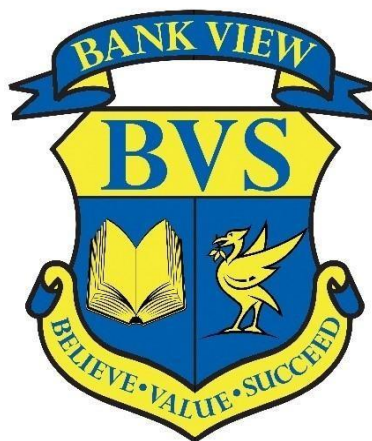


Bank View School



Health, Safety and Welfare Policy

Document Status

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BANK VIEW SCHOOL HEALTH, SAFETY AND WELFARE POLICY

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1.0 STATEMENT OF INTENT

Bank View School is committed to the effective implementation of health, safety, and welfare and this will be met by: -

- Adhering to the guidelines as set out in the LA's Corporate Health, Safety and Welfare Policy (2012).
- continuously improving a health and safety management framework that clearly defines the school's health and safety requirement and identifies those responsible for implementation of those requirements.
- developing, implementing, and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements.
- accepting that health, safety and welfare is an important management responsibility.
- providing competent support to staff to continuously improve and maintain a consistently high standard of health and safety management in their area(s) of work.
- recognising that the prevention of accidents, incidents or work-related ill health requires effective management and leadership.
- ensuring the accommodation, equipment, facilities, materials, substances, transport, driving and work practices are safe and without undue risk to health.
- considering the environmental impacts of our undertakings in line with legislation and any other relevant standard.
- helping our staff to meet their legal duty of care by involving them and encouraging their cooperation in the management of their own health, safety and wellbeing through appropriate information and training.
- proactively promoting and encouraging work-life balance and staff wellbeing.
- consulting with our staff on matters affecting their health, safety and welfare at work and nurture a spirit of collaboration among them, their Trade Unions, appointed Safety Representatives, Employee Representatives and Health and Safety Committees

In return all school staff, visitors and Governors must ensure that they:

- Take care of their own health and safety, and that of others who may be affected by their actions or omissions.
- Recognise that it is only by adoption of safe methods of work and good practice by every individual that personal health and safety can be assured.

Signed (Principal)

Dated

2.0 ROLES AND RESPONSIBILITIES

2.1 GOVERNING BODY

The Governing Body is responsible for the effective planning, directing, monitoring, and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Principal, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure so far as it is reasonably practicable:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented.
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction.
- that suitable resources are allocated to allow the effective implementation of this Policy.
- There is an adequate system for communicating health, safety, and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives.
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered by the school; and
- That arrangements are in place to measure, monitor and review health, safety, and welfare performance.

The Governing Body through the Principal will make arrangements for all staff to receive information and updates on: -

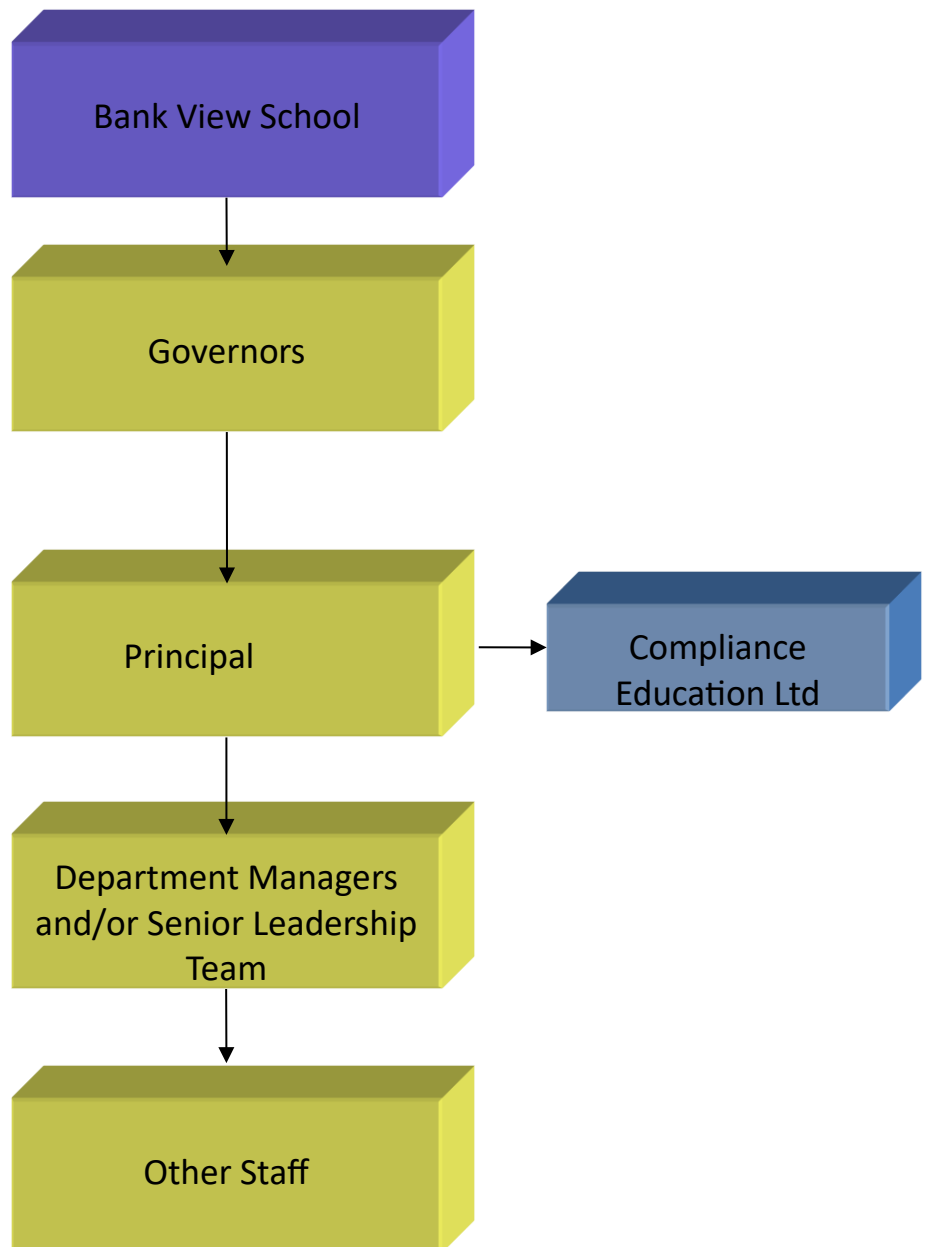
- This document
- All other relevant health and safety matters
- Safety training which is appropriate to their duties and responsibilities.

There is a rolling programme in place for staff to review and for Governors to ratify all risk assessments and school policies and a copy of this policy and the LA Health and Safety policy is on the notice board in the staffroom.

Organisation – Duties, Roles, and Responsibilities

2.2 ORGANISATION CHART

The Centre have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Bank View School (North)

177 Long Lane
Liverpool
L9 6AD

Bank View School (South)

Ganworth Road
Liverpool
L24 2RZ

Bank View School (Croxteth)

Moss Way
Liverpool
L11 0BP

Compliance Education Ltd

Business First,
23 Goodlass Road,
Speke,
Liverpool,
L24 9HJ

Telephone Numbers:

Office:
Office: 0151 330 5101

Telephone Numbers:

Office:
Keith Wilkinson

0800 6128 162
07946 333763

2.3 PRINCIPAL

The Principal is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the Senior Management team and the Business Manager.

The Principal, assisted by the management team, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness.
- coordinate any necessary safety arrangements with any contractors working on site.
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance.
- provide regular reports on significant issues and general progress to the Governing Body; and
- Foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

2.4 DEPUTY HEAD TEACHER AND SENIOR MANAGEMENT TEAM

The Deputy Head assists the Principal in the day-to-day management of the school and deputises for her during any period of absence.

The SMT are responsible to the Principal and the Deputy for the safe management of the curriculum, in accordance with LA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety in this area. The SMT will:

- identify and prioritise both immediate and long-term requirements of their area of responsibility with regard to health and safety and provide this information to the Principal so that it may be included in the normal budget planning arrangements.
- develop suitable and sufficient risk assessments and maintain appropriate records.
- Make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. They will report the results to the Principal, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and
- Assist in the fostering of a positive safety culture within his/her area of responsibility.

2.5 THE SCHOOL BUSINESS MANAGER

The School Business Manager is responsible to the Principal for co-ordinating the health, safety and welfare arrangements of the school and will achieve this by:

- Maintaining a file of all safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff.
- carrying out building-related risk assessments and ensuring necessary corrective actions are taken.
- having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept.
- Co-ordinating emergency procedures and equipment for the site and ensuring that the associated documentation is kept up to date. For sites under the control of other owners this will be undertaken in co-operation with those in control.
- ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented.
- Where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate.
- ensuring Permit to work documentation is in place for high-risk work carried out by contractors.
- Ensuring that the activities of contractors are supervised and that they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements.
- ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe.
- ensuring appropriate security measures are in place.
- ensuring there is suitable and sufficient first aid provision; and
- Ensuring a fire risk assessment is undertaken annually and firefighting equipment and warning systems are appropriately tested and maintained.
- Reviewing this policy on an annual basis.

2.6. SITE STAFF

- The caretakers are responsible to the Principal, via the Business manager. Duties include:
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- Ensuring that contractors are adequately supervised.
- Identifying any particular health and safety training needs of cleaning staff.
- Ensuring that cleaning staff are not involved in activities outside their limitation.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the Authority etc.

2.7 STAFF

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety, and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with the Principal, enabling them to carry out their legal responsibilities under health and safety legislation.
- reporting hazards and potential hazards on the Caretakers job sheets in accordance with the school's procedures.
- working in accordance with any health and safety training provided and safe working practices.
- not interfering with anything provided in the interests of health, safety, and welfare.
- Disclosing to an appropriate person detail of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.
- Helping other members of staff, pupils, and others to comply with the requirements of the Health and Safety at Work Act.
- Familiarising themselves with the health and safety aspects of their work and to avoid conduct which will put them, or anyone else at risk. There are Health and Safety noticeboards in all classes and in all communal areas.
- Making regular safety inspections of their own area and to record any health and safety concerns on the Caretakers job request sheet provided in each class and all communal areas.
- Working safely and efficiently.
- Using all equipment appropriately and for the use in which it was intended.
- Using approved protective clothing and equipment.
- Following all instructions issued for their safety.
- Taking an active interest in promoting ways of reducing risk.

The responsibility for the work activities and practices of staff within the premises rests with their relevant line manager.

All staff must ensure that they:

- understand their responsibilities, as set out within this Policy.
- give regard to the safe systems and legal requirements that relate to their activities, the activities of any staff for whom they are responsible and their workplace.
- ensure procedures and systems are put in place to achieve those standards to the extent of their responsibility.
- undertake training as directed by school to enhance Health, Safety and Welfare (as per section 4.2)

2.8 HEALTH & SAFETY ADVISOR

The school has appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the school management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the centre is aware of statutory obligations and recommended Codes of Practice.
- Advising the centre management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the school management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

The school's-Appointed Contractor/Consultant

The school may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which centre employees are unable to undertake. All Contractors/Consultants appointed by the school must be able to provide auditable evidence of their competency. A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the school management team and/or COMPLIANCE to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the school is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the school prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained, and tested as required. Copies of all necessary certificates and registers must be available for review by the school. Where weekly inspections are required, copies of documentation must be provided to the school.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the centre with specific risk assessments (as required by Control

of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.

- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the centre in order to ensure that adequate steps are taken to reduce exposure to school employees and students.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the centre and that they co-operate fully with the school's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the school that this has taken place.

2.9 Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Principal
Health and Safety administration	School Management Team
Facility administration	School Management Team
Health and Safety training	School Management Team
Premises risk assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Work activity risk assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Display screen equipment assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Manual handling assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
COSHH assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Fire risk assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Expectant/New mother risk assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Young Person risk assessments	School Management Team, Employees <i>(supported by COMPLIANCE)</i>

First Aid	School Management Team
Emergency Planning	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Vetting Contractor/Consultants	School Management Team <i>(supported by COMPLIANCE)</i>
Monitoring of Health and Safety in the workplace	School Management Team, Employees <i>(supported by COMPLIANCE)</i>
Site inspections	School Management Team <i>(supported by COMPLIANCE)</i>
Audits	School Management Team <i>(supported by COMPLIANCE)</i>
Accident, Incident and Near Miss investigations	School Management Team <i>(supported by COMPLIANCE)</i>

2.10 PUPILS

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- Follow all instructions issued by a member of staff in the case of emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

2.11 KITCHEN STAFF

All kitchen staff will be familiar with the school's health and safety policy. The kitchen manager will ensure that all kitchen staff are instructed and informed to work in accordance with kitchen procedures. The kitchen manager must inform the Principal of both schools (Bank View and Redbridge) of any potential hazards or defects. The manager will be familiar with the Food Safety Act and the implications as far as the school is concerned.

2.12 HIRERS

If or when the premises are used for purposes not under the direction of the Principal, then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Principal or the activity co-ordinator will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal hours but for school sponsored or run activities they are suitably insured. School will contact the LA Risk and Insurance Unit for confirmation of any additional cover required. The organiser of a non-school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Principal or activity coordinator will ensure that

hirers who use the school premises provide written confirmation of Public Liability Insurance cover prior to its use. Advice on levels of cover should be obtained from LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with this Policy and comply with all safety requirements of the school and City Council.

3 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE PLAN

3.1 PUPILS AND THE SCHOOL CURRICULUM

Bank View School teaches the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

Teachers take every opportunity to educate pupils in this regard in the normal school curriculum.

We teach pupils respect for their bodies, and how to look after themselves. We discuss these issues with the pupils in science and PSHE lessons and we reinforce these points in Food.

Technology, where pupils learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons to prepare them for when they leave Bank View and need to be aware of Health and Safety in their prospective place of work.

Health and safety issues also arise when we teach care for the environment.

Our school promotes the spiritual growth and welfare of the pupils through the RE curriculum, through special festivals, and through the daily act of collective worship.

Each pupil has the opportunity to discuss problems or issues of concern with their teacher. It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Principal before the activity takes place.

3.2 CONTROL OF NON-EMPLOYEES

It is the policy of Bank View School that, where it contracts, enters into partnership with, orders or let's work or services with or to a third party, including joint ventures, standards set out for health, safety and welfare required by this Policy are the minimum required for the third party and must be met or exceeded.

To ensure standards are maintained, all work undertaken for the school by non-employees (e.g. contractors, consultants, volunteers etc.) will be subject to a selection process to ensure those undertaking the work are competent to manage the health, safety, and welfare aspects of that work.

All contractors will be required to provide the school with information on the risks to health, safety and welfare arising out of their work. The Principal will ensure that any person working on school premises who are not employees are provided with appropriate instructions and information regarding any risks to their health, safety and welfare arising out of that work.

In addition, the school will have in place procedures and risk assessments for the regular monitoring of non-employees and contractors.

3.3 VISITORS

Any member of staff expecting visitors must inform the Office Staff and the SMT of the time of the appointment. Visitors must sign in using the electronic visitor system when they will be given a “suitable lanyard. Staff should be asked for identification from anyone wishing to enter the school. If in doubt, consult the Principal or a senior member of staff. Any suspicion about people in school or on the yard should be reported immediately.

3.4 PARENTAL CONSENT

There is a general consent letter for school trips, however, for trips not covered by this consent additional written consent will be requested. All trips are recorded on the EVOLVE system.

3.5 SITE SECURITY

Doors throughout the school must be kept closed at all times and staff are instructed not to open the front door to unidentified visitors. Fire doors should never be wedged open.

While it is difficult to make the school site totally secure, procedures are in place to ensure the school is a safe environment for all who work or learn here. Access to the main school building is controlled via electric gates and then a monitored containment area and the site is covered by an extensive digital CCTV system.

3.6 LOCKDOWN

Our School is generally a safe place for all our students and staff. However, we cannot control what happens outside our school. Therefore, we have created a lockdown procedure which accompanies our lockdown policy detailing what action(s) the school will take in order to ensure the safety of all our students and staff.

The instruction to ‘Lockdown’ may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and students in the school.

- A reported incident, disturbance in the local community
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site
- Unauthorised visitors

We require all adult visitors to the school who arrive in normal school hours to sign the electronic visitors’ book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor’s badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must follow the lockdown procedures on the noticeboards in all classes and communal areas.

3.7 VIOLENCE AND AGGRESSION

The school will not tolerate harassment and violence of any kind. This stance is followed throughout the school and includes the relationships between colleagues, students/parents, and employees, and between employees and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the school and may result in the accuser facing disciplinary action.

The school will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The school will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The school will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the centre will develop a procedure which will clearly define the centre's views and their stance on zero tolerance towards violence and aggression in the workplace.

3.8 OFFENSIVE WEAPONS

As, our students develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure.

None of this excuse's poor or criminal behaviour. It actually increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.

We strive to provide an environment in which all our students feel safe, able to express themselves without judgment, by building relationships and trust whilst encouraging our students to develop a sense of personal responsibility.

All school owned high-risk equipment/tools which are used by the students during Home Technology, Art and Design Technology (Kitchen knives, craft knives, screw drives, files etc) are locked away when not in use and are counted out and counted back in before students are released from the lesson.

3.9 DRUGS

When we refer to 'drugs' within this policy, this also includes alcohol, tobacco, medicines, volatile substances (aerosols, solvents, glue, or petrol) and new psychoactive substances ('legal highs').

We have a key role to play in ensuring that our students understand the risks involved and have the confidence, knowledge, and skills to avoid them.

Through a strict set of school rules, we will discourage drug misuse:

- **Medicines**

The school has a Managing Medicines Policy for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DfE guidance 'Supporting students at school with medical conditions and appointed staff receive regular Administering Medication Training.

- **Alcohol**

Students are not allowed to bring alcohol onto the school premises. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

- **Solvents**

The school will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with

- The Control of Substances Hazardous to Health Regulations 2002
- CLEAPSS
- DfE Guidance 'Safe storage and disposal of hazardous materials and chemicals' All our lessons are carefully structured in line with DfE and CLEAPSS guidance.

In the interests of health and safety, should a student be found in possession of any solvent-based products or removing solvent-based products from the classroom, they will be confiscated and dealt with, in line with the School's Behaviour Policy.

- **Illegal drugs**

No illegal drugs are permitted to be brought on to or used on school premises.

In the interest of safeguarding staff will remain vigilant of strangers or known drug users or dealers hanging around outside the school.

The school has a no-mobile phone policy and staff will remain vigilant of students using mobiles during school hours.

Should a student be found in possession of illegal drugs then a permanent exclusion is possible in line with the School's Behaviour Policy

3.10 LONE WORKING

The school endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may be required to work alone at either the school premises or when visiting/working at child's/ parents' home. The school recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the School Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

If not returning to the school base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise)

3.11 NEW & EXPECTING MOTHERS

The school is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the centre stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the centre will take action to remove, reduce or control the risk. If the risk cannot be removed, the centre will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

3.12 OCCUPATIONAL HEALTH

The school will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Hearing tests are included within the pre-employment screening and continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the centre risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team and includes the use of a health questionnaire (completion is required for each employee)

3.13 PUBLIC HEALTH (CONTROL OF DISEASE) (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020 Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

The school recognises that staff and students will suffer from various types of illness and infections. However, no-one knows exactly when the centre will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise, and support.

In order to maintain a clean and hygienic school the following health and safety arrangements are in place.

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g., plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of students.
- All premises are to be cleaned and tidied before students arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

The school promotes good personal hygiene practices.

- Staff and students are encouraged to observe good practice in matters of personal hygiene at all times.
- Students are encouraged to use the toilets correctly.
- Students are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Students are encouraged to place their hands over their mouths when they cough or sneeze.
- Students are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Students are taught hygiene awareness through planned and spontaneous discussion, routines, activities, and topics.
- Staff are encouraged to set a good example to students in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

3.14 SHARING INFORMATION (The Health and Safety (Consultation with Employees) Regulations 1996)

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the centre competent person with regards to Health and Safety.

- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The school encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The school fully involves or will involve employees where English is their second language, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

3.15 SAFETY TRAINING

Preventing accidents and ill health caused by work is a key priority for everyone at the school. The Board of Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the centre and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the school. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

3.16 REFUSAL TO WORK ON THE GROUNDS OF HEALTH & SAFETY

The school will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The school will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the centre will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible:

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the School Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the School Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the centre.

3.17 DOGS ON THE SCHOOL PREMISES

Dogs are only allowed on school premises for educational purposes or with students, staff, or members of the public as a registered service dog.

The following advice is given out to parents who bring their dogs to school at drop off and pick up times.

Dogs are an important part of family life for many in the school community, and as such are often included in day-to-day activities such as walking children to and from school. However, others may find the presence of dogs in the playground and school grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy, and crowded environment.

Consequently, dogs are not permitted to access school grounds. The school's priority is the safeguarding of its children and staff.

Dogs being brought into school as an educational activity for students.

From time to time a dog might come into school as part an educational activity. This could be linked to a curriculum topic on animals or pets, fund raising for Guide Dogs or workshops by the Blind and Dogs Trust.

In these cases, the following guidance will be adhered to:

- A risk assessment is completed prior to the visit and the dog is from a recognised organisation that can show evidence of the dog's nature and temperament.
- The organisation has public liability insurance.
- Parents/carers have been informed of the proposed visit/how the visit will be carried out.
- The extent of interaction with the students and permission slips received.
- Alternative arrangements for students that may not wish to participate in the activity.
- All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children.
- Consideration taken of any allergic reactions to dogs that students or staff may have.
- Good hygiene and hand washing procedures in place for students.

The only exception to the above is if they are working guide dogs. (Engaged as a seeing aid, hearing and sensory aid)

3.18 HYGIENE

At Bank View School, a high standard of personal hygiene is encouraged at all times.

Procedures to follow: -

- Pupils are to be encouraged to wash their hands with soap and water after using the toilet and before going to lunch.
- Staff are to ensure if pupils have any cuts and /or broken skin that they are treated appropriately.
- Particular care will be taken when dealing with bleeding or other cases of spillage of bodily fluids. Disposable aprons and plastic gloves are to be worn.
- Pupils will be kept away from the area until the spillage is dealt with.
- Infected waste including, cotton wool, plasters, bandages, contaminated paper towels, disposable nappy pads, must NOT be placed in open bins – they must be placed in medical waste bins provided as identified.
- On completion of work involving the cleaning up of bodily fluids hands are to be washed thoroughly with an antibacterial handwash.

3.19 MEDICINES

Where a child requires medication during school hours, a medical consent form must be completed by the parent stating medicine dosage and any additional instructions or information.

No child is to convey medicines into school (with the exception of inhalers). Parents or guardians must ensure the safe delivery of medicines to school. They should be given directly to the bus escort and not put in the pupil's school bag.

Prescribed medicines must be clearly labelled with a pharmacist's label showing the content and owner's name and dosage.

All medicines will be kept under lock and key in the medical cupboard in the Medical Room. The key is kept in the school office for both North & South site and a duplicate set is held in the safe.

All staff will be aware of any limitations that need to be applied to an individual child's activities whilst in their care and what to do in an emergency. Medical risk assessments are kept in the class safeguarding folders.

3.20 STORAGE OF MEDICINES

The drugs are kept in the locked medical cupboard in the medical room (with the exception of inhalers and Epi pens which are stored in the school office).

- Name of child
- Dosage
- Date of issue
- Expiry date
- Date of birth
- Home address

3.21 SCHOOL EDUCATIONAL VISITS

On school educational visits parents will give written consent of their approval for general curricular visits when their child first starts at Bank View School. For high risk and residential activities school will obtain approval from the LA via the EVOLVE system and a specific written consent will be required from parents for each individual high-risk trip. The following procedures will also be adhered to:

- Educational visits will be properly risk assessed beforehand for the likelihood of hazards and must always be signed by either the Principal or the Deputy Head Teacher and should be read and signed by the staff going out on the visit
- One copy of the risk assessment should be left in the school office, and another taken on the trip
- Parents will be advised about the required footwear and clothing. It is our school policy that all pupils wear the school uniform when attending school, or when participating in a school-organized event outside normal school hour
- Adequate equipment will be provided
- A competent member of staff will be responsible for organising the trip
- A map will be taken (where appropriate)
- A First Aid Box will be taken on every minibus trip and the required medication and individual emergency procedures for the relevant pupils.

Please refer to the Out of School Visits policy.

3.22 THE MINIBUS

- Only authorised drivers are permitted to drive the minibus.
- Ratio of staff/pupils on the minibus will be assessed dependant on the needs of the pupils.
- Seat belts must be worn.
- Before taking the bus out, oil and water should be checked and ensure that there is enough fuel left in the fuel tank for the next user.
- The group using the bus are responsible for its cleaning on return to school.
- The logbook must be completed after each journey.
- The minibus is covered by Breakdown Assistance – where in event of a breakdown, all pupils will be taken to their destination in another vehicle. The membership card is kept in the minibus.
- Any defects/concerns **must** be reported to the School Business Manager immediately.
- In the event of an accident, do not admit liability, give your name and school address and contact school as soon as possible.
- A mobile phone is available for school outings. All documents, phone etc are available from the Deputy Head Teacher.
- Booster seats are kept in the garage.

3.23 JEWELLERY

The Local Education Authority does not permit the wearing of jewellery by pupils in school. Parents have been advised that jewellery is **not** to be worn and that if it is the school will not be held responsible for any loss damage or injury that is incurred.

The exception to this rule is ear-ring studs in pierced ears and watches.

Staff who wear jewellery must ensure that it will not cause harm to themselves or to others.

4 PROVISION OF INFORMATION TRAINING INSPECTION AND MONITORING

INFORMATION AND INSTRUCTION

Bank View School will ensure that necessary information and instruction is provided to all staff and others who visit school on a regular basis. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of legislative changes, best practice, and new guidance from the HSE or other relevant bodies.

4.1 OUR SCHOOL ENVIROMENT (The Workplace (Health, Safety & Welfare) Regulations 1992)

The Management Team ensures that the school premises meet the health, safety and welfare needs of all its employees, students, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, and eating facilities.

The school has appointed COMPLIANCE EDUCATION as their source for Health and Safety assistance and competent advice.

COMPLIANCE EDUCATION will conduct regular site visits to the school. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

The Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the school. At least one member of the Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the school.

See the schools Premises Management Policy for further information on what constitutes our statutory service and maintenance inspections.

4.2 MAINTAINING OUR SCHOOL (School Premises Regulations 2012)

As our students fall under section 3 of the Health and Safety at Work etc Act 1974 this Regulations sets out additional standards for structural requirements and the health, safety and welfare needs, of students.

Our buildings are owned or managed by Liverpool City Council who have carried out a condition survey on behalf of our school and have prepared a long-term maintenance programme.

As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the [School Management Team] who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.

When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

4.3 WATER MANAGEMENT

Under general health and safety law, our Principal together with Liverpool City Council will ensure it takes suitable precautions to prevent or control the risk of exposure to legionella.

Therefore, our school employs the services of an external contractor to provide the school with comprehensive testing programme which regularly includes water system assessments, water sampling, monthly temperature monitoring and thermos-static mixing valve testing and inspections.

The school appointed [caretaker/handyman] ensures that the flushing procedures are followed for all little used outlet(s) and that these are recorded in the Water Management Folder.

4.4 DRAINAGE

Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

Therefore, as a school we endeavour to play our part by ensuring:

- Our water drains are kept clear of debris to prevent blockages.
- All gullies and guttering are inspected regularly and cleared out when necessary.
- All blockages are dealt with.

4.5 NOISE CONTROL (The Control of Noise at Work Regulations 2005)

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their staff and students' health by controlling the noise they are exposed to whilst at work/school.

Our Music, Drama, DT department has been extensively refurbished to ensure compliance with this requirement.

Acoustic tests will be carried out on any new school accommodation to demonstrate that performance standards are achieved.

The acoustic conditions and sound insulation of each room or other space has been assessed based on the activities which normally take place therein.

In the centre with a good acoustic environment, people will experience:

- good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in.
- minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).

In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices.

In types of spaces, such as music rooms, drama studios and design technology and rooms where students with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases.

4.6 TRAINING

Each member of staff will be provided with adequate health and safety training:

- Upon appointment
- Before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant, or machinery.
- Periodically refreshed to ensure skills, knowledge and competency remain.

Specific job-related training will be identified by line managers during performance, review and development interviews.

It is each employee's responsibility to participate in appropriate training and incorporate the learning into their work practice.

4.7 SAFETY INSPECTIONS & MONITORING

Formal health and safety inspections will be undertaken on a regular basis by the School Business Manager and the Caretakers in conjunction, wherever possible, with a Health and Safety Governor. Such inspections will be undertaken, as a minimum, termly and records retained.

Trade Union Safety Representatives have the right to undertake safety inspections in areas where their members work. Managers will participate in such inspections if so requested.

The effectiveness of the Health, Safety and Welfare Policy will be monitored in the following ways:

- The Senior Management Team will analyse reported accidents and incidents with a view to determining and eliminating their causes.
- The Health and Safety coordinator will ensure there are regular, documented, and systematic inspections of workplaces and operations and review feedback from staff and others. These inspections and assessments will be reviewed on an annual basis as a minimum.
- The Health and Safety Unit will coordinate a programme of formal health and safety audits of the school with a report prepared for the Senior Management Team.
- Sickness absence data will be monitored by the Senior Management Team to identify trends and sources of potential work-related ill-health.

4.8 CRITICAL INCIDENT PLAN

The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

The plan covers:

- A deliberate act of violence
- A centre fire or explosion
- A student or teacher being taken hostage.
- The destruction or serious vandalising of part of a centre
- A transport related accident involving students and/ or members of staff.
- Bomb threats

- A more widespread disaster in the community
- Civil disturbance and terrorism

Within the centre's plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed annually by the Principal and Business Manager.

4.9 SAFETY WITHIN THE SCHOOL

- When classrooms are occupied the fire doors must be unlocked.
- During lesson times all external entry doors must be locked from the inside.
- No pupil is to be left unsupervised in a classroom.
- No pupil should operate electrical equipment without full supervision.
- Staff should not have cups of tea/coffee on the corridors, yard or playground when children are on the premises.
- No pupil is to be trusted with a set of keys.
- If there are concerns about any aspect of safety within the school, please inform the Principal or Business Manager immediately.

4.10 RISK ASSESSMENTS (Management of Health and Safety at Work Regulations 1999)

With the assistance of [Compliance Education/CLEAPSS/HSE] all identified hazards are evaluated by the Principal/and The School Management Team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or risky
- Prevent access to the hazard e.g., by guarding.
- Organise work to reduce exposure to the hazard e.g., putting barriers between pedestrians and traffic.
- Create safe methods of work and safe systems of work designed to reduce the risk.
- Issue personal protective equipment e.g., clothing, footwear, goggles etc
- Provide welfare facilities e.g., first aid and washing facilities for removal of contamination.
- Provide suitable information, instruction, and training.
- Ensure appropriate supervision.

REVIEW

Once a risk assessment is created it is imperative that it is reviewed, finalised, and read by all relevant school staff.

Thereafter, the Principal, Head of Departments and other nominated school specialist are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed,

- The effectiveness of the control measures is monitored,
- Physical control measures are used and followed by staff and students.
- Kept up to date by informing the relevant people of any changes so, amendments and risk reassessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.
- Following a significant change and/or if there is reason to suspect it is no longer valid e.g., after an accident, ill-health incident, violent incidence or malfunction has occurred. Reviewed Yearly.

4.11 EVACUATION OF THE SCHOOL

The safety of the pupils is the first responsibility of the staff. On hearing the fire alarm, the teacher should escort the pupils through the fire doors – **which should be unlocked when the classrooms are occupied** – and into the MUGA. On the way out the teacher, if possible, should close the fire door and windows. The secretary will bring the registers to the assembly point where class teachers should check the roll and inform the Principal that all are present, or that “X” is not accounted for. **All staff should report to the assembly point.**

Staff should make themselves aware of these locations and the suitability of the fire extinguishers for different types of fire – refer to chart in staff room. The appliances are for firefighting of small outbreaks that can be tackled safely. Where any danger to life, however slight, exists, the door to the affected room should be closed and staff should leave the building. (The fire alarm will have been operated on discovery of the fire.)

4.12 FIRE DRILLS

These will be held once a term without notice. All Staff must treat a fire drill as if it were the real thing. Fire alarms will be tested weekly, and date and times will be recorded by the caretaker in the office.

Fire Prevention (The Regulatory Reform (Fire Safety) Order 2005)

The school will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The school will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, students, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Health and Safety Advisor.

4.13 ELECTRICAL EQUIPMENT USED IN SCHOOL (Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998)

The school will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of the school tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.

All tools and equipment purchased, and used by staff and students, will have suitable control measures to protect staff/students against risks associated with dangerous parts of machinery.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the school. Staff are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The school is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the school may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all staff are suitably trained in the use of the equipment.

The school will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

4.14 Portable Appliance Testing (PAT): Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use.

All our portable electrical equipment is inspected by a qualified contractor 'competent' person who has obtained certification and has relevant experience to perform this task.

No 'portable' electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label.

4.14 Use of chemicals (The Control of Substances Hazardous to Health Regulations 2002)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the school premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the school will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
- Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
- Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.
- Control exposure by utilising measures proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

Most chemical substances will carry a warning that the product is to be '**Kept out of reach of children**' therefore, we will ensure all products are safely placed out of reach or locked away.

Science Laboratories - Is perhaps one of the most likely places to find hazardous substances in our school. For this reason, stringent precautionary measures are implemented to keep students and staff safe.

This is particularly relevant for practical teaching activities in chemistry lessons, which frequently involve the use of potentially dangerous chemicals. Although these chemicals may not be hazardous on their own, they can produce toxic fumes and gases when mixed together.

Design Technology and Art - Potentially dangerous substances are often used in art studios and in design technology (DT) workshops.

These include solvent-based varnishes, glues, and paints. Additionally, harmful fumes and dust can be produced by sanding, soldering, or other essential fabrication processes.

Therefore, our Head of Science and DT will ensure that:

- All teaching staff are trained.
- Personal Protective Equipment (PPE) is purchased and worn.
- All chemicals are stored and disposed of correctly as per MSDS/CLEAPS.
- All chemical storerooms are well ventilated and locked at all times when not in use.
- Qualified technicians are on hand to oversee and help.
- The technicians are logging the use of all chemicals.
- During lesson preparations the technician only issues enough of the chemicals required to carry out a demonstration/practical session
- Spill kits are available and appointed staff receive training.
- Appropriate safety instructions are communicated to all staff and students.

Use of dangerous substances (The Dangerous Substances and Explosive Atmospheres Regulations 2002)

The school will ensure that where a dangerous substance is, or **is liable** to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the centre will:

- Reduce the number of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e., by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The school will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

Extractor and Local Exhaust Ventilation System Workplace (Health, Safety and Welfare) Regulations 1992, Health, and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002,

the Management of Health and Safety at Work Regulations 1999 and Dangerous Substances and Explosive Atmospheres Regulations 2002.

The school has completed a comprehensive risk assessment and has identified several areas within the school (Kitchen, Science and DT) whereby employees and students are either working or partaking in lessons which are enclosed or are at higher risk from dust, mist, fumes, vapours, or gas.

An Extractor or Local Exhaust Ventilation System has been installed in these areas as an engineering control to reduce exposure by drawing harmful substances away from the user.

5 FIRST AID

5.1 FIRST AID PROVISION (The Health and Safety (First Aid) Regulations 1981)

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their staff receive immediate attention if they are injured or taken ill at work.

While the regulations do not require the school to provide first aid for anyone other than their own staff. We consider it our 'duty of care' to ensure all our students and visitors are considered when carrying out a first aid provision needs assessment which will cover both staff and students whilst they are at the school premises and whilst off-site taking part in an organised educational visit activity.

On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the School Management Team assisted by our appointed Health and Safety Advisor we will ensure all nominated staff receive appropriate training (First Aid at Work, Emergency First Aid, Paediatric First Aid, Emergency Paediatric First Aid and Forest School First Aid). So, that first aid can be administered without delay, and will therefore take into account the size and layout of the school, the age of the students, the location of high-risk subjects, staff locations and staff absence.

5.2 FIRST AID BOXES

The number and content of our first aid containers will be identified as part of our 'First Aid Provision Needs Assessment'. As a minimum we will provide one fully stocked first aid container in the main building, with additional smaller first aid containers strategically placed around the school.

Even though there is no mandatory list of items that need to be included in a first aid container we as a school adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location:

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

5.3 ACCIDENT REPORTING AND INVESTIGATING

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the School Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation

will establish the actual or underlying cause of the incident and will enable the school to instigate additional control measures to prevent re-occurrence.

The school recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The school has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Employee's Only This applies to all education employees and self-employed persons on school premises:

- deaths.
- specified injuries.
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- non-fatal accidents to non-workers (e.g., members of the public)
- certain occupational diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

Student and Visitors Only

All fatal and major injuries on the centre premises during educational instruction hours should be reported in the same way as those to employees. However, injuries during free time arising from collisions, slips and falls need not be reported unless they are attributable to the condition of the premises, plant/equipment on site or lack of supervision:

- the student or visitor required First Aid
- the injured person has been taken straight from the school to the hospital.

If an accident has occurred in a work/teaching situation, then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

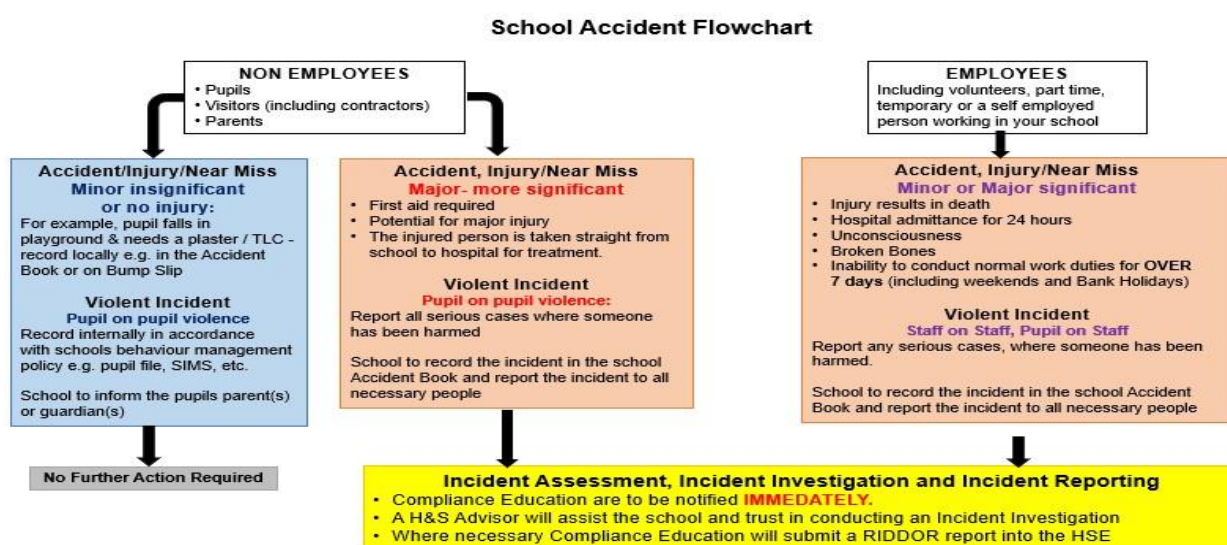
Reporting certain accidents to the HSE (The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))

The school will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.

- Original assessment is no longer valid.
- Assessments are recorded and copies held at the school premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The school will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.



5.4 SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS (Supporting Students at School with Medical Conditions DfE Guide 2015 and The Equality Act 2010)

All medication will be administered to students in accordance with the DfE document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-students-at-school-with-medical-conditions.pdf

All staff in the school have a duty to maintain professional standards of care and to ensure that our students are safe. It is expected good practice that our school will review cases individually and administer medicines in order to meet the all-round needs of the child. Therefore, at the beginning of the academic year a student's parent/carer is requested to fill in a medical form. An individual medical plan is drawn up, which underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs.

The Principal will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the school's planned emergency procedures.

Further information can be found within our:

- Managing Medicines Policy
- Educational Health Care Policy
- Intermit Care Policy

5.5 DEFIBRILLATOR

Defibrillators are available in Reception and the Sixth Form (North) Kitchen Admin Office (South) Medical cupboard P3 (Croxteth). One should be taken on trips as required.

5.6 MEDICAL ROOM

The medical room is reserved for first aid treatment when necessary and for the use of school doctor, nurse, or dentist. This room is kept locked when not in use and children must be supervised at all times in this area. Only a member of the SMT can authorise a pupil to be sent/taken home and making contact with parents in cases of emergency.

5.7 PROCEDURES TO FOLLOW IN THE EVENT OF A MEDICAL EMERGENCY WITH A PUPIL

With regard to the relatively small number of pupils who may require specific medical management, action or recovery medication, an individual action plan will be determined for each child.

Written instructions from parents will be obtained stating specifically the action to be taken for their child in an emergency. These instructions will also specify the time at which a decision to administer the medication should be made.

Staff members are acting in loco parentis in the case of any emergency. The child's welfare is uppermost in any decision making.

5.8 PROCEDURES FOR THE TEACHER

The Teacher will take charge of the situation in the event of a serious injury or illness and will delegate the following: -

- Ensure that an ambulance is summoned. **(Dial external no: 9 999)**
- Inform the Deputy Head Teacher.
- Inform office staff who will ensure that a responsible person is sent to open any gates and direct the ambulance crew to the casualty.

Teacher to ensure appropriate information is given to the adult accompanying the child in the ambulance and that the parents are advised of the situation.

All teaching staff act in loco parentis during the time that the school is open and will therefore exercise the same degree of care as the average careful parent.

If a pupil requires medical treatment an accident form should be filled in and parents informed by phone call or letter that their child has received medical attention.

5.9 AMBULANCES

A responsible person who is with the patient must ring 999, this is important so that the emergency services can determine the nature of the problem. When you first ring 999 you will go through to an emergency operator who will ask you what service you require (Police, Fire, Ambulance or Coastguard). When you are connected to the ambulance service you will initially be asked if the patient is breathing, you will then be asked if they are awake, or if there is any serious bleeding. If the patient is awake & breathing you will be asked what the problem is, at this point they only want to know a brief summary of what is happening, i.e. "they have injured their ankle", "they have breathing difficulties" etc. and how this has happened. If the call is about an injury the call handler may ask questions like, is the limb cold, pale or blue, can the patient

weight-bear, are there pins and needles in the limb, any bleeding etc. You will then be asked to confirm the address of the emergency.

A responsible adult will accompany a child taken from school by ambulance. The child's name, date of birth, address and telephone number and any other relevant details will be given to the ambulance crew and the parents/guardians or the next of kin informed as soon as is practical. Staff should not use their own cars unless their insurance policy covers them for business use.

No attempt to move an injured person will be made until appropriate examination and assessment has been completed.

6 EDUCATIONAL VISITS (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).

The school aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3.

Category 1 (Standard) Principal approval include visits within the school day or extended school day not involving travel outside of the local area and not involving adventurous activities.

This is intended to cover swimming and sports fixtures and regular or routine visits to local establishment and facilities that both visiting staff and students/students are familiar with, and any particular hazards are addressed in the standard operating procedures.

As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.)

Category 2 (Enhanced) Principal and Chair of Governors approval include visits within the school day or extended school day which involves traveling within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

This includes trips to unfamiliar facilities, to facilities the school do not visit regularly, or the school have chosen to take part in a different activity whilst visiting a 'standard' establishment.

An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the student will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

Category 3 (High Risk) Local Education Authority approval includes all residential visits, overseas visits and visits involving adventurous activities.

An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the student will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

All School trips are planned in advance and risk assessed in accordance with regulations and guidance. Therefore, we follow a full and comprehensive process taken from the Outdoor Education Adviser's Panel (OEAP) and record and save all documentation relating to the educational visit on EVOLVE.

Transport

As part of our visit planning, we look at ways in which we can safely transport our students and staff to and from the school, based on a number of factors.

- Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)
- Number of staff and students.
- Do any of the staff or students attending have mobility issues.
- The anticipated amount of luggage and equipment that will need to accompany us on our trip.

When considering what mode of transport will be best to use, we will conduct the following assessments.

- If we intend to hire a Coach or Minibus with driver
In order to safeguard our students when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.
- *(Note: Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage students to keep their seatbelts fastened throughout the journey)*
- If we intend to hire a Minibus or use our own School Minibus which will be driven by a member(s) of our staff, we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.
- If we intend to use Public Transport or Walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

7 MANUAL HANDLING (The Manual Handling Operations Regulations 1992)

The school is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activities, the school will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will consider:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the school are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the Centre on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.

- Make sure that their work activities do not put others at risk.

7.1 LIFTING EQUIPMENT (The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998)

The school will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

7.2 WORK AT HEIGHT (The Work at Height Regulations 2005 (amended 2007))

It is the policy of the school to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the centre will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

As, all buildings are situated over a several floors. Specialist contractors would be consulted to carry out any tasks which involve working at height.

7.3 DISPLAY SCREEN EQUIPMENT (The Health and Safety (Display Screen Equipment) Regulations 1992)

Employees who use display screen equipment, e.g., PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The school will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

As our students fall under section 3 of the Health and Safety at Work etc Act 1974 they are therefore, not encompassed in The Health and Safety (Display Screen Equipment) Regulations 1992. As a centre we encourage all our students to adopt good ergonomics.

7.4 THE PERSONAL PROTECTIVE EQUIPMENT (The Personal Protective Equipment at Work Regulations 1992)

The school recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The centre will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

7.5 MUSIC & DRAMA EQUIPMENT (Copyright, Designs and Patents Act 1988)

The Copyright, Designs and Patents Act 1988, is the current UK copyright law. It gives the creators of literary, dramatic, musical, and artistic works the right to control the ways in which their material may be used. The rights cover: Broadcast and public performance, copying, adapting, issuing, renting, and lending copies to the public. In many cases, the creator will also have the right to be identified as the author and to object to distortions of his work.

Types of work covered.

- Literary
Song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters, and articles etc
- Dramatic
Plays, dance, etc.
- Musical
Recordings and score.
- Artistic
Photography, painting, architecture, technical drawings/diagrams, maps, logos, etc •

Typographical arrangement of published editions

Magazines, periodicals, etc.

- Sound recordings
May be recordings of works, e.g., musical, and literary.
- Films
Broadcasts and cable programmes

As a school we hold a music licence which covers us for when we are performing outside of the copyright exceptions.

Teaching - Several exceptions allow copyright works to be used for educational purposes, such as:

- the copying of works in any medium as long as the use is solely to illustrate a point, it is not done for commercial purposes, it is accompanied by a sufficient acknowledgement, and the use is fair dealing. This means minor uses, such as displaying a few lines of poetry on an interactive whiteboard, are permitted, but uses which would undermine sales of teaching materials are not.
- performing, playing, or showing copyright works in a school, university, or other educational establishment for educational purposes. However, it only applies if the audience is limited to teachers, students and others directly connected with the activities of the establishment. It will not generally apply if parents are in the audience. Examples of this are showing a video for English or drama lessons and the teaching of music. It is unlikely to include the playing of a video during a wet playtime purely to amuse the children.
- recording a TV programme or radio broadcast for non-commercial educational purposes in an educational establishment, provided there is no licensing scheme in place. Generally, a licence will be required from the Educational Recording Agency
- making copies by using a photocopier, or similar device on behalf of an educational establishment for the purpose of non-commercial instruction, provided that there is no licensing scheme in place. Generally, a licence will be required from the Copyright Licensing Agency.

7.6 CHILDREN ON THE SCHOOL PREMISES and The Health and Safety at Work etc Act Section 3.

The purposes of the Health and Safety at Work etc Act 1974 include protecting people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.

Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees.

Therefore, The School being in 'Loco Parentis' will ensure we manage all aspects of our student's safety, welfare and health issues that are not regulated by occupational health and safety law.

The Principal and the School Management Team have considerable autonomy in the day-to-day running of their school. The Principal will exercise their autonomy in line with their employer's policies, procedures, and standards.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Therefore, we will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

7.7 VISITORS AND 3RD PARTIES

Access to the premises

In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

The school premises (Visitors and Third Parties)

Visitors to the school premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the centre's requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the school may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a school's representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

8.0 HEALTH, SAFETY AND WELFARE ADVICE

8.1 THE HEALTH AND SAFETY UNIT

The Health and Safety Unit offers services to help school to reduce accidents, work related ill health and loss. Health and Safety Advisors are accountable to the Corporate Health & Safety Manager for delivering a professional support service to all Council employees.

They will achieve this by: -

- Providing clear and timely advice to school on all health safety and welfare issues
- assisting schools to manage health, safety, and welfare issues, in line with changes to legislation and to improve performance in this area.
- producing and/or assisting in the production of, policies and guidance to assist managers in the fulfilment of their duties.
- producing and/or assisting in the production of risk assessments and identification of effective control measures.
- monitoring performance against legal standards and best practice through audits and analysis of statistical data e.g. accident and violent rates. This includes the monitoring of health and safety systems and performance of partner organisations.
- investigating accident and violent incidents and provide recommendations/remedial actions to prevent reoccurrence.
- liaising and consultation with Trade Union Representatives.

8.2 THE OCCUPATIONAL HEALTH SERVICE

Occupational Health service is responsible for advising and assisting on all work-related health issues.

They will provide: -

- helping manage sickness absence through medical assessments and advice on rehabilitation/return to work procedures.
- pre-employment screening, health surveillance, assessments, and training.
- information on preventing work related disease and ill health.
- promoting health awareness and healthier lifestyles among staff.
- advising the Principal on Occupational Health issues.

9.0 CONSULTATION

Bank View School will fulfil its responsibilities to consult with its staff, trade unions and other staff representatives on relevant aspects of health, safety, and welfare. Safety Representatives appointed by recognised trade unions will be granted the necessary resources to carry out their functions as set out in the Safety Representatives and Safety Committee Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999. **Staff Safety Representatives - Mr. S Lock**

9.1 TRADE UNION HEALTH AND SAFETY REPRESENTATIVE

Trade Union Health and Safety Representatives may:

- represent their members in consultation with management.
- make representation to management on any matter affecting the health, safety, and welfare of those they represent.
- investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent.
- carry out workplace health, safety, and welfare inspections periodically.
- Examine potential causes of accidents involving those they represent. Following an accident/incident they may inspect the workplace, related statutory documents and represent their staff group in consultation with HSE inspectors.
- Attend any safety committee meetings.
- Co-operate with their employers in promoting health and safety at work.

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from among employees. Where the Governing Body is notified in writing of such an appointment, the safety representatives shall have the following functions:

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

This policy is communicated to all staff and contractors via appropriate induction sessions. Copies are also posted on staff notice boards.

All staff are accountable for ensuring that this policy is implemented in their area(s) of control.

This policy is to be used in conjunction with the following documents:

- Liverpool Education Authorities Health and Safety Policy (updated January 2012)
- Bank View School Fire Evacuation Procedures
- Bank View School Business Continuity Plan (SEMP)
- Relevant school risk assessments

This document does not in itself produce a safe working environment; this can only be achieved with the full co-operation of all staff and others.

Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.

Appendix 1

Safe Working Procedures

This Policy is supported by a series of guidance notes, risk assessments and procedures. They have been produced to assist school in ensuring all areas of activities are managed safely, and to assist in developing safe working procedures where appropriate. Below is an example list of topics which may require a safe working procedure.

Procedure	Reference Documents
Accident/Incident/ Investigation & Reporting	Accident folder Online e form RIDDOR form
Emergency Procedures	Fire and emergency evacuation procedures Lockdown procedures Health and safety policy Business continuity plan (Semp) SRA 17 First Aid activities
Personal Safety & Violence at Work	Violence at work policy SRA 4 School security and personal safety
Lone Working	Lone working policy CRA 01 and 01a lone working risk assessment
Visitor Control	SRA4 school security and personal safety SRA 7 Site traffic SRA12a use and control of contractors for small projects
Driving & Use of Vehicles	Staff Driver handbook Driver eligibility check Minibus safety policy Staff use of their own car (business insurance) SRA 54 minibus CRA 28 Occupational Road risk
Control of Infectious Diseases	Health and Safety policy SRA17 First aid activities SRA55 Swine flu SRA30 infection control
Administration of Medicines	Health and Safety policy
Work at Height	SRA 19 ladder safety SRA 33 working at height

Selection & Control of Contractors	SRA12a use and control of contractors for small projects SRA12b use and control of contractors for large projects
Water Management	Water hygiene management SLA by Knowsley Environmental Ltd Legionella risk assessment
Asbestos Management	Asbestos register
Educational Visits	Out of school visits risk assessment Out of school visits policy LA approval of educational visits (Evolve)