

# **Diocese of Bristol Academies Trust**

St Peter's Primary C of E Academy

Health & Safety Policy

## **Level 2 Statement & Organisation**

**Level:** 2

**Date Adopted:** March 2023

**Next Review:** January 2024

## St Peter's CE Primary Academy H&S Policy

History of most recent Policy changes (must be completed)

Date	Version	Page	Change	Origin of Change e.g. TU request, Change in legislation
October 2019	1.0		New fully revised and wholly rewritten document	Change to new H&S Advisor Judicium Education Ltd
November 2019		All pages reviewed	Addition of St Peter's Primary CE Academy H&S Policies & Procedures	To make ready for adoption by the Local Board
September 2021		All pages reviewed		Ready for adoption by the Local Board
September 2022		All pages reviewed	Reviewed to fit with new organizational structure	
February 2023		All pages reviewed	Updated by E&F team and personalized for St. Peter's Academy	

St Peter's CE Primary Academy  
H&S Policy

DISTRIBUTION OF COPIES

Master Copy	Headteacher
Copy One	Chair of Academy Council
Copy Two	Site Manager
Copy Three	Estates and Facilities Business Partner
Copy Four	Staff Room – all staff
Copy Five	Administration Office for Visitors, Contractors & Parents Viewing
Electronic Copy	To be published on Academy website

REVIEW PROCEDURES

The Health and Safety Policy will be reviewed annually and revised as necessary in the event of legislative changes in the intervening time.

Any amendments required to be made to the policy as a result of a review will be presented to the Academy Council for acceptance.

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STATEMENT OF INTENT

This academy recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the academy.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the Academy.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All academy council members, staff and pupils will play their part in its implementation.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**(Chair of Academy Council)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**(Headteacher)**

**Date** \_\_\_\_\_

# St Peter's CE Primary Academy H&S Policy

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DBAT PROCEDURES AND ARRANGEMENTS

### ***Introduction***

The following procedures and arrangements have been issued by DBAT to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures are found in Appendices 3 - 17.

### ***Accident and Incident Reporting***

A minor incident is defined as one which does not require follow up medical treatment.

In the case of a minor incident with a pupil, the procedures are as follows:

- Minor injuries to children are treated by first aider and recorded locally on a Minor Injury form. Part 1 is kept in school and part 2 goes to the parent.
- All incidents where a child received a bump to the head must be reported to the parent at the time of the incident for the parent to decide on the appropriate course of action.
- Accidents to adults are recorded in the red accident book

A Major incident is defined as one which does require follow up medical treatment.

In the case of a major incident the procedures are as follows:

- Record in the red accident book
- In all instances the "DBAT accident / incident / near-miss" form needs to be used to report it to the central team [https://forms.office.com/Pages/ResponsePage.aspx?id=ebVwOnaT70Cc\\_6c6iETFnqTFw\\_hEOwR5PoG62hEbFJwRUNktFTkxHVkIJVFdGSzNPRVFGQjdaTjY1RS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ebVwOnaT70Cc_6c6iETFnqTFw_hEOwR5PoG62hEbFJwRUNktFTkxHVkIJVFdGSzNPRVFGQjdaTjY1RS4u)
- The incident is reported to the academy council via the headteacher report.
- If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), the headteacher will arrange for this to be done. <https://www.hse.gov.uk/pubns/edis1.pdf>

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be recorded so they can be collated and investigated annually by the H&S academy council member and appropriate steps taken to prevent a more serious reoccurrence.

Please see Appendix 13 for full details.

### ***Asbestos***

The admin staff are responsible for ensuring that the Academy Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first checking the asbestos report to ensure it is safe to do so or by obtaining approval from the Headteacher/Estates and Facilities

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Business Partner / Site Manager.

Staff must report any damage to asbestos materials immediately to the Estates and Facilities Business Partner.

Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify DBAT CEO and the Chair of the Academy Council by telephone.

### ***Contractors***

The Estates and Facilities directorate are responsible for the selection and management of contractors in accordance with the DBAT Premises Management Academy policy for full details.

### ***Curriculum Safety (including out of Academy learning activities)***

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

All staff have access to Judicium for information on health and safety, templates, training courses and guidance.

Please see appendix 5 for full details.

### ***Display Screen Equipment***

Individual users are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users can request docking stations.

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

### ***Educational Visits and Journeys***

The Headteacher and the EVC are responsible for ensuring that all Academy trips are managed in accordance with the Academy policy for Educational trips which all teachers must be familiar with.

### ***Electrical Safety***

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

The Estates and Facilities Business Partner will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with Academy procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into Academy without the



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permission of the Headteacher.

Please see Appendix 12 for full details.

***Fire Precautions and Emergency Procedures***

The Headteacher is responsible for ensuring:

- a) that a Fire Risk Assessment is completed and reviewed annually
- b) that the Academy emergency plan and evacuation procedures are regularly reviewed
- c) the provision of fire awareness training to all staff
- d) that an emergency fire drill is undertaken every half term
- e) the preparation of specific personal emergency evacuation Plan (PEEP) is in place for staff and/or pupils with special needs

The Site Manager is responsible for:

- a) the formal maintenance and regular testing of the fire alarm and emergency lighting
- b) the maintenance and inspection of the firefighting equipment
- c) the maintenance of exit/escape routes and signage
- d) supervision of contractors undertaking hot work

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

Please see Appendix 11 for full details.

***First Aid***

The names of the Academy's qualified First Aiders are displayed in the staffroom.

First Aid kits are kept in each classroom. It is the responsibility of the admin staff to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the Academy arrangements for First Aid.

Please see First Aid Policy for full details.

***Hazardous Substances***

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

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The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Lead will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

### ***Inclusion***

All teaching and support staff should be familiar with the Academy's ethos regarding inclusion.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

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

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

### ***Lettings/shared use of premises/use of Premises outside Academy Hours***

The Headteacher is responsible for ensuring that any use of the premises outside Academy hours is managed in accordance with the Academy health and safety policy and lettings policy.

The Headteacher is responsible for managing the arrangements for lettings, e.g fire and emergency arrangements, and any restriction on use of facilities and equipment.

Please see the Lettings Policy for full details.

### ***Lone Working***

Lone workers can be defined as anyone who works by themselves without close or direct

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supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.

Any member of staff working after hours must notify the Headteacher and Site Lead of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Please see Appendix 6 for full details.

### ***Managing Medicines & Drugs***

No pupil is allowed to take medication on the Academy site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The Academy policy for First Aid and the DBAT Supporting Pupils with Medical Conditions Policy provides detailed guidance and all staff should be familiar with this policy.

### ***Maintenance and Inspection of Equipment***

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

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

### ***Manual Handling and Lifting***

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Lead or other adults for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Please see Appendix 7 for full details.

### ***Outdoor Play Equipment***

Any new outdoor play equipment and safety surfacing must comply with current BS/EN standards

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and is formally inspected annually by an RPII registered contractor.

The Site Manager undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after Academy hours. Any member of staff who observes unauthorised use of the play equipment must inform pupils and parents immediately and report it to the Headteacher immediately.

### ***PE Equipment***

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a PRII registered contractor. This will be the responsibility of the Estates and Facilities Business Partner.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept and Site Manager.

### ***Personal Protective Equipment (PPE)***

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

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

### ***Risk Assessments***

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

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

Curriculum Co-ordinators will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance.

Cleaning contractors will ensure they provide risk assessments and COSHH sheets.

Catering contractors will ensure they provide risk assessments and COSHH sheets.

The Educational Visits Co-ordinator will ensure that risk assessments are completed by all staff who organise and lead Academy visits.

All risk assessments must be uploaded onto the schools Evolve system and made available to relevant stakeholders.

Please see Appendix 5 for full details.

### ***Security***

The Site Manager is responsible for the security of the Academy site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after Academy use and lettings.

Staff must query any visitor on the Academy premises who is not wearing a visitor badge and escort them back to reception.

### ***Harassment, Violence and Aggression***

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the Academy where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Emergency lockdown procedures must be in place, communicated to all staff and practiced annually.

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

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Government guidance from the Department for Education, the Health and Safety Executive and Unions are taken into account when risk assessments are completed.

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

Individual student risk assessments or Care Plans will be completed when necessary.

Regular reviews to monitor the effectiveness of the control measures are completed.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression when necessary.

### ***Site Maintenance***

The Estates and Facilities Directorate are responsible for ensuring the safe maintenance of the Academy premises and grounds and for ensuring cleaning standards are maintained.

The Site Manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Site Lead immediately.

### ***Staff Training & Development***

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the Academy induction process.

All staff must complete the basis fire awareness training available from Judicium on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out their duties.

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

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### ***Well Being Management***

The Academy Council and Headteacher are responsible for taking steps to reduce the risk of stress in the Academy by taking measures to ensure colleagues are supported through:

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

### ***Swimming***

It is the PE Lead's responsibility to ensure that Children are instructed by ASA Qualified Instructors who are DBS checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Please see Appendix 17 for full details.

### ***Visitors***

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

Visitors to the Academy will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the Academy will be made aware of the emergency procedures and other safety information as is relevant.

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

### ***Working at Height***

The Site Manager is responsible for the purchase and maintenance of all ladders in the Academy.

All ladders conform to BS/EN standards as appropriate.

The Site Manager is also responsible for completing risk assessments for all working at height tasks they undertake in the Academy.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor and they must complete risk assessments for any activity which involves working at height.

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

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Do not work at height when you are alone. If you are planning to use a step ladder ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself. Please see Appendix 9 for full details.

### ***Control of Infections***

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set in the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

### ***New and Expectant Mothers***

A staff member that is a new or expectant mother should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set in the Control of Infections Policy.

The manager should review the relevant risk assessments with the member of staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

### ***Supervision of students***



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Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules.

Students will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### ***Water hygiene management (control of Legionnaire' disease)***

The Estates and Facilities Business Partner will ensure that specialist external contractors are engaged to manage the water system and control the spread of legionella bacteria.

The Estates and Facilities Business Partner will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

The site manager will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

#### Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>

#### ***Further Resources***

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges

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<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

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**Appendix 1 – Organisational Chart**

<b>Procedure</b>	
Academy Managed Projects	See Judicium Managing Contractors Policy
Site Manager Duties	See Appendix 10
Critical Incident Strategy	See DBAT Policy
Educational Visits and Activities Procedure	See Judicium Educational Visits Policy
Fire Safety and Emergency Evacuations Procedure	See Appendix 11
First Aid including the storage and administration of medicines	See First Aid Policy and Judicium First Aid and Medicines Policy
Health and Safety Site Inspections	See Appendices 3 & 4
Lone Working Procedure	See Appendix 6
Manual Handling Procedure	See Appendix 7
Use of Portable Electrical Systems including PAT Testing	See Appendix 12
Managing Water Hygiene	See DBAT Premises Management Policy
Out-of-hours use of school buildings and facilities including public performances	See Lettings Policy
Reporting of Accidents, Incidents, Hazards and Near Misses Procedure. Minor Injury Record Your child received a minor injury at school today Incident report	See Appendix 13
Risk Assessments	See Appendix 5
Site Security Procedure	See Appendix 14
Stress and Employee Well-being	See Judicium Well-Being Policy Policy
Unexpected Loss of Utilities	See DBAT Critical Incident Policy
Use and Storage of Chemicals	See COSSH Guidelines
Use of Contractors	See Judicium Managing Contractors Policy
Use of Dangerous Tools, Equipment, Machinery	N/A
Use of or Exposure to any Hazardous Substances or Materials	N/A
Use of Minibuses	N/A
Vehicular Access, Car Parking and Use of Staff Cars Procedure	See Appendix 15
Violence and Aggression to Staff	See DBAT policy
Waste Disposal Procedure	See Appendix 8
Working at Height Procedure	See Appendix 9
Work Experience for Pupils / Students Policy and Procedure	See Appendix 16
Safeguarding Checklist for Swimming Lessons	See Appendix 17

***Appendix 2 – SUPPORTING POLICIES AND PROCEDURES***

The appendices that follow have been adopted by this Academy:

<b>Appendix 3</b>	<b>Health and Safety Inspection checklist - Termly</b>
<b>Appendix 4</b>	<b>Health and Safety Inspection checklist - Annual</b>
<b>Appendix 5</b>	<b>Risk Assessments</b>
<b>Appendix 6</b>	<b>Lone Working Procedure</b>
<b>Appendix 7</b>	<b>Manual Handling Procedure</b>
<b>Appendix 8</b>	<b>Environmental Procedure</b>
<b>Appendix 9</b>	<b>Working at Height Procedure</b>
<b>Appendix 10</b>	<b>Site Manager Duties</b>
<b>Appendix 11</b>	<b>Fire Safety and Emergency Evacuations Procedure</b>
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<b>Appendix 17</b>	<b>Safeguarding Checklist for Swimming Lessons</b>

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Appendix 3: Health & Safety Site Inspections Checklist for Academy Council Members (TERMLY)

This checklist may be used by the Estates & Facilities Team to complete their **termly health and safety inspection and monitoring responsibilities**. It is a template that can be adapted to meet local circumstances and an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements.

Inspections are completed termly and alternate between internal and external walks. The inspections are led by the Estates & Facilities Business Partner and Site Manager, the Estates & Facilities Health & Safety Academy Council member will be invited to attend along with the Headteacher or delegated staff member.

Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues the Estates and Facilities Business Partner will plan to resolve the issue and determine what action is necessary.

Name of academy:	
Persons involved in inspection:	
Date of inspection:	

Section 1 – External areas and play equipment				
No.	Area	Yes	No	Comments
1.1	Are paths and playgrounds free from obvious trip/slip hazards?			
1.2	Are manholes secure?			
1.3	Are grass areas reasonably even and free of glass, rubbish etc?			
1.4	Do trees/branches appear safe with no obvious defects?			
1.5	Is the perimeter fencing sound?			
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?			
1.7	Is the pond secure and well maintained?			

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1.8	AOB			

Section 2 - Vehicles on site				
No.	Area	Yes	No	Comments
2.1	Are traffic routes marked or signed?			
2.2	Where possible, is there segregation of vehicles and pedestrians?			
2.3	Is there designated parking?			
2.4	Are there designated loading/unloading bays?			
2.5	Are traffic warning signs and markings clear?			
2.6	AOB			

Section 3 - Evacuation				
No.	Area	Yes	No	Comments
3.1	Are escape routes clear of obstructions?			
3.2	Are exit doors free from internal/external obstructions?			
3.3	Is housekeeping satisfactory to prevent a buildup of combustible materials?			
3.4	Are flammable materials stored securely i.e. not near exits or in protected routes (i.e. stairwells)?			
3.5	Are all fire alarm call points accessible and clearly identifiable?			
3.6	Are fire extinguishers easily identifiable & accessible?			
3.7	Have fire extinguishers been serviced within last 12 months?			
3.8	Has the fire alarm been serviced within last year?			
3.9	Are all fire doors labelled and in good condition?			

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3.10	Are all internal fire doors free from obstructions i.e. not propped open?			
3.11	Is the alarm audible in all areas?			
3.12	Are fire action notices displayed adjacent to alarm call-points?			
3.13	Are fire escape routes clearly signed (must be pictorial signs)?			
3.14	Is the fire assembly point clearly identified?			
3.15	AOB			

Section 4 – Building Issues				
No.	Area	Yes	No	Comments
4.1	Are floors and floor coverings in good condition?			
4.2	Are handrails on stairs/steps sound?			
4.3	Are door mechanisms in good working order?			
4.4	Is glazing in good condition and vulnerable areas protected or is safety glass used where appropriate?			
4.5	Are facilities for people with disabilities appropriate?			
4.6	Do gutters, down-pipes and other fixtures appear sound?			
4.7	Do roof tiles appear secure?			
4.8	Are security systems adequate?			
4.9	Is matting provided to slippery/wet areas?			
4.10	Are windows above ground floor level fitted with restrictors?			
4.11	AOB			

Section 5 – Temperature & Ventilation
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No.	Area	Yes	No	Comments
5.1	Can a reasonable room temperature be maintained?			
5.2	Are fans/blinds provided to alleviate high temperature?			
5.3	Is the natural and artificial ventilation adequate?			
5.4	AOB			

Section 6 - Lighting				
No.	Area	Yes	No	Comments
6.1	Are all lights working?			
6.2	Are diffusers clean?			
6.3	Is internal lighting adequate?			
6.4	Is external lighting adequate?			
6.5	AOB			

Section 7 - Electricity				
No.	Area	Yes	No	Comments
7.1	Is access to electrical system restricted to authorised persons?			
7.2	Is there a warning sign displayed?			
7.3	Is there an electric shock first aid poster displayed?			
7.4	Are electrical cupboard free from combustible items?			
7.5	Are portable electrical appliances tested periodically by a competent person?			
7.6	Are plugs and leads in good condition?			
7.7	Are there sufficient sockets to prevent the need for the use of excessive extension leads?			



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7.8	Are socket outlets at least 1m away from running water?			
7.9	AOB			

Section 8 – Welfare Provision				
No.	Area	Yes	No	Comments
8.1	Are there suitable toilet and washing facilities?			
8.3	Are sufficient drinking water outlets available and labelled as such?			
8.4	AOB			

Section 9 - First Aid & Medical Provision				
No.	Area	Yes	No	Comments
9.1	Are there suitable facilities for dealing with first aid cases?			
9.2	Are there adequate first aiders including where appropriate pediatric first aiders			
9.3	Are names of first aiders displayed?			
9.4	Are first aid boxes adequately stocked?			
9.5	Are accidents/incidents recorded/reported & investigated?			
9.6	Administration of medication – consent obtained / records kept / Controlled access?			
9.7	AOB			

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Section 10 – Working at Height				
No.	Area	Yes	No	Comments
10.1	Are steps or 'kick-stools' available and used appropriately?			
10.2	Are ladders/scaffold towers in good condition and stored securely?			
10.3	Are ladders/scaffold towers used by authorised persons only?			
10.4	Is there a safe system for working at height e.g. roofs?			
10.5	Has a safe system of work been agreed with the window-cleaning co.			
10.6	AOB			

Section 11 – Miscellaneous				
No.	Area	Yes	No	Comments
11.1	Is furniture in good condition with no exposed foam?			
11.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?			
11.3	Is PE equipment suitably stored and in good condition?			
11.4	Do office staff have enough working space?			
11.5	Are all parts of the school maintained in a clean and tidy condition?			
11.6	Are there adequate facilities for the safe storage and disposal of			

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	waste?			
11.7	Is the stage stored appropriately, assembled correctly and is lighting accessible?			
11.8	AOB			

Section 12 – External Areas				
No.	Area	Yes	No	Comments
12.1	Are paths/walkways stable underfoot and free from significant trip hazards? e.g.no potholes, significantly raised or sunken slabs, insecure manholes etc			
12.2	Are pedestrian routes clearly defined and segregated from vehicular movements? <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined</i>			
12.3	Is outdoor play equipment in good condition?			
12.4	Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc</i>			
12.5	Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access control systems on external doors, CCTV, intruder</i>			

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	<i>alarms, areas where anti-climb paint is used etc</i>			
12.6	Is access to fragile/low roof areas restricted and signed appropriately?			
12.7	Are external waste bins secured where necessary and located away from the building? <i>Away from site boundary to prevent arson attack, positioned away from buildings to provide fire separation</i>			
12.8	Are arrangements in place to manage site trees?			
12.9	AOB			

Name:	Name:
Signed:	Signed:
Date:	Next review date:

***Appendix 4: Health & Safety Site Inspections Checklist for Academy Council members (ANNUAL)***

**Annual Health & Safety Checklist**

This checklist may be used by Members of the Academy Council with the Headteacher to complete their **annual health and safety inspection and monitoring responsibilities**. It is a template that can be adapted to meet local circumstances and an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements. Completed checklists should be retained in school and made available during Trust audits and a copy must be sent to the Estates and Facilities Business Partner.

Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues the Estates and Facilities Business Partner will plan to resolve the issue and determine what action is necessary.

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Name of academy:	
Persons involved in inspection:	
Date of inspection:	

1.0	Health and Safety Management Systems	Y/N/P/NA	Comment/Action Required
1.1	<p>Is there a process in place to review and monitor the school's health and safety performance over the past year?</p> <p><i>This should be monitored at the Academy Council's Health and Safety/Premises meeting and cover topics such as review of accidents and incidents, off-site visits, this inspection, audit by Judicium or alternative provider health and safety policy, risk assessment and procedures etc.</i></p>		
1.2	<p>Are records being kept for new staff induction and staff health and safety training?</p> <p><i>Are these kept centrally or individually?</i></p>		
1.3	<p>Are Accidents and Incidents being recorded correctly and investigated properly?</p> <p><i>Check use of minor pupil injuries, A&amp;I reports for staff and more serious accidents to pupils, visitors etc.</i></p>		
1.4	<p>Is Health and Safety Information given to contractors and visitors up to date?</p> <p><i>Also look at some sample pages of the Visitors book and Premises Log Book to check they are being completed properly.</i></p>		
1.5	<p>Is the Health and Safety Law poster prominently displayed?</p> <p><i>There is a new version of the poster which is easier to read and has a single Infoline contact number. Existing posters need to be replaced no later than 5 April 2014. The new law poster can be ordered from HSE Books (Tel: 01787 881165).</i></p>		
1.6	<p>Are risk assessments in place and up to date to cover the key risks associated with managing the school site?</p> <p><i>These should include activities such as caretaker's duties, grounds maintenance, lone working, site</i></p>		

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	<i>security, working at height etc.</i>		
1.7	Are there arrangements in place to share health and safety information and agree responsibilities with other users or occupants of the site including hirers? <i>You may need to draw up a written agreement to reflect how health and safety is to be managed in a shared facility?</i>		
1.8	Are DBAT guidelines and procedures being followed for all Off-Site Visits and activities? <i>Ask Judicium to show you a sample of completed online/paper notification forms and associated risk assessments.</i>		

2.0	Fire Safety	Y/N/P/NA	Comment/Action Required
2.1	Has a fire risk assessment been completed for the school? Have all actions been completed and the assessment been reviewed in the past year? <i>Actions should be tracked by the Estates and Facilities Business Partner.</i>		
2.2	Has a fire risk assessment been completed for the school? Have all actions been completed and the assessment been reviewed in the past year? <i>Actions should be tracked by the Estates and Facilities Business Partner.</i>		
2.3	Are fire drills being conducted termly and recorded? <i>This should include a report on the effectiveness of the drill with any actions for improvement.</i>		
2.4	Have Personal Emergency Evacuation Plans (PEEP) been prepared for any disabled members of staff or disabled pupils? <i>This may require additional training/equipment for staff assisting with an evacuation e.g. from an upper floor/use of Evac-Chairs etc.</i>		
2.5	Are Fire Alarm systems being tested weekly and fire extinguishers serviced annually? <i>Ask the site lead to provide evidence that this is being recorded.</i>		
2.6	Are Exit Routes/Emergency Exits clearly signed with running man/directional arrow, unobstructed and equipped with emergency lighting? <i>Check a sample of push-bar operated doors for operation &amp; self-closing fire doors to see if they shut properly. Ask the site manager/caretaker to</i>		

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	<i>provide documented evidence of the monthly emergency lighting tests.</i>		
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3.0	First Aid/Medication	Y/N/P/NA	Comment/Action Required
3.1	Has the First Aid requirement been risk assessed and adequate numbers of first-aiders appointed, including pediatric first aiders where there are under-fives?		
3.2	Are First Aid boxes in appropriate places and contents being maintained? <i>Check a sample box to see if contents have not exceeded their expiry date.</i>		
3.3	Is there a documented system for administration of medicines to pupils? <i>This should include written consent from parents, individual administration records and secure storage arrangements etc.</i>		
3.4	Is staff first aid training up to date including any specialist training e.g. administration of Epipens		

4.0	Management of Asbestos	Y/N/P/NA	Comment/Action Required
4.1	Is the Asbestos Register up to date and consulted on every occasion work is carried out on any affected areas of the building fabric? <i>Check a sample from the Premises Log Book to confirm contractors have recorded that they have inspected the register where appropriate.</i>		
5.0	Housekeeping	Y/N/P/NA	Comment/Action Required
5.1	Are work areas, circulation spaces, walkways and corridors free from obstructions? Are systems in place to prevent the buildup of waste/rubbish?		
5.2	Is flooring in good condition and free of slip or trip hazards?		
5.3	Is the School cleaning schedule adequate? <i>Look at the standard of cleaning in all areas including emptying of waste bins etc.</i>		
5.4	Are items stored above head height (e.g. files, folders etc) accessible, secure, safe and of a relatively lightweight nature? <i>Check condition of shelving and racking and ensure small industrial stepladders or kick stools are available for access.</i>		

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5.5	Are walls/wall coverings clean and in good condition (e.g. paint not flaking, no damp etc)? <i>Especially important in kitchens and food technology areas.</i>		
5.6	Are ancillary areas such as Boiler Rooms and Electrical Cupboards kept locked and free of combustible materials? <i>These can often be seen as suitable space to dump miscellaneous equipment etc but except for critical spares and other items such as ladders should be kept clear and not used for storage.</i>		

6.0	Electrical Systems	Y/N/P/NA	Comment/Action Required
6.1	Have portable and other electrical items been PAT tested by a competent person at appropriate intervals? <i>Check a sample of stickers on plugs for test dates.</i>		
6.2	Generally, are plugs, sockets, switches etc. in good condition? <i>Look at a sample to see if they are free from cracks, loose etc.</i>		
6.3	Is the use of extension leads kept to a minimum? <i>Check to see they are not overloaded or daisy chained.</i>		
6.4	Has an inspection of all fixed wiring systems been carried out in last 5 years? <i>Ask the site lead to show you the records.</i>		

7.0	Tools and Equipment (including working at height)	Y/N/P/NA	Comment/Action Required
7.1	Is there a system in place for inspection of all tools and equipment e.g. ladders at regular intervals? <i>This should include a ladder and access equipment register and all tools and equipment used by caretaker or site management team e.g. power tools, hand tools, grounds maintenance equipment etc.</i>		
7.2	Are tools and equipment (including ladders) stored securely and out of reach of unauthorised persons? <i>Workshops and associated ancillary areas should be kept locked.</i>		
7.3	Has training and instruction been given to the relevant members of staff in the safe use of tools		



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	and equipment including ladders/step ladders etc? <i>Ask to see appropriate staff training records.</i>		
7.4	Is there suitable access equipment available for staff (e.g. small industrial step ladders or kick stools) to gain access to high shelves/displays etc? <i>Check a sample of departmental storage areas and ask question of staff as to how they access high shelves.</i>		

8.0	DT/Science/Art Department Areas Ask curriculum lead to accompany you as required	Y/N/P/ NA	Comment/Action Required
8.1	Are annual maintenance/inspection records available for all equipment? <i>Check a sample of larger, fixed high risk equipment e.g. kiln, pug-mill, pillar drills, band saw, lathes etc.</i>		
8.2	Is there suitable Personal Protective Equipment available for pupils and staff e.g. goggles/safety spectacles, dust masks, hearing protection etc? <i>These should be easily accessible, clean and well maintained. Should be part of technician's duties to check these.</i>		
8.3	Is the use of equipment/machinery covered by written risk assessments and safe operating procedures? <i>Ask Head of Department to show you a sample of risk assessments/procedures.</i>		

9.0	Welfare Facilities	Y/N/P/ NA	Comment/Action Required
9.1	Are toilets clean with sufficient washing facilities, means of hand drying etc. <i>For disabled toilets – check the pull cord alarm has been regularly tested.</i>		
9.2	Are staffroom areas suitable for rest and eating? <i>Check also that staff have sufficient facilities to store personal belongings, outdoor clothing etc.</i>		
9.3	Are sufficient drinking water outlets available and labelled as such?		

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10.0	General Workplace	Y/N/P/ NA	Comment/Action Required
10.1	Are all regular DSE (Computer) users identified and workstations assessed? <i>Staff should be using the self-assessment checklist and reviewing this on a regular basis.</i>		
10.2	Are lighting levels sufficient in all areas? Are heating systems working properly and sufficient temperatures maintained? Is there a means of adequately ventilating areas either via open able windows or other means of mechanical ventilation? <i>Check to see if there have been any complaints by staff members in relation to any of the above e.g. are fan/blinds provided where necessary to alleviate high temperatures etc.</i>		
10.3	Is there sufficient space to carry out school activities safely? <i>Check to see if there have been any complaints by staff members in relation to lack of space.</i>		
10.4	Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys in laboratory preparation areas, sack trucks, hoists etc.) <i>Check to see if these are suitable and in good condition – larger equipment such as hoists for moving persons or pallet trucks should be subject to independent insurance inspection as well as a planned maintenance scheme.</i>		
10.5	Has a Legionella survey/risk assessment been carried out? <i>This requires checks of hot and cold water temperatures in line with risk assessment – check records are being maintained.</i>		

11.0	External Areas	Y/N/P/ NA	Comment/Action Required
11.1	Are paths/walkways stable underfoot and free from significant trip hazards? <i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i>		
11.2	Are pedestrian routes clearly defined and segregated from vehicular movements? <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas</i>		

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	<i>defined.</i>		
11.3	Is any outdoor play equipment in good condition? <i>Should be inspected annually by competent contractor.</i>		
11.4	Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc.</i>		
11.5	Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access control systems on external doors, CCTV, Intruder alarms, areas where anti-climb paint used etc.</i>		
11.6	Is access to fragile/low roof areas restricted and signed appropriately?		
11.7	Are external waste bins secured where necessary and located away from buildings? <i>Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.</i>		
11.8	Are arrangements in place to manage site trees? <i>Tree inspections should be carried out twice a year by a competent contractor.</i>		

Name:	Name:
Signed:	Signed:
Date:	Next review date:

### ***Appendix 5: Risk Assessments***

Academies need to regularly assess the risks of their sites and any activities they wish to carry out both on the Academy site and off-site. These assessments need to be recorded on risk assessment forms and kept in a shared location where all staff can access them. This provides vital evidence that the Academy has considered all possible risks and taken appropriate action to reduce them.

Judicium offer a suite of Risk assessment forms which you staff can access via their admin staff and Principals. It is important to remember though that all pre populated templates will need to be adapted and customised to meet the needs of the specific activity or location that is being assessed.

### ***Appendix 6: Lone Working Procedure***

Lone workers are those employees who work out of sight or earshot of others without close or direct supervision and, as such, come under the school's Health and Safety Policy. The following situations are covered by this policy:

- Site Managers, cleaning staff, or last employee in the building or locking up
- Employees working outside of normal working hours
- Employees attending out of hours meetings or functions
- Contractors

There is no legal prohibition to working alone, however, any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees must consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible, all staff must be aware of the procedures required for working alone.

#### **Lone workers must not knowingly put themselves at risk and should follow these procedures:**

- Ensure that someone is aware that you are working alone and that you keep in regular contact and or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand or access to the phone in the office
- When entering or leaving the building during darkness, make sure that your key is readily available and be alert for intruders
- If leaving the building at night after a function or meeting, try to leave with others
- Do not confront intruders or unauthorised users and notify the head teacher, caretaker or police if there is any sign of intrusion or if you are concerned about unauthorised users

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone, e.g. epilepsy.

All lone workers must be capable of responding to an emergency situation and to be aware of emergency procedures, e.g. fire procedure (see appendix 11)

**Appendix 7: Manual Handling Procedure**

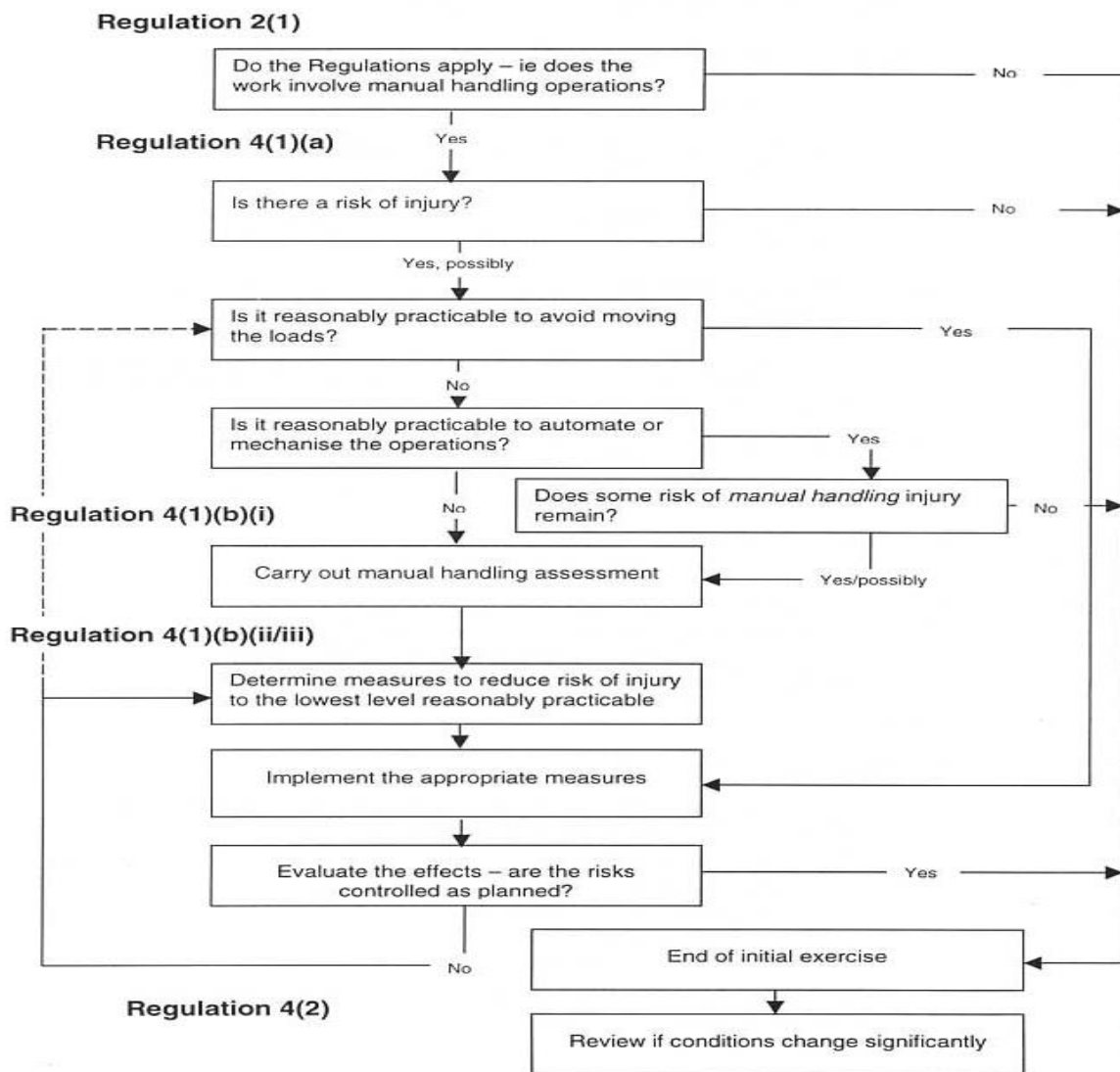
Please note that approximately 1 in 3 accidents reported relate in some way to manual handling. It is therefore essential to take note of these procedures.

Manual handling means: the transportation or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling and carrying. A load includes a person as well as an inanimate object, but does not include using tools or equipment for intended purpose e.g. lifting a kettle, using a floor polisher.

This policy deals with:

- Handling inanimate objects
- Handling mobility-impaired pupils

In both cases, the Manual Handling Regulations 1992 make it a legal requirement for schools to carry out risk assessments. The following flow chart sets out how follow to those regulations:



**Principles of correct manual handling**

## St Peter's CE Primary Academy H&S Policy

- **Plan:** The person undertaking the manual handling will assess the load and determine how it will be handled and where it will be placed. By assessing the situation first, that person can decide if a handling aid, a transporter or another person is needed to move the object; if there is sufficient space for the lifting to be done in the right position; and if there are any obstructions likely to be encountered.
- **Determine the best technique:** All factors will be taken into account when determining the best technique. A person undertaking a lift must lift efficiently and rhythmically, avoiding bending of the lower back. The best technique involves suitable balance and avoidance of unnecessary bending, twisting and reaching.
- **Take a secure grip on the object being handled:** The grip helps to determine how safe the task will be. Wherever possible, a comfortable power grip (with the whole hand) must be used rather than a pinch grip (with fingers only). Carrying with one hand must be avoided.
- **Pull the load in close to the body:** For lifting in particular, it is important to have the center of gravity of the load close to the body to prevent excessive stress on the back and to make the strongest muscles of the arms available to hold the load. It is important to minimise the effects of acceleration by lifting slowly, smoothly and without jerking.
- **Vary handling tasks with lighter work:** The job/task must be designed so as to provide alternative tasks that do not heavily stress the same muscles. Lighter tasks allow the active muscles to recover and must be alternated with heavier handling tasks.
- **Team lifting:** To enable load sharing, lifting partners should be of similar height and build. There must be one person nominated as team leader to co-ordinate the lift.

Use appropriate aide to assist you such as sack truck, step ladder, ladder or elephant foot stool.

**Risk assessments** must be carried out for tasks which meet **all** of the following criteria:

1. The task cannot be avoided
2. The task cannot be mechanised or automated
3. The task poses a foreseeable risk of injury

When carrying out risk assessments everyone who is required to undertake the task is considered, including pupils where appropriate. In the case of pupils carrying out manual handling tasks, consideration must be given to their physical capabilities. If you feel you would benefit from training in manual handling to assist you, please ask your line manager.

### **Handling short term immobility / Mobility-impaired Pupils**

When mobility is impaired short term, e.g. when a pupil has a limb in plaster or is on crutches, the head teacher and SENCo will assess the means by which the pupil can move around the school and evacuate safely in an emergency. Staff or pupils may be allocated to that pupil to provide, for example, a steadying hand if necessary, but no untrained person will be allowed to lift or carry the pupil. If lifting or carrying is necessary, a full assessment of the pupil's need will be carried out with the parents before the child next attends school.

### **Permanent or long-term immobility**

Pupils with long term or permanent mobility impairment will require their needs to be identified, assessed and controlled to ensure their well-being and that of any staff supporting them. There should be an assessment of a pupil's individual needs and in order to prepare any manual handling procedures.

### **Appendix 8: Environmental Procedures**

This Academy endeavors to manage waste in the most effective environmental ways available to us.

This is how we deal with the following items:

Plastic, tins, card, paper	Dispose of in the dry mixed waste bins in school and the cleaning staff will empty them into the dry mixed waste wheelie bin.
General waste	Collected from small waste bins by cleaners and emptied into the general waste wheelie bins.
Bodily fluid waste	Staff to wear gloves to clean up and all cloths, paper towels used to clean up are bagged then put in the general waste wheelie bin outside to prevent the spread of infection.
Cleaning waste products	Dirty water from mopping floors should not be emptied in a food preparation area / staff room sink.

Our academy takes our responsibilities toward the environment seriously and encourage all pupils, staff, academy council members and parents to take a responsible attitude towards this subject.

#### **Paper and printing – where possible we will:**

- Check carefully that we are only printing essential pages.
- Ask pupils to share worksheets or put the work on the interactive whiteboards.
- Ensure all classes have scrap paper trays so pupils can use scrap paper instead of a new sheet.
- All printers are de-faulted to print mono and double sided

#### **Purchasing Policy – where possible we will:**

- Check environmental standards of suppliers and contractors.
- Take environmental factors into consideration
- Buying environmentally friendly / energy efficient products where possible

#### **The Outdoor Environment – where possible we will:**

- Be aware that the school grounds provide the visitor with the first impression of the school and will influence the attitude and behaviour of the pupils.
- Maintain the grounds to provide a variety of habitats to enrich pupils outdoor learning experiences
- Ensure the grounds maintenance company use products which are safe for children.

The **Finance Directorate** will monitor energy costs and report any significant changes to the Academy Council.

#### **The Site Manager will:**

- Remove all litter in and around the site

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- Ensure that the correct waste bins are used and emptied regularly
- Monitor the heating and hot water systems so that they run at maximum efficiency.
- Ensure automatic urinal flush systems are programmed efficiently.

**The Estates and Facilities Business Partner will:**

- Ensure old IT equipment is disposed of correctly using an approved contractor
- Ensure bulk rubbish collectors can provide Transfer of Waste Certificate.
- Ensure confidential waste contractors provide certification



## Appendix 9: Working at Height Procedure

### **Carry out a risk assessment**

Before carrying out any task at height, decide whether it could be done from ground level in another way. If not, decide on the most appropriate type of access:

- Kick-stool
- Stepladder
- Trestle
- Ladder
- Scaffold tower

All ladders/steps must be in good condition and should be checked before use.

All ladders must:

- Be footed by a second person
- Be one meter higher than the highest rung being stood on
- Be marked with BS Load Rating
- Never be rested against glass or plastic features such as guttering.
- Included on a maintenance schedule

**Under no circumstances should any employee or pupil stand on a non-weight bearing object.**

**All staff must undertake "Working at height" training on the Judicium training portal**

<https://judiciumtraining.elearning247.com/admin/login>

**Appendix 10: Site Manager's Duties.**

- 1 To act as a key holder for the site, ensuring security of the entire building and grounds at all times, including the operation of the alarms.
- 2 To report any major defects in building, equipment and security systems observed in the course of duties and inform the Estates and Facilities Business Partner.
- 3 To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti and look presentable at all times.
- 4 To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- 5 To undertake the efficient operation of the heating system ensuring its good working order. To record and monitor the gas, water and electricity meter readings as required.
- 6 To take deliveries as required, check and sign delivery notes and put deliveries away as required.
- 7 To help set up and put away furniture as requested, keep corridors and exits clear.
- 8 To undertake routine maintenance / cleaning of premises, fixtures and fittings as requested.
- 9 To undertake occasional gardening duties as requested.
- 10 To maintain monthly checks and records on;
  - Water temperature
  - Fire Safety
  - Fire extinguisher (visual checks)
  - Play equipment checks
  - Emergency lighting
  - Steps, stools and access equipment
  - Wooden furniture and gym equipment
  - Doors and closures
  - Security lights
  - Legionella
  - Electricity meter readings
  - Any other compliance checks as necessary

To maintain weekly checks and records on

- Playground equipment
  - Visual inspection of fire extinguishers
  - Fire alarm
  - Any other premises check as necessary
- 11 To be aware of and adhere to applicable legislation, policies and procedures that affect the role of Site Manager
  - 12 Any other duties as assigned

## ***Appendix 11: Fire Safety and Emergency Evacuations Procedure***

1. If you discover a fire, SOUND THE ALARM.
2. All persons must evacuate from the building to the playground as quickly as possible.
3. If the fire is in its early stages and there is a clear escape route, a member of staff who is not directly responsible for pupils may tackle the fire. However, AT NO TIME SHOULD YOU PUT YOURSELF AT RISK.

### **Teacher / Mentor of staff in charge of class responsibilities**

- Escort all pupils to the playground where they must line up alphabetically in their class to enable staff to check them against the registers quickly. As soon as this is done the register will be raised until the Head teacher acknowledges that all children have been accounted for.

### **Office staff responsibilities.**

- Call the Fire Brigade and inform them of the location of the fire and which entrance to use
- Inform other users on site such as preschool, nursery, breakfast and after school organisations as appropriate.
- Check staff toilets
- Take registers, visitors' book and emergency information box to the assembly point in playground.

### **TA responsibilities**

- Check no children are in toilets and cloakroom nearest to the class they are working in before leaving the building, closing doors behind them.

### **Kitchen staff responsibilities**

- Switch off the interlock button, gas and ventilation systems if required
- Evacuate to playground where Catering Manager is responsible for accounting for her staff with the signing in-book.
- Catering manager is responsible for opening the staff car park gates and meeting the fire brigade with a plan of the school.

### **SLT responsibilities**

- Ensuring the school is empty and all people are accounted for .
- Responsible for opening the staff car park gates and meeting the fire brigade with a plan of the school.

### **Fire Procedure during the lunch-hour**

- MDSAs are responsible for leading the children safely out of the building onto the playground.
- If children are in the hall the MDSAs assigned to working inside will evacuate the children through the hall fire exit and assemble on the grass in front of the Church then lead them to the playground by the safest route, i.e. through the foundation stage entrance or the staff car park.

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- MDSAs will go to their assigned classes\*\* to take a roll call using the registers, which will be given to them by an Administrator.
- When the registers have been checked, the MDSAs will raise the register so the Head teacher can see when all children have been accounted for.
- If a fire occurs when it is a 'wet lunch-time' then the above procedure is still concurrent for the children in the hall. However, those children that are in classrooms and in the media suite will be led out by the MDSAs that are assigned to the children in each room. A member of staff (this can be an MDSA, teacher or TA that is also in the building at this time) will check toilets and cloakroom areas are empty before leaving the building, closing doors behind them. The MDSAs are responsible for ensuring this happens at lunch-time.

\*\*During the lunch hour, MDSAs working that day will each be responsible for the roll call.

### **Good Practice**

- ESCAPE ROUTES MUST BE KEPT UNOBSTRUCTED AT ALL TIMES.
- Rubbish and combustible waste will not be allowed to accumulate.
- Fire drills will be carried out three times a year at different times of the day. Results will be recorded by the Head teacher in the fire safety file.
- Fire alarms, emergency equipment and lighting will be checked weekly and recorded in the fire safety file by the Site Lead.
- The fire alarm system will be checked annually by a professional fire safety company.
- All non-essential electrical equipment will be turned off and all doors and windows closed before the building is locked.
- All helpers and visitors must sign in and out of the visitor's book to ensure adult safety.
- All school users will be made aware of this fire procedure.
- All employees must receive annual instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.
- Specific practical hands-on training in the use of fire extinguishers should be provided for staff working in high fire risk areas and key personnel involved in the evacuation procedure. This training should be repeated every 3 years. It is the responsibility of the Headteacher to ensure that this training takes place and that it is recorded in the fire safety manual and logbook.

## ***Appendix 12: Use of Portable Electrical Equipment Procedure including PAT Testing***

Before using any portable electrical equipment:

- Check that the plug and cable are in good condition. If any defect is found the appliance must not be used. Report any defects or damage to the office.
- All equipment more than a year old must be marked with a sticker showing it has passed an electrical safety test. If not marked, do not use.
- You must only use equipment if you know how to use it correctly. If you are unsure, ask for advice.
- Only use the equipment for the purpose it was designed for.
- Ensure equipment is switched off and or appropriately stored after use.
- Do not use any personal equipment unless it has been electronically tested.
- If using electrical equipment outdoors you must use a residual current device.

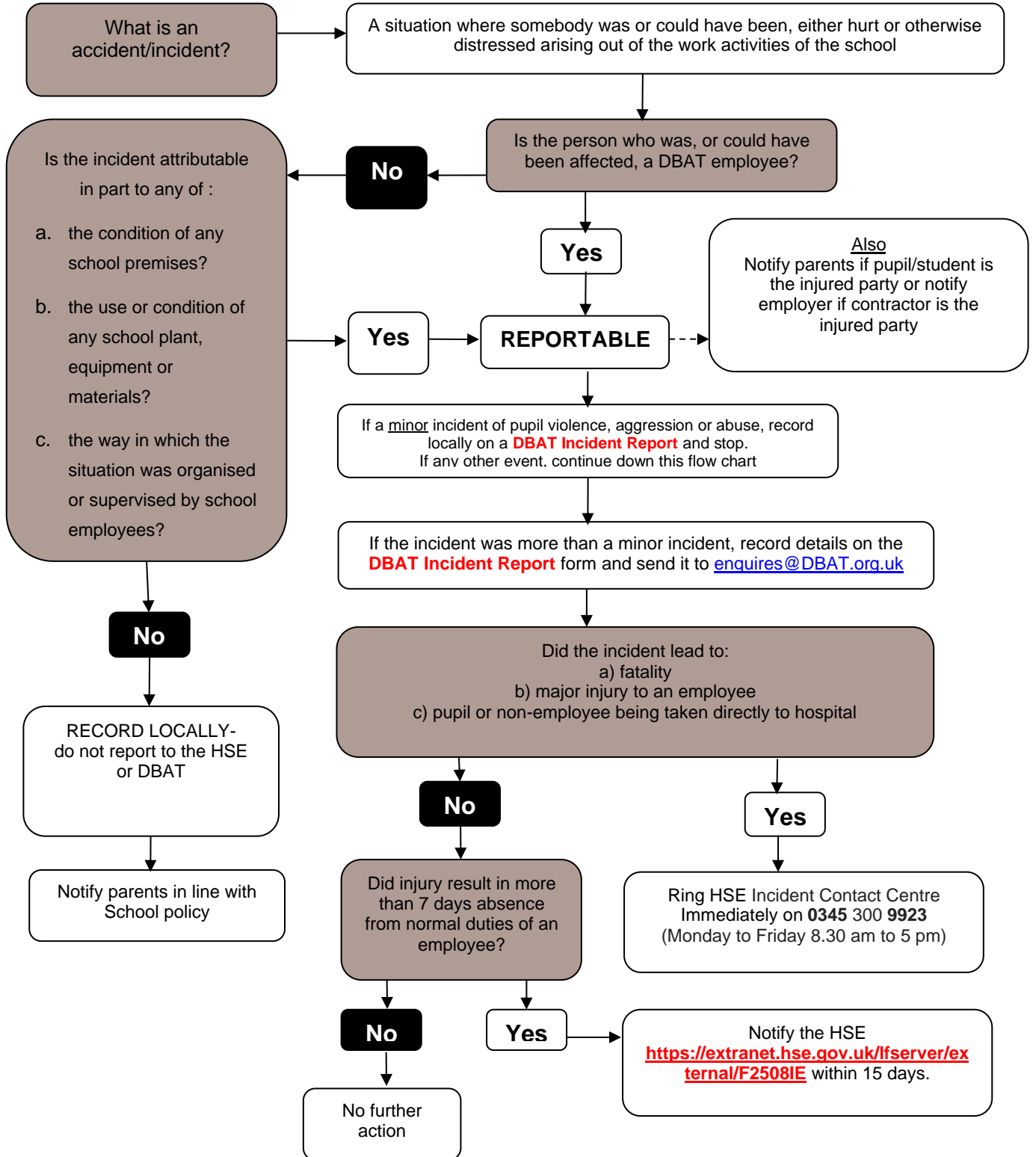
Hirers should only use their own equipment if it has been electronically tested or they use a circuit breaker or residual current device. Failure to do so will mean the hirer is responsible for the cost of repairing any damage to the school's electrical system.

Estates and Facilities Business Partners will ensure all school portable equipment is checked annually and records kept. Personal equipment used in school may be checked at the same time.

Estates and Facilities Business Partners will ensure that Academies undertakes a 5 Year Fixed Electrical Wiring Inspection.

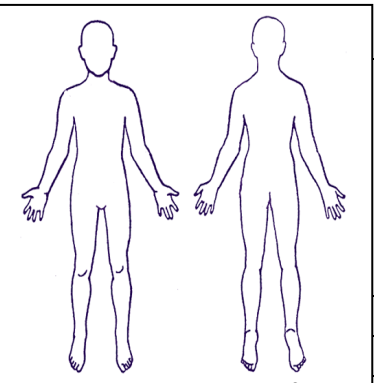
**Appendix 13: Reporting of Accidents, Incidents, Hazards and Near Misses Procedure**

All staff will use the **minor injury record** slip and where appropriate, send the "Your child received a minor injury at school today" for home for the parents. Use the following flow chart to decide if the accident or incident needs to be reported further.

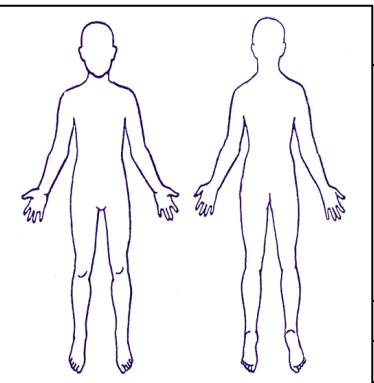


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**Minor injury record.**

Child's Name						
Date						
Location of incident						
Cause of incident						
Details of injury	 Parents must be phoned for all head bump injuries					
Treatment given by						
Was a minor injury slip sent home? Yes	No	<input type="checkbox"/>	<input type="checkbox"/>			
Treatment:	Cleaned	<input type="checkbox"/>	Plaster <input type="checkbox"/>	Dressing <input type="checkbox"/>	Ice pack <input type="checkbox"/>	<input type="checkbox"/>

**Minor injury record**

Child's Name						
Date						
Location of incident						
Cause of incident						
Details of injury	 Parents must be phoned for all head bump injuries					
Treatment given by						
Was a minor injury slip sent home? Yes	No	<input type="checkbox"/>	<input type="checkbox"/>			
Treatment:	Cleaned	<input type="checkbox"/>	Plaster <input type="checkbox"/>	Dressing <input type="checkbox"/>	Ice pack <input type="checkbox"/>	<input type="checkbox"/>

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**Your child received a minor injury at school today**

Name..... Date.....

**Injury**

**Treatment**

- |            |                          |          |                          |
|------------|--------------------------|----------|--------------------------|
| Graze      | <input type="checkbox"/> | Cleaned  | <input type="checkbox"/> |
| Cut        | <input type="checkbox"/> | Plaster  | <input type="checkbox"/> |
| Bump       | <input type="checkbox"/> | Dressing | <input type="checkbox"/> |
| Twisted    | <input type="checkbox"/> | Ice Pack | <input type="checkbox"/> |
| Nose Bleed | <input type="checkbox"/> | Ice      | <input type="checkbox"/> |
| Other      | <input type="checkbox"/> |          |                          |

Please check the injury at home. Treated by.....

**Your child received a minor injury at school today**

Name..... Date.....

**Injury**

**Treatment**

- |            |                          |          |                          |
|------------|--------------------------|----------|--------------------------|
| Graze      | <input type="checkbox"/> | Cleaned  | <input type="checkbox"/> |
| Cut        | <input type="checkbox"/> | Plaster  | <input type="checkbox"/> |
| Bump       | <input type="checkbox"/> | Dressing | <input type="checkbox"/> |
| Twisted    | <input type="checkbox"/> | Ice Pack | <input type="checkbox"/> |
| Nose Bleed | <input type="checkbox"/> | Ice      | <input type="checkbox"/> |
| Other      | <input type="checkbox"/> |          |                          |

Please check the injury at home. Treated by.....

**Your child received a minor injury at school today**

Name..... Date.....

**Injury**

**Treatment**

- |            |                          |          |                          |
|------------|--------------------------|----------|--------------------------|
| Graze      | <input type="checkbox"/> | Cleaned  | <input type="checkbox"/> |
| Cut        | <input type="checkbox"/> | Plaster  | <input type="checkbox"/> |
| Bump       | <input type="checkbox"/> | Dressing | <input type="checkbox"/> |
| Twisted    | <input type="checkbox"/> | Ice Pack | <input type="checkbox"/> |
| Nose Bleed | <input type="checkbox"/> | Ice      | <input type="checkbox"/> |
| Other      | <input type="checkbox"/> |          |                          |

Please check the injury at home. Treated by.....



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**Reporting of hazards or premises defects:**

All hazards and defects noticed by staff must be reported using the QR code on I-Auditor which will add it to the Site Manager's job sheet. If the defect is minor and can easily be rectified, the Site Manager will resolve the issue.

If the hazard or defect is unable to be resolved, the Estates and Facilities Business Partner will assess the nature of the hazard or defect and take appropriate action, e.g. obtain quotations to resolve the issue.

## ***Appendix 14: Site Security Procedure***

This document covers the following areas:

- Site Security
- Key control and Key Access
- Closedown Procedures
- Visitors
- Cash Handling
- Protecting Valuable Equipment
- Safeguarding Personal Property
- Unauthorised Use of School Facilities

### **Site Security**

- Gates are unlocked by the first member of staff to arrive.
- All gates are locked at 9.00am by the Caretaker.
- Locking of the gates during the school day is the responsibility of all staff that enter or leave. This requires that the padlock is closed firmly and the numbers mixed up.
- Unlocking of the gates at home time is done by the caretaker at 3.00pm.
- Locking of the gates at closedown is done by the caretaker when all staff have gone home or by Around and About Club if they are the last to leave.

### **Key Control and Key Access**

Keys are issued to staff where access may be required out of hours. An inventory is kept of keys and door access codes which must be signed for. These must not be passed on to a third party unless permission has been given from the head teacher or Business manager. The Caretaker is responsible for giving access to cleaning staff. Access doors should not be left open while cleaning is in progress. Only authorised staff may make copies of keys.

**Lost keys must be reported immediately.**

**If you find evidence of damage or forced entry on entering the premises, or if there are unauthorised persons on the site who either will not leave or you feel unable to challenge, please contact the Caretaker or Head teacher immediately or the police if neither is available.**

### **Closedown Procedures**

**All key holders must follow these closedown procedures:**

- Check all heating, electrical equipment and lights have been switched off
- Ensure no one is still in the building
- Close all windows and internal doors
- Lock offices, staffroom and internal corridor doors
- Ensure all external doors are locked and the alarm is set
- Ensure all gates are padlocked securely

### **Visitors**

For the safety of the building and its occupants it is essential that all visitors report to the school office, as even legitimate visitors may not be known to everyone and could be seen as a possible danger or threat.

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At reception, they will be asked to:

- Give proof of identity
- Sign the visitor's book, if they are entering the building
- Wear the identity badge provided, unless they are already wearing a LA or DBAT badge
- Provide them with a safeguarding leaflet if they have not visited the site before
- Point out the safeguarding information on the main door
- If new to the school they will be escorted to where they are going.
- Every visitor will be asked to sign out and return the badge on leaving the building.

**All members of staff are instructed to challenge anyone they do not recognise as a legitimate visitor.** If they are not wearing a badge or are unable to produce identification they must be escorted to reception and asked to leave the premises.

### **Cash Handling**

Cash is not kept on the premises for longer than necessary and is banked as soon as possible. All cash is routinely locked away in the safe and not kept in desk or filing cabinet drawers. The safe key is kept by authorised employees.

Where possible, cash is not handled in areas visible to children or visitors.

### **Protecting Valuable Equipment**

When not in use, portable equipment must be stored out of view or, in the case of laptops, locked away. All portable equipment should be marked, with the school name/postcode. Where equipment, such as laptops, is on loan to staff a record of the serial code is kept.

Under no circumstances are visitors permitted to remove equipment from the school without authority from the Headteacher.

### **Safeguarding Personal Property**

All staff must take responsibility for their personal property and ensure valuables are kept out of sight. Staff are discouraged from bringing valuables to school unless they are needed for an activity. If necessary, valuable items may be stored temporarily in the school office or safe. Personal property of value should not be left in school overnight.

**Any missing item must be reported immediately to the Principle.**

### **Unauthorised Use of School Facilities**

All reasonable measures are taken to prevent unauthorised visitors from harming themselves, causing significant damage or leaving the site in a condition which is harmful to legitimate users. Parents are informed that they are responsible for their child's safety out of school hours. This could be anywhere on school grounds, including the use of any outside play equipment if parents choose to allow their children to use it.

Regular checks are carried out by the Site Manager on the following:

- The pond, field and playground, checking for evidence of broken glass, cans, needles, dog or badger feces, vandalism, failed arson, things that could be used as missiles – checked daily.
- Outdoor play equipment, sheds, shelter and benches – checked weekly.
- Storage of waste – checked daily.
- Any temporary construction works.

## ***Appendix 15: Vehicular Access, Car Parking and Use of Staff Cars Procedure***

### **Vehicular Access and Movement on Site**

All schools must assess the dangers posed to pupils, staff and visitors of vehicles moving around on site. Risk assessments are completed annually and updated and amended if necessary.

#### Designated Parking and Access to Car Park

The car park is for staff and visitor use only and vehicle access is prohibited during the following times:

8.30 – 9.00am

3.00 – 3.30pm

The vehicle gates are kept closed and padlocked securely during the day i.e. 9.30am – 3.00pm. It is the responsibility of all drivers entering or leaving the school site during these hours to ensure that the gates are closed and padlocked securely after them.

#### Deliveries

Deliveries to the kitchen are made via the car park, except during prohibited access times. It is the responsibility of the kitchen staff to ensure that the gates are closed and padlocked securely after completion of the delivery.

All other deliveries must be via the main school entrance (school office). If access is required through the car park it is the responsibility of the office staff to ensure that the gates are closed and padlocked securely after completion of the delivery.

#### Pedestrian Safety

Pedestrians must use the pedestrian gate and path alongside the car park to enter the school premises. They are encouraged to use the footprints from Lordsmead to the school gates to ensure their safety at all times. They must be reminded of this regularly in assemblies and newsletters.

#### Contractors

Contractors, e.g. grounds maintenance, must report to the school office before driving onto the premises. Vehicles must not be parked on play areas during break times without prior permission from the office.

#### **Use of Staff cars**

All staff driving their own personal vehicles for work purposes, such as attending courses, cluster meetings and transporting pupils, must have Class 1 business use on their insurance. This enables the policyholder to use their vehicle for work purposes. Staff should clarify their insurance covers Class 1 use prior to using their vehicle for work. Great care must be taken if staff own a commercial vehicle (e.g. a pickup), or are not the policyholder (i.e. the second driver on their spouse/partners/friends policy). Travel expenses may be paid for distances beyond the normal journey to school.

School staff will not transport children unless it is an emergency or they are doing so as parents. If staff transport children in their personal vehicles it must be with the knowledge and consent of the head teacher (or assistant head in their absence) and the agreement of the child's parents. In addition, as good practice in maintaining an appropriate professional relationship, it is expected that adults will not transport pupils in their personal vehicle outside of school except where the pupil's family are personal friends or family of the adult or when there is written permission from the parents to do so.

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No adult may, as part of their school duties whether during school hours or outside of hours, transport a child in their personal vehicle without another responsible adult (e.g. parent of member of staff) or other children present.

In an emergency when children are taken to hospital in a staff car there will always be another member of staff present. Depending upon the nature of the emergency, permission from parents may not be requested before transportation.

The normal rules of the road apply, for example all children being transported must wear a seat belt and booster seats should be used if appropriate. Staff should have appropriate insurance to transport a child and insurance and MOT certificates should be seen and logged by the office.

## ***Appendix 16: Work Experience for Pupils / Students Policy and Procedure***

### **Rationale**

We believe it is important that young people follow their education by entering the world of work. Work experience is one way in which young people can sample the social interaction, professional values, daily routines and demands that typify a job. In addition to the benefits that they derive, young people on work experience also have a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms, improve the adult/child ratio and support learning in a practical manner.

It is, therefore, our policy to provide opportunities for work experience within the school whenever appropriate. It is important that the number of young people who are on work experience in the school does not become intrusive. Neither should work experience ever be to the detriment of our own children's care and education.

### **Selection**

Any agreement to provide work experience will be after consideration of the following criteria:

- the teacher is happy to accept a student
- the additional adult presence would not hinder the smooth running of the class
- the student provides suitable documentation from their secondary school or college

### **Procedures**

The young person on work experience is expected to report to the Principle on the first morning. The Headteacher will then ensure that a copy of the Staff Handbook, including specific reference to Child Protection procedures and the DBAT Code of Conduct, has been provided and discussed as necessary, and organise a tour of the school. The student will be introduced to the class teacher who will then supervise each session.

Work experience will usually comprise a number of days in a block. The student should be available between 8:30am and 3:15pm with a break for lunch. Students will be given experience in as broad a range of activities as possible.

Students are expected to adhere to the school's policies and procedures and to dress in a manner that is appropriate for performing work.

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## Appendix 17 – Safeguarding Checklist for Swimming Lessons

### Introduction.

This pack contains a checklist with guidance for third party providers working with pupils from St Peter's C of E Academy. Its purpose is to ensure that due diligence checks with regard to safeguarding, child protection, health and safety are carried out. This document contains both mandatory and best practice checks. The mandatory checks are legal requirements and are designed to be clear and comprehensive. The best practice criteria will be used by the school in full or part depending on their needs.

Name of provider	
Phone number	
e-mail	
Provision	Swimming lessons

<b>Key</b>	
Mandatory	Legally Required
Best practice	Suggested techniques and methods to ensure success
VCR	Requirements for providers on the Voluntary Childcare Register

<b>DISCLOSURE AND BARRING SERVICE CHECK - DBS</b>	<b>Mandatory VCR</b>
People who will be working with children 3 or more times in a 30 day period, once a month or overnight MUST have a DBS.	
Young people age 16-18 working with children should have a DBS check unless the risk can be suitable managed	
Activity leaders must hold a current DBS with no more than 3 months break in service.	
I declare that Wiltshire Council / Calne Leisure Centre undertakes all the necessary checks to safeguard children as outlined in the Keeping Children Safe in Education April 2015, issued by the DFE and any subsequent updates.0	
Signed _____ Print name _____ Date _____	

<b>CHILD PROTECTION</b>	<b>Mandatory VCR</b>
Have all activity leaders completed child protection training within the last 3 years? If not;	
Please e-mail a copy of your Safeguarding and child welfare procedures to <a href="mailto:admin@st-peters.wilts.sch.uk">admin@st-peters.wilts.sch.uk</a>	
Who is your safeguarding / child protection lead?	

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PUBLIC LIABILITY INSURANCE	Mandatory VCR
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Your Public Liability Insurance must cover the activity you are undertaking. The minimum indemnity required is £2m. Please e-mail a copy of the current certificate to <a href="mailto:admin@st-peters.wilts.sch.uk">admin@st-peters.wilts.sch.uk</a>	
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QUALIFICATIONS AND EXPERIENCE	Mandatory
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Do Lifeguards have NPLQ qualification?	
Do Lifeguards complete the 2 hours of training per month?	
Have Lifeguards completed emergency first aid training?	
Have lifeguards completed defibrillator training?	
Do all swimming instructors hold a L3 teaching qualification?	
Do all swimming instructors hold a L1 Assessment qualification?	

RISK ASSESSMENT	Best practice VCR
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Please provide the school with a risk assessment	
Please e-mail a copy of your normal operating procedures and emergency operating procedures to <a href="mailto:admin@st-peters.wilts.sch.uk">admin@st-peters.wilts.sch.uk</a>	

BEST PRACTICE	Best practice VCR
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Are all the facilities you use regularly serviced and maintained?	
Are your PSOD updated regularly and available if required? The <b>Pool Safety Operating Procedure</b> (PSOP) consists of the Health and <b>Safety</b> Policy (HSP), the Normal <b>Operating</b> Plan (NOP) and the Emergency Action Plan (EAP) for the <b>pool</b> , changing facilities and associated plant and equipment.	
Do you follow the England - Learn to Swim framework?	

STAFF ABSENCE CONTINGENCY PLAN
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What are your contingency plans if an activity leader is unable to attend?	
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**HEALTH AND SAFETY POLICY**

Member of Staff Acknowledgement

I have read the Academy health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_