour emergency line on 0845 746 2200.
- If blocked drains are found contact should be made with the Building Maintenance Help Desk telephone number (during office hours - **01228 221106**); (out of office including weekends and bank holidays **01228 511061**)/other contractor and arrangements made for immediate attention.
- The Head teacher is responsible for making any necessary decision about vacating the school premises and whether that action is necessary. See also Adverse Weather Conditions – Decision to Close.

COMPUTER FAILURE

This only applies to the administrative systems in school.

- IT Systems take daily system backups.
- Complete computer failure should be reported to **Graham Chalker**.
- It may be possible to send an e-mail by using a laptop if the main router is not down.
- Any of the local schools could be contacted and asked for message to be sent to ICT Team if all other forms of communication are down.
- ICT will advise on replacement server and/or computer, if necessary, and make necessary arrangements for reinstatement of data from most current available backup tape.

ADVERSE WEATHER CONDITIONS

Weather Warnings

The Corporate Health and Safety Team will notify schools as soon as possible of any expected onset of severe weather where it is thought that the assessment of risk warrants it.

The Decision to Close

If for any reason, it is impossible for any teaching staff to reach the school, a cascade system of communication needs to be put into practice to ensure that children are not left at the school by parents who are unaware of the staff situation.

The cascade system may include the use of Management Committee, some of whom may live close to the school. In the absence of any member of the teaching staff, a member of the committee can take charge of the situation and ought to make his/her way to school as soon as possible to ensure that parents are informed of the fact that the school is to be closed. The communication system should include the availability of Management Committee or other members of staff who would be able to assist locally. Even if a closure has been authorised by the Headteacher, unsupervised pupils who arrive at school must be accepted onto the premises and sent home only if it is known to be safe to do so. See Crisis Management Plan for the school cascade system.

The Position of Staff

In adverse weather conditions staff are expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is wholly or partly closed to pupils, staff are expected to report to work and undertake appropriate preparation or other duties as directed by the Headteacher. Staff unable to reach their own school should contact a school more readily accessible to see whether their attendance would be of benefit.

In-School Measures

Parents should be advised to keep a check on local radio broadcasts during emergency conditions in case closures or changes to normal school arrangements are made. Parents will be contacted by telephone.

Staff should:-

- check immediately at the onset of the emergency that the telephone is in working order and check it repeatedly, ensure availability of mobile telephone if necessary.
- try to keep a check on radio broadcasts. If possible keep a battery radio in school.
- it is the responsibility of the Headteacher to inspect the safety and accessibility of the school premises at the beginning of every day. If a closure is imminent the Headteacher, Deputy Headteacher Teacher, Chair of Management Committee, vice-Chair of Management Committee has authority to close the school.
- if the school buildings become unsafe it is the Head teacher's responsibility to decide if the school needs to be evacuated to another building.
- if excessively high winds or heavy snow occur during the day schools may find that they have to feed and possibly accommodate pupils overnight. Obviously every attempt should be made to get the pupils home by making contact with parents.
- staff should be effectively deployed in school to deal with the emergency, duties would typically include:-
 - Moving children to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with.
 - Headteacher to make a check of the school to ascertain all staff and pupils are clear of dangerous area.
 - Cut off electricity/gas/water, if necessary, by Health & Safety Co-ordinator or Headteacher. Check damage. Report situation to Corporate Health and Safety Team
 - Keep all staff up to date on the developing situation. Re-assure the children re. brothers and sisters and provide games, videos etc., if possible.
 - Liaise with Corporate Health and Safety Team whether/when to contact local radio stations to broadcast school closure message.
 - When situation allows, check the affected area (only if safe to do so). Spare staff to salvage belongings.
 - Keep Corporate Health and Safety Team informed.
 - If/when parents collect, limit entry/exit points in order to ensure safe collection of children. Staff to be posted at all entry points to ensure parents report to the office and "sign out" their children before taking them home.
 - When all the children have been taken home hold a short staff meeting to assess the situation and plan for the next day.

- Ensure Management Committee are notified of details of the emergency.
- A letter to parents should be sent home as soon as possible to give them the latest information.

Managing the effects of snow and ice on school premises

The Head teacher will ensure that a risk assessment is in place which covers the hazards associated with snow and ice on our premises. As part of our risk assessment:

- All staff are responsible for gritting the site before school starts;
- We will ensure that adequate equipment is available, including sufficient salt /grit, sack barrows and shovels etc;
- We will ensure those staff who are responsible for carrying out the work have received adequate training i.e. manual handling;
- We will provide suitable clothing and footwear for staff / those assisting with the task;
- We will determine which access routes are the most used / important:
 - Clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parks to buildings, slopes and steps on route should be regarded as a priority;
 - Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing;
 - As time and resources permit, other pathways to entrances and between buildings should be cleared and gritted as may car park areas.
- Appropriate checks will be made to ensure continued safety;
- We will identify any particularly dangerous areas which require extra care which will be checked / treated more frequently e.g. steps, slopes, gullies which may be hidden;
- We will remind staff, pupils and visitors to remove as much snow and ice from their footwear as possible when entering buildings to limit the risk of slipping on wet floors – signage will be used where necessary to identify wet floors within the premises and additional floor matting supplied and cleaning undertaken where necessary;
- We will ensure gritting arrangements are put in place when the premises are used outside of normal school hours;
- We will inform parents / carers and other users of the school premises of the temporary arrangements in place;
- We will take steps to monitor the weather conditions and temperatures.

The Head teacher is responsible for reviewing and revising the arrangements as determined by our local risk assessment and if they have concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use. If this is the case, this will be marked clearly using signs/cones/tape and information provided to ensure everyone concerned is made aware.

It is not a requirement that playgrounds are cleared of snow and ice but if they remain in use, supervision levels may need to be increased; also we will consider the requirements of those staff on duty.

All staff will be made aware of the schools' risk assessment for managing the effects of snow and ice on its activities and take responsibility for following the designated paths and access routes when such conditions exist.

Further details can be found in our Risk Assessment and in Safety Information Guidance Note31.

PERIODS OF EXCESSIVELY HIGH TEMPERATURE

In case of a heatwave:

We will keep out of the heat

- If a heatwave is forecast, we will try and plan our day in a way that allows us to stay out of the heat.
- Where possible, we will avoid going out in the hottest part of the day (11am-3pm).
- Where we can't avoid strenuous outdoor activity, like sport, or gardening, we will keep it for cooler parts of the day, like early morning.
- We will stay in the shade. Pupils and staff will be encouraged to wear light, loose-fitting clothes, preferably cotton. Plenty of drinking water will be freely available and everyone encouraged to drink more.

We will try to stay cool

- Curtains/blinds in rooms that get a lot of sun will be kept closed.
- Windows will be kept closed while the room is cooler than it is outside. They will be opened when the temperature inside rises.

- When very hot, everyone will be encouraged to splash themselves several times a day with cold water, particularly their face and the back of your neck.

We will drink regularly

- Everyone will be encouraged to drink regularly even if they don't feel thirsty – water and fruit juice are best – water will be freely available in school.
- We will encourage everyone to eat more cold food, particularly salads and fruit, which contain water – and ensure these are available on school menus during hot periods.

Further details can be found in our Sun Safety Procedures and in Safety Information Guidance Note31.

More information can be found on the Department of Health website - www.dh.gov.uk - or the articles on dehydration, sunburn and heatstroke on the NHS Direct website <http://www.nhsdirect.nhs.uk>

GAS LEAKS OR SUSPECTED GAS LEAKS

If you smell gas, or suspect there is a gas escape, we will follow the procedures below:

1. Notify the head teacher / senior member of staff of the incident;
2. Do not operate any electrical switches, either "ON" or "OFF".
3. Extinguish all sources of ignition.
4. If the smell persists, Shut off the gas supply at the meter control valve located in the Asdan room.
5. If you can still smell gas, ensure that all pupils, visitors and staff are moved to a place of safety. If necessary, evacuate the building.
6. Open all doors and windows to disperse any gas and leave them open until the situation is back to normal.
7. Telephone **TRANSCO** on **0800 111 999**.
8. If advised to do so by TRANSCO telephone the **FIRE & RESCUE SERVICE**.

ENVIRONMENTAL POLLUTION

It is the responsibility of the Management Committee to ensure appropriate environmental protection measures are in place. All cases of environmental pollution by overflow or spillage will be recorded and reported. This will be done via a V4 Accident Form, a copy of which will be forwarded to the Corporate Health and Safety Team.

Causes of Environmental Pollution include:

- Overflow of oil containers
- Overflow of sewage tanks including slurry tanks
- Spillage of 20 litres or more of any chemical covered by COSHH
- Noise

Following an incident, any spillages, contaminated materials or fire fighting water, will be disposed of in the correct manner. Contaminated water will not be disposed of in a drain without prior permission. (Maximum penalty £20,000).

If off-site disposal of solid liquid or waste is required, a registered carrier of waste will be used and the movement documented. Advice will be sought from the Environment Agency Tel: 0800 807060.

Chemical Spills:

- If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.
- It may be necessary to evacuate the room and ensure windows are opened.
- If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.
- Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.
- If severe spill is immediately outside the building:
 - Follow procedures to contain all persons within the building;
 - Ensure all doors and windows are closed;
 - Switch off fans or air conditioning;
 - Avoid using electrical equipment in case sparks are produced;
 - Do not smoke.

3.19 Slip, Trip and Fall Avoidance

Procedures

Slips, trips and falls on the same level, are one of the most common accidents across all workplaces. Slips, trips and falls can represent a significant hazard not only to staff but also to those using or visiting school, especially for those who are very young, elderly and/or have impaired vision or mobility.

Hazard Identification

The following are examples of hazards that could be found in our school:

Slip Hazards	Trip Hazards	Fall Hazards
<ul style="list-style-type: none">▪ slippery floors▪ wet floors, e.g. after someone has taken a bath / shower.▪ spillage's which are not cleaned up immediately▪ loose rugs and mats on shiny /slippery floor surfaces▪ worn or unsuitable footwear▪ dropped soap bars▪ icy external paths	<ul style="list-style-type: none">▪ trailing wires▪ worn areas or raised edges of carpets▪ items and objects left on the floor▪ loose footwear, untied shoelaces and/or long-length clothing▪ low level open drawers or doors▪ variable floor levels, especially if they are not well marked	<ul style="list-style-type: none">▪ stairs, steps and other variations in floor or ground height▪ uneven floor or ground surfaces▪ instability or impaired balance or mobility e.g. pregnant women, elderly service users etc.▪ protruding or obstructing furniture, especially at low level

Control Measures

The following are examples of measures that can be taken to reduce the risks associated with slips, trips and falls:

▪ Controls for Slip Hazards

These will include:

- use of non-slip floor surfaces;
- avoid the use of loose rugs and mats where not appropriate (a fixed covering should be used in entrances);
- restrict/authorise access to areas where floors are wet after cleaning or where spillage's have occurred;
- use appropriate warning signs;
- Instil in staff the need to clear up any spillage's immediately and provide them with the means to do this;
- avoid the use of loose rugs and mats;
- have procedures/guidance for ensuring clothing and footwear of staff is appropriate;
- have procedures for de-icing/gritting external footpaths;
- provide suitable footwear if working environment requires it.

▪ Controls for Trip Hazards

These will include:

- designating workplaces to ensure no trailing wires, clear corridors etc.;
- plan activities involving electrical equipment to minimise trailing wires, i.e. always use the nearest socket available, and consider times the activities take place etc.;
- ensure adequate availability of sockets;
- ensure there are planned preventive maintenance programmes to ensure worn or frayed carpets, and raised carpet edges are repaired/replaced;
- report any damage to carpets/floor surfaces immediately and alert staff;
- implement good housekeeping to minimise objects being left on the floor, especially in busy communal areas and fire escape routes (including not leaving filing cabinets/drawers on furniture open unattended etc.);
- avoid usage of loose mats or rugs;
- supervise dependent pupils as appropriate, e.g. to ensure shoelaces are securely tied and that non-slip shoes are not loose fitting and likely to fall off;
- where possible/appropriate, clearly mark the edges of variations in floor heights, stair and step edges etc.

▪ Controls for Fall Hazards

These will include:

- designate work environments to eliminate/reduce risks;
- instil in staff and pupils the need to look where they are going, especially on stairs and around corners, and never to read whilst they are walking;

- provide secure and obvious handrails for all steps and stairs – on both sides if appropriate/necessary for stability;
- clearly mark step and stair edges;
- carry out planned preventive maintenance programmes to ensure all floor and other entry and exit routes have flat, even surfaces;
- ensure good levels of lighting in high risk areas, such as stairways and external routes;
- remove or move protruding or obstructing items of furniture or equipment, especially at low level;
- Instil in staff and pupils the need to open doors carefully, especially if there is no vision panel.

Information, Instruction and Training

All staff (and pupils where appropriate) will be made aware of:

- their responsibilities and limitations;
- vulnerable people using the school and be familiar with their abilities;
- people using the school who require supervision for certain activities;
- the risks and control measures associated with slips, trips and falls to themselves, pupils, visitors etc.
- the procedures for cleaning up spillage's, including measures needed for cleaning up spillage's of substances which may be harmful;
- the need to maintain high levels of housekeeping and tidiness at all times.

Monitoring

Routine inspections by Head teachers/Management Committee and other nominated personnel will identify areas of concern and will assist in the planned preventive maintenance programmes to detect and address defects and faults before they can cause problems.

All staff will be made aware of the Defect Reporting System to enable hazards to be identified and remedial action to be taken quickly between formal inspections.

Regular scrutiny of accident reports and appropriate investigation will identify any relevant problems and whether concerns are being effectively addressed.

Review and Revision

Risk Assessments will be reviewed on a regular basis. It is important to also ensure that control measures are implemented and working effectively.

3.20 General Housekeeping

References

Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999

Procedures

1. All floor areas will be kept tidy.
2. All spillages will be cleaned up immediately to remove the risk of slipping and if necessary, wet floor warning signs displayed.
3. Articles must not be stored where they will block or restrict access to fire escape routes, or obstruct gangways or stairs. Cabinets, shelving, racks etc. used for storage should be stable and where possible secured to the wall to prevent toppling. Items will not be kept on top of cabinets, or in other places where they can become dislodged and fall onto persons.
4. Where articles are kept on shelving at above shoulder height, a suitable platform stepladder will be provided to allow safe access.
5. Inappropriate storage of items or supplies can create tripping hazards and obstructions and increase the risk of fire. Storage space is at a premium within the School, so all staff must ensure that the storage of articles in their departments/classrooms does not give rise to health and safety risks.
6. All machinery and equipment will be checked before use for obvious defects and any defects reported to the appropriate manager.
7. All machinery and equipment should have the appropriate guarding system in place before using and must only be used by trained and authorised users.
8. Photocopiers will never be used with the lid raised.

3.21 Managing Medicines

References

Supporting Students with Medical needs and Administration of Medication Policy

Procedures

Any medicine or medication required by a young person must be provided by the individual's parents and will be carried and stored as appropriate for the medication and the needs of the young person e.g. on the young person (where appropriate and adequately managed), carried by a named member of staff/other responsible adult (on off-site visits); in a specifically sited and identified storage container e.g. 'orange box', Tupperware box etc.

The Head teacher of **South Cumbria Pupil Referral Service** accepts responsibility, in principle, for school staff to give or supervise children taking prescribed medication during the school day, bearing in mind that some children may require 'functional' medication as detailed below.

Written parental consent will be sought for staff to administer medication. The consent will place an onus upon parents to keep the school informed in an appropriate way should any information about the young person's condition or medication change. A form for this purpose is provided at Appendix B.

Medication provided to the school must be held in the bottle or box that has the prescription details affixed. These details will not be deviated from. If any information is known or suspected concerning the validity of any information provided by parents the Head teacher will contact the young person's G.P. or address any concerns with the School Nurse who will follow the issue up with the appropriate medical professionals.

Functional Medication

This type of medication is usually prescribed but is, in the main, necessary to ensure that a young person can function normally. In the event of an emergency, it will almost certainly need to be administered by staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

- Adrenaline – for treating anaphylactic shock;
- Insulin – for controlling diabetes;
- Ventolin etc. – for regulating asthma (*refer to the school Procedures for Managing Asthma*);
- Diazepam, Midazolam, Vallium etc. – for treating or regulating epilepsy.

Where functional medication must be given, staff will receive training in the correct administration procedures. This task will be carried out by staff on a voluntary basis unless the employee is contractually obliged (the task is part of their job description).

Staff taking Medication/Other Substances

Persons working with children must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff or volunteers who work with children are taking medication which may affect their ability to care for children, they should seek medical advice. We must ensure that they only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

3.22 Control of Contractors

References

Safety Information Guidance Note SIGN 18 - CDM and Contractors in Schools

These procedures outline the basic Health and Safety requirements for 'clients' when South Cumbria Pupil Referral Service is managing schemes and contractors who undertake work on school premises.

In any client/contractor relationship, both parties have statutory duties to ensure the health and safety of all persons who may be affected by their undertaking. Similarly if the contractor employees sub-contractors, all parties will have some health and safety responsibilities. The extent of these will depend on the individual circumstances.

The Head teacher is responsible for all aspects of day-to-day health and safety management in school and ensuring effective collaboration between the school and any contractors employed.

Identifying the Job

South Cumbria Pupil Referral Service will clearly identify all aspects of the work we want the contractor to do and consider the health and safety implications of the job we want done.

Things we will consider include:

- Has landlord consent been obtained from CCC's Building Management Team before work commences (if applicable)?
- Have all statutory approvals such as planning permission and building regulations been sought?
- Under the Construction (design and Management) regulations 2015, have a Principle designer and a Principle Constructor been identified / commissioned?
- Can existing building utilities sustain the new work (electricity/gas/drainage etc.)?
- Are asbestos containing materials present that may be disturbed as part of the work?

ALL Contractors working in school, regardless of whether this is to undertake routine maintenance work or more comprehensive construction work, will be referred to the school Asbestos Register (a copy of which is held on reception), which highlights the known and suspected areas that may contain asbestos before any **intrusive** works commence.

Prior to any demolition or major alteration/refurbishment works, a Demolition/Refurbishment Survey will be required at the planning stage of the work so that disturbing asbestos containing materials can be avoided or the asbestos containing material removed, prior to commencement of the project. If during the course of a contract, material suspected of containing asbestos is found, work in the area should cease immediately. Under no circumstances should the suspect material be disturbed.

For further details refer to our Asbestos Management Procedures and Asbestos Management Plan.

Selecting a Suitable Contractor

Contractors shall ensure compliance with their own Health and Safety Policy, systems and procedures and all relevant Health and Safety Legislation, guidance and good practice.

We need to satisfy ourselves that contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely; the degree of competence required will depend on the work to be done.

The headteacher is responsible for checking the competence and safety awareness of **any** contractors that are employed. The process used when determining competency will be proportionate to the level of risk involved and may include checks and the provision of evidence on the following:

- previous experience of the work required;
- clear health and safety policies and procedures;
- submission of suitable and sufficient risk assessments/method statements;
- their accident/dangerous occurrence reporting systems including the number of accidents etc. in the last year;
- whether they sub-contract and how this is selected;
- what health and safety training and supervision is provided for their workforce; new 'passport' in health and safety training;
- whether they have been independently assessed for competency and by whom;
- membership of any relevant trade or professional bodies (e.g. Gas Safe Registered, ECA, IET etc.);
- past performance, reputation and satisfactory work in school or other Council premises;
- who to contact for references;
- details relating to any previous HSE actions, i.e. Improvement or Prohibition notices or any prosecutions;
- they must be properly insured and will indemnify the School for any claim, etc.
- a Principle contractor and a principle designer must be appointed.

Risk Assessment

Every employer and self-employed person is required to make a 'suitable and sufficient' assessment of the risks to employees and others not in their employment and put in place appropriate control measures.

Contractors should therefore provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site. Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved should agree the risk assessments and be part of this discussion and agreement.

Co-operation and Co-ordination

To facilitate the effective management of health and safety then it is essential for the Headteacher and Health & Safety Co-ordinator and supervisors from all parties to exchange information regarding work activities, risks and relevant safety procedures, which could affect each other. This could take the form of regular meetings or briefings.

For larger projects, a pre-contract start meeting will be arranged with all parties to discuss the job before work commences on site. Prior to this meeting the programme of works is to be agreed with the school.

When we have more than one contractor on site, we will need to think about how their work may affect the work of other contractors and how they interact with our activities.

All contractors coming onto site will be issued with a Safety Information for Contractors form which outlines the areas of school policy which could affect them, including emergency evacuation and first aid arrangements. This form must be read and signed by the contractors before they can begin work. A Safeguarding Leaflet for Visitors to the school site will also be issued.

Management and Supervision – Controlling the Work

For each specific job, South Cumbria Pupil Referral Service will decide what is required to effectively manage and supervise the work of contractors and monitor their health and safety performance. Supervision and monitoring will be proportionate to the risks. The greater the risks the greater the monitoring required. This will include checking whether the controls specified in the risk assessment are in place and working effectively. The responsibility for monitoring the work of contractors on site rests with the Headteacher.

The Contractor shall provide full and adequate supervision during the progress of the works and shall confirm the name of the operative responsible for site supervision prior to the commencement of work (where appropriate). There should be one point of contact i.e. foreman/manager for the contractor and for the school. In South Cumbria Pupil Referral Service, this is the Health & Safety Co-ordinator.

The Contractor will ensure that the work methods and safety precautions agreed before the commencement of work are put into practice and that all parties involved understand how the work is to be conducted and are aware of relevant method statements before work starts.

If the Contractor employs sub-contractors for part of the work, they must ensure that relevant appropriate information, training and supervision is requested, and provided as needed.

Safeguarding

Risks in relation to safeguarding should be managed and documented (e.g. by working out of school hours where possible, or by limiting access to pupils where work is being carried out).

A Safeguarding Leaflet for Visitors and Contractors to the School Site will be issued and explained to all visiting contractors.

It will only be on very rare occasions that contractors may require a DBS Enhanced Disclosure i.e. if they have unsupervised access to children and young people for a significant period of time (children are usually never left unsupervised). A decision should be made if an enhanced DBS Check is required at initial health and safety meeting with the contractor.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children will be warned to keep away from any vehicle that may be in the playground – further information can be found in the school Risk Assessment file which includes an assessment for protecting children when construction work is underway.

3.23 Construction

References

Construction work can be defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc.

ALL construction work is covered by the Construction (Design and Management) Regulations 2007.

Prior to any construction work being carried out the Head teacher should:

- check the competence and resources of all appointees
- ensure there are suitable management arrangements for the project
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors

In the case of notifiable projects, Clients must appoint a competent CDM Coordinator. Those Clients without construction expertise should rely on the CDM Coordinator's advice on how best to meet their duties, but the CDM Coordinator will need the Client's support and input to be able to carry out their work effectively. The Client can no longer appoint an Agent to take over his/her duties. The Client remains ultimately responsible for ensuring that Client duties are met.

The client's key duties for notifiable projects, in addition to those general duties listed above, are to:

- select and appoint a competent CDM Coordinator (who must notify the HSE of all Notifiable Projects);
- select and appoint a competent signer;
- select and appoint a competent Principal Contractor;
- make sure that the construction phase of the project does not start unless there are suitable welfare facilities and the construction phase plan is in place;
- retain and provide access to the Health and Safety File (see below);
- check the competence and resources of all appointees;
- ensure there are suitable management arrangements in place for the project;
- allow sufficient time and resources for all stages of the project;
- provide pre-construction information and any other information promptly to designers and contractors.

If the construction work is being organised by the School Management Committee/Head teacher, you are the Client. If the work in school is being organised by another Local Authority Department e.g. Children's Services, then the LA remain the Client and carry the responsibilities of the Client.

Further guidance can be found in Safety Information Guidance Note18b.

3.24 Premises Management - Safety and Suitability of Premises, Environment and Equipment

References

Provision and Use of Work Equipment Regulations 1998
Workplace (Health, Safety and Welfare) Regulations 1992
CCC s
CCC Safety Procedures Manual
Compliance Monitoring in Council Buildings

Procedures

We will ensure that our premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment etc., must be safe for pupils to use and premises must, as far as is reasonable, be secure. We will keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements). Other arrangements within this Health and Safety Policy cover identifying, reporting and dealing with accidents, hazards and faulty equipment.

We will take reasonable steps to ensure the safety of pupils, staff and others on the premises in the case of fire or any other emergency, and have an emergency evacuation procedure. We must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, and fire extinguishers) which is in working order. Fire exits are clearly identifiable, and fire doors are kept free of obstruction and are easily opened from the inside. See Fire Safety Management Procedures for details.

We operate a strict no smoking policy, which prevents smoking in a room, or outside area.

We have a clear and well-understood policy, and procedures, for assessing any risks to children's safety, and review risk assessments regularly. Risk assessments inform staff practice, and demonstrate how we are managing risks. Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. See Risk Assessment Procedures for details.

Pupils must be kept safe while on outings, and we obtain written parental permission for them to take part in off-site visits. We assess the risks or hazards which may arise for the pupils, and identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment includes consideration of adult to pupil ratios. We consider what additional measures are necessary for residential visits. Refer to the school Educational Visits Procedures held separately for further details.

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light – see Defect Reporting Procedures. We operate within a whole school community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

The Management Committee will undertake health and safety inspections of the school buildings, grounds and activities on at least an annual basis. Findings of inspections will be recorded using the Management Committee Health and Safety Inspection Checklist. Any corrective actions required following these inspections will be reported to the Head teacher and either immediate action taken, or issues added to the Annual Health and Safety Management Plan. Management Committee will also fulfil their obligation to monitor the effectiveness of the implementation of the Health Safety Policy by undertaking documented Governor Health and Safety Monitoring throughout each school year.

We will take all reasonable steps to prevent unauthorised persons entering the premises. Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance. See our security Procedures for details.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site. Please refer to the DfE document 'A Legal Toolkit for Schools.

All employees are required to inspect visually their work equipment and to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc. Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary. No private equipment is to be used unless it has been deemed safe by a competent person.

All employees are reminded of their obligation to participate in training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager.

All services, systems and equipment will be maintained in a safe condition in accordance with legal requirements and manufacturer's instructions (see below). **Maintenance** records will be stored in the school Buildings Register held in the office.

3.25 Specific Plant and Equipment Maintenance and Examination

Please see the building file for specific details of inspection and maintenance.

3.26 Glazing

References

Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999
Compliance Monitoring in Council Buildings

Procedures

Glazing requirements are covered under Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and the duty to comply with the regulations falls to the employer or those in control of the premises. Under the Regulation every window or other transparent or translucent surface in a wall, partition, door or gate should, **where necessary for reasons of health or safety**, be of a safety material or be protected against breakage and be appropriately marked.

The most likely locations for impacts leading to cutting and piercing injuries are in doors and door side panels and at low level in walls and partitions. In doors and door side panels, the risk is at its greatest between floor and shoulder levels, when near to door handles and push plates, especially when normal building movement causes doors to stick. Hands, wrists, and arms are particularly vulnerable. In walls and partitions, away from doors, the risks are predominantly at low level. At that level, children are especially vulnerable.

Glazing in critical locations is considered reasonably safe if its nature is such that, if breakage did occur, any particles would be relatively harmless (i.e. by installing toughened glass).

The requirement may also be met if the glazing is sufficiently robust to ensure that the risk of breakage is low (i.e. laminated glass or covered with safety film), or if steps are taken to limit the risk of contact with the glazing (i.e. by the use of barriers).

Children with unpredictable behavioural problems may be at increased risk. As such steps must be taken to ensure that glazing will break safely must such a child come into contact with it.

- A systematic check of the school premises was undertaken by the LA in around 2002/03 to ensure that all areas of glass, which may be liable to impact, were identified.
- Care was taken to ensure that high-level glazing which could break and injure those below, cause damage to machinery or have an undesirable effect on the area below e.g. a swimming pool, was also identified and replaced with that which breaks safely.
- Glass in critical locations was replaced with materials as indicated above.
- Wired glass inherent in fire doors has been replaced with Georgian wired safety glass.
- Where there are large uninterrupted areas of transparent glazing, steps have been taken to identify its presence e.g. by marking or etching the glass to make it apparent to those who might reasonably assume direct access between locations which are separated by glazing.
- Windows and doors are adequately maintained to ensure that they open easily and without effort.
- Those individuals opening windows are not put at risk of falling either through the glass or the subsequent opening.
- Window restrictors have been fitted where the risk of falling from a window opening is apparent. Windows do not open directly onto traffic routes in such a manner that individuals are liable to collide with them.
- Artwork or other material never obscures viewing panels in doors.

Environment

- Broken glass is cleared up immediately it becomes apparent and will be disposed of in a safe manner which will consequently not be harmful to others.
- Particular care is taken to ensure that glazed areas that face ball game pitches are of a safe material.

Competence

- Staff involved in replacing glass are instructed in the types of safety glass available.
- Staff have been made aware of the need to ensure that critical areas containing glass either need to be guarded or constructed of safety material.
- We outsource the replacement of any glass in school to a competent glazier. We check the credentials of installers and the quality of the work and glass (safety glass should always have a visible 'Kitemark'). All re-glazing will be carried out to Building Regulations and current British Standards.

PPE

We check that those involved with the replacement of glazed areas use eye protection, appropriate gloves and protective clothing to reduce the risk of injury, as appropriate.

Monitoring and Review

Where glazing is replaced, for whatever reason, a risk assessment will be prepared which will determine the type of glass to be used and the method by which it will be replaced. This is particularly relevant with respect to fire doors, escape routes, kitchens, etc. Similarly, when embarking on any building or alteration works (particularly change of use), risk assessments will be prepared.

3.27 Site / Building Security and Personal Safety / Lone Working

References

Safety Information Guidance Note SIGN 06 - Lone Working
School Child Protection Policy
School Data Protection Policy including any CCTV arrangements

Procedures

The extent of physical and management controls in place has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. South Cumbria Pupil Referral Service has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

An assessment of the number and type of security incidents (e.g. walkers straying on to school premises and getting into the buildings; vandalism and break-ins, unhygienic detritus such as used syringes and condoms) will highlight how much of a risk a right of way / other security issues may present. We have created a record system of these incidents to show that we are taking the hazard seriously with constant monitoring of the situation. Keeping a record of these will also highlight how much of a risk site access issues may present to enable us to review our risk assessment accordingly. The security risk assessment will be routinely reviewed annually by the Head teacher (or sooner should circumstances change significantly); the findings will also be used in the review of these Security Procedures.

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff. The school has close links with local police and the Community Police Officer.

Reception (Main Entrance)

- The main building only has a single access entrance via a reception desk. Signage directs all visitors to this entrance. Every visitor to the school is channelled through reception. Even when the receptionist or secretary is not on duty full time, reception remains the point to which all enquiries should be directed. Having one main entrance in use during the daytime makes monitoring of strangers much easier. Visitors – even parents bringing in forgotten lunches – should use that main door and be dealt with by a receptionist.
- Reception is a secure area and visitors cannot gain access to other parts of the school.
- Main entrance doors are fitted with a remote access intercom and a camera so that visitors can be seen prior to being allowed entry. Only authorised visitors are allowed access.

Signs

- Reception is clearly identified by signs so that visitors who are not familiar with the site are in no doubt of the visitor entrance to the school.
- Parents are informed that they must use this entrance during the day rather than the morning/afternoon pupil entrances.
- Signs are easily seen from general car parking areas and all accessible boundary entrances.
- We aim to ensure that routes identified to reception are free from hazards in order to avoid preventable accidents.

Doors/Gates

- Doors are secured from the inside but the locking mechanisms to doors that may be used in the escape from fire are fitted with locks capable of being opened without a key by those escaping from the fire.
- Any door to which a lock or securing device, e.g. a push pad panic latch, night latch, etc. is fitted, is capable of being opened by any occupant of the building including children.
- Door access controls are placed on all main entrances and are in force when children are in the building.
- School gates are kept closed and bolted at all times during the school day.
- School gates are kept locked out of school hours to make it harder for intruders to get in. The building is checked by the last person leaving, ensuring all windows and outside doors are secure. This is the responsibility of the cleaners and they have access to a telephone for use in an emergency.
- We ensure that supervision rotas take account of monitoring the premises' access and egress points and pupil safety in non-lesson time and that visitor admittance procedures are maintained and staffed throughout break and lunchtimes.
- Playgrounds are only accessible only from inside the school, and not by external visitors.

Intruder alarm system

- South Cumbria Pupil Referral Service has an Intruder alarm installed. This is a monitored system, monitored by Custodian as is the intruder alarm in KTC.
- The alarm is set by the last person leaving at the end of every day/work period.
- The electronic intruder alarm system is maintained as per manufacturer's instructions e.g. annual service contract with Integral and records are held in the Buildings register.

Closed Circuit Television (CCTV)

CCTV is installed, externally, throughout South Cumbria Pupil Referral Service. Reference should be made to our separate CCTV Procedures (and Data Protection Policy) developed in line with the CCTV Code of Practice (ICO CCTV Code of Practice) which include:

- what our policies are for recording and retaining images?
- how to handle the images securely?
- what to do if we receive a request for images, for example, from the police?
- how to recognise a subject access request and what to do if we receive one?

Signage informs people of where CCTV is in operation. Reference should also be made to the school Data Protection Policy.

Security Lighting

- Security lighting has been installed externally – the aim of this is to act as a deterrent by assisting casual surveillance of the premises.
- The Health & Safety Co-ordinator is responsible for regularly checking external lighting, and burglar alarms. Any faults will be reported in line with our Defect Reporting Procedures.

Communications

South Cumbria Pupil Referral Service is made up of separate buildings. Communication links are maintained by telephone / email / face to face systems.

Anti-Climbing Measures

South Cumbria Pupil Referral Service can, on occasion have problems caused by young people climbing onto and 'playing' on flat roofs. This type of activity is discouraged and where necessary, action taken to prevent it otherwise we may be at risk of prosecution and possibly litigation by an injured person.

The following measures will be considered to mitigate against this risk:

- Signs warning that it is dangerous to climb onto roofs and where there are skylights (and other fragile roof structures) 'Fragile Roof Warning Signs'
- covering downpipes and other parts of buildings where measures the above are not suitable;
- Wheelie bins are secured and not located close to low level roofs;
- Tree branches close to low level roofs are maintained and trimmed back when necessary.

Security Fencing

- Perimeter fencing is maintained and repaired to maintain a clearly marked and sound physical barrier. Doors and entrances are maintained in sound physical condition.

Visitors/Contractors Book/Badges

- All visitors and contractors must be signed in and out of the school buildings and issued with visitor's badges. Care is taken to ensure that badges are recovered from visitors when they leave to prevent the system losing credibility.
- We impress on visitors the need to wear the badge at all times.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- Pupils are encouraged to let staff know about people on the premises who are not wearing a badge. Where appropriate and safe, staff will challenge those individuals who do not appear to have followed the signing in and badge wearing procedures.
- A code of conduct (Contractors Safety Information Sheet and Safeguarding Leaflet) have been prepared to share with contractors and visitors admitted to the site so that all are aware of the safety procedures in operation.
- As contractors and maintenance personnel do not generally have contact with children that is frequent or intensive, they are not required to have DBS disclosures. In any case, they will not have unsupervised contact with children. They will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Student and Staff Signing in /out procedures

- The School operates a signing in /signing out system for all staff /students who are late / leaving early.

Fire and Arson Prevention

- Refuse/recycling bins are secured well away from any building .
- Sheds and other external buildings are kept locked and sited, where possible, at least 8 metres away from any building.
- We do not have any external litter bins,
- Wherever possible, staff avoid placing combustible materials on internal window sills as a common method of attack is to break a window and set fire to combustibles within reach.
- Regular checks are made to ensure shrubs and undergrowth is not allowed to encroach against buildings as they are when dry a source of ignition..
- We ensure that contractors working on site have limited access to the whole building wherever possible and follow a strict Permit to Work for any Hot Works undertaken on site.

Further details can be found in the school Fire Safety Management Procedures.

Cultivating a Positive Safety and Security Attitude

- All staff are made aware of the school's security procedures, especially staff that have been given a specific role to play. This forms part of all new staff Induction Training and is reinforced with other staff at regular intervals.
- Every occupant of the school is encouraged to foster and maintain an inquisitive attitude towards strangers.
- If suspicions are heightened, descriptions, both personal and of vehicles will be recorded, (the singular most important item of information in relation to a vehicle being its registration mark) in case they subsequently need to be passed to the police.
- Briefings of pupils and staff are carried out which encourage them to report anyone suspicious wandering around the site.
- Anyone not wearing a visitors badge or people who are found in the school or its environs with no reason to be there will be challenged by staff or reported to a member of staff by pupils. In certain circumstances, staff will be required to gauge whether or not it is appropriate to challenge individuals depending on the situation.
- Children are actively encouraged to tell staff about the presence of strangers or anyone acting suspiciously but under no circumstances should they approach them.

- Where staff feel it is appropriate to approach an individual or group of individuals, the Police will be telephoned immediately.

Personal Safety / Lone Working

- Lone Working Risk Assessments are undertaken for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training/instruction.
- Procedures have been established for staff and employees who may be working on the premises alone or isolated in separate parts of the building(s). These procedures also take into account cleaning staff and staff on duty during further education sessions.
- The school is fitted with an alarm. The alarm must be set by the last person leaving at the end of the day/work period
- The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the responsibility of the site staff who have access to a telephone for use in an emergency.
- Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague – via a 'Buddy System') of their presence in school and give an indication of the time they will be leaving and the time they are expected home.
- The Health & Safety Co-ordinator is responsible for regularly checking external lighting and burglar alarms. Any faults will be reported for action.
- Risk Assessments are conducted prior to any teaching in pupil's homes. A list of the proposed visits is lodged in the school office, so school based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.
- Working at height or work with dangerous materials is NOT permitted if lone working.

Cash Handling, Storage & Carriage

- Holding large amounts of cash in school will, where possible, be avoided.
- The following guidelines have been adopted in relation to keys for safes, strongrooms, security cabinets or any other keys, which give access to property of intrinsic value:
 - the number of staff having such keys is kept to a minimum;
 - during the normal working day keys are kept secure
 - It is not possible to identify what the keys are for by looking at a label or tag attached to it. The keys are named so that only authorised users know or are able to establish what they are for.
 - The issuing of school master keys to staff is strictly limited. Details of all keyholders are held by Leeann Bell
- Counting money will be done away from public view.
- Cash held on premises which is used from time to time for payments etc. will be reconciled as frequently as circumstances dictate.
- We always vary the times when cash is carried off the premises and try to vary the route taken to destination
- Wherever possible, staff travel to the bank or post office by car rather than on foot.
- The duty of banking is shared so no one person becomes associated with carrying cash.
- Cash is disguised in a carrier bag or other holdall and staff instructed to ensure it is hidden or covered in the car.
- For significant amounts of cash, we would consider using a secure cash collection service.
- Persons responsible for carrying cash on school business are provided with adequate induction, training and instruction and it is made clear that they are not expected to put themselves at risk by resisting any person who is attacking or threatening them. They should concentrate on observing the attacker to assist in the subsequent police investigation.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the school's medicine cabinet. Detailed arrangements for the management of medicines can be found in the school Supporting Students with Medical Needs and Administration of Medication Policy.

Security of Laptops and other Valuables

- Parents and pupils are regularly advised not to bring or allow children to bring valuable belongings into school.
- Secure areas are available for staff possessions.
- The following procedures are followed to help reduce the risk of opportunistic thieves taking laptops and other high value equipment from school:

- We ensure that all staff and others in the school understand exactly what they need to do to keep ICT and other valuable equipment safe. Teachers and support staff then pass on the relevant information to their classes. Training reviews are given at least annually, and the ICT security guide regularly reviewed to take account of any new equipment that has been purchased.
- Laptops are kept in rooms where there are blinds which can be closed when the room is not in use; evenings, weekends and during the school holidays.
- During long periods of closure, laptops and other high value equipment are locked in secure cupboards or storerooms.
- All rooms that contain equipment such as ICT facilities, computers and scientific items are kept locked when not in use.
- We never advertise ICT assets on our school website, social networking sites or newsletters. We do not inform the local press when we purchase a lot of new equipment.
- When new equipment is bought, we flatten its packaging, turn it inside out and crush it before putting it outside with the rubbish, to avoid notifying potential thieves to a delivery.
- All high value equipment has been marked with the postcode and the name of the school. The markings are visible and difficult to remove or disguise.
- We ensure external ICT technicians present ID before they are taken to service computers, and ensure that these people sign in and out.
- We ensure that visitors are accompanied when they walk around the building, and insist that all guests in sign in and out.
- If any of our mobile IT is stolen, we will alert the police as soon as possible.
- Where we have any concerns about the security of our school and the equipment within it we will contact our local Crime Prevention Officer by dialling 101 and asking for the Crime Prevention Service.

3.28 Dog Fouling

References

The Local Government (Miscellaneous Provisions) Act 1982

Procedures

The Local Government (Miscellaneous Provisions) Act 1982 makes it a criminal offence to trespass on School property and cause or permit a nuisance. To allow a dog to foul a playing field is to permit a nuisance, so provided the person concerned is a trespasser (i.e. is aware that he or she is not allowed on school premises, or not allowed on with a dog) he or she can be prosecuted.

Under the Act, a police officer or any person authorised by the School Management Committee can remove trespassers, provided there is reasonable cause to suspect that the person in question is committing or has committed an offence under the Section. Wherever possible, the authorised person should take details of the offender's name and address.

Stray Dogs

A stray is any dog that is unaccompanied by its owner, or a person representing them, in a public place, or in a private place in which it should not be (such as on somebody else's property). New legislation came into force in April 2008 that gave responsibility for stray dogs to the local authority.

To report a stray dog, contact the Dog Warden at the local District Council. Enforcement officers enforce the law relating to stray dogs and operate a service for the seizure of stray dogs.

Out of hours, site gates are kept locked to help keep unwanted persons (and dogs) off school premises.

Clean-Up - Advice

Where there are instances of dog fouling the offending material is to be removed by avoiding direct skin contact with the faeces and wearing gloves. The faeces is to be removed with a shovel and disposed of by double-wrapping/bagging it and placing it in the general refuse.

3.29 Grounds Maintenance

References

Workplace (Health, Safety and Welfare) Regulations 1992
Control of Substances Hazardous to Health Regulations 2002
Compliance Monitoring in Council Buildings

Procedures

- South Cumbria Pupil Referral Service has a fixed term contract in place with Works4You who maintain the grass on the grounds and of the playing field .
- The Grounds contractor is treated as all other contractors and must abide by the school rules and procedures – refer to the school Procedures for Managing Contractors for further detail.
- Hazardous activities such as grass cutting using ride on mowers, refuelling, spraying of pesticides etc. is only ever permitted when children (and others who may be at risk) are not in the vicinity.
- The contractor has supplied school with their risk assessments and method statements which identify how they intend to prevent harm to themselves and others.

3.30 Wellbeing

References

HSE Guidance – Managing the Causes of Work Related Stress HSG218
Guidance on Homeworking
SAFETY INFORMATION GUIDANCE NOTE Managing the causes of work related stress in the workplace.
School Work Related Stress Management Policy
CCC Safety Procedures No. 20

Policy Statement

- 1.1 The Management Committee of South Cumbria Pupil Referral Service recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and does lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.
- 1.2 The Management Committee recognises that it is in the best interest of the School and its pupils to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.
- 1.3 In line with the spirit of the Code of Practice on LA/School Relations, the Management Committee will work in partnership with the LA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.
- 1.4 The Management Committee is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.
- 1.5 The Management Committee will ensure that Management Committee members and the management of the School:
 - receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;
 - take steps to ensure that they understand what stress is and how the School can handle it;
 - recognise that the way a school is managed can contribute to stress problems; and,
 - recognise that managers themselves can be placed under stress.
- 1.6 In order to mitigate stress within the School the Management Committee will promote a culture which:
 - recognises that stress related problems do not indicate weakness, incompetence or laziness;
 - encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;
 - recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.
- 1.7 The Management Committee will ensure that on a regular basis, a risk assessment is undertaken within the School to assist in identifying the potential and actual causes of work-related stress.

The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:

- respond to the needs of all staff in School, including the Head Teacher;
- be drawn up in consultation with recognised teacher associations and trade union representatives; (See Guidance Notes – Involving the Staff)
- recognise that work-related stress is an organisational problem and look for organisational answers;
- emphasise the prevention of stressful situations;
- be practical and realistic in terms of the actions proposed;
- be shared with all staff in School, recognising that everyone has a part of play in solving the identified problems;
- identify who is responsible for taking action;
- include review dates to evaluate progress and to develop further actions as necessary.

The Action Plan will, on an annual basis, form part of the School Development Plan in order that areas for improvement can be actively identified.

- 1.8 The Management Committee recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:
 - ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
 - offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
 - providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
 - ensuring that any preliminary examination by the Head teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
 - Providing access to the Occupational health Service to provide help and support.
- 1.9 The Management Committee will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)
- 1.10 Where a policy for Managing Staff Sickness exists, the Management Committee will follow the procedures contained within that Policy.
- 1.11 The Management Committee will refer to their Personnel Services provider for guidance and support where concerns arise.

3.3 | Educational Visits and Activities

References

OEAP National Guidance www.oeapng.info
CCC Policy for the Management of Outdoor and Experiential Learning Educational Visits
EVOLVE system

Procedural Summary

For further details, refer to the school Educational Visits Procedures held in the office.

The Educational Visits Coordinator (EVC) is Shaun Mason.

Introduction

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school grounds.

The Management Committee believe in the benefit of outdoor and experiential learning and the significant role it plays in ensuring young people fulfil their potential.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the policy, advice and guidance which are available on the Evolve system. All off-site activities must take place under the terms of this policy advice and guidance.

All educational visits should have a clearly defined aim that is directly linked to the curriculum or personal and social development.

The Head teacher/EVC will appoint a Visit Leader to be responsible for overall Supervision of the visit. This can be any adult deemed competent by the Head Teacher and Educational Visits Coordinator.

Employer Guidance

Westmorland and Furness Council has formally adopted the Outdoor Education Advisers' Panel **National Guidance**. This guidance can be found on www.oeapng.info.

It is a legal expectation that we as a school must work within the requirements of the National Guidance as well as the requirements outlined in the CCC Policy for Managing Outdoor and Experiential Learning and Educational Visits (available on the Evolve system). This document will refer the school to specific documents available on the National Guidance website (as above).

Training

1. Educational Visits Co-ordinator (EVC) – a trained EVC is in post
2. EVC Revalidation – The EVC will attend formal revalidation training every three years.
3. Visit Leader Training – where possible visit leaders who lead educational visits will attend training. Where training has not been undertaken the visit leader can demonstrate equivalent competence.

Details of training courses are available through the Evolve system.

Approval and Notification

The information relating to educational visits and LOTC activities will be uploaded onto the Evolve system for notification and approval purposes. Those requiring approval will be automatically brought to the attention of the LA whilst those requiring notification will be viewed and monitored by the LA.

Level 1 Visits are approved at school level by the Educational Visits Coordinator and the Head Teacher.

Level 2 Visits are visits abroad, residential visits or visits involving adventurous activities and require Local Authority approval.

Preliminary Visit and Provider Assurances

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the needs of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

Where the provider holds nationally accredited provider assurances, such as the examples below, a preliminary visit will not be deemed necessary.

- The LOTC Quality Badge
- AALA Licence
- Adventure mark
- NGB centre approval schemes

Ratio

The law does not prescribe activity specific staffing ratios. However, we will always endeavour to ensure that the level of supervision and group management is 'effective.'

Effective supervision will be determined by proper consideration of:

- Age (including development age) of the group
- Gender issues
- Abilities of the group (including special educational needs, behavioural, medical and vulnerability characteristics etc.)
- Nature and location of the activity, including the type of activity, remoteness, duration, skill levels involved, as well as the time of year and prevailing weather conditions
- Staff competence

The following ratios are general guidelines and will not automatically be taken as providing appropriate supervision. These ratios will **not** be adequate to meet the needs of most residential and more complex visits.

Minimum 2:6 with a minimum of 2 competent adults (years 1-3) – higher for nursery children

Minimum 2:10 with a minimum of 2 competent adults (years 4-6)

Minimum 2:15 with a minimum of 3 competent adults (year 7+)

Minimum 2:10 with a minimum of 3 competent adults for trips abroad

Risk Management

Hazards will be identified, and risks will be managed to an acceptable or tolerable level. It is recognised that elimination of all risk is not always possible or reasonable. The HSE advocates that it is important that young people are exposed to well-managed risks so that they can learn how to manage risk for themselves.

Generic risk assessments are available on the Evolve system but must be amended to suit the actual needs of the activity, pupils etc.

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre. However, it is the responsibility of the Group Leader to check that the risk assessments are in place. Where a provider does not hold an AALA Licence, LOTC Quality Badge, Adventure Mark or NGB Approval Scheme the Local Authority **External Providers Checklist** will be used to ensure that centres/venues/accommodation etc. are complying with current regulations.

School risk assessments will be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments will be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. All supervising adults going on the trip will be made aware of the control measures introduced as a result of the risk assessment; they will be asked to signify their understanding and acceptance of the control measures required.

DBS Checks

Staff/volunteers accompanying visits, where their work is defined as 'regulated activity' (including an overnight stay) will hold a current DBS Disclosure (with Children's Barred). Volunteers who are accompanying trips as a 'one off' do not require a DBS Disclosure and will therefore not be given unsupervised access to pupils/groups at any time.

Transport

The levels of supervision will be carefully considered as part of the risk management process when planning a journey, giving proper consideration to driver distraction when considering supervision levels.

Coaches and minibuses will provide a forward facing seat for each member of the group. It is the policy of the school to use coaches/minibuses with seat/lap belts.

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance and are covered for business use, road tax and MOT (where required). Where appropriate the correct child restraint will be used.

Where a member of staff is driving the minibus the requirements outlined in The Safe Operation of Minibuses and SAFETY INFORMATION GUIDANCE NOTE 11 – Driving a School Minibus, will be adhered to.

Parental Consent

The parents of children taking part in an off-site activity will be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day we consider it sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal school day or involves a hazardous activity then written permission from the parent will be obtained.

Costings

Prior to organising an off-site activity staff will ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities may be provided by parental contributions (voluntary except in the case of residential visits). No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions will allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

Emergency Procedures and Critical Incident Support

The visit leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity. Visits abroad, residential visits and visits involving adventurous activities are inputted into the Evolve system.

The safety of the group and especially the children is of paramount importance. During the activity the group leader may decide to suspend the activity as part of the on-going dynamic risk assessment. Therefore it is important that a Plan B activity is available and a risk assessment has been undertaken for this activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise their own safety or the safety of others the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity.

Critical Incident

A critical incident is an incident where any member of the group undertaking an off-site activity has:

- Either suffered a life threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period

To access support from the Council the following telephone numbers will be used:

- Normal office hours – 01228 221616
- Out of Hours Emergency Helpline – 0300 3031042

These numbers will be carried by the leaders during an off-site activity but will only be used in cases of genuine emergency. The numbers must NOT be given to students, parents or guardians.

Further guidance can be found in the school's Visits Policy, on the School Portal and on Evolve.

3.32 Food Safety

References

Food Safety Act 1990
Food Safety (General Food Hygiene) Regulations 1995
The Food Hygiene (England) Regulations 2006

Policy Statement

Introduction – Equal Opportunities and Scope

Food safety means all measures necessary to ensure the safety and wholesomeness of food during preparation, storing, transportation, distribution, handling and offering for sale or supply to our customers. South Cumbria Pupil Referral Service has a duty to ensure it provides food which has been hygienically prepared.

Food Hygiene Regulations class any undertakings, whether for profit or not, carrying out any of the activities related to any stage of production, processing and distribution of food, as a 'Food Business'.

Good food hygiene is essential in ensuring that the food people eat is safe. Poor food hygiene can put people at risk, and the harmful bacteria that result in food poisoning can spread very easily causing serious illness. This is especially dangerous for people who are very young or old or who are physically ill or vulnerable.

South Cumbria Pupil Referral Service expects staff to adhere to this policy in line with our obligations under equality legislation. The Head teacher ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Training

Qualifications have been developed by the Chartered Institute of Environmental Health, to cover key food safety issues for all levels of involvement with food related work activities.

CIEH Level 1 Award in Food Safety Awareness in Catering - This is suitable for staff induction training including:

- New staff with minimal or no food safety knowledge
- Staff handling low-risk or wrapped foods only
- Front of house staff such as waiting or check out staff
- Back of house staff such as kitchen porters or warehouse staff

This is also suitable for staff for whom English is a second language or those with learning difficulties.

Staff undertake **CIEH Level 2 Award in Food Safety in Catering** - This is suitable for anyone who assists, prepares, cooks or handles food in schools. This is the recommended level of training for all food handlers (anyone involved in the preparation, storage or service of food).

CIEH Level 3 Award in Supervising Food Safety in Catering - This is suitable for kitchen managers/supervisors who are responsible for implementing systems for controlling and monitoring those points critical for food safety.

CIEH Level 4 Award in Managing Food Safety in Catering - This award has been designed to provide an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff. This is a high level practical qualification with external accreditation.

Fitness for Work

Staff should be fit for work at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. Any staff member who has diarrhoea and/or vomiting should report it to the Business Manager/Head teacher immediately and either stay at home or go home straight away. Staff who have had diarrhoea and/or vomiting should not return to work until they have had no symptoms for 48 hours.

Staff should tell their Manager if they have any cuts or sores and these should be completely covered with a brightly coloured waterproof dressing. Covering them prevents bacteria spreading to food. Wearing a brightly coloured dressing (usually a blue plaster) will allow for this to be easily spotted if the dressing falls into the food.

If staff are not fit for work, they will be moved out of the food handling areas or sent them home. Any unwrapped foods they have handled will be discarded.

3.33 Food in the Curriculum – Food Technology

- Risk Assessments will be undertaken for food technology activities.
- Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed at least once per year or if 'there is reason to suspect they are no longer valid'.
- Completed risk assessments will be made available for staff to view.
- Any staff member involved in the handling or preparation of food should have some form of food hygiene training. CIEH Level 2 Food Safety Award (or equivalent) is designed for staff handling higher risk foods, including Secondary School Food technology staff and of course commercial catering staff.
- Similarly, any electrical appliances used will either be included in the school's portable electrical appliance testing, or if mains wired e.g. electric cookers, will either be serviced annually or included in the 5 Year Mains Electrical Installation Inspection.
- All emergency gas and power cut-off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services.
- Staff must be made aware of the location of the mains services.
- It is essential to ensure the number of pupils using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or pupil numbers reduced to prevent this.
- Clear working procedures will be written down and brought to the attention of anyone who may be required to use equipment.
- Oven gloves/cloths must be available and used.
- Ovens are only to be used by adults or pupils using the oven are supervised appropriate to their age range and abilities.

- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Food stuffs must be stored appropriately i.e. perishable items stored off the floor and food/ equipment shelving sealed, clean and wipeable.
- An adequately stocked first aid box (including blue plasters) will be easily accessible.
- Appropriate fire fighting equipment must be located in the workroom (appropriate fire extinguisher(s) and fire blanket).

3.34 Electrical Safety

References

Safety Information Guidance Note SIGN 15 - Electrical Safety

CCC Safety Procedures 12

HSG 107 - Maintaining Portable and Transportable Electrical Equipment [Click here to access](#)

INDG 236 - Maintaining Portable Electric Equipment in Offices and other Low-Risk Environments [Click here to access](#)

HSG 85 - Electricity at Work: Safe Working Practices [Click here to access](#)

HSR 25 *Memorandum of guidance on the Electricity at Work Regulations 1989* [Click here to access](#)

HSE L22 - Provision and Use of Work Equipment Regulations 1998. ACOP and guidance [Click here to access](#)

Compliance Monitoring in Council Buildings

Procedures

All staff, and where appropriate, pupils, will be shown how to use equipment, and to switch it off when not in use and at the end of each school day.

Acquiring Electrical Equipment

- All new items purchased will comply with the appropriate British Standard or European equivalent.
- Second-hand acquisitions or electrical equipment lent to, or borrowed by, the school will be checked for electrical safety.
- Any mains operated equipment belonging to staff will also be checked in this way.
- However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a competent person.
- Second-hand, borrowed and staff equipment will be recorded as being used and will be included for testing during the regular testing programme (see below).

User Visual Checks

Any item with a plug will be given an informal visual check every time it is used – all staff have been instructed to do this, checking for:

- Damage, such as cuts and abrasions (apart from light scuffing), to the cable covering;
- Damage to the plug, such as the casing cracked or the pins bent or loosened;
- Non-standard joints including taped joints in the cable;
- The outer covering (sheath) of the cable not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wires is showing;
- Equipment that has been used in conditions for which it is not suitable, e.g. a wet, dusty or excessively contaminated area;
- Damage to the outer covering of the equipment or obvious loose parts or screws;
- Evidence of overheating (burn marks or discolouration).

If a fault is detected, staff will remove the plug to decommission the appliance, if possible. If not, defective appliances will be labelled with a warning instructing others not to use. Staff must then report the fault to the Health & Safety Co-ordinator.

Formal Visual Inspections

Formal Visual Inspections of electrical appliances will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance.

The formal visual inspection will include the checks listed above and also include, when disconnected from the mains supply, the removal of the plug cover and a check to ensure that:

- a properly rated fuse is being used and that it is not a piece of wire, silver paper, paper clip etc.;
- the cord grip is holding the outer part (sheath) of the cable tightly;
- the wires, including the earth where fitted, are attached to the correct terminals;
- no bare wire is visible other than at the terminals;
- the terminal screws are tight;
- there is no sign of internal damage, overheating or entry of liquid, dust or dirt.

The above does not apply to moulded plugs where only the fuse can be checked.

Residual Current Devices (Circuit Breakers)

These provide an additional level of protection and will always be used:

- when a Premises Licence has been obtained for a public performance;
- when non-school equipment is used;
- whenever any piece of electrical equipment is used outdoors;
- where fish tanks use mains voltage equipment (e.g. pumps heaters and lighting).

Extension Leads

- When they are used, three-core cable will be used and the earth conductor connected.
- When being used, the following questions will be asked:
 - does the location of the lead present a tripping hazard?
 - is the maximum load marked on the extension lead?
 - will the maximum load be within the safe rating?
 - has the extension lead undergone a visual check (see above)?
 - is the lead knotted or twisted?
 - is there any strain on the cable?
 - has the lead been unwound from any cable drum?
- Extension cables will never run under carpets or through doorways.
- Extension cables will be checked as part of the regular testing programme (i.e. added to the inventory).
- Extension cables will be regarded as temporary. Regular use may indicate the need for additional sockets.
- Block style adaptors will NOT be used in school under any circumstances.

Record of Equipment

A record will be kept of all portable items of electrical equipment (held in the Buildings Register) showing:

- the detail of the item
- details of any inspection, testing or repair work

The inventory will be kept up to date at all times. When any piece of portable electrical equipment is acquired or removed from the site the record should be updated accordingly

Combined Inspection and Testing

Combined Inspection and Testing (PAT) will be undertaken at suitable intervals appropriate to the appliance and the environmental conditions in line with HSE guidance. **Test Electrical** undertakes Combined Inspection and Testing and formal records are held in the Buildings Register.

Kitchen

Fixed electrical equipment in the kitchen is serviced biennially and records are held in the Buildings Register.

Fixed Electrical Installation

The main electrical installation will receive a Periodic Electrical Installation Inspection by an NICEIC or NAPIT Registered contractor at periods not exceeding five years. Records will be held in the Buildings Register. Any remedial work required as a result of the Inspection Report will be undertaken on a risk priority basis i.e. Category 1 faults dealt with first. The headteacher is responsible for arranging any necessary remedial works using a competent contractor.

Portable Heaters / Air Conditioning Services

In the event of the need for portable heating or air conditioning services, the following guidelines will be closely adhered to:

- a) The heater/service should be checked for defects before children are allowed into the room.
- b) The immediate surrounding area should not be used: in fact barriers should be erected.
- c) Children should receive detailed instruction as to their movements within the vicinity of the heater/service.
- d) Under no circumstances is a child to be asked to switch heater/service on or off.
- e) Under no circumstances is a child to be asked to move a heater/service.
- f) Under no circumstances are articles of any kind to be placed, stored or left on the heater/service.
- g) Clear adherence to manufacturer's instructions concerning ventilation are to be enacted.

Note: Radiant Heaters will **NEVER** be used.

3.35 Gas Installation and Appliances

References

Gas Safety (Installation and Use) Regulations 1998
General Safety Series G30 – Gas Safety in Schools
General Safety Series G25 – Provision and Use of Work Equipment
Compliance Monitoring in Council Buildings

Procedures

- School Boilers and appliances are serviced annually by a Gas Safe Registered Engineer and records are kept in the Buildings Register held in the office.
- The gas installation will be inspected every 5 years by a Gas Safe Registered Engineer including pressure testing from the meter to the final appliance. Records will be held in the Buildings Register.
- For emergency procedures relating to Gas Leaks, refer to our 'Other Emergency Procedures' and the Crisis Management Plan.

3.36 Standards for School Premises

References

The Education Act 2004
School Premises (England) Regulations 2012
Workplace (Health, Safety and Welfare) Regulations 1992 [Click here to access](#)

Procedures

South Cumbria Pupil Referral Service follows advice from the DfE in relation to the School Premises Regulations 2012, which came into force on 31 October 2012.

Toilet and Washing Facilities

- Toilet and washing facilities are provided for the sole use of pupils.
- Where separate facilities are provided for pupils who are disabled, they may also be used by other pupils, teachers and others employed at the school, and visitors, whether or not they are disabled.
- Suitable changing accommodation is provided for pupils aged 11 years or over at the start of the school year who receive physical education.

General planning:

Toilet facilities need is planned and designed so that:

- hand washing facilities are provided within or in the immediate vicinity of every toilet;
- the rooms containing them are adequately ventilated and lit;
- they are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy.

Facilities for disabled pupils:

Each toilet for disabled pupils contains one toilet and one washbasin and has a door opening directly onto a circulation space that is not a staircase, which can be secured from the inside. The number and location of accessible toilets are sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

Changing accommodation and showers for pupils:

We have designated changing rooms for pupils.

Toilets and washing facilities for staff:

Toilets and washing facilities for staff may also be used by visitors. They are separate from those provided for pupils (except where they are designed for use by those who are disabled).

Medical Accommodation

Suitable accommodation is provided in order to cater for the medical and therapy needs of pupils counselling room / office, including accommodation for:

- the medical examination and treatment of pupils; and
- the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

The accommodation provided may be used for other purposes (apart from teaching) however it is always readily available to be used for the purposes above.

Health, Safety and Welfare

South Cumbria Pupil Referral Service aims to provide accommodation to pupils, staff and visitors alike with reasonable:

- temperatures i.e. workrooms will be at least 16°C unless much of the work involves severe physical effort in which case the temperature will be 13 °C (or where it is impractical to maintain these temperatures i.e. where food has to be kept cold);
- ventilation;
- cleanliness;
- workstations and seating.

in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire Safety:

Refer to the school Procedures for Managing Fire Risks.

Pupils with special educational needs:

Reference should be made to the following documents:

- School Special Educational Needs Policy;
- School Single Equality Scheme/Objectives;
- School Accessibility Plan.

Building Work:

All building work undertaken including new builds, alterations of and improvements to existing buildings will conform to the Building Regulations 2010.

Acoustics:

The acoustic conditions and sound insulation of each room is suitable, having regard to the nature of the activities which normally take place within each area. Checks will be made of any new builds by Building Control to ensure compliance.

Lighting:

- The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein.
- External lighting has been provided in order to ensure that people can safely enter and leave the school premises.

- Blinds are in place to block sunlight, to avoid glare, excessive internal illuminance and summertime overheating;
- Emergency lighting has been installed in some areas accessible after dark and the need to provide emergency lighting in additional areas accessible after dark has been added to our Annual Management Plan as a future, longer-term objective.

Water supplies:

- Suitable drinking water facilities are provided which are readily accessible at all times when the premises are in use and are in a separate area from the toilet facilities.
- Toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.
- Cold water supplies that are suitable for drinking have been clearly marked as such.
- The temperature of hot water at the point of use by pupils does not pose a scalding risk to users i.e. hot water is heated to temperatures of 60°C, but the temperature at outlets used by pupils is controlled by thermostatic mixer valves to achieve temperatures at taps not exceeding 43 °C (refer to Section on Water Hygiene).

Outdoor space:

Suitable outdoor space is provided in order to enable pupils to play / socialise outside.

Pupils are provided with access to suitable off-site provision in order to enable physical education to be provided to pupils in accordance with the school curriculum.

3.37 Smokefree School Policy (including vaping)

1. Aim

To create a Smokefree environment at **South Cumbria Pupil Referral Service**.

2. Objectives

- To provide a Smokefree school environment for everyone.
- To provide young people with a consistent message regarding tobacco and drug use and appropriate role models.

3. Rationale

- Smoking is the single most preventable cause of premature death and ill health in the UK.
- Second Hand smoke – 'breathing other people's tobacco smoke' causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children. It also leads to over 50 children being admitted to hospital per day. 80% of smokers take up the habit as teenagers with 450 children starting smoking every day. (ASH)
- The Government's 'Choosing health – making healthy choices,' places restrictions on smoking within the workplace.
- The school, under the Health and Safety at Work Act (1974), has a duty of care to provide a healthy working environment.
- Everyone has the right to a smoke-free environment.
- Schools have a major role to play in health education and prevention.
- Young people need to receive consistent messages and require non-smoking role models within the school. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young people's exposure to seeing smoking. (ASH, 2004)

4. Restrictions on smoking within the workplace

- Smoking will NOT be permitted in any part of the schools premises, including kitchens, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises.
- The enforcement of this total smoking ban will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.
- This policy applies to employees, parents, visitors, members of the public, contractors and other working in, or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

- Staff are authorised to ask non-employees who breach the policy to leave the premises.
 - The smoking policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
 - Employees should avoid being seen smoking in public in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.
 - Non-compliance by pupils will be dealt with in conjunction with the school's disciplinary procedure and overall Relationships and Behaviour Policy.
- 5. Designated smoking areas**
- There are NO designated smoking areas provided within the school premises.
- 6. Facilities for Smokers**
- No facilities for smoking in the workplace will be provided although support will be given to smokers to assist them to stop smoking. (See paragraph 8)
- 7. Vehicles**
- The smoking ban will apply to all school owned/hired/leased vehicles. No-one will be allowed to smoke inside any school owned/hired/leased vehicles.
 - Employees are asked to refrain from smoking in their own vehicles, when used on school business and when carrying passengers.
- 8. Help with smoking cessation**
- The school will support employees wishing to give up smoking by advertising and promoting external smoking cessation services and through regular health promotion activities. The school will be provided, on request, with a specifically designed information pack designed to support school staff. Resources will also be available to educate pupils and free specialist advice regarding health promotion activity will be provided.
- 9. Education and Publicity**
- Suitable posters and No Smoking signs will be displayed in school areas to create a positive visual message which supports a Smokefree working environment.
- 10. New buildings**
- This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.
- 11. Appointments**
- This school is a No Smoking School and this should be made clear within all its appointments procedures, staff handbooks and school prospectus.

3.38 Water Hygiene and Safety

References

L8 HSC Approved Code of Practice Legionnaires' disease
 Control of Substances Hazardous to Health Regulations 2002
 HSE Guidance 'Legionella - A Brief Guide for Duty Holders'
 School Premises Regulations 2012
 Compliance Monitoring in Council Buildings

Procedures

The Employer (LA in Community and Voluntary Controlled Schools) has a duty to appoint a person to be managerially responsible for preventing and controlling the risk of legionella; in most cases this position will fall to the Head teacher. The duty may then be delegated to another person.

A reasonably foreseeable risk of exposure to legionella bacteria exists in:

- water systems incorporating a cooling tower;
- water systems incorporating an evaporative condenser;
- hot and cold water systems; and

- other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during operation or when being maintained.

A simple risk assessment may show that the risks are low and in such case no further action will be necessary. Examples include small, domestic-type water systems where temperatures and turnover are high, or where instantaneous water heaters are used.

A suitable and sufficient assessment is required to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures. The assessment is carried out by or on behalf of:

- the employer, where the risk from their undertaking is to their employees or to others; or
- a self-employed person, where there is a risk from their undertaking to themselves or to others; or
- the person who is in control of premises or systems in connection with work where the risk is present from systems in the building (e.g. where a building is let to tenants but the landlord retains responsibility for its maintenance).

In conducting the assessment, the person on whom the statutory duty falls is required to have access to competent help to assess the risks of exposure to legionella bacteria in the water systems present in the premises and the necessary control measures. Any contractor chosen for this type of work should be a member of the Legionella Control Association and follow the code of conduct developed jointly by the Water Management Society and the British Association for Chemical Specialities.

A water risk assessment of the school has been completed by Watermans and the Headteacher is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The responsible person will ensure that all recommendations made in the water risk assessment are prioritised according to urgency and availability of funds. Integrated Water Systems (IWS) will be responsible for undertaking basic monitoring/operational controls in lieu of a water risk assessment being conducted. This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (termly)

See 'General Maintenance' below.

General Maintenance:

- Records of water monitoring and management checks will be kept by the Health & Safety Co-ordinator in the water hygiene log book or on specific sheets designed for this purpose.
- Showers, spray taps and seldom used outlets will be regularly flushed through (hottest temperature possible) every week, and the shower/spray tap heads removed and soaked in disinfectant or bleach at the beginning of each term – records are kept in the Buildings Register.
- External hose pipes will be flushed through weekly and if they are not used for two weeks or more the nozzle will be removed/adjusted to prevent aerosol formation and the hose run for two minutes. The hose will not be stored in warm conditions e.g. in greenhouse/sunlight and the nozzle will be disinfected before being re-fitted. This is the responsibility of the **Business Manager**
- Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a monthly basis by **IWS** and records are kept in the Buildings Register.
- **Water temperature restrictions:**
 - Hot water in school will be heated to temperatures of no less than 60°C, however a reduced outlet flow temperature of 43°C will be used for taps of sinks that can be accessed by nursery and primary school children and occupants who are severely disabled; controlled outlets (Thermostatic Mixing Valves) have therefore been installed in areas used by pupils.
 - Thermostatic mixing valves used to control outlet temperatures will be maintained on a regular basis, in accordance with manufacturer's instructions, (there is a programme of descaling and disinfecting). This is conducted by Watermans.
 - TMVs have not been installed in staffing areas although where hot water temperatures are high and there is a risk of scalding, hot water warning signs have been displayed and plugs are available on each sink. The hot water in the kitchens are maintained at temperatures around 60°C – a necessary food hygiene/safety control.
- Water storage tanks are checked annually to ensure they are in good condition and sealed/lidded with effective insulation.

- The programmed Water Risk Assessment should identify general defects in the water storage and distribution system; in the meantime if we discover any obvious defects i.e. the presence of redundant pipework/deadlegs or problems maintaining critical temperatures, immediate action will be taken to eliminate the risk. Any deadlegs/redundant pipework will be taken back to as close to the circulating system as possible.
- Hot and cold water services, will be cleaned and disinfected in the following situations:
 - if routine inspection shows it is necessary;
 - if the system or part of it has been substantially altered or entered for maintenance purposes in a manner which could lead to contamination;
 - During or following an outbreak (or suspected outbreak) of legionellosis.

Review:

Where the assessment demonstrates that there is no reasonably foreseeable risk or that risks are insignificant and unlikely to increase, no further assessment or measures are necessary. However, should the situation change, the assessment will be reviewed and any necessary changes implemented (see below).

The Water Risk Assessment will be reviewed at least every 24 months (or sooner if recommended by the competent assessor) and when:

- significant changes have been made to a system, e.g. following maintenance or alteration;
- significant changes have occurred in the way a system is being used, e.g. a formerly fully occupied building is now only partially occupied;
- changes to the occupancy of the building e.g. higher risk users;
- changes have been made to the management and/or maintenance of the system, e.g. 6 months after a new maintenance company has been appointed;
- the results of checks indicate that control measures are no longer effective;
- a case of Legionnaires' disease or Legionellosis is associated with the system;
- there is new relevant information about risks or control measures.

3.39 Surface Temperature Restrictions

References

School Premises Regulations 2012
 Management of Health and Safety at Work Regulations 1999
 Workplace (Health, Safety and Welfare Regulations) 1992
 Compliance Monitoring in Council Buildings

Procedures

There is a risk of scalding to individuals from surface areas such as radiators and hot water pipes. The risk of scalding has been reduced by carrying out a risk assessment for the individuals concerned and introducing appropriate control measures. Suitable arrangements are in place to ensure that control measures are implemented and functioning effectively. Adequate training and supervision is given to staff to ensure that they understand the risks and precautions to be taken and also the need to report any difficulties to a responsible person.

The risk of burns from hot surfaces have been reduced at South Cumbria Pupil Referral Service by:

- Locating sources of heat out of reach, e.g. at high-level;
- Guarding the heated areas, e.g. providing radiator covers, covering exposed pipework;

3.40 Radon

References

Management of Health and Safety at Work Regulations 1999
 Ionising Radiation Regulations 1999
 Compliance Monitoring in Council Buildings

Procedures

Under the Management of Health & Safety at Work Regulations 1999 in areas affected by Radon employers should undertake an initial assessment to determine whether there may be a radon hazard within the workplace, this includes cellars and basements. Radon surveys should be conducted in any building where its location and characteristics suggest that elevated levels may be found.

Due to the fact that radon levels can vary widely throughout the day and from season to season measurements should be made over a period of three months and the annual average estimated using seasonal correction factors.

The Health Protection Agency (HPA) manages a national programme of work to identify premises with high radon and to reduce levels in line with Health and Safety legislation.

South Cumbria Pupil Referral Service was assessed for radon levels through a monitoring programme in 2010 run by the HPA and organised by the LA. Monitors were placed in strategic locations in our school for a period of three months, whereupon the monitors were returned to the HPA for analysis.

The final report following this monitoring exercise showed that radon levels were acceptable so no further action was required.

3.41 Monitoring and Inspection of the Workplace, Systems and Procedures

References

OHSAS 18001 Occupational Health and Safety Management Systems
HSG 65 Successful Health and Safety Management
Compliance Monitoring in Council Buildings

Procedures

Inspections:

All staff are responsible for carrying out regular, informal safety inspections of their own workplaces / classrooms, in order to identify hazards and unsafe situations and take appropriate remedial action. The frequency of inspections will depend on the activity being undertaken and hazards present. Hazardous workplaces such as kitchens will need to be inspected at a greater frequency than low risk environments such as offices.

All staff are responsible for checking that fire escapes and exit doors are clear and unlocked prior to the start of the school day.

A named Management Committee member will undertake a health and safety inspection of the school buildings, grounds and activities on at least an annual basis and report back to the full Management Committee. Findings of inspections will be recorded using the Governing Body Health and Safety Inspection Checklist. Inspections will be conducted jointly with the school's Business Manager. Any corrective actions required following these inspections will be reported to the Head teacher and Health & Safety Co-ordinator and either immediate action taken, or issues added to the Annual Health and Safety Action Plan for future action. Responsibility for following up items detailed in the safety inspection report will rest with **the Head teacher**.

Monitoring and Review:

The Management Committee will also fulfil their obligation to monitor the effectiveness of the implementation of the Health Safety Policy by undertaking documented Governor Health and Safety Monitoring throughout each school year – sample Governor Monitoring packs.

The Management Committee shall, at intervals that it determines, review the Health and Safety management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement.

The Management Committee will review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the schools stated Health and Safety policy and objectives.

The review will also consider whether the policy continues to be appropriate (bi annual Governor Monitoring as discussed above). It will establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health and Safety management system.

Typical inputs

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external Health and Safety management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system;
- f) reports from individual line managers on the effectiveness of the system locally;
- g) reports of hazard identification, risk assessment and risk control processes.

Process

Reviews will be carried out by the Management Committee, on a regular basis (e.g. annually). The review will focus on the overall performance of the Health and Safety management system and not on specific details, since these should be handled by the normal means within the Health and Safety management system.

In planning for a management review, consideration will be given to the following:

- a) the topics to be addressed;
- b) who should attend (managers, OH&S specialist advisors, other personnel);
- c) responsibilities of individual participants in respect of the review;
- d) information to be brought to the review;

The review will address the following subjects:

- a) suitability of current Health and Safety policy (undertaken via termly Governor Monitoring);
- b) setting or updating of health and safety objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel, material); the effectiveness of the health and safety inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) recorded instances of procedures not being effective;
- i) results of internal and external health and safety management system audits carried out since the previous review and their effectiveness;
- j) the state of preparedness for emergency;
- k) improvements to the health and safety management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
- l) output of any investigations into accidents and incidents;
- m) an assessment of the effects of foreseeable changes to legislation or technology.

The management appointee will report to the meeting on the overall performance of the Health and Safety management system. Partial reviews of the Health and Safety management system performance will be held at intervals that are more frequent, if required.

Typical outputs

Typical outputs include the following items:

- a) minutes of the review;
- b) revisions to the health and safety policy and health and safety objectives;
- c) specific corrective actions for individuals, with target dates for completion;

- d) specific improvement actions, with assigned responsibilities and target dates for completion;
- e) date for review of corrective action;
- f) areas of emphasis to be reflected in the planning of future internal health and safety management system audits.

3.42 Transport

References

Safety Information Guidance Notes 11
CCC Safety Procedures No. 25

Procedures

Private cars

- a) Private cars are to be used to transport pupils ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities i.e. business use.
- b) Where possible, children should sit in the rear of the car.
- c) Seat belts are to be worn at all times.
- d) Any child under 12 years and 4ft 5 in will need to use a booster cushion, and those under 25kg in weight must use a booster seat. Procedures must be in place to ensure that this occurs i.e. school to keep a supply of booster cushions or procedures to ensure parents supply these when required.
- e) Children should alight from the car on the kerbside, not the roadside.
- f) Within a normal 4/5-seater vehicle, no more than 3 children should be carried.

Occasional Business Use Insurance

Any staff member who uses their own vehicle/car on school business (for example Administrative Staff who drive to the bank to deposit school money or staff attending work related training courses) should have occasional business use cover on their car insurance schedule. A system has been developed whereby this can be monitored.

Minibus (PN12 BVL)

The South Cumbria Pupil Referral Service owns 1 minibus

DRIVERS:

- a) must have received training from a competent body;
- b) hold a full current driving licence ;
- c) be over 21 years of age.
- d) must **NOT** have more than one endorsement. (3 points). Council procedures do not allow anyone with more than 3 points (one endorsement) on their driving licence to drive a minibus (school owned or hired). A programme has been devised to ensure that the licences of staff who drive the minibus can be monitored.
- e) must have appropriate licences to drive the minibuses i.e. if minibus over 3.5 (including content) Minibus alone is 2.8 tonnes) or 4.25 ton with tail lift, driver must hold a D1 PCV licence IF they passed test after 1997 OR if passed test before 1997 must be over 21 hold a category B licence (D1 or D entitlement) used with a Section 19 Permit.

PASSENGERS:

- a) no standing passengers may be carried.
- b) all children will wear a seat-belt.

The South Cumbria Pupil Referral Service owns 2 pool cars:

Pool car 1 (ST61 EZS)

DRIVERS:

- a) hold a full current driving licence ;
- b) be over 21 years of age.

PASSENGERS:

- c) all children will wear a seat-belt.

ACCIDENTS :

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- a) stop;
- b) give the following particulars to any person reasonably requiring them:
 - Name and address,
 - Name and address of the vehicle owner,
 - The vehicles registration number.
- c) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

Pool car 2 (DA15 KLV)

DRIVERS:

- d) hold a full current driving licence ;
- e) be over 21 years of age.

PASSENGERS:

- f) all children will wear a seat-belt.

ACCIDENTS :

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- d) stop;
- e) give the following particulars to any person reasonably requiring them:
 - Name and address,
 - Name and address of the vehicle owner,
 - The vehicles registration number.
- f) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

Welfare Bus (YG65 XBC)

DRIVERS:

- g) hold a full current driving licence ;
- h) be over 21 years of age.

PASSENGERS:

- i) all children will wear a seat-belt.

ACCIDENTS :

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- g) stop;
- h) give the following particulars to any person reasonably requiring them:
 - Name and address,
 - Name and address of the vehicle owner,
 - The vehicles registration number.
- i) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

Coach / Taxi Hire

All coaches / taxis hired for school use must be fitted with seat belts.

'School transport parks so that children can alight and disembark safely on the pavement, never onto the road.

Booster Seats

Booster seats/cushions will not normally be required on the school minibus/hired in minibuses unless children under 12 years of age and under 135 cm in height are required to sit in seats parallel to the driver. Where children sit BEHIND the driver, booster seats/cushions will not be required. Home Office advice states that children under the age of ten years **must not** sit in the front seat of any hackney taxi or private hire vehicles. A private hire vehicle would include private taxis and some minibuses covered with this type of licence.

Any child under 12 years of age who sits in the front seat must of course have a booster seat/cushion if they are under 135cm height.

Where private vehicles are used to transport children, then any child under 12 years and under 135cm, will need to use a booster cushion, and those under 22kg in weight, must use a booster seat.

3.43 On-Site Vehicle/Pedestrian Separation

References

Workplace (Health, Safety and Welfare Regulations) 1992
Compliance Monitoring in Council Buildings

Procedures

South Cumbria Pupil Referral Service has undertaken a risk assessment of traffic hazards on our site and the following control measures have been implemented to minimise the risk of injury from on-site traffic:

Taxis

Where taxis come onto the school site this can be an area of high risk which therefore needs to be carefully managed. The following precautions have been taken:

- On after school pick up if a taxi has not arrived pupils are held back in a safe area – e.g. classroom
- Where taxis are parked and waiting for extended periods drivers switch engines off to minimise noise and pollution.
- Teaching staff are posted outside at the beginning and end of the day to help ensure that students have safe access and egress.

Staff at South Cumbria Pupil Referral Service are proactive in the supervision before and after school and are aware of the need for the following (where required):

- Challenging unauthorised or inappropriate parking which creates a hazard;
- Steering pupils away from traffic hazard areas;
- Supervising taxi collections;
- Monitoring taxi contract performance e.g. are taxis arriving at the required time.

Staff involved in supervising are clearly visible to traffic and pupils.

Signs

There is clear information for visitors communicated on signs.

Speed control

Speed bumps.

Vehicle access and parking

- We minimise vehicles allowed onto site, particularly during the start and end of school day to segregate vehicles and pedestrians;

- Hatched areas indicate no parking around vulnerable areas
- Designated parking bays are provided.
- Hedges and shrubs are maintained around vehicular areas and car parks to ensure maximum visibility.
- The bin store is located on the boundary of the school site to enable safe refuse collection away from pedestrian areas.

3.44 Personal Protective Equipment

References

Personal Protective Equipment Regulations 1992
CCC Safety Procedures No. 17

Policy

- a) The Management Committee are committed to providing safe systems of work, and this extends to provision and use of personal protective equipment (PPE)
- b) Where practicable, risks shall be managed by altering working arrangements and installing fixed and permanent controls that protect everyone in each work area.
- c) Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be deemed as impractical because of the short duration of the work or for some other reason, PPE may be required.
- d) Where PPE is required, it shall be selected by the manager for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned.
- e) Where PPE is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.
- f) Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly.

Procedures

- New/Defect of PPE to be reported to Health and Safety Coordinator.
- Any PPE required contact Health and Safety Coordinator.
- PPE requirements should be identified through the risk assessment process.
-

3.45 Physical Education

References

Safe Practice in Physical Education and School Sports, 2012 – (AfPE Book)
(PE)2

The law expects that all physical education teachers will work within a 'modus operandi', which identifies all the foreseeable safety problems associated with the activities undertaken. The school must declare its own policies and practices, which will eliminate foreseeable risks. The Head teacher must ensure that such a system is operable, even by recently appointed staff. The law will expect that an individual school's code of safe practice in physical education will reflect its own needs according to its programmes and premises in addition to factors which it may have in common with other similar establishments.

There must be a separate policy for Physical Education and this should include the named person responsible for ensuring that safe practise is carried out. Guidance offered in the '*AfPE Safe Practice in Physical Education*' should be followed. The responsible person must ensure that staff have had specific training in any specialised activities (i.e. Trampolining). Records must be kept of who has what qualification and when it is due to be renewed.

All pupils including those in primary/infant schools should be instructed to safely move and handle equipment they may use for PE activities. Staff must supervise the erection and dismantling of PE equipment at all times and not allow children to do this on their own (unless their age and capabilities allow). The teacher in charge will ensure

that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.

Risk Assessments must be undertaken of all PE activities so that control measures to eliminate or reduce the likelihood of an accident occurring can be implemented. As always, risk assessments must be monitored and reviewed regularly and must be disseminated to relevant personnel. Risk Assessments must also be completed for the use of freestanding goalposts

PE Equipment must be inspected regularly and before use and defects reported. It must be inspected at least annually by a competent contractor. P.E. equipment is inspected annually by **Servicesport**.

Regular inspections must be made of halls, floors, gyms and equipment and there must be adequate storage for equipment, for example, PE mats should be held in a store constructed from fire resistant material with fire doors and kept locked when not in use.

Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises.

3.46 Supervision of Pupils

Break-time supervision: Children will not be left unsupervised

Out-of-bounds areas: Carpark

Pedestrian-vehicle separation: Refer to On Site Vehicle/Pedestrian Separation Procedures for details.

Supervision of Pupils Before and After School:

Parents have a legal duty to ensure that their child attends school at the appropriate time and that that child is collected from school within reasonable time of the school finishing.

Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends, and any such supervision time is included in teachers' directed time. The relevant section of the teachers' conditions of Employment requires teachers to supervise pupils "whether... before, during or after school sessions".

As far as the supervision issue is concerned, there is no statutory legislation which covers the supervision of pupils before and after school. Parents must ensure that their children arrive at, and are collected from, school at the appropriate time either by delivering to/collecting from the school themselves; permitting them to walk to and from school alone or ensuring that, for those entitled to home-to-school transport, the child arrives at a pre-determined pick-up point and making arrangements for them to return home from the pre-determined drop off point. Having said that, pupils cannot be expected to arrive at school all at the same time when parents will themselves be leaving for work at different times. While the school's duty of care exists so long as the pupils are on the school premises with the school's consent, it is unreasonable for the school to have to take responsibility for children arriving at school before supervision could reasonably be expected. Similarly arrangements for collection of pupils at the end of the school day must also be reasonable.

In the case of pupils arriving/leaving on home-school transport, it is important that staff are available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Should it be felt that the transport is arriving at the school at an unreasonable time, we will contact the Transport and Spatial Planning Team on 01228 226008/226044/226045 where they will try to assist.

Communication with parents in these situations is particularly important. The home-school agreement states when the school will take responsibility for children before school opens and at the end of the day and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, then the parents will be told well in advance.

Pupils with special educational needs will be considered separately when a risk assessment will be used to determine the supervision and handover procedure of the pupil concerned.

Children who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develop, then legally as well as professionally and morally, the member of staff should attempt to intervene or to seek assistance, as the situation requires.

Non-Collection of Pupils:

15 minutes after non-collection at the normal time - call emergency contact numbers in hierarchical order

If no response from emergency contact numbers after a number of attempts have been made

30 minutes after non-collection at the normal time - call Police and explain that a child has not been collected

1 hour after non-collection at normal time - call Children's Services Social Care and ask for advice

Throughout this time and prior to contacting either the Police or Social Care, continuous attempts must be made to contact the normal emergency contact numbers provided by the parent/carer.

3.47 School Performances

No Licensable Activities are undertaken in school.

3.48 Students/Pupils on Work Experience at the School

South Cumbria Pupil Referral Service does not offer work experience placements for young people due to the nature of our students and their challenging behaviours..

3.49 Policy on the Use of Mobile Phones

References

Whole Centre Relationships and Behaviour Policy
School Child Protection Policy
School On-line safety Policy
School Data Protection Policy
Home School Agreement

Procedures

Pupils

We discourage and advise all parents to discourage, pupils from bringing mobile phones to school on the grounds, that they are valuable and may be lost or stolen. Where a pupil does bring a mobile phone to school, the phone must be handed in to staff at the start of the school day. The only exception to this would be in an emergency or with the express approval of a member of school staff. The Head teacher may, at their discretion, allow any member of staff to approve such requests or may nominate a specific person to consider such requests.

Where a school pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone can be confiscated from the pupil in line with the ***Whole Centre Relationships and Behaviour Policy***.

Employees

Our On-line safety policy clearly states that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; **mobile phones**; **texting**; social network sites) and should familiarise themselves with advice and professional

expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, the school's On-line safety Policy and the Cumbria CSCP document 'Online Communication Code of Conduct for Staff Working with Children' [Click here to access](#) and the CSCP guidance on Texting [Click here to access](#).

Images of children should normally only be taken on school equipment i.e. digital camera or mobile phone; if personal equipment of staff is used, the individual should inform another member of staff, show them the images and ensure that the downloading and subsequent deletion of the images from the personal device is witnessed (if possible by the same member of staff who witnessed the original image taking).

South Cumbria Pupil Referral Service staff are not permitted to carry personal phones on their person throughout the school day. Staff are provided with lockers where personal mobile phones can be kept.

3.50 Sun Safety

References

Cancer Research SunSmart website (School Resources) [Click here to access](#)
Skin Cancer Hub website [Click here to access](#)
Safety Information Guidance Note31

Procedures

Why is sun protection important for young people?

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double your risk of skin cancer. You will not see the damage immediately because skin cancer can take years to develop. But young people who are exposed to the sun now are storing up problems for the future.

Our five key Sun Smart skin cancer prevention messages are:

- **S** tay in the shade 11am-3pm
- **M** ake sure you never burn
- **A** lways cover up with a t-shirt, hat and sunglasses
- **R** emember to take extra care with children
- **T** hen use at least factor 15+ sunscreen (30+ is considered best practice).

We get around 80% of our sun exposure by the age of 21 and much of this exposure occurs when at school. We have a responsibility to ensure that pupils are protected from the harmful effects of the sun as much as possible during the school day. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark skinned children.

Our Strategies include:

- **PROTECTION:** providing an environment that enables students and staff to stay safe in the sun
- **EDUCATION:** learning about sun safety to increase knowledge and influence behaviour
- **COLLABORATION:** working with parents, Management Committee and the wider community to reinforce awareness about sun safety and promote a healthy school.

EDUCATION

- It is important to raise awareness of why we need sun protection to encourage students to change the way they behave in the sun.
- Sun protection is incorporated into curriculum for all ages
- Teachers are instructed in the importance of sun protection
- Sun protection is actively promoted to students in other ways (e.g. assemblies, workshops, talks)
- Parents are informed of the importance of sun protection

PROTECTION

We consider sun protection when planning all outdoor activities from April to September (the sun is most dangerous at this time of year).

Shade

- Shade structures provide long/short-term shade
- Seats and equipment are moved to shady areas
- Organised activities make use of the shade available

Clothing

- Students are encouraged to wear hats when outside
- Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged)
- Students are allowed to wear UV protective sunglasses
- Teachers and assistants also wear suitable hats and clothing

Sunscreen

- Sunscreen is the last line of defence. But it is useful for covering exposed areas of skin when shade and protective clothing are not practical.
- Students are allowed to bring in their own personal supply of sunscreen
- Only factor 15+ sunscreen is used in school (although 30+ is considered best practice)
- Teachers remind students to reapply sunscreen regularly, particularly at midday
- There is a school stock of sunscreen for pupils who forget/cannot afford their own

We want our staff and students to enjoy the sun safely. We will work with staff, students and parents to achieve this through:

Parents can help by:

- encouraging their family to use sun protection at home
- sending their child to school with a wide brimmed hat
- providing sunscreen for their child to use in school

3.5 | Information Technology (IT) and On-line safety

References

Safety Information Guidance Note 8
School On-line safety Policy
School Data Protection Policy
Whole Centre Relationships and Behaviour Policy
Child Protection Policy
Home School Agreement

Procedures

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. ideally height and comfort adjustable for individual users.
- Lighting levels will be adequate for the types of activities undertaken.
- Heating levels and ventilation will be adequate.
- Combustible items will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
- The server service is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
- The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
- It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. We will ensure a comprehensive curriculum response to enable all pupils to learn about and manage the associated risks effectively and will support parents and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online.
- Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people we will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy incorporated into our On-line safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

Detailed information can be found in the school **On-line safety Policy** incorporating Acceptable Internet Use Agreements held separately.

3.52 School Cleaning

References

Workplace (Health, Safety and Welfare) Regulations 1992
Cleaning Health and Safety Manual

Procedures

Cleaning Staff Employed by Others

- The **Health and Safety Co-ordinator** is responsible for ensuring that appropriate risk assessments have been undertaken for cleaning activities by the site staff.
- The **Business Manager** is responsible for ensuring portable electrical appliances are included in a suitable electrical inspection and testing programme.
- The **Health and Safety Co-ordinator** is responsible for ensuring that all cleaning staff receive training/instruction in at least the following:
 - Health and Safety Induction
 - Use of Machinery/Equipment
 - Control of Substances Hazardous to Health
 - Manual Handling
- The school will ensure that cleaning staff are inducted into the school fire and emergency procedures and are aware of where they can obtain first aid.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN school accident book and will be reported in line with our Accident Reporting Procedures.
- Cleaning staff should report any identified defects or hazards to the environment in line with our Defect Reporting Procedures. Any defects with their equipment or machinery will be reported to their line manager/employer for action.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services i.e.:
 - Water
 - Electricity
 - Gas
 - LPG
- All cleaning staff are instructed to ensure that they never obstruct Fire exits or escape routes.
- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures and carry mobile telephones for use in an emergency.
- Fire drills are on occasion, undertaken while cleaning staff are present so that they become familiar with the fire evacuation routine.
- Cleaning staff are made aware that all equipment **MUST** be switched off after use and returned to the locked store.
- The **Health and Safety Co-ordinator** is responsible for ensuring that the cleaning staff has undertaken suitable COSHH Risk Assessments.
- Cleaning products are only ever decanted into properly labelled spray bottles – never unlabelled bottles.
- Sufficient colour coded equipment is supplied to Cleaning staff so that they clean specific areas safely, keeping equipment separate from one another.
- Cleaning materials and equipment are kept securely stored when not in use in the Cleaner's cupboard and cleaning staff instructed not to leave cleaning products unattended at any time.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.
- Cleaning staff are made aware of the location of any asbestos containing materials in the building so that they do not accidentally damage them during their work.
- Cleaning staff are instructed **NOT** to work at height when there is no-one else in the vicinity – refer to our Work at Height Procedures for further details.
- Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required during outbreaks of communicable diseases/illnesses. If the Environmental Health Department or the HPU consider there is a need for extra cleaning this will be arranged with our contract cleaners. This might particularly be the case if children or staff have had vomiting or diarrhoea on the premises; when toilet areas and door handles etc. may receive extra attention.

3.53 Trees

References

Workplace (Health, Safety and Welfare) Regulations 1992
Compliance Monitoring in Council Buildings
HSE: Managing the Risk from Falling Trees
Arboricultural Association
Forestry Commission

Procedures

Although the risk of serious injury or fatality from falling trees is very low, management strategies are in place to monitor and maintain trees on our school grounds. Risks increase depending on the volume of people using a particular area; trees on or close to the highway; following severe weather i.e. storms and high winds.

A tree survey has been undertaken. Any recommended improvement works have also been undertaken.

The condition of trees on site will be closely monitored by **the Management Committee**, the trees managed and the site **re-surveyed periodically**, with recommendations acted upon on a risk priority basis. Any contractors employed to carry out remedial works will be competent e.g. a member of the Arboricultural Association.

Although District Councils have not historically placed Tree Preservation Orders (TPO's) on County Council land, we will, as a courtesy, contact the local district council before any significant works are undertaken on our trees. This will not apply in emergency situations i.e. when a tree needs to be felled as it is in a dangerous condition and could fall.

3.54 Behaviour

References

Safety Information Guidance Note 14
Whole Centre Relationships and Behaviour Policy

