Health and Safety Policy



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| **Approved by: Trust Board Date: 16th December 2024** |
| **Next review due by: Autumn 2025** |

**Section 1**

**Health & Safety Policy and Organisation**

[Unity Schools Partnership Health and Safety Policy Statement 3](#_bookmark0)

[USP Health and Safety Responsibility 4](#_bookmark1)

Legal Duties 5

Employer ……………………………………….... 5

Employees …………………………………………. 5

[Unity Schools Partnership Health and Safety Organisation 6](#_bookmark2)

[Organisation of Responsibility Chart 6](#_bookmark3)

[Organisation Responsibilities 7](#_bookmark4)

[USP Members 7](#_bookmark5)

[USP Board of Trustees 7](#_bookmark6)

[USP Chief Executive Officer 7](#_bookmark7)

[Local Governing Bodies (Each School) 7](#_bookmark8)

[USP Director of Operations 8](#_bookmark9)

[Head Teachers 8](#_bookmark10)

[Employees 8](#_bookmark11)

[Health and Safety Committee ..9](#_bookmark12)

[Competent Health and Safety Advice ..9](#_bookmark13)

[Schools Health and Safety Policy and Arrangements… …………………9](#_TOC_250000)

Section 2 Arrangements

Arrangements Introduction………………………………………………………………………… 10

Arrangement index… …………………………. 11

List of Responsible People for each Section …………………. 12

Arrangements……………………………………………………………………………………. 14 - 60

# Unity Schools Partnership Health and Safety Policy Statement

The Health, Safety and Wellbeing of all the people who work or learn at our schools is of fundamental importance. Unity Schools Partnership is committed to providing a safe, secure and healthy working environment for everyone. The Board of trustees have overall responsibility for protecting the Health and Safety of all children, members of staff and visitors.

Under the overall direction of the Board of Trustees Unity Schools Partnership will:

* Provide suitable and sufficient information, training and supervision, as is required to ensure the Health and Safety of employees, our school children, their parents and anyone else that may be affected by our activities;
* Provide safe premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;
* Ensure there is adequate resources available for the Trust and Schools to manage Health, Safety and Wellbeing in line with legislative requirements;
* Control the activities of others who are not in our employment to ensure they are carried out in a safe manor;
* Inform employees of their duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others;
* Implement Health and Safety arrangements and procedures across the Trust to ensure that risks associated with any work activities are suitably controlled;
* Form a Trust wide Health and Safety Committee to ensure that the management of Health, Safety and Wellbeing is imbedded at Trust and Local Levels:
* Ensure that all external activities and school’s excursions are managed in a safe manor and any identified risks are

adequately controlled.

Our Health and Safety Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 and will be subject to regular review at least annually or when there are any significant changes. Overall responsibility for Health and Safety in the School lies with the Board of Trustees, led by the Chair of Directors and The Chief Executive Officer, as the principal employee:

This Health and Safety Policy is approved by the Head Teacher.

Signed: John Hollick

Head of School

# USP Health and Safety Responsibility

The overall responsibility for health and safety within rests with the Directors and the Chief Executive Officer. They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that USP keeps within the requirements of the Health and Safety at Work etc. Act 1974 the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and Safety at Work etc. Act 1974.

## Specific Responsibilities of the Trustees and Chief Executive Officer

The Board of Trustees and Chief Executive Officer Principal are responsible for implementing this policy across the Trust. In particular, they will:

1. Monitor and review the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and learners, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Directors and Executive Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

# Legal Duties Employer

It is our duty and responsibility as employers under the Health and Safety at Work etc. Act 1974 section 2.1 and 2.2 a-e

and this policy to:

* Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our premises
* To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without

risk to a person’s health or safety

* To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances
* To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees
* And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it
* Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace

# Employees

In addition to the previously described general responsibilities, the Health and Safety at Work etc. Act 1974 places legal duties on all employees.

These are:

## Section 7 ‘Health and Safety at Work etc. Act 1974’

* To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
* To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

## Section 8 ‘Health and Safety at Work etc. Act 1974’

* No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

## Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties,

**i.e. fines and/or imprisonment**

# Unity Schools Partnership Health and Safety Organisation

**USP Health and Safety Committee**

**USP Director of Operations**

**Director of Finance** (Resources)

**Head Teachers**

**USP CEO**

**Teachers / Staff**

**Local Governing Body**

(Each School)

# Organisation of Responsibility Chart

**USP Members**

**USP Board of Trustees**

**Competent Health and Safety Support**

# Organisation Responsibilities

Detailed below is a list of the USP organisations key areas of responsibility and what roles they play in ensuring Health, Safety and Wellbeing is imbedded across the trust and at local school levels.

# USP Members

The selected members of the Unity Schools Partnership are the guardians of the Articles of Association and are responsible for ensuring that the objects identified within this article are adhered to across the organisation.

[http://www.USPrust.co.uk/sites/academy\_trust/files/documents/Memorandum%20and%20Articles%20of%20Association.pdf](http://www.swatrust.co.uk/sites/academy_trust/files/documents/Memorandum%20and%20Articles%20of%20Association.pdf)

# USP Board of Trustees

The Board of Trustees act as the Employer on behalf of the USP and are responsible for:

* + Ensuring Health and Safely Policy and Arrangements are in place and implemented across the organisation
  + Appointing the Chief Executive Officer of the USP to manage Health and Safety Policy, Arrangements
  + For overseeing and implementing the Scheme of Delegation - [http://www.USPrust.co.uk/sites/academy\_trust/files/documents/Trust%20scheme%20of%20delegation%20April%2018.pdf# overlay-context=user](http://www.swatrust.co.uk/sites/academy_trust/files/documents/Trust%20scheme%20of%20delegation%20April%2018.pdf#overlay-context%3Duser)
  + Providing adequate resources to manage H&S in line with current legislation
  + Overall responsibility of Health, Safety for the Trust and signing off the USP Health and Safety Policy Statement

# USP Chief Executive Officer

The USP Chief Executive Officer is selected and employed by the Board of Trustees as the most senior Officer of the organisation. Their responsibilities include:

* + Joint responsibility with the Board of Trustees for Health and Safety across the Trust
  + Line Management of all the Head Teachers within the Trust
  + Implementation of full policy, organisation and arrangements
  + Presenting the Health and Safety Policy to Directors
  + Setting and maintaining Health and Safety standards
  + Report key Health and Safety information to the Board of Trustees

# Local Governing Bodies (Each School)

Schools within USP must have a Local Governing Body in place. The Local Governing Body is in place to ensure that local arrangements are implemented and maintained at their school. Schools may nominate a member of the Governing Body to have an oversight of Health & Safety which could include site visits/inspections.

They are also responsible for:

Reviewing Health & Safety audits at Local Governing Body meetings to ensure that the schools are actioning issues identified in the report and following up on any concerns with the support of the Director of Operations, Head of Operations and Health and Safety Consultant.

# USP Director of Operations

As the responsible officer (Responsible Person) for the Trust, the Director of Operations has a key role in ensuring that Health and Safety is imbedded at both a strategic Trust level and at a local school level. Some of their key activities include:

* + Producing Health and Safety Policy and Arrangements for the Trust
  + Monitoring the Health and Safety performance for the Trust
  + Employ a trust wide Health and Safety Advisor / Competent Advice
  + Ensuring Quality Assurance
  + Ensures adequate resources are made available for managing Health & Safety across the Trust
  + Prepare and report key Health and Safety information (e.g. incident data, actions from audits etc.) into the USP Health and Safety Committee
  + Communicating any Health and Safety related information with Head Teachers
  + Chairing the USP Health & Safety Committee

# Head Teachers

Local school Head Teachers take on the role as the site Responsible Person (RP) and are responsible for ensuring that USP Health and Safety Policy and Arrangements are imbedded and managed at a local level

* + Implementation of Health and Safety Arrangements and local procedures
  + Delegate local Health and Safety responsibilities (where required)
  + Introduce local a Health and Safety Committee meetings (to include the Governor responsible for Health and Safety)
  + Ensure resources are available locally to manage Health and Safety Arrangements and procedures
  + Produce data on Health and Safety on behalf of the USP Director of Operations
  + Complete site specific risk assessments and to ensure all staff receive adequate information, training and instruction
  + Ensure that local records relating to Health and Safety are kept and maintained at all times

.

# Employees

All employees are responsible for their own and others Health and Safety why they are employed by the Trust. They must:

* + Adhere to all policies, arrangements and procedures that have been implemented by the Trust.
  + Report and provide feedback on any matters relating to Health and Safety whilst they are employed by the Trust.
  + Actively engage with the development and implementation of local procedures

# Health and Safety Committee

The Trust’s Health and Safety Committee and is there to review the Health and Safety performance at Trust and local

levels. The Health and Safety Committee is:

* A formal meeting defined by an agreed ‘Terms of Reference’ which is in place to review and develop the Health and Safety performance for the trust
* Chaired by the Director of Operations and has representation from Trust and local school levels (Head Teachers, Teachers, Staff, Technical Staff, Health and Safety Reps etc.)
* A forum for consultation at a trust and local level. As a legal requirement, employees have a right to consultation on any matters relating to Health and Safety.
* Is the Trusts focal point of reviewing their Health and Safety Management System

# Competent Health and Safety Advice

The Trust will engage external competent Health and Safety advice and guidance on how to implement policy, arrangements and procedures across the organisation. The overall responsibility for Health and Safety remains with the Board of Trustees and the Chief Executive Officer. The competent support will provide advice and guidance to allow the Trust Responsible Person/s to meet requirements identified within the Health and Safety at Work etc. Act 1974 and any associated regulations.

# Schools Health and safety Policy and Arrangements

This Policy is the overriding policy that Unity Schools Partnership and each school is governed by this must be followed at all times and actions taken when needed.

However, when it comes to the arrangements each site is different so these will differ from site to site. Each site should add they own protocols/procedures if different to what is on this document and make sure these are kept up to date or changed if any incidents happen between reviews.

Each site must list the responsible person for each section so they can be contacted easily if needed also this must be easily located so all employees can view the document.

The Health and Safety Policy must be displayed in each Staff room at a school premises as well as the Main Office so all staff can access it easily also an electronic version should be available to view or download.

The Health and Safety Policy must be uploaded onto the school websites, this must be the schools completed version not a link to the USP site.

**Arrangements** Introduction:

The Health and Safety Executive (HSE) has produced guidance for schools regarding a sensible approach to health and safety which means focusing on how the real risks are managed.

Consequently, the HSE regards sensible health and safety management as being represented by:

* the school leadership team understanding the safety policy and applying it practically to the real risks in the school;
* key staff having clearly established roles and responsibilities;
* paperwork being kept to a minimum with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;
* school leaders consulting with staff including employee / trade union safety representatives - looking for practical solutions to health and safety issues;
* learning is enabled by making proportionate decisions i.e. regarding school field trips or visits.

USP has produced updated Health and safety policy, Organisation an Arrangements documents to enable sensible health and safety management to be achieved across the whole Trust.

The **Arrangements** supplement the USP **Health and Safety Policy** and **Organisation** (for safety) documents. Arrangements are required as a way of demonstrating how USP will comply with the key points outlined within the Health and Safety Policy. They are designed to form the basis by which all USP locations can attain a required common standard and comply with current Health and Safety Executive (HSE) legislation and guidance.

The Arrangements headings relate to specific subjects or areas of Health and Safety which are covered by specific UK legislation and guidance.

They are the starting point. Some will require supplementation and cross referencing to local procedures or adapted to suit more detailed local requirements e.g. where grounds work is carried out locally regarding the information, instruction and training given to staff and the use of specific equipment such as tractors and mowers.

They are set out to enable those that are not applicable to the individual location or premises to be marked as Not Applicable (N/A). For instance, if Radioactive materials are not used on the site then this can be marked as N/A.

Each subject has a header requiring annotation with details specific to the location or premises. These will detail staff who have assigned responsibilities for health and safety. The information will need to be completed for each relevant Arrangement at each location or premises. The information will be reviewed annually, where there is any change to personnel, use or layout and when amendments are issued by USP.

The header and individual Arrangement will signpost towards other guidance where it is recommended that the information is consulted as part of the procedure.

Where any problems are encountered or there is significant variance with the details outlined in the Arrangement contact shall be made with the USP Operations to obtain early resolution.

## Section 2 - Health and Safety Policy Arrangements Contents:

List of Responsible persons for each section 13

Emergency Procedures – Fire 15

Lock Down/ Terror Threat/ Bomb Threat/ Suspicious Packages 17

Incident Reporting 19

Control of Substance Hazardous to Health (COSHH) 20

DSE 22

Electricity at Work 23

Driving for Work 24

Provision and Use of Work Equipment 25

Working at Height 26

Stress Management 27

First Aid 28

Food safety/ hygiene Kitchen Safety inc, allergens 29

Lone Working 30

Manual Handling 31

Smoking at Work 32

Personal protective Equipment (PPE) 33

Asbestos 34

Health Surveillance 36

Risk Assessment 37

Health and Safety – Information, Instruction and Training 38

Worker/ Staff Committees 39

Working Time Directive 41

Extreme Weather Events/ Environmental Conditions 43

Minibuses 44

Water Hygiene/ Legionella 46

Health and Safety Design Technology (DT)/ Science/ Art – CLEAPSS 47

Work Equipment - Statutory Checks 48

Contractor Control 50

Site Safety - Management of Traffic and Pedestrians 51

Swimming Pools 53

Physical Education 54

School Trips and Outdoor Learning Activities 55

Gas Safety 57

Waste Management 59

Personal Safety/ Security 60

Completing the Arrangements section information 61

Appendix A Severe Weather Procedure Separate attachment.

**List of Responsible persons for each section.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Name of person responsible** | **Job title of person responsible** |
| Emergency Procedures - Fire  including personal emergency evacuation plans | John Hollick | Head of School |
| Lock Down/Terror Threat/Bomb Threat/Suspicious  Packages | John Hollick | Head of School |
| Incident Reporting | John Hollick | Head of School |
| Control of Substances Hazardous to Health | John Hollick | Head of School |
| Display Screen Equipment | John Hollick | Head of School |
| Electricity at Work/Safety | John Hollick | Head of School |
| Driving for Work | John Hollick | Head of School |
| Equipment and Machinery  Planned checks Procedures/Premises/Equipment | John Hollick | Head of School |
| Work at Height/Safe use of Ladders/Scaffold | John Hollick | Head of School |
| Stress and Mental Wellbeing | Lisa Tweed | Executive Headteacher |
| First Aid | John Hollick | Head of School |
| Food Hygiene/Kitchens | John Hollick | Head of School |
| Lone Working | John Hollick | Head of School |
| Manual Handling | John Hollick | Head of School |
| Smoking at work | John Hollick | Head of School |
| Personal Protection Equipment | John Hollick | Head of School |
| Asbestos Control | John Hollick | Head of School |
| Health Surveillance | John Hollick | Head of School |
| Risk Assessment | John Hollick | Head of School |
| Health and Safety information, instruction and Training | John Hollick | Head of School |
| Health and Safety Committees and Staff Representation | Lisa Tweed | Executive Headteacher |
| Working Hours | Lisa Tweed | Executive Headteacher |
| Extreme Weather Events | John Hollick | Head of School |
| Minibuses | N/A | |
| Water Hygiene management/Legionella | John Hollick | Head of School |
| Health and Safety Design & Technology | John Hollick | Head of School |
| Health and Safety Science | John Hollick | Head of School |
| Health and Safety Art | John Hollick | Head of School |

|  |  |  |
| --- | --- | --- |
| Work Equipment statutory checks | John Hollick | Head of School |
| Contractor Control | John Hollick | Head of School |
| Site Safety Traffic Control | John Hollick | Head of School |
| Swimming Pools | N/A | |
| Physical Education | John Hollick | Head of School |
| School Trips and Outdoor Learning Activities | John Hollick | Head of School |
| Gas Safety | John Hollick | Head of School |
| Waste Management | John Hollick | Head of School |
| Personal Safety/Security | John Hollick | Head of School |

## 1.1 Emergency Procedures – Fire (Health and Safety at Work Act (HSWA), Regulatory Reform (Fire Safety) Order (RR(FS)O).):

Responsible Person (RP): John Hollick

Fire Safety Coordinator (FSC): John Hollick

Fire Wardens/ Marshals (FW/FM): John Hollick

Muster Point/s: Field by stables/ KS2 Field

Fire Health and Safety Training Provider: National College

* 1. A comprehensive fire safety management system in place at all sites according to the identified fire hazards and risks at each location.
  2. A Fire Risk Assessment to PAS79 has been carried out at each location to identify any non- compliances and subsequent actions required
  3. All employees receive fire safety awareness instruction, information and training as appropriate for their responsibilities and as part of their induction.
  4. Each site has a Responsible Person for managing fire safety whose duties include:
     + Making sure a Fire Risk Assessment is completed and reviewed at least once annually or when any alterations, changes to activities e.g. processes, occupancy, construction works occur
     + Completes the actions required by the Fire Risk Assessment
     + Communicating the site Fire Emergency Plan to all staff and visitors to the site
     + Making sure there is adequate means of summoning the emergency services
     + Designating a person to contact the emergency services in the event of an emergency
     + Appointing a Fire Safety Coordinator to act as a liaison between the emergency services and the establishment in the event of an evacuation of the premises
     + Providing sufficient numbers of trained fire wardens for each area to enable the rapid and controlled evacuation of the premises in the event of a fire reporting to the Fire Safety Coordinator
     + Making sure fire safety equipment at the site is regularly inspected and tested in accordance with HSE

legislation and guidance and the manufacturer’s instructions

* + - Making sure fire exit routes are kept clear of obstruction
    - Making sure fire exit routes and the location safety equipment is clearly indicated by suitable signs
    - Ensuring regular announced and unannounced fire evacuation drills take place.
    - Making sure that in-house fire alarm and, detection and where fitted emergency lighting tests are carried out at the required intervals and recorded in the Fire Log.
    - Maintaining the Fire Log and all records in accordance with legal requirements
    - Suitable Personal Emergency Evacuation Plans (PEEPS) are in place for anyone with a disability or condition that requires one.
    - Put in place adequate measures to move all occupants and staff to positions of immediate and then final safety
  1. Employees are required to:
     + IMMEDIATELY sound the fire alarm implement the emergency evacuation procedure when discovering a fire
     + Notifying the Fire Safety Coordinator of the location of the fire.
     + On hearing the fire alarm IMMEDIATELY evacuating the building and proceeding to the fire assembly point.
     + Familiarising themselves with the fire emergency plan
     + Raising any questions or concerns they have regarding the emergency plan etc., with their line manager.
     + Assisting in keeping emergency exits and escape routes clear and in reducing fire risks to the lowest level possible.
     + Removing and/or reporting any fire hazards identified to their line manager.
     + Taking part in fire drills and following the instructions of fire wardens.
     + Attending fire safety training as required.
  2. Whilst fire extinguishers and blankets are located at strategic points throughout premises, employees should only tackle fires if, and only if:
     + They have been trained in the safe use of fire extinguishers
     + They have the correct fire extinguisher available to use
     + The fire is not already too big and out of control threatening their personal safety
     + They are not in imminent danger from toxic materials, smoke
     + They have a clear exit route so it is safe for them to tackle the fire

# Lock Down/ Terror Threat/ Bomb Threat/ Suspicious Packages

Responsible Person (RP): John Hollick

Emergency Safety Coordinator (ESC): John Hollick

Designated Persons (DP)/ Wardens/ Marshals: SLT

Point/s of Safety: Classrooms

USP Lockdown Policy/Procedure:

<https://www.houldsworthvalleyacademy.co.uk/wp-content/uploads/sites/35/2022/10/HWV-Lockdown-Procedures-1.pdf>

Essential Government Guidance: [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/fil**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)[**e/478003/NaCTSO\_Guidance\_Note\_1\_-\_2015\_-\_Dynamic\_Lockdown\_v1\_0.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)

[**https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures**](https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures)

* 1. In line with guidance from Her Majesties Government (HMG) the organisation will ensure all employees and staff understand,
     + How to effect full or part dynamic lockdown
     + What will happen during the full or partial lockdown
     + Their roles and responsibilities
     + How to let people know what’s happening
     + “STAY SAFE” principles i.e. “Run, Hide, Tell”
     + The identities of the ESC and key DPs - managers/ staff
     + The locations where possible of point/s of safety.
     + What to do in the event of the discovery of suspicious packages.
     + Action in the event of threats,
       - by telephone
       - by e-mail
       - by mail
       - in person
  2. To achieve this all staff will receive training,
     + at induction;
     + regular refreshers each term/ tool-box talks/ updates;
     + drills;
     + drills involving staff and pupils each term
  3. The organisation has put in place methods of communication in the event of an incident
     + mobile telephones
     + land-line telephones
     + Microsoft Teams
  4. Specific procedures in accordance with the HMG NacCTSO guidance and current best practice are available and depending upon the type of terrorist alert the organisation recognises that:
     + Normal Fire Emergency procedures are unlikely to be sufficient due to the nature of modern terrorist attacks.
     + The fire alarm should not be sounded. Evacuation shall be commenced by word of mouth to an agreed place of safety.
     + Specific managers/ staff will be identified to carry out this process coordinated by the ESC.
     + Evacuation routes shall be by the most direct route away from glazed areas and routes where they are easily visible to the outside of the buildings.
  5. On discovering a suspicious package, employees must report its whereabouts immediately to the receipt or discovery nearest person in authority. This may be:
     + The designated ESC for the site
     + A senior or other manager/ member of staff
  6. The person (ESC, RP, DP) who has been notified of a suspicious package must activate the emergency evacuation procedures and then call the police if the suspicious package cannot be explained or confirmed as being legitimate

**Incident Reporting (HSWA, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)):**

Responsible Person (RP): John Hollick

Designated Investigator (DI): Nicola Studholme

RIDDOR Reports: Nicola Studholme

Health and Safety Advisor (HSA): Debbie Bell

* 1. Incident prevention and investigation is essential to improve safety management and health and safety standards across the organisation. All incidents and near-misses will be recorded in accordance with legal requirements and the organisations reporting procedures.
  2. Employees must therefore:
     + Complete an Incident Report whenever they are injured at work, regardless of the seriousness of the injury.
     + Accident Report books are held by first aiders who can, if required, complete and maintain minor injuries such as small grazes, cuts and bruises to be maintained on site on behalf of the injured employee.
     + On completing the Incident Report form send it to [unitysp-incidents@unitysp.co.uk](mailto:unitysp-incidents@unitysp.co.uk) for further action/ monitoring purposes within **2 days**.
     + Complete a Near miss form whenever there is a significant near-miss at work that: **could have** resulted in an injury to the employee or makes an employee feel uncomfortable or concerned for their safety
     + Complete an Incident Report/near miss form where the injury or near-miss occurs to a third party as a result of their activities
     + Co-operate with any investigation that takes place following an accident or incident.
  3. Incident Report forms will be used to determine if a full investigation is required and assign the appropriate manager to conduct the investigation with the support of the Health and Safety Advisor.

(Advice on what to report is available on the following document Which incidents should I report to Unity SP Health and Safety Advisor)

* 1. Investigation findings will be made available to all those affected so that lessons can be learned and changes can be made to working practices as necessary to prevent a re-occurrence.
  2. Employees are advised to seek independent legal advice if involved in a serious incident at work.
  3. **RIDDOR** – Reporting Injuries, Diseases and Dangerous Occurrences Regulations The organisation acknowledges its duty to comply with the RIDDOR
     + The school must forward the completed incident report as well as any other details which would assist the Health and Safety Advisor to complete and submit the online HSE Report whenever a reportable event occurs.
     + Copies of the factual report will be downloaded and maintained pending further action
     + Employees will co-operate in this regard by providing any such information as may be necessary and required to ensure the organisation meets its legal responsibilities.
     + Employees will be required to provide a certificate from a registered medical practitioner if absent from work as a result of a work-related injury or disease.
     + Absences of more than 7 days as a result of a work-related injury or disease shall be reported under RIDDOR
     + Absences of more than 3 days as a result of a work-related injury or disease shall be recorded and maintained by John Hollick for the purposes of RIDDOR
     + Employees will be expected to co-operate with any investigation carried out into the cause of the injury or disease.

## Control Of Substances Hazardous to Health (COSHH Regulations, Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)):

Responsible Person (RP): John Hollick

Designated Person (DP): Debbie Bell

Storage Arrangements: Internal checks and reviews/ External reviews. Locked Cupboards.

CLEAPSS Resources: [**http://www.cleapss.org.uk/**](http://www.cleapss.org.uk/)

* 1. It is the responsibility of the competent Designated Person or Head of Department to:
     + Obtain Material Hazard Safety Data Sheets (MHSDS) from manufacturers/ suppliers for all hazardous substances to be used in activities.
     + Carry out COSHH risk assessments for the activities carried out involving hazardous materials included under the regulations
     + Communicate the risk assessment findings and controls associated with the hazardous chemicals to everyone who handles, uses or stores chemicals and/or other hazardous substances as part of their duties.
     + Ensure the hazardous chemicals are only handled, used and stored in accordance with the data information sheet guidance and/or the manufacturer’s instructions.
     + Provide suitable and appropriate personal protective equipment to reduce risks to employees
     + Ensure employees receive appropriate COSHH information, instruction and training.
     + Monitor compliance with COSHH guidance and the use of safe working practices
     + Arrange suitable/ appropriate facilities for the secure storage of materials identified as requiring COSHH risk assessment.
  2. It is the responsibility of employees who handle, use or store chemicals and/or other hazardous substances hazardous to health to:
     + Only handle, use and store the chemical in accordance with the instructions provided
     + Wear personal protective equipment that is provided for their protection.
     + Attend any such training as may be required
     + Report any hazards or concerns to their manager
     + Ensure COSHH guidance and safe working practices are adhered to
  3. The RP will have additional responsibilities under DSEAR on sites where the following materials are used:
     + Petrol
     + Liquid Petroleum Gas (LPG)
     + Oxygen
     + Paints, varnishes and solvents
     + Certain dusts e.g. wood dust

In certain cases, dusts, gases, mists and fumes when mixed with air can create a potentially explosive atmosphere. In the event of ignition this can result in fire or explosion.

* 1. The RP will ensure HoD/ DPs and all members of staff likely to be affected receive information, instruction and training to enable them to identify and deal with these potential hazards
  2. As a result of Risk Assessment carried out of the activities involving these materials likely to result in an explosive atmosphere. This includes both routine and non-routine processes e.g. maintenance. The RP will make sure control measures identified by the Risk Assessment are introduced as necessary, including:
     + elimination;
     + equipment:
       - extraction equipment – Local Exhaust Ventilation (LEV)
       - vacuum cleaning equipment to a recognised British Standard appropriate to the materials for which is being used e.g. H Rated filtration for some hazardous dusts
       - maintenance and inspection
       - storage facilities suitable for the materials concerned;
     + removing potential sources of ignition e.g. unprotected equipment;
     + housekeeping;
     + substitution with less hazardous materials;
     + putting in place emergency procedures for use in the event of incident;
     + making sure the areas are clearly marked on site and including this information in all relevant emergency procedures including Fire etc.
  3. The competent HoD/ DP will undertake utilising CLEAPSS resources:
     + Risk Assessments of the activities involving these materials likely to result in an explosive atmosphere as directed by the RP.
     + Provide and assist the RP with the selection of the control measures required.
     + Assist the RP by making sure all control measures are maintained in accordance with current legislation, guidance and where necessary the equipment manufacturer’s instructions.
     + Making sure areas are maintained in accordance with Risk Assessment e.g. housekeeping’ storage

etc.

* + - Classification and identification of the areas affected.

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# Display Screen Equipment (DSE) (The Health and Safety (Display Screen Equipment Regulations)

Responsible Person (RP): John Hollick

Designated Person (DP)/ DSE Assessment Coordinator/s: John Hollick

DSE Self-Assessment Template

* 1. The organisation/ RP/ managers will coordinate DSE Assessment and:
     + Ensure employees receive appropriate information, instruction and training in the safe use of computers/ DSE as part of their induction.
     + Make sure that all employees designated as DSE users carry out a suitable and sufficient DSE Assessment in accordance with Health and Safety Executive (HSE) Legislation and guidance.
     + In the first instance this will be a self-assessment.
     + Ensure that any risks identified as part of the risk assessment process are discussed with the employee and appropriate actions agreed and implemented to reduce risks to the lowest level possible.
     + Where identified issues are not easily mitigated utilise the services of a specialist assessor, occupational health advisor as necessary to obtain a satisfactory resolution to the issue.
  2. It is the responsibility of employees who use computers routinely as part of their normal working activities to:
     + Complete a DSE risk assessment on commencing work and whenever there is a significant change to their work equipment or environment.
     + Discuss the findings of the risk assessment with their manager.
     + Take all reasonable steps to reduce risks associated with the use of computers in accordance with HSE legislation and guidance and explained during the induction training
     + Attend any such training as required
     + Report any hazards or concerns to their manager
  3. Records shall be maintained of all relevant assessments, testing and checks of all work equipment.

## Electricity at Work/ Safety

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

* 1. All electrical equipment is maintained in good working condition.

Electrical testing of both mains electric and portable appliances is carried out in accordance with legal requirements.

* 1. Maintenance of electrical equipment shall include the regular testing of Residual Current Devices (RCDs).
  2. All maintenance of electrical equipment will be undertaken out of normal term time/ working hours. Where this is not possible strict segregation and electrical isolation processes shall be required.
  3. Basic electrical safety information, instruction and training will be provided to employees during their induction according to their job role.
  4. Employees are responsible for:
     + Carrying out visual inspections of electrical appliances before use
     + Reporting any signs of damage or defects immediately to their manager
     + Only using electrical equipment in accordance with the manufacturer's instructions.
     + Switching off/ disconnecting electrical items at the mains at the end of the working shift (unless specifically directed).
     + Attending any training provided) to minimise electrical risks.
     + For their own safety must **never:**
       - Tamper with/ attempt to repair electrical equipment unless they are qualified and authorised as competent to do so as part of their job role;
       - use equipment that has failed a PAT or has been labelled as being faulty or defective and taken out of general use.
       - overload electrical sockets; daisy chain trailing sockets; use extension leads without fully extending them.
     + Use of personal electrical appliances is not permitted without prior authorisation.
  5. Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.

# Driving for Work

Responsible Person (RP): John Hollick

Designated Person/s (DP): John Hollick

* 1. As driving is normally a lone working activity, employees should also read the Working Alone in Safety Policy.
  2. It is the responsibility of employees who drive as part of their normal working activities to:
     + Ensure their vehicle is legally compliant and maintained in a roadworthy condition.
     + Ensure they have appropriate insurance cover for their job role e.g. carrying goods or passengers. Unity Schools Partnership HR department will provide a suitable letter that employees may use for obtaining insurance cover if this is required.
     + Complete a driver’s registration form on appointment and to then notify the HR department if there is any change in details particularly if this affects their right to legally drive a vehicle.
     + Complete a USP Driver Declaration Form every year for processing.
     + Provide proof of legal compliance whenever requested.
     + Report to their manager anything that affects their ability to drive safely
     + Drive in a safe manner at all times and not to take unnecessary risk in accordance with the Highway Code and Road Traffic legislation.
     + Ensure that items are secured and stowed away safely inside their vehicles to avoid causing driving hazards
     + Ensure they only park where it is legal to do so and to avoid causing a hazard to other drivers.
  3. Employees are forbidden to drive whilst under the influence of drugs or alcohol, which affect their ability to drive, or when they are unfit to drive for any other reason.
  4. Employees are therefore forbidden to use mobile phones whilst driving including hands free systems in their car except in an emergency as defined by the highway code.
  5. John Hollick will respect the decision of an employee not to embark on a journey if their risk assessment indicates the risk to them and/or third parties is considered to be too high, due to adverse weather conditions and/or some other factor. However, the employee must notify their manager immediately should a journey be cancelled for this reason.
  6. Any employee who is involved in a road traffic incident whilst at work must:
     + Always notify the police of the incident and call for emergency medical assistance if anyone is injured. Under no circumstances should an employee leave the scene of an incident until the police have arrived and advise them they can do so.
     + Report the incident to their manager and/or Head of School as soon as it is safe for them to do so.
     + Complete an Incident Report form as soon as possible, sending this to [unitysp-incidents@unitysp.co.uk](mailto:unitysp-incidents@unitysp.co.uk)
     + Co-operate with any external or internal investigation that may be carried out to establish the facts relating to the incident.
  7. Employees are advised to seek independent legal advice whenever involved in a road traffic incident and must report any subsequent conviction to Head of School, regardless of whether or not the incident occurred during the course of their work duties.
  8. A conviction for a driving offence may lead to disciplinary action depending on the circumstances.

## Equipment and Machinery (Provision and Use of Work Equipment Regulations PUWER)

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

* 1. The PRP and DP will make sure that all equipment owned and provided for use is safe and suitable for the purpose for which it is to be used and 0.2 to 0.5 are undertaken and in place.
  2. All equipment and machinery owned by the organisation will be regularly serviced by appropriate maintenance/ servicing companies.
  3. Equipment and machinery will be clearly marked with appropriate warning signs where there are hazards associated with their use e.g. HAVS.
  4. Machinery Guarding, Safety stop/cut-outs switches/ buttons will form part of 0.2 and be tested by the

Designated Person/s in accordance with the equipment manufacturer’s/ installer’s instructions and any other

HSE legislation and guidance.

* 1. Employees will receive information, instruction and training on the safe use of equipment as appropriate for their role from induction.
  2. Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.
  3. Employees are responsible for:
     + Only using equipment, they have been trained to use and have received information and instruction on its safe operation,
     + checking equipment for obvious signs of damage or defect before using it,
     + reporting any damage or defect identified immediately to their line manager and taking the equipment out of use until directed otherwise
     + using equipment and machinery only in accordance with the safety instructions provided,
     + not tampering with removing safety guards or devices put in place to protect users,
     + making sure where required equipment has received all statutory checks before use.

## Work At Height (WAH)/ Safe use of step-ladders/ ladders (Work at Height Regulations)

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

* 1. **No** members of staff or contractors will be allowed to work at height unless appropriate safety measures have been put in place.
  2. Designated Persons responsible for Health and Safety/ Service managers will make sure any third- party contractor that needs to work at height (e.g. window cleaners, gutter cleaners, construction workers) provides detailed WAH risk assessment in advance of any work
  3. Employees are only allowed to carry out WAH with the permission of the Responsible Person, Designated person and their Line Manager
  4. Where required specialist health and safety/ WAH competent advice will be obtained by the Responsible person
  5. The RP/ DP will make sure employees carrying out WAH will utilise the Step by Step guide to WAH published by the Health and Safety Executive following the criteria,
     + Avoid where practicable using alternatives
     + Prevent and reduce risk if there is no alternative by using the hierarchy of control i.e. collective measures, personal protection
     + Minimising the risk of falling using collective measures or personal protection
  6. The RP/ DP will make sure employees carrying out WAH will only do so if they have received Information, Instruction and Training to the required level as defined in HSE Guidance e.g.
     + Scaffold – NASC, CITB, CISRS
     + Mobile Scaffold towers – PASMA
     + MEWPs – IPAF
     + Ladders/ Step-ladders – Ladder Association/ HSE Guidance Safe Use of ladders/ Stepladders
  7. The RP/ DP will make sure employees will only proceed WAH after they have carried out a WAH Risk Assessment
  8. The RP/ DP will make sure employees will only proceed WAH once the agreed Safe System of Work is in place and the RP, DP are satisfied that it is safe to commence.
  9. The requirements of the Work Equipment section of the Arrangements apply. All equipment must be fit for purpose, maintained and inspected in accordance with HSE legislation and guidance before use.

1.0 Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.

## Stress and mental well-being at work

Responsible Person (RP): Lisa Tweed

Designated Person/s (DP): John Hollick

Human Resources (HR) Contact: Angela Bull (01440) 333400

Staff Helpline/ Counselling Service details: OM Well-being (07762) 037834

* 1. The organisation is committed to removing and reducing the effects of work-related stress on its employees
  2. The organisation will provide employees with information, guidance and training to assist them in maintaining positive mental health
  3. The organisation will achieve this by helping employees to identify the causes of stress and understanding how to implement a range of strategies to reduce the effects of stress including,
     + provision of mental health awareness and stress awareness training for all employees
     + stress management training for managers.
     + providing support and guidance for managers on the effective use of the Health and Safety

Executive’s Stress Management Standards to identify and reduce workplace stress.

* + - providing opportunities for managers and employees to discuss work related stress at the earliest opportunity including regular supervision, team meetings or direct contact with HR
    - providing access to an external stress management/ counselling service which is confidential and for use by all employees
  1. Managers with assistance from HR are required to carry out a stress risk assessment whenever work- related stress is identified.
  2. Managers are referred to the Absence Management Policy/ Procedures and to HR for guidance on return to work meetings with employees when there has been a stress related absence

# First Aid (Health and Safety (First-Aid) Regulations)

Responsible Person (RP): John Hollick

Designated Person/s (DP): First Aid Trained Staff

First Aid Trained Staff: SEE USP First Aid Policy

* 1. A suitable and sufficient First Aid Risk Assessment is in place defining the requirements regarding assigned risk, number of trained first aiders and first aid kits available at the workplace.
  2. The Responsible Person is required to provide
     + sufficient first aiders at the site to provide first aid assistance at all times
     + training for first aiders at the intervals and at the levels defined by HSE guidance and legislation
     + display names and locations of all first aiders/ first kits at key locations throughout the building e.g. reception, kitchen, staff notice board etc.,
     + sufficient stocked and in date first aid kits on site for first aiders to use and easy access by all employees.
     + emergency procedures and mechanisms that include the contact procedures for summoning the emergency services including a list of emergency telephone numbers for local doctors and hospitals
     + communication of the information above at employee induction
  3. First Aid shall be administered by trained and qualified first aiders on behalf of Head of School.
  4. In an emergency situation where, medical assistance has been called for and the employee is in contact with the emergency services controller or paramedics are advising immediate action, employees must follow the verbal instructions given. This applies to both first aiders and non- first aiders.
  5. The RP is also responsible in coordination with the DP and line managers with providing suitable first aid provision for out of hours office, remote and lone working.
  6. First Aid training is to only be sourced from the two-following company’s
* APW Training - twilliams@apwtraining.co.uk
* ATH Training Group - info@ath-training.co.uk

**Food Hygiene/ Kitchens**

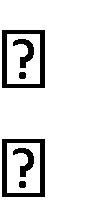
Responsible Person (RP): John Hollick

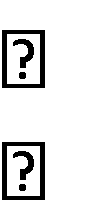
Designated Person/s (DP): Early Years/Wrap around care staff

Head of Kitchen (HoK): Zoe Baxter

* 1. **Employee Kitchens/ mess rooms**

All employees are responsible for:

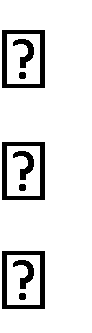
maintaining kitchens in a clean and tidy condition and good standards of food hygiene

keeping all personal food stored in refrigerators in appropriate sealed containers to avoid cross contamination and disposing of all out of date foodstuffs.

keeping refrigerators, microwaves and other pieces of equipment clean and cleaning them after use making sure used utensils and crockery are washed up in hot soapy water, or rinsed, put into a dishwasher and stowed away safely after cleaning

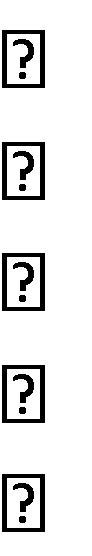
 reporting any broken or defective equipment immediately to their line manager or other persons in charge of the kitchen area.

## Service Kitchens:

Access to the kitchen is controlled by the Head of Kitchen

No un-authorised personnel are allowed to enter without the authority of the Head of Kitchen

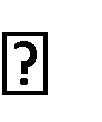
All visitors are required to wear personal protective equipment and clothing as directed by the Head of Kitchen.

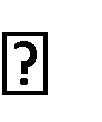
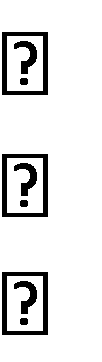
All employees preparing and serving food for third parties have received Food Hygiene training All employees preparing and serving food for third parties have received Food Allergan training Employees will comply with Food Hygiene Regulations when carrying out their duties.

Employees will wear uniforms and other personal protective equipment provided.

All kitchen staff will receive information, instruction and training in the use of the kitchen and ancillary equipment provided including knives

 Employees will check equipment is in good working order, guards with interlocks are fitted where required and report any defects immediately to their line manager/ Head of Kitchen

 The Head of Kitchen together with the Responsible Person makes sure that all kitchen equipment is regularly serviced, defects rectified and records maintained including gas fired equipment, electrical equipment, ventilation/ extraction and fire-fighting equipment and reported defects repaired promptly.

 The Head of Kitchen and all staff must ensure allergen information is clearly displayed or notices and staff fully conversant with ingredients are available to answer any questions raised by clients, customers and third parties

The RP, DP and Head of Kitchen will be responsible for enforcing nut-free policies where in place. Service Kitchens will clearly display the Local Authority/ FSA Food Hygiene Rating

Service Kitchens will clearly display information relating to allergenic ingredients present in food staffs in accordance with the European Food Information for Consumers Regulations in accordance with the FSA and Local Authority Guidance.

# Lone Working

Responsible Person (RP): John Hollick

Designated Person/s (DP): John Hollick

USP Lone Worker Policy Ref: 033/17/01

* 1. Lone working activities are potentially high risk and where possible will be avoided.
  2. Where lone working cannot be avoided the organisation is committed to taking all reasonably practicable measures to ensure employees do not come to harm. (See Lone Working Policy)
  3. Managers must ensure that lone working activities are undertaken in accordance the Lone Working Policy and safe systems of work must be arranged with to reduce the risk of harm.
  4. Employees must comply with the Lone Working Policy
  5. Employees have a legal obligation to take responsibility for their own safety and must not take unnecessary risks whilst at work or place themselves or others in danger.

In applying this duty, employees should always discuss their lone working activities with their manager ensuring safe working practices are agreed by both parties.

## Manual Handling (Manual Handling Operations Regulations):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Manual Handling Trained Staff

* 1. Employees will avoid manual handling activities wherever possible
  2. Where manual handling cannot be avoided the associated risks will be reduced to the lowest level possible. The RP/ DP will make sure this achieved by,
     + Providing information, instruction and basic training in safe manual handling to employees as part of the induction process.
     + Providing more in-depth activity related manual handling training in cases of repetitive, continuous manual handling as required by the job role. This can include the provision and use of equipment to reduce the risks from manual handling
     + The RP, DP and Managers making sure risk assessments are undertaken with the employees carrying out the task prior to the activity. This can utilise the HSE MAC Tool where required,
     + Putting in place controls to reduce risks associated with the manual handling operations including making sure,
       - employees carry out manual handling activities in accordance with safe working practices and use safe manual handling techniques in accordance with their training;
       - employees use all equipment and other aids provided to reduce the risk of injury when undertaking manual handling activities.

## Smoking at Work (COSHH):

Responsible Person (RP): John Hollick

Designated Person/s (DP): John Hollick

* 1. A Smoking at Work Policy is in place in accordance with legislation.
  2. Smoking is not permitted on any part of the site
  3. Where required the RP/ DP will make sure that designated smoking areas are provided off-site. Smoking is strictly restricted to these areas.
  4. Employees/ smokers must comply with the Smoking at Work Policy at all times.

## Personal Protective Equipment (PPE) (The Personal Protective Equipment at Work Regulations).

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

* 1. The organisation/ RP/ DP will provide PPE where required and identified as a result of Risk Assessment.
  2. The RP/ DP will make sure PPE of a suitable and sufficient standard to meet the requirements of the Risk Assessment and the individuals using the PPE shall be provided free of charge.
  3. The RP/ DP will make sure employees receive information, instruction and training in the use of the PPE provided.
  4. The RP, DP and Managers are responsible for making sure adequate supplies of PPE are available at all times.
  5. The RP, DP and Managers must make sure that PPE is worn and used appropriately for the tasks for which it is provided.
  6. Employees will use the PPE provided where required by the employer/ risk assessment in accordance with

the manufacturer’s instructions and must not tamper with or alter the equipment in any way.

* 1. Any defective PPE must be discarded, reported immediately to the RP, DP, Manager and new supplies obtained before commencing work
  2. The RP/ DP will make sure that manufacturers requirements and HSE guidance/ legislation regarding maintenance, servicing, hygiene and use is followed at all times.
  3. Users and where a supervisory function is concerned managers, will be responsible for caring for, maintaining and keeping PPE in a clean and serviceable condition.

1.0 Where Respiratory Protective Equipment is used this is likely to require Face Fit Testing and additional checks even in the case of disposable equipment. The RP/ DP is advised to seek assistance from competent health and safety advisors.

## Asbestos (Control of Asbestos Regulations (CAR).)

Duty-Holder/ Responsible Person (DH/ RP): John Hollick

Designated Person/s (DP): Debbie Bell

Location of Site-Specific Asbestos Management Plan/ Register: Staff Room

Note: DFE Guidance: [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/fil**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)[**e/650935/Managing\_asbestos\_in\_your\_school.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)

[**https://www.gov.uk/government/publications/asbestos-management-in-schools--2**](https://www.gov.uk/government/publications/asbestos-management-in-schools--2)

* 1. The organisation/ DH/RP/ DP will make sure an Asbestos Management Plan (AMP) is in place in accordance with the Control of Asbestos Regulations.
  2. The organisation/ DH/RP/ DP will make sure an Asbestos Register will be held for the buildings present on each site built before 2000 A.D.
  3. The organisation/ DH/RP/ DP will make sure where a site consists entirely of buildings constructed after 2000

A.D. the Health and Safety File required by the Construction (Design and Management) Regulations will confirm that the site is free from Asbestos Containing Materials (ACMs) – **as long is this is made clear and extends to include investigation/ contamination checks on the land site as well as the buildings this will be deemed sufficient to comply with the requirements of CAR**

* 1. The organisation/ DH/RP/ DP will make sure where a Asbestos Log Book is held onsite this will contain
     + Instruction/ Index
     + Asbestos Register – showing the location/ whereabouts of ACMs
     + Asbestos Management Survey with Material Assessment
     + Plans showing location and asbestos products present
     + Asbestos Priority Assessment
     + Asbestos Risk Assessment
     + Site Specific Asbestos Management Plan
     + Contractor signing in-logs
     + Any other relevant information relating to Refurbishment and Demolition Surveys, Bulk Sample Analysis reports, Site Certificates of Reoccupation.
  2. The organisation/ DH/RP/ DP will make sure that where present the Asbestos Log/ Asbestos Register and information is easily available to staff, visitors and contractors at all times
  3. The organisation/ DH/RP/ DP will make sure where applicable that staff, visitors and contractors understand the limitations of the Asbestos Management Survey, Asbestos Risk Assessment and accompanying information in that it only applies to day-day operations and minor foreseeable maintenance activities.
  4. The organisation/ DH/RP/ DP will make sure that all works involving access to restricted areas and intrusion into the structure or likely disturbance of ACMs is only carried out following a Refurbishment and Demolition Survey in accordance with HSE HSG 264.
  5. The organisation/ DH/RP/ DP will make sure anyone working with ACMs is competent to do so and has as a minimum attended Asbestos Awareness training in accordance with the provisions set out in the CAR.
  6. The organisation/ DH/RP/ DP will make sure that ACMs are managed in accordance with the provisions of the AMP and where present condition monitored on a regular basis.
  7. The organisation/ DH/RP/ DP will make sure as part of the AMP that an Emergency Plan and all the necessary provisions for that plan are in place including the necessary escalation of information and contact details.
  8. The organisation/ DH/RP/ DP will ensure any works involving ACMs are carried out strictly in accordance with the CAR and all applicable legislation and guidance applying to work with, disposal of ACMs.

It is the responsibility of Schools that have Asbestos to provide its Asbestos information with staff, it is also the responsibility of staff to read and understand the information being provided in the following ways:

* Information in the staff handbook
* New employees must complete the Asbestos training on National College as part of the induction.
* Every 3 years Asbestos training must be completed on National College portal.
* Site Asbestos plans must be read every September.
* Have access to the local controls/arrangements via the schools shared system.
* Have access to the plans/summary/detailed report on the schools shared system.
* Staff to sign the locally kept register to acknowledge receipt of information.

## Health Surveillance (HSWA, COSHH, CAR; CVWR, CNWR, CLAW, WCAR, IRR)

Responsible Person (RP): John Hollick

Designated Person (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

Occupational Health Advisor/ Provider: Chris Brown

* 1. Where a high level of risk remains following the application of controls of hazards identified during the risk assessment process and there is likely to be harm caused to employee’s further steps will be required. In such cases It is the responsibility of the RP/ DP to seek competent health and safety advice and to arrange for health surveillance. This must be considered if employees are at risk from for example:
     + Noise (The Control of Noise Regulations (CNR)). *(Workshops)*
     + Vibration (The Control of Vibration at Work Regulations (CVWR)). *(Equipment)*
     + Solvents, dusts (wood, metal), fumes (plastic), biological agents and other substances hazardous to health (The COSHH Regulations) *(Science; Design Technology)*
     + Asbestos (The Control of Asbestos Regulations (CAR))
     + Lead (the Control of Lead at Work Regulations (CLAW)) *(Plumbing; Soldering)*
     + Work in compressed air (The Work in Compressed Air Regulations (WCAR)
     + Ionising radiation (The Ionising Radiation Regulations (IRR)). *(Science)*
  2. Health surveillance is designed to help make sure that any ill health effects are detected as early as possible.
  3. Health surveillance can range from simple visual checks to more in-depth monitoring requiring the services of competent health and safety/ occupational health advisors.

## Risk Assessment (Management of Health Safety at Work Regulations (MHSWR)):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

Occupational Health Advisor/ Provider: Chris Brown

* 1. All reasonable steps will be taken to ensure staff, pupils, employees and anyone else affected by the activities being carried on are not exposed to risks to their health and safety. Measures to manage and control risk will be put in place.
  2. To accomplish this, risk assessments will identify,
     + The significant hazards associated with each task i.e. those things with the potential to cause harm.
     + Those affected or likely to be affected by the identified activity/ task.
     + An assessment of the risk posed by the hazard/s i.e. a measurement of the likelihood and the severity of the harm that the hazard/s can cause should an incident occur.
     + The controls required to reduce the risk/s identified to a tolerable or acceptable level.
     + Where the risks are significant they shall be recorded.

Note: Standardised USP templates are available for this purpose

* 1. The DP shall initiate the risk assessment process
  2. Risk assessments will be carried out by the DP/s responsible for the area of activity or task.
  3. All employees and those involved in the activities will be informed about the risks and measures to be taken to control them. It is essential that all those involved in the activity or task agree with the findings of the risk assessment and the measures to mitigate the identified risks.
  4. It is the responsibility of those staff/ employees using the risk assessments to monitor the effectiveness and report back immediately to the DP should any changes occur or the assessment findings are found to be ineffective.
  5. Communication of the presence and content of risk assessments will be carried out at Induction.
  6. Risk assessment communication by the DP to staff and employees directly involved with the identified activities/ tasks, shall be refreshed should anything change and at a minimum annually.
  7. The DP will arrange training to be given to staff and employees to meet health and safety requirements and any specific measures required by the risk assessments.

1.0 Risk Assessments are “living documents” and require regular review at least once annually, should anything change relating to the activity or task and as a result of lessons learned during incidents or shared from other recognised sources such as the HSE.

## Health and Safety Information, Instruction and Training

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

Health and Safety Training Provider: National College

* 1. Training will be provided in-house by the DP/s or where required by external specialist providers.
  2. Training will comprise
     + Induction Training for new starters
     + Activity/ task specific training for staff and employees where required
     + Supervision/ training for volunteers, young persons at work where required
     + Periodic Health and Safety subject legislation and guidance updates/ Tool Box/ refresher/ incident lessons-learnt sessions, associated with scheduled staff meetings
  3. Induction Training will include an understanding of,
     + The Health and Safety Policy Statement:
     + The Organisation for administration of Health and Safety both organisation wide and local:
     + The Health and Safety Arrangements detailing how the Health and Safety Policy will be carried out including reference to specific sections e.g.
       - Safeguarding/ security,
       - First Aid
       - Incident Reporting
       - Fire
       - Risk Assessments relevant to activities or tasks to be undertaken:
       - Staff welfare support and counselling services;
     + An early identification of further training requirements for the inductees.
  4. All training will be recorded as part of the staff/ employees personal HR records
  5. The RP/DP will utilise the Health and Safety Training Matrix to identify and schedule relevant training.

## Health and Safety Committees and Staff Representation (The Safety Representatives and Safety Committees Regulations; The Health and Safety (Consultation with Employees) Regulations):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell/All Staff

Health and Safety Advisor (HSA): Chris Brown

Location of site-specific Health and Safety Notice Board: Staff Room

* 1. The employer recognises the requirement to consult with employees regarding matters of health and safety as detailed by current legislation and guidance.
  2. The employer will meet with the requirements of current legislation for where trades unions are present and where they are not.
  3. The employer recognises the positive benefits of employee involvement to,
     + identify hazards, assess risks and develop ways to control risk in the workplace;
     + develop solutions based upon input from a range of staff/ employees directly involved with the activities/ tasks;
     + generate joint problem-solving solutions.
     + greater commitment to the implementation of actions that have directly resulted from staff/ employees involved in the activities/ tasks;
     + develop trust and cooperation;
  4. The employer will consult with employees regarding’
     + The introduction of any measures likely to substantially affect their health and safety at work including new systems of work, new equipment etc.
     + Arrangements for the provision of competent health and safety advice to enable compliance with legislative requirements
     + Information on the hazards and risks arising from their work
     + Information on the measures in place to manage and control these hazards and risks
     + Health and Safety training
     + Health and safety consequences of introducing new technology.
  5. In accordance with the legislation and guidance the employer will enable the appointment of
     + Trades Union Safety Representatives appointed in writing by the Union
     + Employee Health and Safety Representatives elected by employees where Trades Unions are absent if the employer decides not to consult directly with all employees.
  6. The employer will afford such facilities as reasonably required under the legislation and guidance for representative to carry out their role.

This can include access to,

* + - A quiet area with telephone and where private conversations can occur;
    - A lockable facility to store records/ materials;
    - Access to internet/ intranet;
    - Access to a photocopier;
    - Access to a notice board to display information to employees;
    - Time to discuss health and safety issues with staff/ employees;
    - Provide training to representatives as is regarded as practicable and reasonable to enable them to accomplish their tasks
  1. The employer will set up a Health and Safety Committee if requested in accordance with the legislation and guidance.
  2. The employer will make sure that health and safety forms an agenda point on all staff/ employee meetings
  3. The employer will invite health and safety representatives to attend the agenda point regarding health and safety at regular management/ department meetings

1.0 The RP and DP will post relevant Health and Safety Information, updates etc., on the site-specific Health and Safety Notice Board.

## Working Hours (The Working Time Regulations)

Responsible Person (RP): Lisa Tweed

Designated Person/s (DP): John Hollick

Location of site-specific Health and Safety Notice Board: Staff Room

* 1. Employees will not exceed a working week of 48hours averaged over a 17-week period
  2. An opt-out is available where this is unavoidable only by discussion with the employer/ Human Resources Department and in the following cases
     + where 24-hour staffing is required
     + in the armed forces, emergency services or police
     + in security and surveillance
     + as a domestic servant in a private household
     + as a seafarer, sea-fisherman or worker on vessels on inland waterways
     + where working time is not measured and the individual is in control e.g. a managing executive with control over your decisions
  3. All employees will,
     + Take a minimum 20-minute rest break during a 6-hour work period
     + Have a daily rest period of at least 11 consecutive hours between work shifts
     + Have a minimum of 24 hours rest over 7 days of work

Note: This can be adjusted to one uninterrupted break of 48 hours over 14 days of work

* 1. Night work:
     + Covers the period usually 11pm to 6 am.

Note: can be varied by mutual-agreement between the employer and employee

* + - Night worker someone who normally works at least 3 hours during that period
    - Hours worked is limited to 8 hours in a 24-hour period averaged over a 17-week period including any regular overtime.

Note: **No** opt-out is available

* + - Free health assessment is offered to all night workers carried out by the Occupational Health Advisor before starting and during night work at intervals agreed between employer and employee
  1. Young Persons:
     + Applies to all under 18 years of age
     + Cannot work more than 8 hours per day
     + Cannot work more than 40 hours per week
     + Rest breaks minimum 30 minutes if the shift is longer than 4.5 Hours
     + Minimum 2 days off from work each week
     + Restrictions on any night work
  2. Working Time:
     + The working shift agreed by the employer with the employee
     + All training time associated with the job
     + Travel associated with the job
     + Includes travel from the employee’s home to a location that is not normally their fixed place of work
     + Excludes travel to and from home to the usual fixed place of work
     + Includes all travel time for mobile or peripatetic workers starting from the time the employee leaves their home
     + Contractual arrangements will be made where on-call services are required
     + Other specific conditions including compensatory breaks will be agreed in more detail depending upon the task and the contract between the employer and employee.

## Extreme Weather Events/ Environmental Conditions

Responsible Person (RP): Lisa Tweed

Designated Person/s (DP): John Hollick

Health and Safety Advisor (HSA): Chris Brown

Location of site-specific Health and Safety Notice Board/ Display of treated areas in event of snow/ice: Staff Room

* 1. In the event of extreme weather events requiring closure the Business Continuity Plan shall be put into action. (Complete USP Severe Weather Policy Documents in readiness of bad conditions.)
  2. Snow/ Ice
     + The RP will monitor the weather forecasts to assess whether there is a likelihood of poor weather.
     + Temperature and weather conditions shall be monitored by the DP/s and where a risk from Ice occurs preventative action shall be taken.
     + A plan of the premises is in place detailing the areas that will receive treatment with salt/ grit and where snow will be cleared.
     + The plan includes pedestrian routes essential to allow emergency escape and general access/ egress from the school buildings.
     + To include any sloping routes and in some cases the car-parking areas within the school boundaries.
     + The plan will be displayed in clear view so that all building users/ visitors understand which areas are accessible and have been treated.
     + Any routes taken out of use shall be clearly marked and signs or cones can be used for this purpose where available
     + A risk Assessment is in place for the RP and DP/s to carry-out any gritting/ snow clearance considering the health, safety and welfare of those involved in providing this service.
     + Equipment and PPE shall be provided as required by the risk assessment.
     + All staff shall receive instruction and any necessary training in accordance with risk assessment.
     + Salt/ grit supplies should be available, stored in appropriate dry facilities/ bins.
     + Gritting equipment shall be maintained.
     + Gritting will be carried out when frost, ice or snow is forecast/ walkways are likely to be wet and the ground temperatures are at, or below freezing.
     + Ideally DP/s will carry this out after school closes or before it opens. Sufficient time must be allowed for salt/grit to prevent freezing or melt the ice.
  3. Wet surfaces/ Leaves
     + The presence of wet leaves shall be reported to the RP and monitored by the DP/s.
     + Where significant amounts of leaves/ decaying leaves/ vegetation growth present slipping hazards these will be removed ***by the site manager.***
     + Where this is a recurring problem consideration will be given to removal of plants/vegetation
  4. Surfaces inside of buildings:
     + The RP and DP/s will monitor conditions inside of the building where external environmental conditions increase slip hazards.
     + Additional matting and mopping/ absorbent materials are available ***cleaners’ cupboard at the front of the school.***
  5. The RP will need to consider the provision of:
     + Additional supervision requirements/ arrangements for inclement conditions;
     + Specific requirements for any employees, pupils, members of the public with mobility impairment

## Water Hygiene Management/ Legionella (Control of Substances Hazardous to Health (COSHH) Regulations,

**Approved Code of Practice (ACoP) L8 Legionnaires’ disease: The control of legionella bacteria in water systems**

## and HSG274 Technical Guidance.):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Location of site-specific Health and Safety Water Hygiene Management Information:

USP Water Hygiene Management Plan 24 – 25 in School Office

* 1. The organisation/ RP/ DP will make sure a Water Hygiene Management Plan i.e. Written Scheme is in place in accordance with the COSHH Regulations ACoP L8.
  2. The organisation/ RP/ DP will make sure a current Legionella Risk Assessment (LRA) has been undertaken by a recognised Legionella specialist for all water systems present in buildings and the site.
  3. The organisation/ RP/ DP will make sure that all actions required as a result of the risk assessment are attended to and completed as soon as practicable and the LRA is annotated and updated accordingly.
  4. The organisation/ RP/ DP will make sure that the water systems are maintained and tested in accordance with legislation and guidance and equipment manufacturers recommendations. This will include disinfection, descaling, servicing, maintenance and any services as necessary.
  5. The organisation will make sure the RP and DPs have received suitable information, instruction and training to undertake their duties relating to site responsibilities for the monitoring and prevention of Legionella including
     + An understanding of Legionella
     + An understanding of the duties, frequency and how to monitor and record hot and cold-water temperatures from
       - Vessels/ Calorifiers/ Cylinders
       - Taps
       - Water heaters
       - Thermostatic Mixer Valves (TMVs)
     + Understanding the duties, frequency, recording of and how to carry out safely
       - Flushing of taps and sentinel points
       - Descaling of shower heads
  6. The organisation/ RP will provide all equipment including suitable thermometers for surface and immersion temperature measurement, all PPE and equipment necessary to allow safe flushing and monitoring exercises carried out by the RP/DPs.
  7. The organisation/ RP will maintain in-house monitoring records/ logs with Water Hygiene Management Information to be readily available at all times.

This should include,

* + - The Written Scheme/ Water Hygiene Management Plan
    - The Legionella Risk Assessment
    - Maintenance records
    - Monitoring Logs

# Health and Safety Design Technology (DT)/ Science/Art – CLEAPS (COSHH; DSEAR; Incl LEV: PUWER; EaW; HWR; LOLER; PER/PSSR)

Responsible Person (RP): John Hollick

Subject Leaders/Designated Persons: All Staff

Health and Safety Advisory Service: CLEAPSS

* 1. The organisation/ RP is a member of CLEAPSS.
  2. CLEAPSS provides school and college DT, Science and Arts advice and support with an emphasis on health and safety for all practical work up to age 18 qualifications. This includes both written and where required verbal support covering,
     + working practices;
     + design of facilities;
     + technical work;
     + equipment;
     + tools;
     + materials;
     + biological organisms;
     + practical activities for pupils/ students;
     + model Risk Assessments for the above practices.
  3. The organisation/ RP will provide all necessary facilities, equipment and support to meet with the requirements of all adopted CLEAPSS procedures.
  4. DPs will adapt and produce site-specific processes and risk assessments based upon CLEAPSS information adapted to the individual facility/ location.
  5. The RP will make sure that DPs maintain all monitoring processes and maintain records of all maintenance, testing, inspection required by current health and safety legislation and guidance in- line with adopted CLEAPSS procedures.

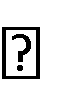
## Work Equipment: Statutory Checks

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

* 1. The organisation/ RP will make sure that the following equipment receives thorough examination carried out at specified intervals by a Competent Person

 **Boiler equipment and pressure systems** (including certain air conditioning, refrigeration air receivers/ compressed air systems): Pressure Equipment Regulations (PER); Pressurised Systems Safety Regulations (PSSR).

**Passenger and Goods Lifts**: Lifting Operations and Lifting Equipment Regulations (LOLER)



**Lifting equipment**: LOLER

**Local Exhaust Ventilation (LEV)** (including mobile and fixed extractors, hoods, fume cabinets, booths, vacuum cleaning equipment where used for this purpose): Control of Substances Hazardous to Health Regulations (COSHH)

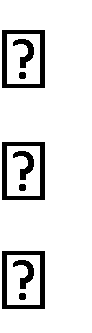
**Power presses**; Provision and Use of Work Equipment Regulations (PUWER)



**Electrical equipment** (fixed electrical installation inspections): Electricity at Work Regulations (EWR)

* 1. A thorough examination constitutes a systematic and detailed examination of the equipment including safety critical parts producing a written report.

Note: It is recommended that where possible equipment is labelled indelibly indicating that it is in date for test

* 1. The written report will contain information detailed in the regulations which shall include, The date of the examination

The date when the next statutory inspection is due

Identified defects requiring immediate action and any that could become a potential danger to health and safety

 Any recommendations for further investigation.

* 1. The organisation/ RP will make sure that all actions are carried out as required by the statutory inspection reports.
  2. The organisation/ RP will make sure that these reports are readily available.
  3. Specified intervals, definitions including equipment, competence and other requirements are detailed in the relevant legislation.

# Contractor Control (Health and Safety at Work Act 1974; Construction (Design and Management) (CDM) Regulations):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

* 1. The organisation/ RP/ DP will be regarded as the **Client**
  2. The **Client** has duties under health and safety legislation and guidance to make sure any work or project is suitably managed to ensure the health and safety of all who might be affected by the work including members of the general public
  3. Contractors will be selected and procured using the Unity Schools Partnership scheme of delegation.
  4. Contractors are procured locally for,
     + small scale works including some maintenance activities, cleaning, catering etc.
     + small scale construction works such as painting and decorating, minor building works, additions to existing water and governed by the CDM Regulations.
  5. Contractor procurement for larger scale construction work or organisation wide service provision is carried out by Unity Schools Partnership
  6. For work not regulated by CDM the Contractor Management Procedure will be followed.
  7. Construction work is defined by the HSE as the carrying out of any building, civil engineering or engineering construction work and includes
     + the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
     + the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
     + the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
     + the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
     + the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

It does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out;

* 1. A construction-site includes any place where construction work is being carried out or to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work;
  2. CDM defines key duty-holder roles and duties during any construction process
     + **CLIENT** who must make suitable arrangements for managing a project and make sure
       - Other duty-holders are appointed in writing
       - Sufficient time and resources are allocated for the project
       - Provide relevant health and safety information to other duty-holders (Pre-Construction Information (PCI)).
         * Make sure that the Principal Designer/ Designer and Principal Contractor/ Contractor carry out their duties
         * Provide adequate welfare facilities for those involved in the site work
     + **PRINCIPAL DESIGNER (PD) (more than one designer involved)/ DESIGNER (D)** must manage, monitor and coordinate health and safety in the Pre-Construction Phase of the project including,
       - identifying, eliminating and controlling foreseeable risks;
       - where there are PD and D making sure designers carry out their tasks;
       - preparation and provision of relevant information to other duty-holders;
       - liaison with the Principal Contractor to assist planning, management, monitoring and coordination of the Construction Phase of the project;
       - maintenance and use of the building once built;
       - prepare and produce a Health and Safety File on behalf of the Client detailing ALL information relevant to the construction, use, future maintenance and eventual demolition of the structure to be left on the site at completion of the project

## PRINCIPAL CONTRACTOR (PC) (more than one contractor involved)/ CONTRACTOR (C)

must manage, monitor and coordinate health and safety in the Construction Phase including,

* + - * liaison with the Client and PD/D;
      * preparing a Construction Phase Plan (CPP) (Risk Assessment/ Plan of how the work will be carried out safely) before the work can commence;

Note: special attention is required where the site will still be occupied/ shared whilst works are being undertaken – the CPP **must** address all aspects of H&S risks associated with the construction work

* + - * Organising/ coordinating contractors;
      * Providing suitable site safety inductions to all;
      * Preventing unauthorised access to any part of the site; this **will** include security and segregation if parts of the building or site are still in use.
      * Workers are consulted and fully engaged in health and safety during all work on the project;
      * Making sure that welfare facilities are provided and maintained for the duration of the project.

## Unless the roles are clearly designated in writing to external providers the Client i.e. the organisation or RP will also take on the roles as defined i.e. CLIENT and DESIGNER. If employees also carry out the tasks then then the organisation/ RP also becomes the PRINCIPAL CONTRACTOR/ CONTRACTOR, the employee’s workers as defined under CDM. ALL the roles outlined at 0.9 will need to be undertaken.

* 1. Following any construction works as defined by CDM all relevant information must be gathered and added to or a new Health and Safety File created and maintained by the organisation/ RP on the site. All records will be maintained as required by current health and safety legislation and guidance.

## Site Safety - Management of Traffic and Pedestrians (The Health and Safety at Work etc. Act)

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

Health and Safety Advisor (HSA): Chris Brown

* 1. The RP will make sure that the review and assess the risk to staff, pupils and members of the general public created by vehicle movement both on the school site and immediately outside of the main entrances in relation to,
* school activities – dropping off/ picking up; parking, minibus and bus dropping and parking; delivery vehicles – access, delivery times, loading areas.
* movement of pedestrians and cyclists
  1. It is essential that pedestrians and especially pupils are separated from moving traffic
  2. Findings at 0.1 will enable the RP to review the current design and layout. Attention must be given to the following with specific attention to 0.2.
* drop off points
* walkways
* parking
* cycle access
* warning/ prohibition signs
* lighting

communication of information and instructions to employees, parents/ guardians, pedestrians, taxi, minibus and bus drivers, delivery drivers, grounds services vehicle drivers.

* 1. Drop off points,
* size; location;
* safe access to;
* position relative to premises.
  1. Walkways,
* which routes are people most likely to take – special consideration to children and their un- predictable behaviour;
* the position of “desire-lines” (marked yellow guidance lines); separation of vehicle routes;
* provision of suitable barriers/ guard rails.
  1. Parking,
* location on or off site;
* on site access control and limitations;
* enforcement of no parking zones/obstruction of the highway.
  1. Road/ Highway,
* speed limits and restrictions;
* parking restrictions and
* enforcement;
* pedestrian crossings/ subways/ foot-bridges;
* warning signs, road-markings;
* street and warning lighting.
  1. Where clear potential hazards are identified by the risk assessment that cannot easily be controlled it will be necessary to seek advice from the Local Authorities regarding the public highways and footpaths and specialist traffic management designers for the site.
  2. If school staff are directed by the RP to help manage traffic a strict procedure will be required. The RP will need to complete a risk assessment and address,
* information, instruction and training of staff;
* a strict remit regarding areas of responsibility i.e. within the site boundaries;
* risks to staff by collision with vehicles;
* personal protective equipment including high visibility clothing;
* methods of communication including 2-way radios and mobile telephones;
* personal safety, lone working and aggression from members of the public, parents;
* incident reporting procedures;
* lessons learned and reviews;
* emergency procedures/ first aid.

## Physical Education (HSWA, MHSWR; COSHH, RIDDOR, PUWER, FAWR, RR(FS)O):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell/Rachel Hogg

Health and Safety Advisor (HSA): Chris Brown

Note:

[**http://www.afpe.org.uk/**](http://www.afpe.org.uk/)

* 1. The RP and DP will utilise and complete the Association of Physical Education (AfPE) Triangle Model for Risk Assessment for all Physical Education (PE) undertaken by the school.
  2. The DP will receive information, instruction and training in order to undertake all aspects of PE this will include specialist training where appropriate regarding the use of equipment e.g. wall bars, trampolines, climbing walls, javelins etc., where there is an increased potential hazard. It will also include First Aid training and the Emergency Action Plan.
  3. The RP/ DP will supplement the risk assessment and have in place lesson plans for all physical education activities.
  4. The RP will put in place an Emergency Action Plan (EAP) and communicate this with all DPs and staff involved in PE. This will include First Aid, communication requirements and incident reporting.
  5. The RP will ensure the DP is provided with suitable means of communication e.g. mobile telephones with network coverage, 2-way radios as is necessary to allow support to be summoned in the event of an emergency.
  6. Where any PE facilities are hired out for use then it is the responsibility of the RP to communicate and explain the expected risk assessment and lesson planning and expected EAPs to the hirer and to ensure they apply them.
  7. The RP is responsible for,
     + ensuring the provision and maintenance of all equipment;
     + managing the PE facilities regarding fire hazards.

## School Trips and Outdoor Learning Activities (HSWA: CMHA, MHSWR):

Responsible Person (RP): John Hollick

Educational Visits Coordinator (EVC): John Hollick

Designated Person/s (DP): Teaching Staff

Note:

[**https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-**](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)[**and-safety-on-educational-visits**](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)

[**http://lotcqualitybadge.org.uk/**](http://lotcqualitybadge.org.uk/)[**https://oeapng.info/**](https://oeapng.info/)

[**https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-**](https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf)[**guide.pdf**](https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf)

* 1. For the purposes of any school trip or outdoor learning activity the responsibilities as employer under health and safety legislation will be in accordance with the school governance and in an Academy, this will fall to the Trust or Board of Governors. Approval must be granted to the RP prior to undertaking any activities. The Governing Body/ Governors will be advised by the Educational Visits Coordinator (EVC)
  2. The RP will take on the role of EVC unless they appoint an identified DP to undertake the role.
  3. The EVC will fulfil the requirements set out by the Department for Education in their guidance on educational visits i.e.
     + be an experienced visits leader;
     + have the status to be able to guide the working practices of other staff;
     + be confident in assessing the ability of other staff to lead visits;
     + be confident in assessing outside activity providers;
     + be able to advise headteachers and governors when they are approving trips;
     + have access to training, advice and guidance.
  4. The RP will obtain written consent for participation in activities or visits from parents, guardians for
     + nursery age children;
     + all pupils where high-risk activities are involved;
     + activities outside of normal school hours. The consent form is available from *the school office.*
  5. For repetitive/ routine activities the RP can obtain a one off repetitive written consent for participation in activities or visits from parents, guardians for

The consent form is available from *the school office.*

* 1. Before undertaking a school trips or outdoor learning activity the RP will make sure that,
     + It has been input onto Evolve and kept updated;
     + a suitable and sufficient risk assessment for the activity is completed;
     + the controls/ precautions required are clearly identified;
     + for repetitive activities that the risk assessment is reviewed regularly;
     + organisers have received instruction/ information in line with guidance from the Department for Education (DfE) and Outdoor Education Advisors Panel (OEAP).
  2. The RP will ensure that,
     + all staff understand their duty of care towards pupils in their charge and that this extends for the whole period of the activity/ visit/ time away;
     + when and under what circumstances the duty of care can be transferred/ delegated to others.
  3. The DPs must demonstrate their duty of care by,
     + issuing clear instructions to pupils regarding health and safety information;
     + confirming that all pupils understand the health and safety information.
  4. If third parties are utilised and not employed directly by the school e.g. at activity centres, the RP/ EVC will carry out all necessary checks including,
     + all necessary insurances are in place;
     + all legal requirements are met;
     + the third parties’ health and safety policy;
     + the third parties’ emergency procedures;
     + the third parties risk assessments and control measures are in place for all activities;
     + Safeguarding and enhanced Disclosure and Barring Service (DBS) checks;
     + where required current Licences are held and in place for the activities e.g. adventure activities;
     + any third-party accreditation to recognised standards e.g. Learning Outside the Classroom (LOtC) Quality badge;
     + the competence of the third parties’ employees - skills, knowledge and experience;
     + depending upon the type of activity or trip the quality of the supervision being undertaken;
     + where relevant information relating to vehicle use during the activities;
     + accommodation;
     + that a clear agreement is in place with any activity organiser defining the responsibilities of all involved.

1.0 Special requirements are required for trips abroad and the arrangements will be carried out in accordance with all relevant legislation and guidance including accreditation to LOtC and BS8848 for adventurous activities outside of the United Kingdom.

## Gas Safety (HSWA, Gas safety (Installation and Use) Regulations, Gas Appliance (Safety Regulations)):

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell

* 1. Applies to natural and Liquified Petroleum Gas (LPG) Installations and equipment.
  2. All gas appliances including boilers, cookers, ovens will be correctly installed and maintained to protect against the potential hazards of fire, explosion, gas leaks and carbon monoxide (CO) poisoning.
  3. All installation, maintenance and testing will be carried out in accordance with legal requirements by Gas Safe registered engineers for workplaces and residential/ sleeping accommodation including schools, shops, restaurants, hospitals.
  4. Before carrying out any work on gas installations the RP will ensure the engineer has a current Gas Safe ID card and is registered by Gas Safe utilising their web-site or by telephone contact.
  5. The RP will ensure maintenance includes gas pipework, appliances, flues and any safety devices. To be carried out in accordance with all current industry standards, codes of practice and at intervals as recommended by manufacturers at frequency of not less than once annually and necessary repairs completed.
  6. Maintenance of gas equipment will be undertaken out of normal term time/ working hours. Where this is not possible strict segregation shall be required.
  7. Where residential accommodation is present Landlords will have all appliances, chimneys and flues checked every 12 months by a Gas Safe registered engineer and provide the report (Landlords Gas Safety Record) to the tenant within 28 days of completion.
  8. The RP/DPs will ensure all areas containing gas appliances have adequate free ventilation and that all ventilators and flues are free from obstruction.
  9. The RP is responsible for ensuring all catering/ kitchen ventilation systems are maintained, cleaned and free from fire hazards of grease and fat in accordance with current industry guidance and at least once annually. This will include filters where fitted, hoods and ductwork.
  10. The RP will ensure all gas safety interlocking systems are maintained and tested in line with the intervals referred to at 0.4
  11. Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.
  12. The RP will ensure any staff using catering equipment have received training in how to use the appliances/ equipment safely.
  13. Employees are responsible for:
      + Reporting any signs of damage or defects immediately to their manager.
      + Only using gas appliances/ equipment in accordance with the manufacturer's instructions.
      + Making sure all gas appliances and equipment are switched off at the end of the working shift (unless specifically directed).
      + Attending any training provided) to minimise gas risks.
      + For their own safety must **never:**
        - Tamper with/ attempt to repair gas appliances/ equipment unless they are qualified and authorised as competent to do so as part of their job role;
        - use equipment that has failed or has been sealed/ labelled as being faulty or defective and taken

out of general use by a Gas Safe engineer or competent person;

* + - * use appliances/ equipment for purposes for which they were not intended.
  1. The RP will instruct all staff of what to do in the event of a gas leak:
     + Turning off the gas supply
       - Natural gas: location of and how to turn off the main supply taps
       - LPG: first - location of supply tap to building; second - adjacent to LPG tank
     + Initial alarm;
       - Natural Gas: National Gas Emergency Service
       - LPG: Supplier
     + If in doubt;
       - Evacuation
       - Gas Supplier
       - Police

Under **NO** circumstances will the gas supply be turned on until any leaks have been investigated and dealt with by the competent gas safe engineer.

* 1. Where CO or Carbon Dioxide alarms are utilised, the RP will be responsible for ensuring they are maintained and tested in accordance with the manufacturer’s recommendations.

## Waste Management (Environmental Protection Act (EPA),

Responsible Person (RP): John Hollick

Designated Person/s (DP): Debbie Bell/Cleaning Staff

Environment Agency Public Registers:

[**https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers**](https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers)

CLEAPSS Resources:

[**http://science.cleapss.org.uk/resources/resource-search.aspx?search=waste**](http://science.cleapss.org.uk/resources/resource-search.aspx?search=waste)

Municipal waste Disposal: District Council

Clinical/ Offensive waste Disposal: N/A

* 1. As a producer the organisation recognises its Waste Duty of Care
  2. Steps have been taken to
     + reduce the amount of waste to a minimum
     + where practicable sort waste for the purposes of recycling
     + store waste safely
     + use a waste disposal provider to transport waste to a licenced landfill/ recycling/ incineration facility
     + use a specialist waste disposal provider to provide containers, collect and dispose of offensive/ infectious waste including bodily fluids, contaminated garments, gloves, aprons, wipes, sanitary products and dressings in accordance with legislative requirements.
     + where required use a specialist waste carrier/ disposal company for any hazardous waste produced
     + where waste consists of electrical and electronic equipment the materials will be handled and disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations
  3. The Organisation/ RP will make sure that waste disposal carriers are licenced to do so using the Environment Agency Public Register.
  4. The RP will obtain and maintain for a minimum of 2 years Waste Transfer Notes (WTNs) from the carrier/ disposal company (Consignment Notes if the waste is hazardous).
  5. The RP must ensure that as part of all electrical work on site including the replacement of LED, low energy bulbs, fluorescent tubes and computer and other electrical/ electronic equipment the service/ equipment provider will be responsible for the safe collection and disposal of the waste.
  6. For DT and Science Departments CLEAPSS shall be consulted as to the safe disposal of any chemical, biological or radioactive waste.
  7. Waste will be stored in the correctly labelled and colour codes bags/ containers e.g.
     + Yellow - Clinical/ Infectious
     + Yellow/ Black (Tiger bags) - Offensive
     + Black - Mixed Municipal

## Personal Safety/Security

Responsible Person (RP): John Hollick

Emergency Safety Coordinator (ESC): John Hollick

Designated Persons (DP): Nicola Studholme

**USP Schools Security Policy/Procedures USP Lone Working Policy Ref: 033/17/01**

* 1. The organisation will regularly review security arrangements for each site in accordance with the Security Policy including
     + Perimeter fence security
     + access gates and controls
     + CCTV
     + Lighting/ security lighting
     + Removing hiding places for intruders
     + Personal safety
  2. The organisation will take all reasonable steps to prevent unauthorised access to school premises including the provision of controlled access to buildings on the site.
  3. The organisation will undertake Risk Assessment to identify and control any key security concerns.
  4. All staff/ employees receive information/ instruction and training as required
     + Personal safety training
     + violence and aggression/ de-escalation
     + self defence
  5. Signing in/ out procedures are required for all staff/ employees
  6. Signing in/ out procedures are required for all visitors and contractors
  7. Identification badges/ lanyards shall be worn at all times – absence indicates a potential intruder and will result in a challenge and action in accordance with the Security policy and procedures.
  8. The organisation will provide any necessary communications equipment as identified by the Risk Assessment, including:
     + mobile telephones
     + land-line telephones
     + Microsoft Teams
     + links between remote buildings
  9. The RP will, in line with the Lone Working Policy, consider the use of safety alarms/ personal safety alarms/ silent panic alarm systems as identified by the Risk Assessment

1.0 The RP/ DP will keep a record of security incidents to facilitate review see 0.1, 0.3.

**Appendix A**

**Unity Schools Partnership Severe Weather Procedure**

As has been evidenced in recent years Severe Weather can have a significant impact on running our Academy sites and it is becoming more common. Scientific analysis and study surrounding the issue of ‘global warming’ informs us these uncertain weather patterns are likely to continue, we must therefore continue to review the methodology and manner by which we plan and prepare. With that in mind we must try and mitigate the impact that Severe Weather may have on the day to day running of a Unity SP Academy site and have a plan to control the situation.

To assist USP sites conduct this Severe Weather planning we have developed a Severe Weather checklist and associated guidance for managers. This new format is flexible and has the adaptability to cater for the diverse range of Academy sites. The aim of the document (appendix A) is to allow the individual sites the freedom to plan without the prescriptive constraint of an imposed template. Each manager must now address appendix A and develop Severe Weather preparedness for their site. Therefore, the content of this checklist and guide must be considered part of an iterative process and subject to critique and annual review.

The format of this document (appendix A) comprises of two sections – a Checklist and Guidance; neither are standalone documents. The Checklist document is structured under the following sections:

* Planning
* Response
* Recovery

The Checklist should be completed in association with the Guidance provided. The Checklist and supporting documentation can be expanded to include each individual site’s criteria as appropriate.

A plan/procedure should be created around this and shared with all members of staff.

**Staff Awareness**

It is essential that familiarisation is provided for members of staff to ensure there is a clear understanding of their roles and responsibilities and their position in terms of responding to the effects of Severe Weather. It is also important that each site maintains a Severe Weather team who understand and are familiar with the requirements of the processes in place for their site to respond to the effects of Severe Weather. The appointed Senior Manager should complete Risk Assessments on normal work activities and Severe Weather team duties during a Severe Weather event. (Appendix B: risk assessment examples).

Once a risk assessment has been completed it should be shared with all staff and be included in a new employee’s induction pack.

Staff should be made aware of access and egress areas available to them during a Severe Weather event and be updated if these change due to the impact of the Severe Weather.

Annually, a review should be carried out of the Severe Weather teams’ requirements and responsibilities which should be shared with the members as soon as possible, so any changes can be implemented. If anything arises during a Severe Weather event this should be acted on immediately, with a review completed and shared with staff as soon as possible.

**Academy’s Actions During an Event**

It is the aim of Unity Schools Partnership to make every effort to keep every Academy site open whenever possible. However, the decision to close an Academy site either before or during the school day or a delayed opening, will be made by the Headteacher of the effected site. An Academy site will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely’
2. Conditions on site are dangerous,
3. Conditions are considered to be, or are anticipated to later become, too hazardous for travel.

If the decision is made to close an Academy site the media should be contacted who will then broadcast on local radio stations the details of this decision. Every effort should be made to keep parents informed of the ongoing situation via the school’s web site and text service (if available). Each academy should inform USP via the Director of its academy (Primary/Secondary)

USP appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The Academy’s recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instance’s parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority.

Parents acting on the assumption that the Academy would be closed without gaining confirmation, or failing to inform the Academy of the circumstances that prevents the child coming into school, risks their child being registered as an unauthorised absence. Where the Academy is officially closed, all absence is counted as authorised absence.

In the event of the Academy having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message (the contact number you have provided to the school) and asked to collect their child or in Secondary schools that students have been sent home early. Such early release will only be contemplated in very extreme circumstances.

A contact tree should be created so a chain of actions starts to happen to inform staff of the situation. (Appendix C)

A phased planed snow/ice map should be created to show what areas of the site require actioning first when snowy/Icey conditions hit. (Appendix D)

**Appendix A Guidance**

**Severe Weather Guidance Document:**

The following key areas should be considered by managers in preparing their sites for the effects of Severe Weather. We would emphasize again that this Guidance is not prescriptive or restrictive and allows for managers to include specific aspects they deem relevant to their Sites.

**Section 1 Planning and Preparedness**

Designation of Responsibility the Manager of each site should assign responsibility to a senior staff member and designate to ensure their site has planned and prepared for the effects of a Severe Weather event. The key responsibilities for this role are to ensure the necessary processes and procedures are in place so that the service is prepared in so far as possible for the effects of a Severe Weather event and processes are in place to ensure staff are familiar with their requirements.

**Lessons Learned**

Severe Weather events may be sporadic in nature, spaced out by months, years or decades. They may have significant impacts on daily Academy events. It is recommended that managers consider the effects of previous Severe Weather events on their sites and ensure corrective actions are implemented from lessons learned. Previous positive outcomes should also be highlighted and recorded for future reference.

**Cross Check of Plans**

Managers should ensure that all Plans, Directory of Contacts and supporting documentation are cross checked annually, to ensure that all information contained with such Plans is current, up-to-date and not conflicting with one another.

Risk Assessment to prepare effectively for dealing with potential Severe Weather emergencies it is necessary to have regard to the specific risks associated with Severe Weather faced by your Academy. Risk Assessment is a process by which the hazards facing a particular Academy are identified and analysed/assessed in terms of the threat/risk which they pose. A formal Risk Assessment as part of emergency planning is recognized as best practice nationally and internationally, please see examples of Severe Weather Risk Assessment under Appendix B.

A Risk Assessment in the context of Severe Weather aims to:

* Increase awareness of hazards associated with Severe Weather
* Identify mitigating actions to reduce negative impacts associated with Severe Weather
* Review the key issues and lessons learned during previous Severe Weather events
* Identify problems which can prevent or interfere with the ability to opening of the site
* Identify points of vulnerability in the infrastructure, organisation and staffing, which can impact on the ability of providing an educational day
* Develop and implement strategies to improve the resilience of facilities, equipment, vehicles and delivery of a school day
* Informs the development of contingency arrangements for the supply of critical items.

**USP Severe weather checklist:**

Please insert into answer column  for yes, X for no or N/A if not applicable at your site

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning & Preparedness Phase** | | | |
| No. | Question | Ans. | Notes or Comments |
| **Start Point** | | | |
| 1 | Have you Designated responsibility to a senior member of staff for the planning of a severe weather event. |  | -John Hollick |
| 2 | Have you reviewed the key issues which arose during the previous severe weather events that affected your site? |  | -From previous severe weather events, the key issue has been staff being able to safely travel to work. |
| 3 | Have you updated your existing plan and risk assessment in readiness for the next severe weather event? |  | -Yes |
| 4 | Have you put in place measures to reduce/eliminate (mitigate) any risks identified in your risk assessment? |  | -Yes  During a previous severe weather event, children stayed inside during break and lunchtime to remove risk of trees falling and did not use of forest school area for the same reason. |
| 5 | Have you drawn up a phased ice and snow plan for your site? |  | -Yes |
| **Communications** | | | |
| 6 | Is your contact list up to date? |  | **-Yes, via Arbor**  **-Parents and staff can update this manually now with the school office reviewing any changes as they are notified that they come through.** |
| 7 | Have you updated your contact tree and who is to start it when needed? |  | -Yes |
| 8 | Have you updated contacts to external services that are used to communicate with parents and general public? |  | -Yes – Arbor records |
| 9 | Have you updated emergency services/utilities details? |  | -Yes |
| **Staff** | | | |
| 10 | Have you considered the impact on staff during a severe weather event? (ie ppe, travel, increased absenteeism and rotas) |  | -Yes, opening the school in result of sever weather would take into account a manageable level of staffing. |
| 11 | Are staff aware of evacuation plans that are in place due to severe weather conditions? |  | -N/A |
| 12 | Has appropriate tools and equipment been supplied to site teams to tackle the severe weather conditions? |  | -Salt and snow shovels available as necessary. |
| 13 | Have you planned for external ice/snow clearance?  Is there a stock pile of salt, shovels and gritting machine available? |  | -Yes |

Please insert into answer column  for yes, X for no or N/A if not applicable at your site

|  |  |  |  |
| --- | --- | --- | --- |
| **Response Phase** | | | |
| No. | Question | Ans. | Notes or Comments |
| **Communications** | | | |
| 1 | Head teacher and site team to consider school closure, evacuation or late opening. |  |  |
| 2 | Do you need to contact the severe weather team to attend the situation? |  |  |
| 3 | Do you activate the contact tree to start informing staff that school is closed or late opening? |  |  |
| 4 | Do you need to Contact the media and parents to inform them of the situation? |  |  |
| 5 | Do you require emergency services/utility companies to attend? |  |  |
| **Staff** | | | |
| 6 | Do you need to meet with the severe weather team before taking actions? |  |  |
| 7 | Do all staff have correct and appropriate ppe for the job ahead? |  |  |
| 8 | Should staff work in pairs? |  |  |
| 9 | Make sure all staff are aware of the planned actions before starting the response. |  |  |
| **Business continuity** | | | |
| 10 | Can the site be cleared/made safe enough to continue normal activity? |  |  |
| 11 | Will conditions improve or continue to get worse? |  |  |
| 12 | Carry out reviews every 2 hrs to start to plan the next stage of return to normal. |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recovery Phase** | | | |
| No. | Question | Ans. | Notes or Comments |
| **Recovery – Return to normal** | | | |
| 1 | Put in place a return to normal process |  |  |
| 2 | Put in place a hot debrief. |  |  |
| 3 | Put in place a cold debrief. |  |  |
| 4 | Review all actions and list changes that may need to be made in the planning. |  |  |
| 5 | Implement changes to risk assessments, plans and actions to improve the outcome of the next occasion. |  |  |
| 6 | Share details of outcomes with staff and update any changes that are being made to the plans. |  |  |

**Appendix B**

**Risk assessment**

A black and white screen with white text

Description automatically generated

**Appendix C**

**Contact Tree**

In case of severe weather, the Head of School to post a message on Teams that tells all staff that the school is closed.

The message will require all staff to respond with a thumbs up that they have received this. SLT to check list and call anyone in their phase that has not responded within 10 minutes. A class dojo message will be added by all teachers to notify the parent that the school is closed. A message will also be sent via Arbor to all parents. The office will notify kitchen staff that the school is closed. The caretaker will notify the cleaning staff that the school is closed.

**Appendix D**

**Snow/Ice map**

**A blueprint of a school

Description automatically generated**

**Houldsworth Valley**

**Heatwave - risk assessment, July 2022**

During this period of very hot weather, we are already taking actions to protect children and staff. We are experiencing a level 3 heatwave alert and the Met Office has issued an **Amber Extreme Heat Warning (Medium Likelihood of High Impacts),** a rare amber warning about extreme heat at the beginning of the week beginning 18 Julyto cover the potential impacts from the high temperatures including a danger to life.  These could include **health impacts** on the most vulnerable in our society including those with pre-existing medical conditions, such as cardiovascular and respiratory diseases, but it can also lead to heatstroke and heat exhaustion even on those who are normally fit and healthy.

Should the temperature further rise as predicted. In response to the additional risks from this heat, we are taking the following measures, some of which are already in place:

* children will not take part in vigorous physical activity
* when children are outdoors, they will be encouraged to stay in the shade as much as possible
* children should wear loose, light-coloured clothing to help keep cool and sunhats with wide brims to avoid sunburn
* parents are encouraged to apply sunscreen (at least factor 15 with UVA protection) before children come to school
* children will have access to plenty of water and be encouraged to drink more than usual
* staff are encouraged to wear loose, light-coloured clothing to help keep cool and encouraged to drink more water than usual

**Which children are likely to be most affected by high temperatures?**

Children’s susceptibility to high temperatures varies

* Those who are overweight or who are taking medication may be at increased risk of adverse effects
* Children under 4 years of age are also at increased risk
* Some children with disabilities or complex health needs may be more susceptible to temperature extremes.

Within the school we:

* open windows as early as possible in the morning before children arrive to allow stored heat to escape from the building
* almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation
* use outdoor sun awnings if available, or close indoor blinds or curtains, but do not let them block window ventilation
* keep the use of electric lighting to a minimum
* switch off all electrical equipment, including computers, monitors and printers when not in use – equipment should not be left in ‘standby mode’ as this generates heat
* where possible, use spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children
* encourage children to eat normally and drink plenty of cool water
* expect to stay open

**Health risks from heat**

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill-health from heat. Heat- related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers, assistants, school nurses and all child carers should look out for signs of heat stress, heat exhaustion and heatstroke.

**Heat stress**

Children suffering from heat stress may seem out of character or show signs of discomfort and irritability (including those listed below for heat exhaustion). These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

### **Heat exhaustion**

Symptoms of heat exhaustion vary but include one or more of the following:

* tiredness
* dizziness
* headache
* nausea
* vomiting
* hot, red and dry skin
* confusion

**Heatstroke**

When the body is exposed to very high temperatures, the mechanism that controls body temperature may stop working. Heatstroke can develop if heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning.

**Symptoms of heatstroke may include:**

* high body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke
* red, hot skin and sweating that then suddenly stops
* fast heartbeat
* fast shallow breathing
* confusion/lack of co-ordination
* fits
* loss of consciousness

## Actions to protect children suffering from heat illness

The following steps to reduce body temperature should be taken immediately:

1. Move the child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).
2. Cool the child as rapidly as possible, using whatever methods you can. For example, sponge or spray the child with cool (25 to 30°C) water – if available, place cold packs around the neck and armpits, or wrap the child in a cool, wet sheet and assist cooling with a fan.
3. Dial 999 to request an ambulance if the person doesn’t respond to the above treatment within 30 minutes.

If a child loses consciousness, or has a fit, place the child in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.

**Government guidance about actions in response to a heatwave:**

* [Heatwave Plan for England: Protecting health and reducing harm from severe heat and heatwaves (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1074023/Heatwave_Plan_for_Engand_2022_May-2022-v2.pdf)
* <https://www.gov.uk/government/publications/heatwave-plan-for-england/looking-after-children-and-those-in-early-years-settings-during-heatwaves-for-teachers-and-professionals>

**General key public health messages**

* Stay out of the heat  
  - keep out of the sun between 11am and 3pm   
  - if you have to go out in the heat, walk in the shade, apply sunscreen and wear a hat and light scarf   
  - avoid extreme physical exertion   
  - wear light, loose‑fitting cotton clothes
* Cool yourself down  
  - have plenty of cold drinks, and avoid excess alcohol, caffeine and hot drinks  
  - eat cold foods, particularly salads and fruit with a high-water content   
  - take a cool shower, bath or body wash  
  - sprinkle water over the skin or clothing, or keep a damp cloth on the back of your neck
* Keep your environment cool  
  - keeping your living space cool is especially important for infants, the elderly or those with chronic health conditions or who can’t look after themselves   
  - keep windows that are exposed to the sun closed during the day  
  - turn off non‑essential lights and electrical equipment – they generate heat

Be alert and call a doctor if someone is unwell or further help is needed If someone has a health problem