HEALTH AND SAFETY ARRANGEMENTS

BOSCO

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INTRODUCTION

This document sits alongside the Health and Safety Policy for the Bosco Catholic Education Trust and details the specific requirements for management of specific health and safety hazards/topics within Trust schools. The specifics within this document must be met as a minimum but may be exceeded.

This document has been created to support school Governors, Head Teachers, School Business Managers, Heads of Department and Premises Staff to understand the statutory requirements for the management of health and safety of schools within the Trust.

Not all sections of this document will be applicable to all schools and School Leaders need only apply the areas that are relevant to their school. Where there are changes to the school, or where new equipment is purchased, the relevant section of this document should be checked to ensure that new statutory requirements are met.

Each section detailed here will provide the requirements for successful management of the specific hazard, who is responsible for completing any required tasks and where evidence of checking should be stored.

Where appropriate, forms have been provided and these are available from the H&S MS Teams folder or by contacting the Estates Compliance Manager.

Where hazards are present that are not detailed within this document, please contact the Trust Estates Compliance Manager who will update these Health and Safety Arrangements. Where updates are required, communications will be sent to the Headteacher and School Business Manager who should cascade this change to relevant staff.

This document should not be saved locally to prevent an older version of the document being referenced. The most recent copy of this document will be saved centrally with the forms for easy reference.

1. ACCESSIBILITY

Each school will have a documented accessibility plan that should be saved on the Parago system.

Personal emergency evacuation plans (PEEP) will be completed for any person within the building who has reduced mobility or has a sensory impairment, either temporary or permanent that would impact on their ability to evacuate the building in an emergency. This document should be completed in conjunction with the person who requires the PEEP, and where possible should allow them to self-evacuate during an emergency evacuation drill.

A general emergency evacuation plan (GEEP) has been completed for each school and is held in the Fire Information pack held at reception. This is only for use of visitors and is not a substitute for an individual PEEP for staff, students or regular visitors.

Any equipment that is provided to improve accessibility of building occupants at the school will be subject to suitable maintenance. This equipment will be added to the Parago system and suitable inspection programme will be implemented. Evidence of checking and servicing will be saved electronically on the Parago system against the relevant compliance check.

Equipment	Inspection programme (unless stated otherwise in the equipment operation manual)
Evacuation chairs	Quarterly in house inspections in addition to an annual service by a qualified contractor
Hearing loop	Annual service
Accessible washroom alarms	Weekly activation check
Hoists	6 monthly statutory inspection and servicing under the Lifting Operations and Lifting Equipment Regulations

The use of the evacuation chairs and hoists will be risk assessed and any staff who use this equipment will be required to read this risk assessment. They will be provided with training and this training will be recorded by the department head/lead.

Lifting equipment used for the movement of a person, will require a detailed lifting plan to be completed that is specific to the person being moved. These lifting plans will need to be communicated to staff who assist or lead on lifting of that individual.

Forms: *Personal emergency evacuation plan template*

2. ACCIDENTS, INCIDENTS AND NEAR MISSES

An accident is a 'an event that causes an injury, ill health or damage to property'. A near miss 'is an unplanned event that does not result in an injury, ill health or property damage, but that could have done'.

The following accidents should be reported on the centralised accident database:

- Involve a staff member (any type of accident),
- Children who have an accident that is a result of the action of the school (lack of supervision),
- Children who are injured due to the equipment that they were using, the premises or fixtures and fittings (shut finger in door, tripped on carpet etc),
- Any accident that results in a visitor (child, visitor or contractor) going to the hospital.
- Near misses.

The accident reporting procedure must be shared with all new starters during their induction, when they join the school.

Following every accident or near miss, an informal accident investigation should be completed by the Head of Department. This will clarify the cause and root cause of the accident and will identify if further steps are required to prevent a re-occurrence. This investigation should include a review of the risk assessment for the activity. If action is required to prevent a reoccurrence, this should be documented against the original accident report on the accident / incident reporting database.

Reportable accidents and near misses that must be submitted under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR) with these reports being submitted by the Estates Compliance Manager, who will notify the Trust and the Headteacher as soon as it is clear that the accident needs to be reported under these regulations. The Headteacher should report this information onto the Local Governing Committee for the school as part of the termly Headteacher report.

Where there is the potential for a civil claim, the School Business Manager or Headteacher must notify the Estates Compliance Manager or Chief Finance Officer immediately to ensure that the Insurers are informed.

Reportable incidents - RIDDOR - HSE

Incident reporting in schools (accidents, diseases and dangerous occurrences) EDIS1 (hse.gov.uk)

All accident reports, subsequent investigations and RIDDOR reports must be kept securely and kept for at least 3 years, or until the person who has had the accident reaches the age of 21. For example, an accident report relating to a child who was 6 years old at the time of the accident, would need to be held for 15 years post-accident.

For all records relating to a chemical or substance exposure (including asbestos fibre) accident reports, investigations and RIDDOR reports must be kept for 40 years due to the long latency period in relation to these types of exposure.

Accident statistics will be collated on a termly basis by the Estates Compliance Manager who will provide a copy to the Headteacher for use within their termly reports to the Governors and for review by the Finance Audit and Risk Committee.

Forms: *Accident investigation form*

3. ASBESTOS

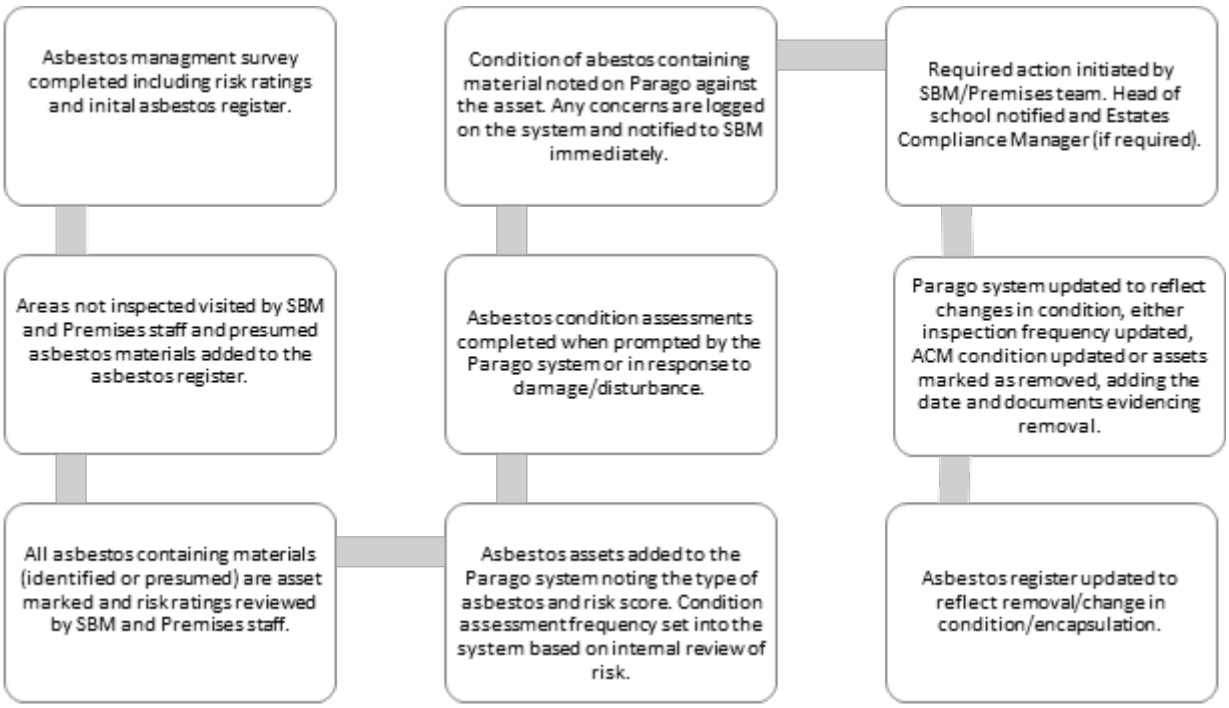
Any school that was built before 1999 has the potential to contain asbestos containing materials (ACMs). To ensure that any asbestos containing materials within our buildings are identified an asbestos management survey must be completed. This document will detail all of the locations of asbestos containing materials within the school.

Where asbestos has been identified, or where there is the possibility of asbestos containing materials being within the building an asbestos file will be held at the school. Staff will be notified of its location and will be provided with an information leaflet that provides them with key information about the asbestos containing materials within their school.

An asbestos management plan has been documented by the Trust which is amended to make it specific for each school that has the potential to contain asbestos. Schools with asbestos containing materials should follow the Trust level process for the management of asbestos containing materials within their school. Documents that sit alongside this plan include the site-specific asbestos register, condition assessments, asbestos survey log and refurbishment/demolition surveys completed prior to building and refurbishment works.

Please refer to the asbestos management procedure for specific detail around the management of asbestos containing materials.

The process flow below, gives a brief overview of the asbestos management process.



Asbestos containing materials can also be found in the form or old equipment that is brought into school for demonstration purposes. Where there is a potential for asbestos containing materials to be contained within the structure or equipment and props, these items must not be brought into school. Examples of equipment that may contain asbestos are detailed below (this is not an exhaustive list):

- WW2 face masks,
- WW1 army helmets,
- Industrial equipment,
- Older style heat proof mats or gloves for science,
- Braking systems and component parts,
- Old bowling balls,
- Cigarette filters.

Forms: *Asbestos management plan, asbestos management procedure, asbestos survey log, asbestos permit to work.*

4. CHEMICALS (COSHH) AND DANGEROUS AND EXPLOSIVE SUBSTANCES (DSEAR)

All hazardous substances used within schools, both in curriculum areas and in the delivery of school services, must have a COSHH risk assessment completed for their use. This should be completed using the information contained within the Safety Data Sheet (SDS) that is obtained from the manufacturer/supplier. The risk assessment must consider how the substance is to be used, stored and the steps to be taken in the event of an emergency. This risk assessment must be in place with all controls implemented before the substance is used. Chemicals can be included into specific task risk assessments but must include all aspects of the COSHH risk assessment. Staff who use these hazardous substances must read the COSHH risk assessment and confirm that they have read and understood them.

A COSHH register must also be completed detailing the chemicals held on site, approximate quantities and the location where they are stored.

COSHH risk assessments for the management of the Estate (Premises/Cleaning) will be stored on the Parago system. COSHH risk assessments for the chemicals and substances used in curriculum delivery (either for use by students or staff) must be held by the Head of Department.

Chemicals held within the school should be stored as detailed in the risk assessment, and a copy of the risk assessment should be kept at point of use. All chemical stores must be kept locked when not directly supervised by a member of staff.

Where there is potential for the substances to be released into the drainage system or into water courses, suitable controls should be implemented to prevent this.

Any waste chemicals that have expired or where products have been advised that they must not be used, a suitable waste contractor should be appointed. Waste transfer notes must be obtained from the waste contractor and stored to provide evidence of suitable disposal. **Under no circumstances must waste chemicals be disposed of in general waste or discharged into a drainage system unless it has been confirmed from the manufacturer that this is permitted.** Where chemicals are disposed of via a waste carrier, the waste transfer note should be saved into Parago under the ‘ad hoc’ waste check in the environmental folder as evidence of correct disposal.

The Dangerous Substances and Explosive Atmospheres regulations (DSEAR) will apply to any schools who use or store petrol, two stroke, or flammable gases such as acetylene. These regulations require that the risk of explosion is managed for such substances and requires that a risk assessment is completed for their use and storage. The blank risk assessment form should be used to document this risk assessment, and this should be saved on the Parago system. If assistance is required with the completion of this assessment, please contact the Estates Compliance Manger.

The location of chemical stores/explosive substances must be identified on the school hazard map. A copy of the map and the COSHH register should be stored within the Fire Information Pack that is held at reception for use by the Emergency Services.

Forms: *COSHH risk assessment template, COSHH register*

5. CONFINED SPACES

A confined space is a space which is both enclosed or largely enclosed and has a foreseeable specified risk to workers or fire, explosion, loss of consciousness, asphyxiation or drowning. Examples of confined spaces include, vats, silos, tanks, cellars or heating pellet stores (this is not an exhaustive list).

Any school that has a confined space must ensure that it is identified on their confined space register and the entrance to this location must be marked on the school hazard map contained in the school Fire Information Pack.

Due to the high-risk nature of confined space working, work within these spaces must only be completed by a competent contactor. They will be subject to the rules as detailed within the contractor section of this document and must supply risk assessments, method statements, emergency plans and competencies before works can commence.

Forms: *Confined space register*

6. CONSTRUCTION

All construction and refurbishments work completed at the school will be completed in line with the requirements of the Construction (Design and Management) Regulations (CDM). The School Business Manager/Premises staff for each school should be familiar with the requirements of these regulations.

Construction - Construction Design and Management Regulations 2015 (hse.gov.uk)

Where a project requires more than one contractor, a Principal Contractor will be appointed, who will ensure that the school meets the requirements of the Construction (Design and Management) Regulations, although the Commercial Client duties will still need to be met by the school.

Where construction / refurbishment projects are completed solely by the school in house premises team, all duties of the CDM regulations must be met by the school.

All construction phase plans must take into consideration that works are taking place within a school, and suitable steps should be taken to prevent access to trespassers (including school children).

There should be good communication in place between the school and the Principal Contractor to ensure that they are made aware of site hazards that are known to the school and to ensure that works cause minimal disruption.

Documents associated with building projects, before, during and after construction should be held by the School Business Manager. This includes the health and safety files provided at the end of the project that detail key health and safety information required by the school for the ongoing use, maintenance and decommissioning of the building.

Room refurbishments and alterations should be planned and consider the health and safety implications of the change. A 'room repurposing' form should be used to confirm the works that need to take place to ensure that the health and safety aspects of the change of use have been considered and budgeted for. This form does not consider the requirements of Building Regulations that must also be adhered to when completing building or refurbishment works.

The contractor section of this document should be referenced in conjunction with this section.

Forms: *Room repurposing form*

7. CONSULTATION

The Trust has a responsibility to ensure that it consults with staff on health and safety matters, such as:

- the introduction of any measure which may substantially affect health and safety at work, eg the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help the Trust comply with health and safety laws;
- the information given on the risks and dangers arising at work, measures to reduce or remove these risks and what staff should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the possible health and safety consequences of introducing new technology.

Staff will receive an update from the Head teacher /Head of school (either face to face or via email) on an annual basis. A suggested agenda will be provided to Head Teachers /Head of Schools to assist them at the beginning of the academic year. The aim of the meeting is to encourage two-way communication between the school/department and staff and remind staff of where to find key health and safety information and how to report any concerns.

Staff should review the Health and Safety Policy and risk assessments for the school/their role at least on an annual basis and should confirm that they have read and understood the content of the Health and Safety Policy and risk assessments. Should they feel that risk assessments do not cover foreseeable hazards they should report their concerns to their line manager.

Consultation on other health and safety matters may take place via staff meetings (either whole school or in department) and

If staff have any health and safety concerns, they should raise these directly with their line manager, to their Health and Safety Governor or speak directly with the Estates Compliance Manager during termly visits.

A poster will be displayed in the staff room of each school to remind staff of where they can find key health and safety information and how to report any health and safety concerns that they have. This poster will be displayed in addition to the HSE poster.

Forms: *Staff briefing agenda, PowerPoint of agenda items, Staff information poster*

8. CONTINGENCY PLANNING

Each school must document action to be taken in the event of a serious incident. These incidents may include the following (this is not an exhaustive list):

- Adverse weather conditions
- Bomb threat
- Building service failure, such as loss of power, water, heating, telecommunication or fire alarm system.
- Fire
- Site intruder
- Terrorist threat

For these (and similar) events, documented procedures should be in place which can be followed, giving step by step instructions for the management of the incident. This will enable an incident to be managed with minimal decision making with swift and effective management of the incident. These plans should be shared with the School Leadership team, Governors, School Business Manager, Premises Lead, Trust Board and a hard copy of the plans held at reception.

Documented plans should be saved within Parago and reviewed annually.

It is advised that these plans are practiced regularly, either via a drill (where possible) or via a tabletop exercise. There are checks within Parago that should be completed with the date of fire evacuation and lockdown drills.

See Business Continuity Plan document

9. CONTRACTOR MANAGEMENT

All contractors must be booked in at reception and should comply with safeguarding rules set out by the Safeguarding team. These rules sit outside of this procedure and the visitor host should confirm the specific requirements by checking school specific safeguarding procedures.

All contractors appointed by the school completing routine tasks (maintenance and servicing) or ad-hoc works (emergency repairs) must provide copies of their risk assessments, method statements, evidence of competence, asbestos awareness training (if relevant) and public liability insurance to the school prior to any works starting. Contractors who complete routine tasks should supply copies of the above documents on an annual basis.

A contractor questionnaire has been created which can be used by schools to check contractor credentials. Schools can choose to use an alternative method of checking, but this must be auditable and provide evidence that checks have been completed.

Where contractors are appointed to work within a school that contains asbestos containing materials and they are working on the building fabric, they should have completed asbestos awareness training even if they are not working on or near to asbestos.

Where contractors are working on asbestos containing materials the plans for the works should be discussed with the Estates Compliance Manager to ensure that competency requirements are met.

Contractors should be informed of the school specific hazards such as the presence of asbestos containing materials, confined spaces or underground/overhead power lines before appointment so they can consider these hazards within their risk assessment. Their risk assessment should also consider the school environment and the presence of children if the works are being completed during term time.

The risk assessment should consider the foreseeable hazards involved in completing the works and suitable control measures should be identified. The risk assessment should be made specific to your school.

On the day of the work, the contractor must complete an induction. A contractor induction form has been provided for this to ensure that relevant health and safety information for the school is shared before works start. This induction should be signed by the contractor and the person completing the induction to provide evidence that key health and safety information has been shared and saved to provided evidence of the induction being completed.

Contractors should be supervised regularly to ensure that they are working safely and working to their risk assessment. If a contractor is not working safely, please advise them of this, and if this is a persistent issue, they should be asked to leave site.

Forms: *Contactor induction form, Contractor questionnaire, contractor checking log*

10. DISPLAY SCREEN EQUIPMENT

Staff who are considered as DSE 'users' under the Display Screen Equipment regulations will be required to complete training to help them to set up their workstation correctly. In addition, they will need to complete a workstation self-assessment.

Staff who are classed as DSE users will:

- Use a DSE more or less continuous on most days and,
- Use DSE in this way more or less daily and,
- have to transfer information quickly to or from the DSE and,
- also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

An online training portal with linked assessment can be used to complete these assessments, such as that provided by National College or alternatively, the HSE workstation assessment checklist can be used using the link below.

Training should be completed every 3 years, and the workstation assessment checklist should be reviewed annually, following an office relocation or as a result of an ill health report that relates to the use of a computer.

Display screen equipment (DSE) workstation checklist (hse.gov.uk)

This checklist will help the 'user' to set up their workstation in a manner that will reduce the likelihood of discomfort and pain. If there are issues that cannot be resolved, these should be raised with the 'users' line manager.

Further assistance can be obtained from the Estates Compliance Manager in relation to workstation set up.

Designated DSE users will be entitled to a free eyesight test voucher every 2 years that will be provided on receipt of an approved application form. This voucher must be obtained before attending the opticians and must be used within 12 months of issue.

Forms: *HSE DSE self-assessment form*

11. DRIVING FOR WORK

All Drivers

All staff who drive for work provide evidence that they are eligible to drive within the UK. They must supply a license checking code to their line manager on an annual basis to confirm that they have a valid driving license. To do this, the driver must log into the DVLA website to generate a code (using the link below) that they should supply to their line manager with the last 8 numbers of the driving license number. Please note that the code is only valid for 21 days.

https://www.gov.uk/view-driving-licence

Mangers checking driving licenses should use the code and driving license number to check the license using the link below. They will need to do this within 21 days of the code being generated to confirm the staff members right to drive within the UK and document this. Copies of licenses and driving documents should not be kept, but a record of the check being completed should be logged on the driver checking form that is saved centrally for use throughout the academic year.

https://www.gov.uk/check-driving-information

Staff who drive for work must do so in accordance with the rules of the road and should always comply with the Highway Code.

A copy of the Highway code can be downloaded for free using the link below.

https://www.highwaycodeuk.co.uk/download-pdf.html

It is the responsibility of all staff who drive for work to ensure that they are familiar with changes to the Highway code. You can sign up to a free email alert using the link below to assist you with this.

https://public.govdelivery.com/accounts/UKDVSA/subscriber/new?topic_id=UKDVSA_D_293

Any fines or endorsements received whilst driving for work remain the responsibility of the driver and will not be paid or defended by the School or the Trust. Staff who drive for work must notify their line manager of any endorsements/disqualification to their driving license as soon as they are made aware of them.

They must ensure that their eyesight is sufficient to meet the legal requirement for driving in the UK, and they are fit to drive, and must notify their line manager if they have a medical condition or are taking medication that would impair their ability to drive. Staff are encouraged to notify the DVLA of any medical conditions that impact on their ability to drive, a link is provided below to the list of medical conditions that must be notified to the DVLA.

https://www.gov.uk/driving-medical-conditions

Staff must not drive for work under the influence of alcohol or drugs.

Staff who drive for work whether driving their own vehicle or a school vehicle, must ensure that their vehicle is maintained in a roadworthy condition. They should complete a basic visual inspection before making a journey.

Journey planning is essential to ensure that sufficient rest breaks are planned to prevent driver fatigue. It is advised that the driver of a vehicle takes a break from driving every 2 hour or sooner if tired.

It is essential that drivers follow UK law for mobile phone use whilst driving and should not use the phone if they must hold the mobile device.

Satellite navigation systems should be set prior to starting the vehicle and should not be adjusted whilst driving. If adjustments are required, the vehicle should be stopped in a safe location to update the system.

All drivers for work must report any road traffic accidents that occur whilst driving for work. These should be reporting using the online accident database.

Line Managers are required to ensure that the driving for work procedures set out within these arrangements are followed by their staff.

Grey Fleet (staff driving their own vehicle for work purpose, but not their daily commute)

Staff who routinely drive for work will provide a driving license code (using the information above) their driving license, MOT certificate (where appropriate) and insurance documents (confirming that their insurance cover includes driving for work) to their line manager on an annual basis. As previously mentioned, these documents should not be copied, but a record of the check being completed should be logged on the driver checking form that is saved centrally for use throughout the academic year.

A driving for work risk assessment has been documented and is held centrally. Staff who drive for work should refer to this risk assessment and adhere to the control measures detailed within it. Should they feel that the risk assessment does not cover their specific driving activities, or they have a medical condition that would require further consideration they should notify their line manager.

School Minibuses

The minibus driver must complete an inspection of the vehicle to ensure that it is roadworthy prior to driving the vehicle and this must be completed before each journey. This is a requirement of the section 19 permit and is the responsibility of the driver. The check should be documented in a form and handed back to the Premises staff who will file these.

Risk assessments for the use of the minibus to transport students must be completed prior to journey and subject to review as per the requirements of the risk assessment section of this document. This would normally be included as part of the trip risk assessment.

Staff driving a minibus must hold a valid D1 entitlement and will also complete MIDAS style training to ensure that they are competent to drive the larger school minibuses. Staff with a B category on their driving licence, if over 21 years old and having two years of driving experience can drive a minibus with a gross weight of less than 3.5tonne. All staff who drive a minibus must also confirm that they have no health conditions that would affect their ability to drive and meet the minimum requirements for eyesight.

The driver of school minibuses must be made familiar with the specific vehicle. This should be done by a member of staff who is familiar with the operation of the vehicle and should include driving the vehicle without passengers other than the staff member who is demonstrating the vehicle. The date of this training should be documented as evidence of completion.

For minibus drivers who are employed solely as a minibus driver, there are additional requirements. Please speak to the Estates Compliance Manager for additional information.

Where a section 19 permit is required, this will need to be displayed within the vehicle and will need to be reapplied for every 5 years. Minibuses operated under the section 19 permit will be subject to 12-week garage inspections. The frequency of these checks should be increased based on the age and usage of the minibuses but must not exceed 12 weeks. These checks are scheduled in the Parago system, and safety report documents will be loaded against this check. In addition to these checks, monthly inspections completed by the Premises team using checks also located within the Parago system.

Forms: *Driving for work risk assessment, Driver document checking form*

12. ELECTRICAL SAFETY

Each school will complete the required maintenance for the electrical systems/equipment that they operate. Works on electrical systems will be completed by a competent person.

Electrical system testing and maintenance is detailed within the compliance checks within Parago, and evidence of these inspections will be saved on the system by the Premises team.

Testing	Inspection programme (unless stated otherwise in the equipment operation manual)
Fixed wire electrical testing	5 years
Portable appliances	Based on risk assessment in addition to a visual inspection by user
Lightning protection systems	12 months
Emergency lighting	Monthly flick testing and annual duration testing (drain down)

Any faults highlighted within the inspection reports of the above electrical systems will be managed by the school Premises team and School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

Explanation of codes	
C1	Danger present. Risk of injury. Immediate remedial action required.
C2	Potentially dangerous – urgent remedial action required
C3	Improvement recommended
FI	Further investigations required without delay
LIM	Limitation – area could not be accessed.

No staff member will work on the electrical systems within the building. Premises staff may complete minor tasks, such as replacing a plug on portable equipment if they are competent to do so.

The location of electrical intakes and switch cupboards will be identified on the school hazard map located at reception for use by the Emergency Services.

E-Bikes and E-Scooters

E-bikes and e-scooters use large lithium-ion batteries which can present a risk of serious fire or explosion in certain circumstances. While these can be used safely, there have been several fire incidents involving lithium-ion batteries in e-bikes and e-scooters.

The risk of charging and storing these items must be considered within your fire risk assessment (see the fire section of this document) and controls should be implemented to minimise the risk of a fire starting.

- No e-bikes and e-scooters should be stored or charged in escape routes.
- Charging should take place in an area that has good ventilation

and

- No e-bikes or e-scooters should be left unattended when charging.
- Battery packs or chargers must not be covered when charging.
- Sockets must not be overloaded, and charging should not be done via an extension lead.
- Do not charge or store batteries in direct sunlight or in hot locations (above 45^{o}C).
- Do not charge batteries close to combustible materials or hazardous substances.
- Always unplug your charger when charging has finished charging.
- If your battery can be removed from your e-bike or e-scooter and charged separately, it should be charged on a hard flat surface where heat can disperse and in area with good ventilation.

13. FABRIC OF THE BUILDING

It is the responsibility of the school to ensure that any hazards associated with the building fabric are managed appropriately. Examples of hazards that should be considered include:

- Reinforced autoclaved aerated concrete (RAAC)
- Asbestos
- Confined spaces

Where equipment is secured into the building fabric, this must be subject to regular inspection. Example of this type of equipment include (this is not an exhaustive list):

- Lighting rigging systems,
- Audio visual mounting equipment into wall or ceiling,
- Hanging signs,
- Sports equipment mounted into a wall of ceiling,
- Sun canopies/awnings.

This equipment should be subject to regular inspection from the Premises team and periodic inspection from structural expert. These checks will be built into the Parago system and evidence of checks will be saved electronically against the compliance check by the Premises team or School Business Manager.

Any faults highlighted within the inspection reports will be managed by the Premises team. Documentation evidencing repair of system should be saved with the original inspection report on the Parago system.

14. FIRE SAFETY

A fire evacuation procedure will be documented for every school. This should be shared with all staff, pupils, visitors and contractors working within the school. Schools will display the action to be taken in the event of a fire at key points but should be displayed at call points as a minimum.

The fire evacuation procedure will remain under review. Fire drills are an opportunity to practice the school evacuation procedure and will be completed on at least twice a year, with one being completed within the first term of the academic year. It is also advised that the time of day that the drill is varied to practice the response at break times and PE lessons etc. It can be beneficial to remove a route to check if building occupants can follow evacuation signage via an alternative route. The fire drill will normally be managed between the Headteacher, School Business Manager, and the Premises team. The fire drill date and outcome will be documented within the Parago system. Any issues highlighted during fire drill practice should also be noted in the fire drill report and suitable action taken to prevent a re-occurrence, and the fire evacuation procedure updated to reflect these changes.

During holiday periods, when there is reduced occupancy, updated fire plans should be shared with staff working within the building to ensure that they know any changes to available fire escape doors or the location of the assembly point.

Personal emergency evacuation plans (PEEP) will be completed for any person within the building who has reduced mobility or has a sensory impairment, either temporary or permanent that would impact on their ability to evacuate the building in an emergency. This document should be completed in conjunction with the person who requires the PEEP, and where possible should allow them to self-evacuate during an emergency evacuation drill.

For visitors a general emergency evacuation plan (GEEP) has been developed that is located in the school Fire Information Pack that is held at reception.

Staff may be required to lone/remote work at the school, this is more likely within the break periods. Where possible lone working should be avoided, but where it cannot, a lone working procedure will be completed and shared with staff to ensure that they know that control measures in place when working alone. Lone working procedures may be required during the holiday period and should include details of the procedure for coming into school such as emailing to advise that you are in, signing in procedures, updates to the fire and emergency procedures and first aid measures.

Curriculum areas or other departments that have equipment, machinery, gases etc that need to be isolated as part of the fire evacuation procedures should document a procedure for the isolation of services and ensure that curriculum staff are trained to complete this task. Evidence of the delivery of this training should be kept. It will be the responsibility of the Head of Department to ensure that procedures are documented, shared and adhered too during fire evacuations. They should also address any issues highlighted with the procedure or application of the procedure with staff in their department and document what action has been taken to address this.

Fire risk assessments will be completed by a competent contractor every five years unless a different frequency is recommended by the fire risk assessor. Where one of the following occurs, a new fire risk assessment will need to be completed:

- Change to the premises,
- Change of fire safety procedures or safety systems,
- There has been a fire or evidence of smouldering,
- A significant increase in the number of building occupants or the needs of those occupants,
- It is believed by the School Business Manager, Local Governing Committee or Estates Compliance Manager that the content of the fire risk assessment is no longer suitable and sufficient.

When appointing fire risk assessors, you should check that they have the necessary training and have experience of completing fire risk assessments in an educational setting. You can check the fire risk assessor register below to identify a competent risk assessor.

https://www.ife.org.uk/Fire-Risk-Assessor-Search-

https://www.bafe.org.uk/bafe-fire-safety-services/fire-risk-assessment

The completed fire risk assessment will be saved in Parago. Any actions identified in the fire risk assessment should be transferred onto the schools central action tracker to enable the school to record action taken to resolve concerns identified in the original fire risk assessment. This central action tracker should remain under regular review to ensure that progress is being made on any outstanding actions and will be reviewed at least termly during the H&S termly meeting with the Estates Compliance Manager.

An internal fire risk assessment review will be completed by the Estates Compliance Manager in conjunction with the Premises staff or School Business Manager every year between external fire risk assessments. The annual reviews will be prompted by Parago and the review document saved against this check as evidence that the internal review has been completed. Actions from fire risk assessment / reviews will be checked during the termly review meetings with the Estates Compliance Manager, a copy of the termly review report will be sent to the Headteacher.

A suitable number of fire wardens will be appointed and will receive training to undertake this role. This training should be supplemented with school specific briefing delivered by the Chief Fire Warden to share the school specific fire evacuation plan and the role that the fire warden plays within that procedure.

All staff will be required to complete fire safety training, this may be Fire Warden training for those staff who would routinely assist in the evacuation of pupils, this would include teachers and teaching assistants. Any staff who would not routinely assist in the evacuation process will need to complete Fire Safety Awareness training instead. Fire safety training will be refreshed every 2 years.

Fire safety systems will be managed by the Premises team and School Business Manager and the required maintenance and servicing regime has been built into the Parago system. Evidence of servicing and maintenance will be saved electronically against the relevant check on Parago.

Any faults highlighted within the inspection reports will be managed by the school Premises team and School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

There should be a contingency plan in place for the action to take in the event of a failure of the fire alarm system. Fire alarm systems are normally equipped with a battery backup, but a procedure should be documented within the building continuity plan as to the steps to be taken in the event of a full fire alarm detection and warning system failure.

Testing	Inspection programme (unless stated otherwise in the equipment operation manual)
Fire alarm system	Weekly call point testing (using a different call point each week) Service of the whole system each year
Fire extinguishers	Monthly visual inspection Annual service by an external contractor
Fire doors	Six monthly documented inspection, reviewed during escape route checks completed monthly
Fire escape routes (including external escape routes)	Daily visual inspection (not documented) Monthly formal inspection (documented)
Other fire safety systems (dry/wet risers, dampers, shutters, fusible links, suppression systems, early warning systems)	As per the manufacturers recommendation

Fire safety information packs will be held at reception for use by the fire and rescue service. This will collate key safety information helpful in the event of a fire.

Where there is a permanent agreement to let part of the school premises to another business, the two businesses must share Responsible Person details including contact details. Both businesses will share the finding of their fire risk assessments and will co-operate on fire safety matters. Responsibilities for the maintenance of fire safety passive and active systems must be set and where one system impacts on the other area, maintenance and testing information must be shared.

E-Bikes and E-Scooters

For safety considerations relating to the storage, use and charging of e-bikes and e-scooters, please see the electrical section of the document.

Forms: *Fire risk assessment review form, Fire information pack*

15. FIRST AID

A first aid needs assessment will be completed to decide the level of first aid cover that is required at each school. This will be saved within Parago and will be reviewed annually or sooner if needed.

Trained first aiders will be provided who will complete training every three years or sooner if required by training providers. The records of first aid training are held by the School Business Manager or where appointed School Nurse. When selecting first aid trainers, it is advised that schools follow the attached guidance from the HSE, Selecting a first-aid training provider - A guide for employers - GEIS3 (hse.gov.uk)

First aid boxes will be provided at key points across the school and will be provided in all higher risk areas. The risk assessments for curriculum and work areas will identify if specific hazard related first aid items are required. A basic list of content for first aid kits is listed below:

- A leaflet with general guidance on first aid,
- Individual wrapped sterile plasters of assorted sizes,
- Sterile eye pads,
- Individually wrapped triangular bandages, preferable sterile,
- Safety pins (where appropriate),
- Large and medium sized sterile, individual wrapped, unmedicated wound dressings,
- Disposable gloves.

The Headteacher will ensure that there is a process in place at their school to check that there is sufficient first aid equipment that is in date within kits on at least a 3 monthly basis. Evidence of first aid kit checks should be loaded onto the Parago system as evidence that checks have been completed.

Where defibrillators are provided, these should be located in a central location and staff made aware of this. The defibrillator will be subject to regular inspection where the battery and pad expiry date is checked. Evidence of check should be loaded onto Parago.

Any specific first aid equipment provided within curriculum areas (eye irrigation systems etc) will be monitored and maintained by the curriculum department.

Forms: *First aid needs assessment*

16. GAS SAFETY

Where mains gas is supplied, this will be subject to annual gas safety inspection by a qualified Gas Safe engineer. You should check the Gas Safe Register to ensure that the contractor appointed is certified. You can do this by using the link below,

https://www.gassaferegister.co.uk/

Gas systems will be managed by the Business Manager/Premises team and the required maintenance and servicing regime has been built into the Parago system and evidence of this inspection will be saved electronically against the relevant check on the Parago system.

Any faults highlighted within the inspection reports will be managed by the school Premises team and School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

Carbon monoxide detectors should be installed where there are gas boilers, and these should be tested regularly to ensure that they are working.

The location of gas intake for the school will be documented on the school hazard map located at reception for use by the Emergency Services.

The use and storage of compressed gas cylinders must be well managed and are subject to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations, even if the gas contained within the cylinder is not flammable.

The use and storage of compressed gas cylinders must be risk assessed and meet legal requirements. Due to the complex nature of the content of compressed gas cylinders, it is not possible to provide specific detail of how to comply with regulations within this document. Information should be obtained from the Health and Safety Executive website or the British Compressed Gas Association.

All requirements in relation to the management of the compressed gas cylinders will be met by the department that controls the equipment. This will include requirements for maintenance, testing, risk assessment, safe systems of work, daily checks and training. Evidence of these checks must be stored centrally. The department who controls the equipment will also be responsible for the management, documentation, training and sharing of emergency procedures in relation to it and should keep records of the sharing of this information.

It is necessary that there are in department experts in the gases that are in use and that key information is shared with the school where the equipment is located.

Where equipment is managed by a curriculum area, they are responsible for leaving the equipment in a safe condition at the end of each day, this is especially important at the end of term. It is imperative that key information is shared with the Premises teams/School Leadership team to enable them to manage an emergency situation when curriculum staff are not at the school.

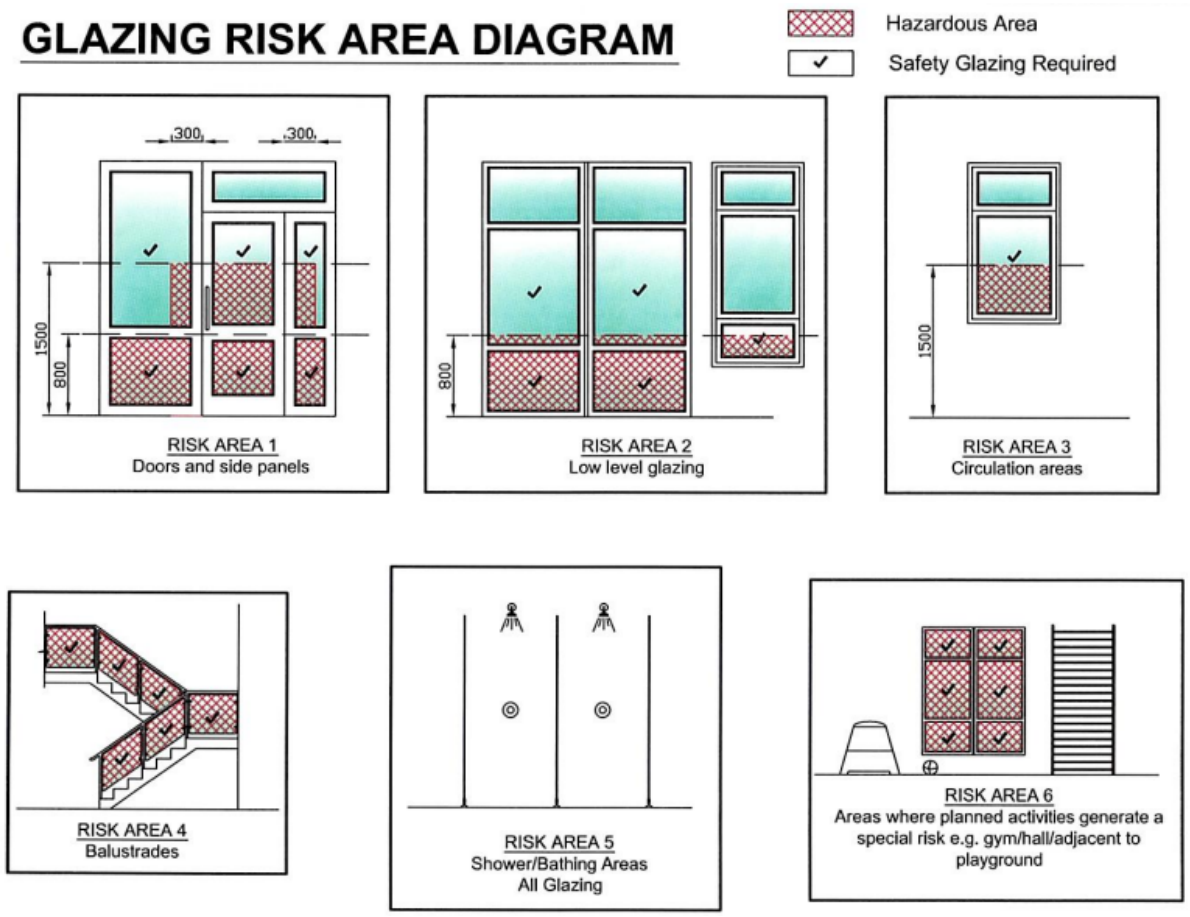
17. GLAZING

It is a requirement to ensure that every window or transparent/translucent surface in a wall or partition, door or gate is protected against breakage to prevent injury. When purchasing / replacing glazing, it should be kite marked and be compliant with BS6206.

A glazing survey should be completed on schools where glazing is clearly marked with kite marks as compliant with BS6206. Where this is not the case a glazing survey should be completed every 10 years. When appointing a contractor to complete this work, you should ensure that they are competent and should;

- Work to the British Standard,
- Be a member of the Glass and Glazing Federation,
- Should complete contractor appointment documentation,
- Should have experience of the types of glazing and protective films that are in place at your school.

Visual inspections of glazing are completed in house and are completed on Parago. Actions identified from glazing inspections and routine inspections will be managed by the Premises Staff / School Business Manager.



18. HEATING, VENTILATION AND COOLING

Where air conditioning systems are installed and where output is over 12kW, a TM44 inspection is required. A copy of this certificate should be saved onto Parago against the relevant check. All air conditioning systems should be maintained by a competent contractor. Evidence of servicing should be saved within Parago.

Any faults highlighted within service or inspection reports will be managed by the school Premises team and School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

F-Gas registers will be documented for all schools that have air conditioning units. This will detail the make, model, serial number, type and quantity of F-gas in the system. This will determine the frequency of leak check that is required.

Checking F gas equipment for leaks - GOV.UK (www.gov.uk)

Leak checks will normally be completed as part of the servicing regime, but additional checks may be required if identified during the completion of the F-gas register.

The F-gas register will also allow the school to keep track of the types of F-gases used in their systems, which will be helpful for monitoring when F-gases are removed from use.

The F-gas register will be saved within the Environmental folder in Parago and should be updated when air conditioning systems are added or removed.

Forms: *F-Gas register*

19. LEGIONELLA AND WATER QUALITY

Legionella risk assessments will be completed by a competent contractor every five years or sooner where one of the following occurs,

- Significant change to the water systems within or external to the premises,
- Significant change of water system management within the premises,
- It is believed that the content of the legionella risk assessment is no longer suitable and sufficient.

Legionella risk assessors should be checked to ensure that they are competent to complete risk assessments and are familiar with the types of water systems that are operated at the school. You should check that your risk assessor is a member of the Legionella Control Association using the link below:

https://www.legionellacontrol.org.uk/directory/

Internal risk assessment reviews will be completed by the Estates Compliance Manager in conjunction with the Premises lead or the School Business Manager annually in the years between the external legionella assessments.

The completed risk assessment/risk assessment reviews will be saved on Parago and any actions identified should be transferred to the school central action tracker to enable the actions to be updated. This action plan should remain under regular review to ensure that progress is being made on any outstanding actions. Actions from legionella risk assessment / reviews will be checked during the termly review meetings with the Estates Compliance Manager, a copy of the termly review report will be sent to the Headteacher.

Water quality testing should be completed at least annually to check the condition of the water systems. As a minimum this would normally check for total viable counts of bacteria and legionella bacteria specifically. Where water quality results raise concerns, action should be taken, following the advice of the water testing company. Results of water quality checks and any follow up remedials should be saved into Parago.

A written scheme of control should be completed for each school detailing how the school manages the risk of legionella bacteria within their water systems. This document also incorporates the duty holder details for the school. There is a template that is available centrally that can be used as the starting point. Alternatively, your legionella risk assessor may have completed this for you.

The written scheme of control should be reviewed at least annually, normally in conjunction with the legionella risk assessment review. It should also be reviewed in the event of a legionella bacteria detection within your water systems during routine water quality testing.

Regular water hygiene tasks will be completed by the Premises team/appointed contractors and may consist of:

- Descaling of spray outlets and taps,
- Equipment inspection,
- Flushing of infrequently used outlets,
- Servicing and testing of thermostatic mixer valves (TMVs),
- Temperature testing,
- Other activities as detailed in the legionella risk assessment.

These hygiene tasks will be documented within the Parago system and are used to demonstrate that we are managing our water systems. In cases where temperatures are recorded outside of accepted parameters (hot water storage cylinders (calorifiers) should store water at 60^{o}C or higher, cold water should be below 20^{o}C and hot water above 50^{o}C) this must be documented in the remedials log stating what action has been taken to resolve the out of parameter record.

Water systems will be managed by the Premises team and the required maintenance and servicing regime has been built into the Parago system. Evidence of servicing and maintenance will be saved electronically against the relevant check on Parago by the Premises team or the School Business Manager.

Staff completing water hygiene tasks and those staff who have responsibility within the written scheme of control, will receive legionella awareness training. This should be completed on appointment and then repeated every 2 years. External providers completing water hygiene tasks on behalf of the school should provide evidence that they have completed legionella awareness training within the last 2 years.

Water quality sampling is advised on a 12 monthly basis for schools with lower risk water systems and 6 monthly for those with more complex or higher risk systems (showers, irrigation systems, water features). This sampling should test for general water quality and the presence of legionella bacteria.

Where cold water tanks are inaccessible for premises staff, these should be inspected by a contractor on a 6 monthly basis which should include temperature testing. Evidence of this check should be saved into Parago.

Thermostatic mixer valves should be inspected annually to ensure that the internal strainer is clear of debris and to complete a ‘drop test’ to ensure that the valve fails to the cold supply. Evidence of this check should be saved to Parago.

Forms: *Legionella written scheme of control, Legionella risk assessment review form*

20. LETTINGS (HEALTH AND SAFETY PROCEDURES)

Hirers who use school must share information with the school as part of the hirer's agreement. This procedure covers the management of safety aspects of lettings and does not cover aspects of insurance or other internal procedures.

Hirers must provide a copy of the risk assessment for the task that they are completing on our premises. This should be reviewed to ensure that their activities will not impact on the school activities or equipment.

The school should share key information with the hirer, including that they should not use our equipment without prior agreement and what action to be taken in the event of an emergency. It is best practice to have a staff member on site during lettings to take the lead in the event of an emergency and to assist if there are any issues. Where a staff member is not available, plans will need to be agreed as to how an emergency situation or building issue will be managed.

There is a separate lettings policy that it available centrally that covers aspects outside of the health and safety.

Where there is a permanent agreement to let part of the school premises to another business, the two businesses must share Responsible Person details including contact details. Both businesses will share the finding of their fire risk assessments and will co-operate on fire safety matters. Responsibilities for the maintenance of fire safety passive and active systems must be set and where one system impacts on the other area, maintenance and testing information must be shared.

21. LIFTING EQUIPMENT

Where lifting equipment is in place at the school it will be subject to regular statutory inspection. The frequency of this inspection depends on the load being moved and will be completed on a 6 monthly basis, where equipment lifts or supports the load of a person, or on a 12 monthly basis where it lifts or supports goods only. Flagpoles, wires, shackles, pole carrier and slings must also be inspected against the Lifting Operations and Lifting Equipment regulations and should be inspected as part of the statutory inspection programme on a 6 monthly basis.

Staff using lifting equipment should complete a basic visual inspection before each use.

In the event that a new passenger lift, platform lift or lifting equipment (such as a dumbwaiter, vehicle inspection lift etc) is installed at a school, the Estates Compliance Manager should be contacted to ensure that the new equipment is added to the Parago system and to add the equipment to the statutory inspection programme.

In addition to the statutory inspection, there should be a maintenance contract in place to ensure that the equipment remains in good working order.

Testing and maintenance regimes are built into the Parago system and are managed by the Premises team. Evidence of testing and maintenance will be saved electronically against the relevant check on Parago by the Premises team or the School Business Manager.

Any faults highlighted within the inspection reports will be managed by the school Premises team/School Business Manager, ensuring that any serious defects that have been highlighted are acted upon, taking suitable action to make the equipment safe. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

Where equipment fails a statutory LOLER inspection, the equipment must be isolated and left in this state until the repair is completed and a repeat statutory inspection report states that the equipment has passed the inspection.

Where lifting equipment is located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the Head of Department. The associated statutory inspection regime should be built into the Parago system and evidence of testing will be saved by the Head of Department against the relevant check on Parago. Any serious defects highlighted during these inspections will be managed by the Head of Department immediately and suitable action taken to make the equipment safe, including isolating the equipment in the event of a LOLER inspection failure. Staff using lifting equipment within curriculum areas should complete a basic visual inspection before each use.

The maintenance and regular cleaning/upkeep of lifting equipment will be managed by the department who operates the equipment. The evidence of this maintenance will be saved against the relevant check on the Parago system.

None of the passenger lifts available within the schools can be used in a fire situation, and they should not be considered as part of the evacuation plan for occupants who have reduced mobility or sensory impairments.

22. LOCAL EXHAUST VENTILATION (LEV)

Where local exhaust ventilation systems are in place at the school, they must be subject to regular statutory inspection on a 14 monthly basis.

The commissioning documentation should be saved into the Parago system when new equipment is installed.

Where extraction systems are located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the Head of Department. The associated statutory inspection regime will be built into the Parago system and evidence of testing will be saved electronically by the Head of Department against the relevant check on Parago.

Any faults highlighted within the inspection reports will be managed by the Head of Department who manages the equipment, and documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

The maintenance and regular cleaning/upkeep of the extraction equipment will be managed by the department who operates the equipment. The evidence of these activities will be saved on the Parago system against the relevant check.

23. LONE WORKING

Staff may be required to lone/remote work at the school, this is more likely within the break periods. Where possible lone working should be avoided, but where it cannot, a lone working procedure will be completed and shared with staff to ensure that they know that control measures in place when working alone.

Lone working procedures may be required during the holiday period and should include details of the procedure for coming into school such as emailing to advise that you are in, signing in procedures, updates to the fire and emergency procedures and first aid measures.

No high-risk tasks may be completed when lone working, these include (this is not an exhaustive list):

- Working at height (or adjacent to an excavation)
- Working near water
- Working with hazardous machinery
- Working with hazardous substances
- Working in a confined space

Staff working remotely from other staff during holiday periods should ensure that they have told another staff member where they are working and should have a communication device with them to obtain help if needed.

Lone working risk assessments should be completed for any staff who lone work, and these should be saved (removing personal information) within the risk assessment section of the Parago system.

24. MANUAL HANDLING

Risk assessments for tasks completed at schools should consider the hazard of manual handling. Where there are tasks that involve significant manual handling tasks (such as archiving, clearing store areas, installing staging units etc) and should consider the individual(s) who is/are completing the task. The risk assessment should be completed with the person/people who are undertaking the task and once completed the assessment should be shared with them. The HSE manual handling risk assessment chart will be used to complete these risk assessments, the link to this form is included below.

Manual handling assessment charts (the MAC tool) (hse.gov.uk)

Manual handling risk assessments (those that contain no personal information) should be stored on Parago in the risk assessment section of the system. Manual handling risk assessments should be reviewed annually, or when the assessment is believed to be no longer suitable, following an accident or when HSE or industry guidance is updated.

Staff who complete regular significant manual handling will be provided with manual handling training. This will be completed at appointment and then repeated every 2 years or more frequently if required.

Where manual handling aids are available, the user of the equipment should complete a visual inspection of before use. If they notice a defect, the item should be marked as faulty, and the Premises team/School Business Manager notified.

25. MATERNITY RISK ASSESSMENTS/NEW AND EXPECTANT MOTHERS

When a staff member notifies their line manager that they are pregnant, are breastfeeding or have had a baby in the last 6 months, a new and expectant mother risk assessment must be completed. This will document any enhanced health and safety risks that may be present due to their pregnancy or new mother status.

The risk assessment should;

- Review the existing risk management and controls for the pregnant workers and new mothers,
- Consider any conditions or circumstances with their pregnancy that could affect their work,
- Consider any concerns that they may have about how their work could affect their pregnancy,
- Consult with their safety representative or trade union if they have one.
- Take account of any medical recommendations provided by their doctor or midwife.

A copy of the risk assessment should be held on the new and expectant mother's personnel file. The risk assessment should be reviewed regularly throughout their pregnancy/return to work by their line manager and the mother.

Forms: New and expectant mother risk assessment

26. NOISE

Equipment that exposes staff to significant levels of noise emissions will have this hazard considered within the risk assessment for the use of the equipment.

It is unlikely that Premises staff will be exposed to high levels of noise during their daily works, but where noisy equipment is used, noise levels will be documented. This document will also review of the suitability of the hearing protection provided at the school and identify if hearing protection needs to be worn. This information (which is combined with vibration information) will be included will be shared with Premises staff. A copy of the document will be saved within the Parago system and will be subject to an annual review.

Premises staff will receive basic training in the hazards associated with noise emissions and the signs and symptoms to look for. This training will either be provided via e-learning, face to face in the form of a toolbox talk.

27. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where personal protective equipment has been identified within the risk assessment as a control, this shall be provided to staff free of charge. It must be suitable for the identified hazard; this is particularly important in relation to the provision of respiratory protection.

Personal protective equipment must be maintained in good condition and correctly stored to prevent it becoming contaminated. Staff who identify that PPE provided in their department needs replacing should notify their line manager.

Staff and students must be instructed in the correct use of the personal protective equipment and should provide an alternative if they find it to be uncomfortable.

Staff in control of a lesson where PPE is provided and must be worn, will be responsible for ensuring that students wear the PPE that is provided.

28. PLAY EQUIPMENT (INTERNAL AND EXTERNAL)

All play equipment will be subject to regular visual inspection by the Premises staff and an external check will be completed on at least an annual basis by a competent contractor.

Staff supervising children using play equipment should stop children using the equipment and notify the Premises team or School Business Manager immediately of any concerns or defects that they notice on play equipment.

Play equipment inspections are included within the compliance checks within Parago system and evidence of this check should be saved on the system electronically by the Premises team or School Business Manager.

Any faults highlighted within the inspection reports will be managed by the school Premises team/School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

29. PRESSURE SYSTEMS

Where pressure systems are in place at the school, they must be subject to regular statutory inspection. The frequency of the inspection depends on a number of factors and will be detailed within the written scheme of examination that is associated with each piece of equipment.

Written schemes of examination should be saved against the asset on the Parago system. Testing and servicing regimes are built into Parago and are managed by the Business Manager/Premises team. Evidence of testing and servicing and review of the written scheme of examination will be saved electronically against the relevant check on Parago.

Where new pressure systems are installed at a school, the Estates Compliance Manager should be contracted to add the equipment to the statutory inspection programme.

Where this equipment is located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the Head of Department. The associated statutory inspection regime has been built into the Parago system and evidence of testing will be saved electronically by the Head of Department against the relevant check on Parago.

Any faults highlighted within the inspection reports, including serious defects will be managed by the Head of Department, who is responsible for ensuring that the equipment is safe. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

The maintenance and regular cleaning of this equipment will be managed by the department who operates the equipment. The evidence of this maintenance will be saved on Parago against the relevant compliance check.

30. PERMIT TO WORK (INCLUDING HOT WORKS)

When higher risk tasks are completed at the school, such as working at height or hot works, these will be managed under the permit to work system. **The permit to work system is not a substitute for completing risk assessments and method statements but is an additional risk control measure.**

This system will be managed by the School Business Manager/Premises team. Permits will be issued at the start of works and detail the controls that are in place to ensure that the hazards associated with the task are reduced/removed.

The permit must be closed at the end of the job if completed before the end of the day, or at the end of each day. No permits should be left open at the end of the day.

Hot work permits are not fully completed when the work finish, but remain open for fire watch purposes, with checks completed by the Premises team or School Business Manager at 15, 30, 60 and 120 minutes after cessation of hot work and then signed off by the Premises team or School Business Manager. Records of complete permits, including hot works permits must be kept for at least 12 months or 3 years if there was an incident resulting from the work.

Forms: *Permit to work form, Hot works permit to work*

31. RADIOACTIVE SOURCES / RADON

Any radioactive sources that are held at the schools will have suitable controls in place to ensure that they are safe to use. This will include (but not limited too) them being kept secure, registered with the Health and Safety Executive and being marked with suitable signage and identified on the school hazard map.

All documents and evidence of implementation of management measures should be held centrally within the Parago system.

All schools who use radioactive sources must have a trained Radiation Protection Supervisor (RPS) who will complete a risk assessment for the use and storage of the radioactive sources. They will be responsible for the management of the radioactive sources on a day-to-day basis, with the assistance of the Head of Science.

The school should also appoint a Radiation Protection Advisor (RPA) who will give additional support to the RPS and Head of Science as required. They will normally complete an annual inspection of the radioactive sources and provide feedback to the school. It is the responsibility of the RPS and Head of Science to manage any action plans for improvement provided from the RPA.

Radon levels at schools will be noted within the whole school risk assessment. Where a significant level of Radon is noted from the UK Radon Map system, additional sampling may be required or if there are below ground rooms that are in frequent occupation.

32. RISK ASSESSMENTS/SAFE SYSTEMS OF WORK

Risk assessments should be completed for all activities/tasks/equipment that pose a significant foreseeable risk. These risk assessments should be documented to provide evidence that the hazards and risks have been considered and that suitable control measures are in place to reduce the risk of harm as far as reasonably practicable. There should be a number of controls in place to reduce risk of harm and all of these should be documented within the risk assessment.

Curriculum risk assessments should be completed and should consider the hazards present to the pupils and staff undertaking the lesson. Additional risk assessments should be completed that consider the hazards for activities undertaken by staff/technicians who set up, clear away and complete maintenance/cleaning tasks on equipment and should consider infrequently completed tasks, such as displaying work, taking deliveries, setting up exhibitions etc. Curriculum risk assessments should be held within the curriculum department shared files.

All risk assessments should be shared with the staff who complete the task/activity or use the equipment. Staff should confirm that they have read and understood these risk assessments, and this can be done by signing the risk assessment directly or confirming via email to their line manager that they have read and understood the risk assessment.

Completed premises risk assessments (those that contain no personal information) should be stored on Parago in the risk assessment section of the system and should be shared with the staff who complete the task/activity or use the equipment.

All risk assessments (curriculum and premises) should be subject to regular review, either on an annual basis, or when the assessment is believed to be no longer suitable, following an accident or when HSE or industry guidance is updated. Once reviewed, the updated risk assessment should be shared with relevant staff, who should sign to confirm that they have read and understood the new risk assessment.

Risk assessment training should be completed by all staff member who is required to complete or sign off risk assessments. This training should be reviewed annually.

Forms: *Risk assessment template, Safe system of work template, Event planning document*

33. SCHOOL SITE HAZARDS

Schools will have a number of site hazards that are present within the school grounds and building. Examples of school hazards include:

- Areas of water
- Overhead/buried services
- Public footpaths/rights of way
- Radon
- Roadways,
- School building hazards (asbestos, RAAC, confined spaces)
- Woodland/trees

Some of the above hazards have been covered in more detail within this document.

Risk assessments should be completed that consider these hazards in relation to the use of the school. The risk assessment should detail the controls that are in place to manage the risk as far as reasonably practicable.

This risk assessment can be completed as a suite of individual risk assessments or as a whole school risk assessment.

This/these documents should be saved in the risk assessment area on Parago and should be subject to regular review and update as per the requirements set out in the risk assessment section of this document.

When appointing contractors, you should ensure that they are aware of the school specific hazards present so that they can consider these in their risk assessments.

Forms: *Generic whole school risk assessment (to be updated and made school specific)*

34. SECURITY

Security arrangements should documented for the school which should include the production of a security risk assessment. The security risk assessment should consider the controls that are in place at the school to prevent:

- Intruders / trespassers entering the school,
- Theft and asset protection,
- Violence and aggression,
- Lone working and
- Arson.

Schools will normally have a number of measures in place that may include,

- Perimeter fencing,
- Access control systems,
- Signage,
- Visitor procedures,
- Access to satellite buildings (huts and mobile classrooms),
- External lighting,
- CCTV systems.

When considering installing additional security systems, you should use the guidance available from the Dfe in identifying the specifications recommended.

https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security

New legislation is being drafted by the Government, Terrorism (Protection of Premises) Bill that is due to be approved soon. Once the Bill is approved additional work will be required to meet the requirements of the legislation.

Forms*: Generic school security risk assessment (to be updated and made school specific)*

35. SWIMMING POOLS

Where schools are provided with swimming pools, suitable controls are required to ensure that it is operated in a safe manner. The person(s) in charge of the pool will be required to document Normal Operating Procedures (NOPs) and Emergency Operating Procedures (EOPs) that are displayed at the pool and shared with all staff who use the pool and people who hire the pool.

Suitable swimming pool safety equipment, including rescue equipment must be provided. Measures to call for assistance should be in place and where an emergency alarm is fitted this should be tested on a weekly basis. This check will be built into the compliance checks within Parago.

Swimming pool risk assessments must be completed for the use of this area. This should include assessing the risks of the use of any pool cover, plant areas, cleaning tasks and chemical dosing.

Staff who manage the pool chemical dosing equipment must have received Pool Plant Operator training and this will be refreshed every 3 years.

Water quality and temperature records will be kept at the pool in the pool operation folder. The swimming pool will need to be considered within the legionella risk assessment.

Children partaking in swimming activities at the school must complete a swim consent form that confirms the level of competence for the child. No child should be allowed to swim in the pool without suitably trained staff supervising them.

36. TRAFFIC MANAGEMENT

Where schools have complex roadway systems it may be necessary for a traffic management plan to be completed. This will document the way in which vehicles and pedestrians are routed through the school site and identify areas where there may be conflict so that suitable controls can be identified and implemented.

The majority of primary school sites will not require a traffic management plan due to the small size of the carpark area and minimal roadways. The risks associated with traffic management will still need to be considered within the whole school risk assessment for both schools with and without a traffic management plan.

Forms: *Traffic management plan template*

37. TRAINING AND INDUCTION

All new staff will be provided with a school induction that provides them with the key health and safety information that they require. In addition, they will be provided with the training that they require to complete their role.

All staff should be provided annually with a copy of the Health and Safety Policy and risk assessments for the tasks, equipment and areas that they work in. Staff should confirm that they are happy with the content of risk assessments and sign to confirm that they have read and understood the Health and Safety policy.

A training matrix standardises the health and safety training that is required for new starters/staff moving role. Curriculum and Department Managers will determine what additional training is required for their staff and should document this within a department training matrix.

Records for training and induction will be held at the school where staff are based. Central team training records are held by the Bosco Office Manager.

If staff believe that they require additional training to complete their role, they should approach their line manager to discuss this.

Pupils working within higher risk curriculum areas will be provided with a health and safety induction when they start term that will confirm acceptable behaviour when in the workshop/laboratory etc. Safety rules should be displayed within these areas to remind the pupils of acceptable behaviour and period reminders provided in practical sessions.

Contractor inductions should be completed and the process for this can be found in the Contractor section of the document.

Form: *New starter induction, Training matrix, Training log, Contractor Induction.*

38. TREES AND GROUNDS

All trees within the grounds of our schools are considered to be zone 1 trees eg. trees that are approached by the general public (pupils) on a daily basis. Because of this, proactive monitoring is required for the trees within our site. This proactive monitoring will be a combination or informal monitoring, completed by the in-house premises staff and formal inspections completed by a competent person. More detailed inspections will be commissioned when concerns are raised in informal or formal inspections.

Trees and areas of woodland should be considered within school and task-based risk assessments and detail the controls that are in place for their use.

Informal checks will be conducted on a 6 monthly basis as prompted by Parago. This check considers the condition of trees within the school site. Immediate action should be taken to remove people from the area where the condition of a tree is felt to be hazardous. Subsequent action, in the form of a more detailed inspection should be completed to assess the condition of the tree(s).

Additional informal checks will be completed on trees following adverse weather conditions. These will be prompted by the Premises staff and will include a check for damage to the base, trunk and branches of trees. Children should not be permitted to enter the vicinity of trees until these checks have been completed.

Formal inspections will be completed on a three yearly basis (type 3) with a less detailed inspection (type 1) being completed annually in the years between the type 3 detailed inspections. Any action required will be managed by the Premises team in conjunction with the School Business Manager. Appointed contractors must be competent and provide evidence of competency and site-specific risk assessments before they complete works. The records of these inspections will be saved on the Parago system.

More detailed inspections will be commissioned for specific tree(s) if they are showing a high priority concern as raised from the formal inspections.

Issues highlighted within any of the above inspections will be managed between the School Business Manager and the Premises staff with reports being saved into Parago.

No tree works using chainsaws will be completed by the Premises staff unless they hold the correct competency certificates, risk assessments have been completed and suitable controls (including personal protective equipment) are in place. This type of work must be approved by the Trust before works are completed.

Grounds tasks can be completed by the Premises staff if they are competent to do so. A risk assessment must be completed before any works are completed and must detail the specific equipment being used and identify appropriate control measures.

39. VIBRATION

Equipment that exposes staff to significant levels of vibration emissions will have this hazard considered within the risk assessment for the use of the equipment.

It is unlikely that Premises staff will be exposed to high levels of vibration emissions, but should equipment be used for prolonged periods (in excess of 30 minutes) vibrations emission calculations will be completed for the equipment with the assistance of the Estates Compliance Manager. This information will be included within the equipment risk assessment and control measures implemented as required.

Premises staff will receive basic training in the hazards associated with vibrating equipment and the signs and symptoms to look for. This training will either be provided via e-learning, face to face in the form of a toolbox talk.

40. VISITORS

All visitors will be booked in at reception and should comply with safeguarding rules set out by the Safeguarding team. These rules sit outside of this procedure and the visitor host should confirm the specific requirements by checking school specific Safeguarding procedures.

All visitors must all be provided with basic health and safety information, fire evacuation routes, accident reporting procedures, areas that they must not access etc before they are passed to their host. This can be achieved providing the information as a leaflet, via the online logging in process or via a face-to-face discussion.

It is the responsibility of the host to remain with their visitor, to ensure that they participate in the evacuation/in-vacuation procedure in the event of an emergency at the school.

41. WASTE MANAGEMENT

Appropriate management of waste is important to ensure that schools do not breach environmental laws. Detailed information about waste management can be found at https://www.gov.uk/dispose-business-commercial-waste

We are required to:

- Keep waste to a minimum by doing everything reasonable to prevent, reuse, recycle or recover waste,
- Sort and store waste safely and securely, considering the arson risk associated with waste storage,
- Obtain a waste transfer note for each load of waste that leaves the school,
- Confirm that the waste carrier is registered to dispose of waste,
- Not allow waste carriers to dispose of waste illegally.

When siting waste bins, ensure that they are not located under building eves or in areas where they could be used to access the building or roof areas. Where possible, bins should be secured to prevent unauthorised users accessing bin content. This will help to prevent non-school waste being disposed, people accessing information on disposed items within the bin and bins being used for arson purposes.

When disposing of hazardous waste, there are enhanced responsibilities. Hazardous waste includes:

- Asbestos
- Chemicals, such as print toners
- Batteries
- Solvents
- Oils (other than edible ones)
- Equipment containing ozone depleting substances (like fridges),
- Hazardous waste containers.

When disposing of hazardous waste, you must ensure that you keep the following documents.

- Consignment notes
- Consignee returns (from the business that receives your waste)
- Other documents such as carrier schedules (where more than one waste carrier is used) and rejected loads documents.

Documents relating to waste management should be saved on Parago. There are waste transfer note compliance checks built into the system for routine waste (general and feminine waste) where documents should be loaded. There is also an ‘ad-hoc waste removal’ check that can be used to store waste transfer notes for other types of waste removal.

When removing asbestos containing materials, waste removal documentation must be loaded against the asbestos asset being removed. Please see the asbestos management plan document or speak to the Estates Compliance Manager for more detail on this process.

Forms: *Waste matrix template*

42. WELLBEING AND STRESS MANAGEMENT

An organisation wide stress risk assessment will be documented that considers the risk of occupational stress within each school. This is a specific requirement from the Health and Safety Executive and will be held on the Parago system and reviewed annually.

The findings of the risk assessment should be communicated to staff, any safety control measures implemented, and the risk assessment kept under review.

Procedures for managing a work-related stress incident sits within HR procedures. An employee assistance programme is available and contact details displayed at every school.

Forms: *Individual stress risk assessment checklist, School stress risk assessment template*

43. WORK EQUIPMENT

All work equipment will be subject to subject to regular visual inspection by the staff who use the equipment.

In general, the responsibility for the maintenance and testing of equipment sits with the department who manages the equipment, either Curriculum or Premises. Where required, external check will be completed, and this will be arranged by whoever is responsible for the operation and management of the equipment.

Staff using work equipment should notify the person who manages the equipment, Curriculum Head of Department/technician or the Premises team/School Business Manager of any concerns or defects in relation to the equipment without delay. They must also mark the equipment as not safe for use.

Staff are discouraged from bringing their own equipment into school as it is not possible to ensure that the equipment is safe and has been suitably maintained. Staff should be aware that some equipment brought into schools may be older and may not meet the minimum safety standards or may contain hazardous substances that pose a risk to students and staff.

Visual inspection of premises equipment is included within compliance checks in the Parago system and evidence of this check should be saved in the system electronically by the Premises team or School Business Manager. Any faults highlighted within these inspection reports will be managed by the Premises team for equipment within their control. Documentation evidencing repair of equipment should be saved with the original inspection report on the Parago system.

Similar procedures for visual inspection of equipment should be in place for the management of equipment within curriculum departments. These checks can be built into the Parago system for the department, and this request should be made to the Estates Compliance Manager by the Head of Department.

Work equipment should be risk assessed to identify foreseeable hazards and should include the use and any routine maintenance that is required for the equipment. Please see the risk assessment section for more information about this.

Staff must be provided with appropriate training for the work equipment. Due to the nature of the equipment used in schools, training provided should be based on the legislative requirement or industry best practice. Training should always include a visual demonstration and supervision but may also include training and assessment from an external provider. Where external training is provided, refresher training should be completed at the recommended interval.

All training, either externally completed or inhouse should be documented in the department training log.

44. WORKING AT HEIGHT

Any working at height tasks will be risk assessed as it is a higher risk activity. For this reason, staff should not complete working at height activities whilst working alone.

The premises staff task risk assessment covers basic hazards and control measures for short-term working at height. Where working at height activities will take longer than 30 minutes or there are additional risks, a separate task related work at height risk assessment must be completed.

All equipment provided for working at height (ladders, step ladders, scaffolding and hop ups) should be inspected on a 3 monthly basis. Routine inspections for working at height equipment are built into the Parago system.

Any scaffolding or fixed ladders that can be accessed by children within a school will be removed/locked off to prevent children/trespassers accessing this equipment. Scaffolding should be inspected by a competent person every 7 days or after alterations or extreme weather conditions.

Perimeter guard rails and walls on roofing areas should be inspected on an annual basis. Routine inspections for this equipment are built into the Parago system as required.

Any latch way systems or anchor points will be inspected as per the manufacturers guidelines, normally on a 6 monthly basis by a competent contractor, and compliance checks for this are built into the Parago system and evidence of this check should be saved on the system electronically by the Premises team or School Business Manager.

Staff who complete working at height tasks will be provided with appropriate training for the task or equipment that they are using. This should be provided at appointment, and this will be refreshed every 2 years, or at the frequency set by the training provider for specialist training.

Forms: *Generic premises working at height risk assessment, Generic curriculum working at height risk assessment (both documents must be updated and made school specific)*