

RUSHEY GREEN PRIMARY SCHOOL



HEALTH & SAFETY POLICY

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Signed: Ratified by Governors

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1. Statement of Intent

It is our policy, at Rushey Green School, to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel and pupils that attend, work in or visit Rushey Green Primary School.

This is achieved by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions and activities so that personnel are able to perform their various tasks safely and efficiently;
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities and;
- periodic review of the Health & Safety Policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation and duty of care to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting to the School Business Manager any incident that has led, or could have led, to damage or injury.
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

Health & Safety Statement of Intent	
Endorsed by the Governing Body on	
Signed: _____	Headteacher
Singed: _____	Chair of Governors

Signed: _____ **Chair of Governors**

2. Aims and Objectives

The aims and objectives of the Health & Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with The Health and Safety at Work etc. Act. 1974, other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- provide adequate relevant training, instruction, supervision and information to all employees in order that they may work in safety insofar as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- all personnel are responsible for the raising of awareness with regards to aspects of safety;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;
- ensure that full and effective consultation on all matters is offered between school Union Health & Safety Representatives and Representatives of Employee Safety.

3. Responsibilities

Responsibilities of individuals within the School are as follows:

3.1 Board of Governors

As **Rushey Green School** is a Community maintained school the responsibility for health & safety lies with the employer who is the local authority. The Board of Governors is responsible for providing strategic management of the school and regularly monitoring the health and safety arrangements that are in place. The Board must ensure that:

- Lewisham Council's Children & Young People's Directorate's Health, Safety and Welfare Policy is implemented and monitored within the School;
- the main elements for managing health and safety in the school e.g. inspections, risk assessment and monitoring, are incorporated into the school's management arrangements and procedures;
- the school includes health and safety issues and obligations, when relevant, in its development plan;
- all health and safety policies and processes are implemented and prioritised;
- one of the Governors is appointed to represent the Governing Body for health and safety matters alongside the School Business Manager who is the school's nominated Health and Safety Representative;
- the Board receives annual reports from the Health and Safety governor on the school's H & S self-monitoring check and issues arising;
- all activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substances.

3.2 Headteacher

The Headteacher, (or in her absence, the Deputy Headteacher) is responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. The Headteacher shall:

- be the focal point, or officially delegate responsibility to someone from senior management, for day-to-day references on safety and give advice or indicate sources of advice;
- coordinate the implementation of the approved safety procedures throughout the school;
- maintain contact with outside agencies offering expert advice on health and safety;
- ensure there is a system for reporting all known hazards to the Facilities Manager;
- stop any unsafe practises or the use of dangerous plant, tools, equipment, machinery, etc. until reviewed/rectified and made safe;
- make recommendations to the senior management or the Facilities Manager with regard to faulty plant, tools, equipment, machinery, etc. for additions, repairs and/or replacement of any faulty/hazardous items;
- notify the local authority of any hazardous building defects or statutory maintenance related issues e.g. damaged roof or faulty boiler;
- organise regular inspections of school premises for health and safety purposes and ensure that any potentially hazardous situations are reported;
- ensure all accidents are reported centrally, to Lewisham Council and when necessary to the Health & Safety Executive;
- regularly review First Aid provision in the School;
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary;
- work closely with the Board of Governors to ensure all aspects of Health and Safety Policy are reviewed regularly and amended/improved where necessary.

3.3 Union Health and Safety Representative(s)

The Healthy and Safety at Work etc. Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Facilities Manager who will oversee aspects of health and safety within his remit alongside appointed voluntary Health and Safety Representatives – wherever possible one from the teaching staff and one from the non-teaching staff.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so;
- to examine causes of any accidents that occur in the workplace and suggest remedial action;
- to ensure than any such accidents are reported using the appropriate form;
- to investigate any complaints relating to health, safety and welfare at work;
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace;
- to be offered involvement in the inspection process of the school premises;
- to be offered to attend meetings of Health and Safety Committees;
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives;
- to raise health and safety issues at Staff Meetings;
- to monitor that written risk assessments are readily available to staff and to monitor compliance;
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace;

3.4 The Facilities Manager

The Facilities Manager is line managed by the Headteacher and is responsible for the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks. The Facilities Manager is responsible for making recommendations to the Headteacher regarding any defects in the premises, its plant, equipment

and facilities which relate to or may affect the health of staff, pupils and others. The Facilities Manager is also responsible for fire safety including coordinating half termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

3.5 All Employees and Pupils

The safety arrangements set out below are for the information, guidance and compliance of all personnel in the School. Under The Health and Safety at Work etc. Act. 1974 and a number of current Regulations and approved codes of practises, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything reasonably practicable to prevent injury to individuals and themselves. This will be achieved by complying with arrangements and procedures developed arising from risk assessments.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe systems of work that apply to their own work and to report hazards discovered by them to their Headteacher, nominated Health & Safety deputy or Facilities Manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The safety of pupils in classrooms is the responsibility of Class Teachers and Teaching Assistants. All staff are expected to:

- Supervise pupils and know the emergency evacuation and first aid procedures;
- Be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them;
- Give clear instructions and warning when applicable;
- Highlight safety issues to their senior management, nominated Health and Safety Person and the Facilities Manager.

3.6 Safety Committee (brief)

Health and Safety issues will be put on the agenda, as a priority to be discussed at every meeting that takes place in school with all staff. E.g. Staff Meetings, Teaching Assistant Meetings, etc.

The purpose of this is to highlight Health and Safety issues and also to monitor health and safety performance in the school, which will then be reported to members of the Senior Leadership Team, who will implement any necessary actions. See Section 6 for more details.

3.7 Contractors

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria. Refer to the [Managing Contractors Procedure](#).

All Contractors must be presented with the schools Asbestos Register prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified. For more information see the Managing Contractors Procedure. **Rushey Green School was post 2008 Construction Negative Asbestos**

4. Planning/Implementation & Training

Staff Information

- Staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities;
- Changes or new procedures will be given to all employees as relevant and their signature obtained for the information log;
- Key health & safety information will also be included in the staff handbook;
- New employees will be given a site tour and information at induction.

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by SMT and through their Safety Committee representatives;
- A formalized annual review of the policy will be undertaken and staff asked for their input;
- Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person or the Facilities Manager;
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the school server and hard copies in the Facilities Manager's office for review by staff whenever required.

Health and safety information for pupils, visitors and contractors.

- Information for pupils will be given at assemblies and in certain lessons as required;
- Information for parents will be given in the school prospectus & through letters and newsletters;
- Information for visitors will be given verbally and in writing with the visitor's badge;
- Information for contractors will be provided using relevant documentation by the relevant person at the time of agreeing works, verbally and with visitor's badges.

Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organized as required:

Staff	Training Requirement
Governors	Safety Awareness briefings and professional qualifications.
Headteacher -	Managing Safely Course or LBL C&YP awareness session
Business Manager or Educational visits coordinator (EVC)	Managing Safely Course or LBL C&YP awareness session Risk Assessment – at least LBL C&YP awareness session Educational Visits – LBL C&YP arranged or external training session
School Facilities Manager	Managing Safely Course or LBL C&YP awareness session Risk Assessment – minimum LBL C&YP awareness session LBL C&YP awareness session on Fire Risk Assessment, COSHH, Working at Height, Manual Handling Asbestos management awareness
First Aiders	3 day accredited course, if required (and refresher courses as required), Paediatric and Emergency First Aid at Work. This is a statutory requirement.

Premises Officers	<p>Working Safely. LBL C&YP session on safety awareness for Premises Managers. Risk Assessment – minimum LBL C&YP awareness session. Manual Handling, COSHH and Working at Height training – minimum LBL C&YP sessions Asbestos / Legionella awareness</p>
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5. Supervision of Pupils

The Headteacher is responsible for:

- the internal organisation, management and control of the school and for the deployment and management of the teaching and non-teaching staff;
- ensuring appropriate behaviour at all times during the school day (including mid-day break) when pupils are present on the school premises and whenever pupils are engaged in authorised school activities – whether on the school premises or elsewhere;
- maintaining a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility;
- ensuring that these scheduled duties are carried out.

Parents will be made aware of supervision procedures and policies when their child enters the school and all the relevant information is available on the school booklet. Any changes in policy and procedures will be altered accordingly with parents informed through regular School Newsletters, Governors' Report etc.

For more information see [The Supervision of Pupils Procedure](#)

6. EMERGENCY AND BUSINESS CONTINUITY PLAN (see separate document)

Provides a flexible response so that Rushey Green Primary School can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

Plan Activation – Circumstances

This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the School in the Emergency Service's cordon preventing access, School facilities in use for General/Local Elections, severe weather scenarios or utilities failure
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity such as your catering provider or any providers of transport e.g. for SEN pupils

Responsibility for Plan Activation

A member of the nominated [School Incident Management Team](#) (Mentioned in the Business Continuity Plan -section 1.9) will normally activate and stand down this Plan.

Escalating a Serious Incident

All serious incidents should be reported to Margaret Anderson. If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

All incidents affecting the physical infrastructure of the School should be reported to Matthew Eady who will take appropriate action to support the School's response to an incident in terms of activating other Council Services and partner agencies as required.

7. Premises Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all personnel in **Rushey Green School**.

7.1 Defective Tools and Equipment

- All defective tools or equipment must be reported immediately to the Facilities Manager or the nominated Health & Safety Person;
- The equipment concerned must be immediately withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until it has been inspected and repaired.

7.2 Means of Access/Egress

Always use designated walkways and routes of access. Do not use short cuts; they can result in serious accidents. Cars and pedestrians will be kept separate.

7.3 Good Housekeeping

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

7.4 Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Facilities Manager has been designated to take responsibility for this.

All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.

Staff must report any issues with electrical equipment immediately verbally to Senior Leadership Team; Facilities Manager by completing a work request form located in the Facilities Managers office

7.5 Use of Harmful or Hazardous Substances – COSHH

Section 6 of The Health and Safety at Work etc. Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the relevant danger, its symbol and the appropriate risk and safety phases.

The Facilities Manager is the schools trained competent COSHH Assessor. No hazardous chemicals are allowed onto the school premises without the Facilities Managers permission or unless a COSHH assessment has been completed. For more information please see the [COSHH Management Procedure](#).

7.6 Smoking

Smoking is not permitted on the school premises

7.7 Consumption of Food

Food is to be consumed only in recognised staff rooms, dining areas or designated areas.

7.8 First Aid

The Pastoral Manager, who is the Appointed Person, co-ordinates all school first aid requirements. There are a number of staff who are qualified as Paediatric First Aiders and are on call during working hours. The school has a number of emergency first aiders. It is also recommended that all staff have some basic First Aid knowledge.

Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment.

The school will provide applicable First Aid provision for all groups that regularly attend the site.

IT IS RECOMMENDED THAT CREAMS AND OTHER ANTISEPTICS ARE NOT USED UNLESS PRESCRIBED BY A GP AND AN ADMINISTRATION OF MEDICATION FORM HAS BEEN COMPLETED

Disposable plastic gloves should also be stored near First Aid Boxes. First Aid Boxes should be available for school trips/visits or for groups taking part in outdoor activities. For more information see the [First Aid Management Procedures](#).

7.9 Medical Conditions

The School discourages pupils from taking medicine in school unless a pupil is suffering from chronic illness or allergy (e.g., Asthma), or because they are recovering from a short-term illness and are taking antibiotics. An administration of medicine form must be completed by the child's parent /carer to authorise school staff to administer medicine.

Teaching and non-teaching staff must not administer specialised medication such as Epipen, to pupils if they are not trained to do so. For more information see the [Administration of Medications Procedures](#).

7.10 Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school;

- All visitors (in particular regular visitors, such as parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them;
- All visitors must report to the school office on arrival and sign their names in the Visitors' Book. They will be issued with an identification badge which they must wear whilst on school premises and handed back in to the office when they sign themselves out in the Visitors' Book.
- Unless otherwise agreed all visitors must be supervised while on site.

7.11 Use of Vehicles

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business. Pupils cannot be taken in staff cars without permission from parents. For more information see the [Use of Vehicles Procedure](#).

7.12 Violence and Aggression

Staff are entitled to carry out their work without threat of verbal abuse or physical violence. Any displays of aggression to our staff by a parent or carer, or child will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated. For more information see the schools [Managing Violence and Aggression Procedures](#).

7.13 Legionella – Water Management

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school. Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water or not. For more information see the [Legionella – Water Management Procedure](#).

7.14 Gas safety

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Facilities Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.

7.15 Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. The schools nominated Manual Handling of Loads risk assessor is the Facilities Manager. For more information see the [Manual Handling Procedure](#)

7.16 Working at Height

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

All activities that require working at height must be risk assessed prior to the activity by a competent person.

Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training. For more information see the [Working at Height Procedure](#).

7.17 Office Safety

Office equipment will be checked annually for electrical safety as part of the PAT process. An office safety risk assessment will be completed by a competent person taking into consideration personal safety and equipment in use. For more information see the [Office Safety Procedures](#).

7.18 Waste Disposal

Hazardous waste such as computer equipment, fluorescent light bulbs, old fridges etc. have to be registered in the Hazardous Waste log which is maintained by the Facilities Manager and collection organised by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is the responsibility of the Facilities Manager to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in the medical waste bin which is kept in the medical room. This waste is collected monthly by **Initial Medical** who will provide a certificate of collection.

For more information see the [Waste Disposal Procedures](#).

7.19 Lone Working

People who work alone without interaction with other workers e.g. people who work in the building outside normal school/office hours (e.g. teachers/office staff working late, Facilities Manager, Assistant Facilities officer), remote working and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable management control measures introduced. For more information see the [Lone Working Procedure](#).

7.20 Asbestos Management

Rushey Green School is post 2008 Construction - Negative Asbestos

For further information refer to the [Asbestos Management Procedure](#) kept in the Main School Office.

7.21 Workstation (DSE) Assessments

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary the schools Business Manager DSE trained assessor who will complete assessments for designated users. For more information see the [Workstation \(DSE\) Assessments Procedure](#).

7.22 Stress Management

The Headteacher will ensure that the risks from work related stress are being effectively managed and controlled throughout the school. Senior management will demonstrate clear commitment to stress management and will be briefed as to their legal duties. The Governing Body will manage the

stress implications for the Headteacher. For more information see the [Stress Management Procedure](#).

7.23 Security

The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable. A security risk assessment will highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets. All visitors and contractors must sign in at the reception desk, obtain an ID pass which must be worn at all times when on site. For more information see the [Security Procedures](#).

7.24 Accident/incident Reporting

Any accident or injury is to be reported to senior management by the person or persons involved in the accident, and entered in the Accident Report Book (either the Pupil's Accident Book or the Staff Accident Book). Accident books are held in the School Office. The Headteacher is to ensure that the Board of Governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

Lewisham Councils accident form – CS2, must be fully and accurately completed and, where possible, detailed statements from witnesses should be taken. All staff must know that the CS2 is available from the school office.

Accident/incident reporting can now be entered onto Lewisham Councils CS3 database by the schools nominated person/s.

In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 in cases of death or major injuries, the school must notify the HSE without delay, most easily by reporting online. Cases of over-seven day absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form.

For more information see the [Accident Reporting Procedures](#).

8. Out-of-school Visits and Activities

All personnel that arrange or actively participate in school visits or out-of-school activities must comply with Lewisham Councils There and back Again document. The school will appoint an Educational Visits Coordinator (EVC) who will be either the Headteacher or a senior manager. They will be responsible for ensuring the process for arranging off site visits or activities are in place prior to the event. For more information see [The Educational Visits and Activities Procedure](#).

9. Risk Assessment

Risk assessments (RA's) will be completed by those trained in the risk assessment process. Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to

familiarise themselves with procedures and ensure that personnel under their management are fully conversant with those procedures.

10. Health & Safety Reviewing & Monitoring

The Headteacher or the nominated Health & Safety Person will annually monitor the risk assessment process checking that a number of assessments have been completed.

A health & safety inspection of the school premises will be completed. The ideal attendees will be the Headteacher, or senior manager, the nominated Health & Safety Person, the Health & Safety Link Governor and an invite extended to the Union Health & Safety Representatives.

The Governing Body will complete Lewisham Councils Self-Monitoring Checklist submitting the completed report to the authority's Schools Health & Safety Advisor.

The Head will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported at a Governing Body meeting.

The Head will annually monitor the H&S 'policy' – (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings as deemed most suitable.

Lewisham Council will complete regular Health & Safety Audits of the schools documents compiling a report of their findings and making recommendations for improvement. The audit will be completed in conjunction with a site inspection.

11. Fire Prevention

As the person delegated with day-to-day running of the school the Headteacher is deemed as the "Responsible Person" under current fire safety legislation. The main duties of the Responsible Person in relation to fire safety are:

- to ensure a fire risk assessment is completed by a competent person;
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary;
- arrangements for any necessary contacts with external emergency services;
- provision of adequate emergency escape facilities and;
- ensure that those who visit the site that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan.

An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan.

Fire evacuation drills must be completed once a term and the results recorded in the Fire Log e.g. time to evacuate, call point activated and any issues highlighted. This may need to be more frequent if there are changes to the site e.g. change of assembly point due to planned construction work.

All staff should receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.

For more information please see : [The Fire Procedure.](#)

12. Physical Education

All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis.

All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspected of being faulty or damaged.

All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.

For more information see the [PE Management Procedures.](#)

13. Equalities

Schools cannot unlawfully discriminate against staff or pupils because of their sex, race, disability, religion or belief or sexual orientation.

The Headteacher is responsible for ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and for taking appropriate action in any cases of unlawful discrimination.

All staff are expected to:

- promote an inclusive and collaborative ethos in their classroom;
- deal with any prejudice-related incidents that may occur;
- plan and deliver curricula and lessons that reflect Equalities principles.

For more information see the [Equalities Procedure.](#)

14. Information Technology – IT

The overall responsibility for the use of IT rests with the senior management of the school. The Head, in consultation with staff:

- determines the ways IT should support, enrich and extend the curriculum;
- decides the provision and allocation of resources;
- decides ways in which developments can be assessed, and records maintained;
- ensures that IT is used in a way to achieve the aims and objectives of the school;
- ensures that there is an IT procedure, and identifies an IT coordinator.

Staff are not permitted to view inappropriate websites whilst using school IT equipment.

The school will endeavour to restrict pupils accessing unsuitable internet websites.

For more information see the [IT Management Procedure.](#)

Other documentation which **may** be needed

- Playground Supervision Risk Assessment
- Managing Contractors Risk Assessment
- Electrical Safety Procedure
- Working at Height Risk Assessment
- Chemical Data Sheets
- First Aid Risk Assessment
- Weather risk assessment
- Use of Vehicles Risk Assessment
- Manual Handling Risk Assessment
- Waste Risk Assessment
- Lone Working Risk Assessment
- Security Risk Assessment
- PE Risk Assessment
- Hand held tools Risk Assessments
- Ponds Risk Assessment
- Boiler House Risk Assessment
- Gas Risk Assessment
- Swimming Pool Procedure & Risk Assessment
- Flammable Liquids Risk Assessment (petrol & diesel)
- Moving & Handling People Procedure & Risk Assessment
- Lift Procedure

Last reviewed in November 2023

Next review date November 2024