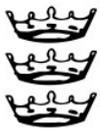


# **Diocese of Bristol Academies Trust**

# **Health and Safety Policy**

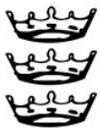
<b>Type:</b>	<b>Statutory</b>
<b>Level:</b>	<b>2</b>
<b>Date Adopted:</b>	<b>November 2018</b>
<b>Review Date:</b>	<b>September 2019</b>

**The Health and safety provider for St Peter's C of E Academy is Ellis Whittam**



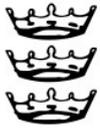
**History of most recent Policy changes (must be completed)**

<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Origin of Change e.g. TU request, Change in legislation</b>
11/12/15	6	Addition of reporting responsibilities to point vii	Advice from PCS
	40	Addition of Appendix 8 reporting procedures	
15/1/16	37 - 51	Addition of St Peter's Academy Procedures	Ready for Adoption by St Peter's Academy LB
Nov 16	31, 35 and 41	Reviewed and amended to show current practice	Ready for adoption by St Peter's Academy LB
Nov 17	33,35,36,38, 39,40,41,47,59	Reviewed and amended to show current practice	Ready for adoption by St Peter's Academy LB
Nov 18	1, 11, 28, 52	Reviewed and amended to show current practice	Ready for adoption by St peter's Academy LB



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## **Health and Safety Policy**

### **1) Policy Statement**

- a) The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the values of the foundation. The Trust is committed to providing a learning and working environment which is safe and healthy for all its pupils, staff and anyone who visits one of its sites.
- b) The Trust expects its academies not only to take all reasonable steps to comply with all legal requirements for health and safety, but also to follow best practice in creating and maintaining this safe and secure environment.
- c) The Trust believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of its academies and is part of the good education of pupils.
- d) This policy should be read in conjunction with The Critical Incident Strategy.

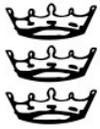
### **2) Roles and Responsibilities**

#### **3) The Main Board and the Trust**

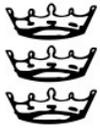
- a) The role of the Main Board and of the Trust is to monitor the policies and actions of the individual academies and challenge them to demonstrate their compliance with legal requirements and their establishment of best practice and provide appropriate support where necessary.
- b) The Board has identified a preferred Health and Safety provider to audit Academy policies, procedures and compliance with legal requirements, and fulfil the competent person role. If a Local Board decides not to use this provider then they must ensure that they have access to the necessary evidence to fulfil their Health and Safety obligations and provide evidence of this to the Board.

#### **4) The Local Board**

- a) The Local Board has the responsibility to take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

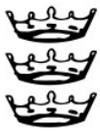


- b) The Local Board has the specific responsibility to:
- i) make itself familiar with this policy, legal requirements and best practice in creating and maintaining a safe and healthy environment;
  - ii) take account of this policy and scheme, budget and other policy considerations;
  - iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy;
  - iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - v) establish an effective health and safety management structure within the academy and monitor and evaluate the Principal/Headteacher's performance on health and safety matters; if they have not bought the services of the recommended provider to provide the Main Board with regular evidence of the Academy's compliance with its health and safety obligations.
  - vi) if they have not bought the services of the recommended provider identify an individual to fulfil the competent person role;
  - vii) bring to the attention of the Main Board, any health and safety concerns outside of their control or any health and safety responsibility that they are unable to meet
- c) So far as is reasonably practicable the Local Board, through the Principal/Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- i) this policy;
  - ii) all other relevant health and safety matters;
  - iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.



## 5) The Principal/Headteacher

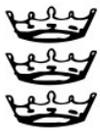
- a) As well as the duties which all members of staff have (see Section 7), the Principal/Headteacher has the general and specific responsibilities for health and safety. These are:
- i) to manage the school's staff, site and activities so that the health and safety of all those involved is secured;
  - ii) to comply with the Trust's policy;
  - iii) to bring any health and safety concerns that are outside their own control or any health and safety responsibilities that are unable to be met, to the attention of the Local Board and the Trust's Commercial Manager and its Health and Safety Director.
- b) And specifically –
- i) to assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
  - ii) to develop and distribute school-specific policies on local health and safety issues;
  - iii) to monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
  - iv) to ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Trust and academy health and safety procedures;
  - v) to inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
  - vi) to arrange routine maintenance and servicing of equipment through the Trust or other competent means;
  - vii) to consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
  - viii) to investigate, record and report as appropriate, all accidents, near misses and episodes of work-related ill-health (including reporting to RIDDOR where necessary see Appendix 8);



- ix) to monitor and evaluate the health and safety performance of staff;
  - x) to have and to practise Critical Incident Plans;
  - xi) to provide the means for consultation with staff on health and safety matters;
  - xii) to supply an annual health and safety performance report to the Commercial Manager and the Health and Safety Director.
- c) The Principal/Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

## **6) Supervisory Staff**

- a) In addition to the general duties which all members of staff have (see Section 7) below), supervisory staff will be directly responsible to the Principal/Headteacher, or the member of staff nominated by the Principal/Headteacher, to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant departments and areas of responsibility. As such supervisory staff accept the additional responsibilities set out below.
- b) As part of their day-to-day responsibilities they will ensure that:
  - (a) safe methods of working exist and are implemented throughout their area of responsibility;
  - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - (d) new employees working within their area are given instruction in safe working practices;
  - (e) risk assessments are conducted in their area of responsibility as required by the Principal/Headteacher or as necessary;
  - (f) regular safety inspections are made of their area of responsibility as required by the Principal/Headteacher or as necessary;
  - (g) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;



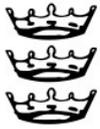
- (h) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (j) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (k) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (l) all health and safety information is communicated to the relevant persons;
- (m) they report any health and safety concerns to the Principal/Headteacher.

## **7) All Members of Staff**

- a) All staff are expected to familiarise themselves with the health and safety aspects of their work. They have a responsibility to:
  - i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
  - ii) follow agreed working practices and safety procedures;
  - iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
  - iv) ensure health and safety equipment is not misused or interfered with.

## **8) Hirers, contractors and others**

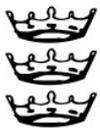
- a) The Principal/Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- b) If the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 8)d) of this document.



- c) When the academy premises or facilities are being used out of normal academy hours for a academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- d) When the premises are hired to persons outside the employment of the Trust, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Board and that they will not, without the prior consent of the Local Board:
  - i) introduce equipment for use on the school premises;
  - ii) alter fixed installations;
  - iii) remove fire and safety notices or equipment;
  - iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- e) All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- f) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- g) The Local Board will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## 9) Staff Consultation Arrangements

- a) The Local Board, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.



### **10) Critical Incident Strategy and Plan**

- a) The Headteacher will ensure that a Critical Incident Strategy and Plan is drawn up and regularly reviewed. See DBAT policy on this.

### **11) Sources of Advice and Technical Assistance**

- a) Whenever required, the Local Board, Headteacher and other staff are to seek advice from the Trust or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

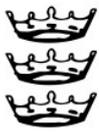
### **12) Review**

- a) The Local Board and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils updating the number version and date accordingly.

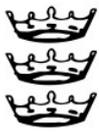
### **13) Specific Procedures**

- a) The Local Board and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations in their academy. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.
- b) The list below is an example of common procedures only. Some academies may be able to exclude some as not applicable but equally most Academies will probably need to add further ones to cover local risks and circumstances.

St Peter's C of E Academy has identified in the table below which of these procedures it has adopted.



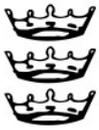
<b>Procedure</b>	
Academy Managed Projects	See Wiltshire Council's Guidelines
Caretaker Duties (St Peter's C of E Academy)	See Appendix 8
Critical Incident Strategy	See DBAT Policy
Educational Visits and Activities Procedure	See Appendix 9
Fire Safety and Emergency Evacuations Procedure (St Peter's C of E Academy)	See Appendix 10
First Aid including the storage and administration of medicines	See St Peter's C of E Academy First Aid Policy and DBAT Medical Conditions
Health and Safety Site Inspections	See Appendices 1 & 2
Lone Working Procedure	See Appendix 4
Manual Handling Procedure	See Appendix 5
Maintenance of Dangerous Plant and Equipment and Electrical Systems including PAT	See Appendix 11
Managing Water Hygiene	See Wiltshire Council's Guidelines
Out-of-hours use of school buildings and facilities including public performances	See St Peter's C of E Academy Lettings Policy
Reporting of Accidents, Incidents, Hazards and Near Misses Procedure. Minor Injury Record Your child received a minor injury at school today Incident report	See Appendix 12
Risk Assessments	See Appendix 3
Site Security Procedure (St Peter's C of E Academy)	See Appendix 13
Stress and Employee Well-being	See DBAT Wellbeing Charter and Policy
Unexpected Loss of Utilities	See DBAT Critical Incident Policy
Use and Storage of Chemicals	See COSHH Guidelines
Use of Contractors	See Wiltshire Council's Guidelines
Use of Dangerous Tools, Equipment, Machinery	See COSHH Guidelines
Use of or Exposure to any Hazardous Substances or Materials	N/A
Use of Minibuses	N/A
Vehicular Access, Car Parking and Use of Staff Cars Procedure	See Appendix 14
Violence and Aggression to Staff	DBAT to draft this policy
Waste Disposal Procedure	See Appendix 6
Working at Height Procedure	See Appendix 7
Work Experience for Pupils / Students Policy and Procedure (St Peter's C of E Academy)	See Appendix 15



## Appendices Summary

The appendices that follow have been adopted by St Peter's C of E Academy:

<b>Appendix 1</b>	<b>Health and Safety Inspection checklist - Termly</b>
<b>Appendix 2</b>	<b>Health and Safety Inspection checklist - Annual</b>
<b>Appendix 3</b>	<b>Risk Assessments</b>
<b>Appendix 4</b>	<b>Lone Working Procedure</b>
<b>Appendix 5</b>	<b>Manual Handling Procedure</b>
<b>Appendix 6</b>	<b>Waste Disposal Procedure</b>
<b>Appendix 7</b>	<b>Working at Height Procedure</b>
<b>Appendix 8</b>	<b>St Peter's C of E Academy Caretaker Duties</b>
<b>Appendix 9</b>	<b>St Peter's C of E Academy Educational Visits Procedure</b>
<b>Appendix 10</b>	<b>St Peter's C of E Academy Fire Safety and Emergency Evacuations Procedure</b>
<b>Appendix 11</b>	<b>St Peter's C of E Academy Use of Portable Electrical Equipment Procedure</b>
<b>Appendix 12</b>	<b>St Peter's C of E Academy Reporting of Accidents, Incidents, Hazards and Near Misses Procedure</b>
<b>Appendix 13</b>	<b>St Peter's C of E Academy Site Security Procedure</b>
<b>Appendix 14</b>	<b>St Peter's C of E Academy Vehicular Access, Car Parking and Use of Staff Cars Procedure</b>
<b>Appendix 15</b>	<b>St Peter's C of E Academy Work Experience for Pupils/Students Policy and Procedure</b>



## Appendix 1: Health & Safety Site Inspections Checklist (TERMLY)

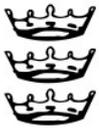
### Termly Premises Health & Safety Compliance Checklist

This checklist may be used by Members of the Local Board/Head teachers and safety representatives to complete their **termly health and safety inspection**. It is a template that can be adapted to meet local circumstances. It is an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements. Completed checklists should be retained in school and made available during Trust audits.

Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

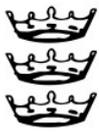
Name of academy:	
Persons involved in inspection:	
Date of inspection:	

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



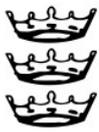
<b>Section 2 - Vehicles on site</b>				
<b>No.</b>	<b>Area</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
2.1	Are traffic routes marked or signed?			
2.2	Where possible, is there segregation of vehicles and pedestrians?			
2.3	Is there designated parking?			
2.4	Are there designated loading/unloading bays?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

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



3.12	Are fire action notices displayed adjacent to alarm call-points?			
3.13	Are fire escape routes clearly signed (must be pictorial signs)?			
3.14	Is the fire assembly point clearly identified?			

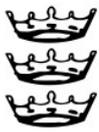
<b>Section 4 – Building Issues</b>				
<b>No.</b>	<b>Area</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
4.1	Are floors and floor coverings in good condition?			
4.2	Are handrails on stairs/steps sound?			
4.3	Are door mechanisms in good working order?			
4.4	Is glazing in good condition and vulnerable areas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



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

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

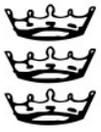
<b>Section 7 - Electricity</b>				
<b>No.</b>	<b>Area</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
7.1	Is access to electrical system restricted to authorised persons?			
7.2	Is there a warning sign displayed?			
7.3	Is there an electric shock first aid poster displayed?			
7.4	Are electrical cupboard free from combustible items?			
7.5	Are portable electrical appliances tested periodically by a competent person?			
7.6	Are plugs and leads in good condition?			
7.7	Are there sufficient sockets to prevent the need for the use of excessive extension leads?			
7.8	Are socket outlets at least 1m away from running water?			



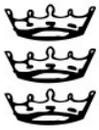
<b>Section 8 – Welfare Provision</b>				
<b>No.</b>	<b>Area</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
8.1	Are there suitable toilet and washing facilities?			
8.3	Are sufficient drinking water outlets available and labelled as such?			

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

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

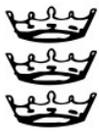


<b>Section 11 - Miscellaneous</b>				
11.1	Is furniture in good condition with no exposed foam?			
11.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?			
11.3	Is PE equipment suitably stored and in good condition?			
11.4	Do office staff have enough working space?			
11.5	Are all parts of the school maintained in a clean and tidy condition?			
11.6	Are there adequate facilities for the safe storage and disposal of waste?			
11.7	Is the stage stored appropriately, assembled correctly and is lighting accessible?			



12.0	External Areas	Y/N/P / NA	Comment/ Action Required
12.1	Are paths/walkways stable underfoot and free from significant trip hazards? <i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i>		
12.2	Are pedestrian routes clearly defined and segregated from vehicular movements? <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined.</i>		
12.3	Is any outdoor play equipment in good condition? <i>Should be inspected annually by competent contractor.</i>		
12.4	Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc.</i>		
12.5	Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access control systems on external doors, CCTV, Intruder alarms, areas where anti-climb paint used etc.</i>		
12.6	Is access to fragile/low roof areas restricted and signed appropriately?		
12.7	Are external waste bins secured where necessary and located away from buildings? <i>Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.</i>		
12.8	Are arrangements in place to manage site trees? <i>Tree inspections should be carried out twice a year by a competent contractor.</i>		

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



## Appendix 2: Health & Safety Site Inspections Checklist (ANNUAL)

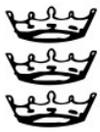
### Annual Health & Safety Checklist

This checklist may be used by Members of the Local Board/Head teachers and safety representatives to complete their **annual health and safety inspection**. It is a template that can be adapted to meet local circumstances. It is an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements. Completed checklists should be retained in school and made available during Trust audits.

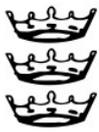
Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

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

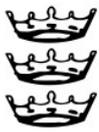
1.0	Health and Safety Management Systems	Y/N/P/NA	Comment/Action Required
1.1	Is there a process in place to review and monitor the school's health and safety performance over the past year? <i>This should be monitored at the Local Board's Health and Safety/Premises meeting and cover topics such as review of accidents and incidents, off-site visits, this inspection, audit by PCS or alternative provider health and safety policy, risk assessment and procedures etc.</i>		
1.2	Are records being kept for new staff induction and staff health and safety training? <i>Are these kept centrally or individually?</i>		
1.3	Are Accidents and Incidents being recorded correctly and investigated properly? <i>Check use of "bumps book" for minor pupil injuries, A&amp;I reports for staff and more serious accidents to pupils, visitors etc.</i>		
1.4	Is Health and Safety Information given to contractors and visitors up to date? <i>Also look at some sample pages of the Visitors book and Premises Log Book to check they are being completed properly.</i>		



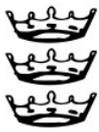
1.5	<p>Is the Health and Safety Law poster prominently displayed? <i>There is a new version of the poster which is easier to read and has a single Infoline contact number. Existing posters need to be replaced no later than 5 April 2014. The new law poster can be ordered from HSE Books (Tel: 01787 881165).</i></p>		
1.6	<p>Are risk assessments in place and up to date to cover the key risks associated with managing the school site? <i>These should include activities such as caretaker's duties, grounds maintenance, lone working, site security, working at height etc.</i></p>		
1.7	<p>Are there arrangements in place to share health and safety information and agree responsibilities with other users or occupants of the site including hirers? <i>You may need to draw up a written agreement to reflect how health and safety is to be managed in a shared facility?</i></p>		
1.8	<p>Are DBAT guidelines and procedures being followed for all Off-Site Visits and activities? <i>Ask the PCS or your own provider to show you a sample of completed online/paper notification forms and associated risk assessments.</i></p>		



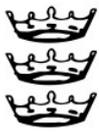
2.0	Fire Safety		Comment/Action Required
2.1	<p>Has a fire risk assessment been completed for the school? Have all actions been completed and the assessment been reviewed in the past year?</p> <p><i>Actions should be tracked at Governors Health and Safety/Premises meeting.</i></p>		
2.2	<p>Are Fire Evacuation procedures clearly displayed and up to date?</p> <p><i>Check the Fire Action Notices - they should be posted in each classroom and adjacent all break-glass call-points.</i></p>		
2.3	<p>Are fire drills being conducted termly and recorded?</p> <p><i>This should include a report on the effectiveness of the drill with any actions for improvement.</i></p>		
2.4	<p>Have Personal Emergency Evacuation Plans (PEEP) been prepared for any disabled members of staff or disabled pupils?</p> <p><i>This may require additional training/equipment for staff assisting with an evacuation e.g. from an upper floor/use of Evac-Chairs etc.</i></p>		
2.5	<p>Are Fire Alarm systems being tested weekly and fire extinguishers serviced annually?</p> <p><i>Ask the site manager/caretaker to provide evidence that this is being recorded.</i></p>		
2.6	<p>Are Exit Routes/Emergency Exits clearly signed with running man/directional arrow, unobstructed and equipped with emergency lighting?</p> <p><i>Check a sample of push-bar operated doors for operation &amp; self-closing fire doors to see if they shut properly. Ask the site manager/caretaker to provide documented evidence of the monthly emergency lighting tests.</i></p>		
3.0	First Aid/Medication		Comment/Action Required
3.1	<p>Has the First Aid requirement been risk assessed and adequate numbers of first-aiders appointed, including paediatric first aiders where there are under fives?</p>		
3.2	<p>Are First Aid boxes in appropriate places and contents being maintained?</p> <p><i>Check a sample box to see if contents have not exceeded their expiry date.</i></p>		
3.3	<p>Is there a documented system for administration of medicines to pupils?</p> <p><i>This should include written consent from parents, individual administration records and secure storage arrangements etc.</i></p>		
3.4	<p>Is staff first aid training up to date including any specialist training e.g. administration of Epipens</p>		



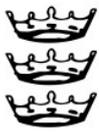
4.0	Management of Asbestos	Y/N/ P/ NA	Comment/Action Required
4.1	<p>Is the Asbestos Register up to date and consulted on every occasion work is carried out on any affected areas of the building fabric? <i>Check a sample from the Premises Log Book to confirm contractors have recorded that they have inspected the register where appropriate.</i></p>		
5.0	Housekeeping	Y/N/ P/ NA	Comment/Action Required
5.1	<p>Are work areas, circulation spaces, walkways and corridors free from obstructions? Are systems in place to prevent the build up of waste/rubbish?</p>		
5.2	<p>Is flooring in good condition and free of slip or trip hazards?</p>		
5.3	<p>Is the School cleaning schedule adequate? <i>Look at the standard of cleaning in all areas including emptying of waste bins etc.</i></p>		
5.4	<p>Are items stored above head height (e.g. files, folders etc) accessible, secure, safe and of a relatively lightweight nature? <i>Check condition of shelving and racking and ensure small industrial stepladders or kick stools are available for access.</i></p>		
5.5	<p>Are walls/wall coverings clean and in good condition (e.g. paint not flaking, no damp etc)? <i>Especially important in kitchens and food technology areas.</i></p>		
5.6	<p>Are ancillary areas such as Boiler Rooms and Electrical Cupboards kept locked and free of combustible materials? <i>These can often be seen as suitable space to dump miscellaneous equipment etc but except for critical spares and other items such as ladders should be kept clear and not used for storage.</i></p>		



6.0	Electrical Systems	Y/N/P/ NA	Comment/Action Required
6.1	<p>Have portable and other electrical items been PAT tested by a competent person at appropriate intervals? <i>Check a sample of stickers on plugs for test dates.</i></p>		
6.2	<p>Generally are plugs, sockets, switches etc. in good condition? <i>Look at a sample to see if they are free from cracks, loose etc.</i></p>		
6.3	<p>Is the use of extension leads kept to a minimum? <i>Check to see they are not overloaded or daisy chained.</i></p>		
6.4	<p>Has an inspection of all fixed wiring systems been carried out in last 5 years? <i>Ask the site manager to show you the records.</i></p>		
7.0	Tools and Equipment (including working at height)	Y/N/P/ NA	Comment/Action Required
7.1	<p>Is there a system in place for inspection of all tools and equipment e.g. ladders at regular intervals? <i>This should include a ladder and access equipment register and all tools and equipment used by caretaker or site management team e.g. power tools, hand tools, grounds maintenance equipment etc.</i></p>		
7.2	<p>Are tools and equipment (including ladders) stored securely and out of reach of unauthorised persons? <i>Workshops and associated ancillary areas should be kept locked.</i></p>		
7.3	<p>Has training and instruction been given to the relevant members of staff in the safe use of tools and equipment including ladders/step ladders etc? <i>Ask to see appropriate staff training records.</i></p>		
7.4	<p>Is there suitable access equipment available for staff (e.g. small industrial step ladders or kick stools) to gain access to high shelves/displays etc? <i>Check a sample of departmental storage areas and ask question of staff as to how they access high shelves.</i></p>		

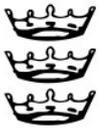


8.0	<b>D&amp;T/Science/Art Department Areas</b> <i>Ask Head of curriculum area to accompany you as required</i>	Y/N/P/ NA	<b>Comment/Action Required</b>
8.1	Are annual maintenance/inspection records available for all equipment? <i>Check a sample of larger, fixed high risk equipment e.g. kiln, pug-mill, pillar drills, band saw, lathes etc.</i>		
8.2	Is there suitable Personal Protective Equipment available for pupils and staff e.g. goggles/safety spectacles, dust masks, hearing protection etc? <i>These should be easily accessible, clean and well maintained. Should be part of technician's duties to check these.</i>		
8.3	Is the use of equipment/machinery covered by written risk assessments and safe operating procedures? <i>Ask Head of Department to show you a sample of risk assessments/procedures.</i>		
9.0	<b>Welfare Facilities</b>	Y/N/P/ NA	<b>Comment/Action Required</b>
9.1	Are toilets clean with sufficient washing facilities, means of hand drying etc. <i>For disabled toilets – check the pull cord alarm has been regularly tested.</i>		
9.2	Are staffroom areas suitable for rest and eating? <i>Check also that staff have sufficient facilities to store personal belongings, outdoor clothing etc.</i>		
9.3	Are sufficient drinking water outlets available and labelled as such?		
10.0	<b>General workplace</b>	Y/N/P/ NA	<b>Comment/Action Required</b>
10.1	Are all regular DSE (Computer) users identified and workstations assessed? <i>Staff should be using the self assessment checklist and reviewing this on a regular basis.</i>		



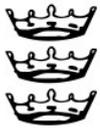
10.2	<p>Are lighting levels sufficient in all areas? Are heating systems working properly and sufficient temperatures maintained? Is there a means of adequately ventilating areas either via open able windows or other means of mechanical ventilation?</p> <p><i>Check to see if there have been any complaints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

11.0	External Areas	Y/N/P/NA	Comment/Action Required
11.1	<p>Are paths/walkways stable underfoot and free from significant trip hazards?</p> <p><i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i></p>		
11.2	<p>Are pedestrian routes clearly defined and segregated from vehicular movements?</p> <p><i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined.</i></p>		
11.3	<p>Is any outdoor play equipment in good condition?</p> <p><i>Should be inspected annually by competent contractor.</i></p>		



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

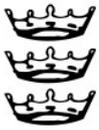
Name:	Name:
Signed:	Signed:
Date:	Next review date:



### **Appendix 3: Risk Assessments**

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

Below is an example of a generic risk assessment form. St Peter's C of E Academy uses Ellis Whittam as our Health and Safety provider and their generic RA forms. It is important to remember though that all such generic templates will need to be adapted and customised to meet the needs of the specific activity or location that is being assessed.



<b>GENERAL RISK ASSESSMENT FORM</b>	<b>RA1</b>
-------------------------------------	------------

**1. What is being assessed (task/activity)?**

**2. What sort of harm can you foresee from this situation/activity?**

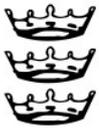
**3. Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee		Individual pupil		Contractors	
Employees generally		Pupils generally		Members of public	
Unpaid helpers/volunteers				Visitors	

**4. Is there any heightened risk to:**

New or expectant mothers (employees)		Unsupervised pupils		Anyone with a specific disability or medical condition	
--------------------------------------	--	---------------------	--	--	--

**5. What other factors may contribute to the likelihood of any harm occurring?**

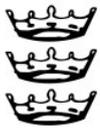


<b>6. What precautions or procedures are currently in place to make the harm less likely to happen?</b>		
<b>7a). Do you assess these measures as being adequate?</b>	<b>YES</b>	
<b>7b). If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>

<b>8. Risk Assessment Statement – Please tick ONE box only</b>	
This activity/event/situation can go ahead with no additional action(s)	yes
This activity/event/situation can go ahead, but the additional action(s) identified in 7b) above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in 7b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>



## **Appendix 4: Lone Working Procedure**

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

- Caretaker or last employee in the building or locking up
- Employees working outside of normal working hours
- Employees attending out of hours meetings or functions
- Contractors

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

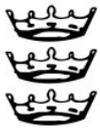
### **Lone workers must not knowingly put themselves at risk and should follow these procedures:**

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

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

All lone workers must be capable of responding to an emergency situation and to be aware of emergency procedures, e.g. fire procedure (see appendix 10)





## Handling Inanimate Objects

### Principles of correct manual handling

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

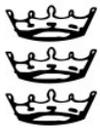
The following aids are available in school

Sack truck  
Step ladder  
Ladder

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

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

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



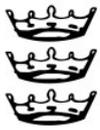
## **Handling Mobility-impaired Pupils**

### **Short term immobility**

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

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

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

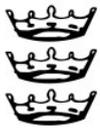


## Appendix 6: Policy on Waste Disposal

St Peter's C of E Academy endeavours to manage waste in the most effective environmental ways available to us.

This is how we deal with the following items:

Plastic, tins, card, paper	Dispose of in the dry mixed waste bins in school and the caretaker empties them into the dry mixed waste wheelie bin outside the staff car park. These are emptied by Grist Environmental Services weekly.
General waste	Collected from small waste bins by cleaners and emptied into the green general waste wheelie bins in the staff car park. These are emptied by Wiltshire Council every Friday.
Bodily fluid waste	Staff wear gloves to clean up and all cloths, paper towels used to clean up are bagged then put in the general waste wheelie bin outside to prevent the spread of infection.
Cleaning waste products	Dirty water from mopping floors in the kitchen is disposed of in the slosh sink. The cleaning staff dispose of dirty water down the sink in the cleaners' cupboard.



## **Appendix 7: Working at Height Procedure**

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

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

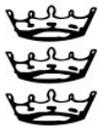
- Kick-stool
- Stepladder
- Trestle
- Ladder
- Scaffold tower

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

All ladders must:

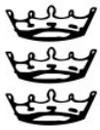
- Be footed by a second person
- Be one metre higher than the highest rung being stood on
- Be marked with BS Load Rating
- Never be rested against glass or plastic features such as guttering.
- Included on a maintenance schedule

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



### Appendix 8: St Peter's Academy Caretaker Duties

1	To act as a key holder for the site, ensuring security of the entire building and grounds at all times, including the operation of the alarms. To be available for call-outs.
2	To report any major defects in building, equipment and security systems observed in the course of duties and inform the business manager.
3	To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti and look presentable at all times.
4	To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
5	To undertake the efficient operation of the heating system ensuring its good working order. To record and monitor the gas, water and electricity meter readings and pass them to the finance manager as required.
6	To take deliveries as required, check and sign delivery notes and put deliveries away as required.
7	To help set up and put away furniture as requested, Keep corridors and exits clear.
8	To undertake routine maintenance / cleaning of premises, fixtures and fittings as requested.
9	To undertake occasional gardening duties as requested.
10	<p>To maintain monthly checks and records on;</p> <ul style="list-style-type: none"> <li>• Water temperature</li> <li>• Fire Safety</li> <li>• Fire extinguisher (visual checks)</li> <li>• Play equipment checks</li> <li>• Emergency lighting</li> <li>• Steps, stools and access equipment</li> <li>• Wooden furniture and gym equipment</li> <li>• Doors and closures</li> <li>• Microwave radiation check</li> <li>• Security lights</li> <li>• Legionella</li> <li>• Electricity meter readings</li> </ul> <p>To maintain weekly checks and records on</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> <li>• Visual inspection of fire extinguishers</li> <li>• Fire alarm</li> </ul>
11	To be aware of and adhere to applicable legislation, policies and procedures that affect the role of caretaker.
12	Any other duties as assigned



## Appendix 9: St Peter's Academy Educational Visits Procedure

### Introduction

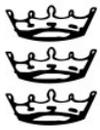
St Peter's Academy is committed to the provision of outdoor education as an important part of the school's activities and as a means to broadening the learning opportunities for our pupils.

### Aims

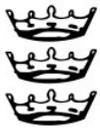
- Outdoor activities, visits and journeys are available and accessible to all who wish to participate regardless of SEN, ethnicity, gender or religion.
- All pupils have the opportunity to undergo experiences not available in the classroom.
- All activities help to develop a pupil's investigative skills and encourage independence.

### Guidelines

- Risk assessments do not have to be done if an onsite activity is undertaken which forms a regular part of the school day.
- Any proposed off site activity must be assessed by the teacher leading the activity then approved by the head teacher before it is booked using the RA0 General risk assessment form.
- Higher risk activities including residential visits, water sports, swimming other than routine lessons, climbing, coastal or cliff walking, cycling other than cycling proficiency, hazardous sites e.g. farms, open water should be properly planned and assessed using the general RA form by the group leader well in advance of the visit. Where possible, any site should be visited beforehand and risk assessments requested where available. These will need to be approved by Jez Piper in DBAT central office.  
[jeremy.piper@bristoldiocese.org](mailto:jeremy.piper@bristoldiocese.org)
- Pupils to staff ratios are not prescribed in law so the group leader must decide on an appropriate ratio. School guidelines suggest 1 adult to 6 children in Foundation stage to Y2 and 1 adult to 10 children in Y3 – Y6.
- For any activity, the group leader should ensure that an adequate first aid box is available and one adult should be responsible as the appointee for first aid. The appointee must also be aware of any pre-existing medical conditions and any emergency procedures that may be required.
- Consideration must be made concerning the sex of accompanying adults where toilet facilities will be required.



- Parental consent is only required for activities out of school hours or activities which pose a higher risk. The following information must be given to parents and the office must have a copy of the letter:
  - date(s) of the activity
  - educational value of the activity(links with the curriculum)
  - times of departure and return (parents or named person will collect the child, or written confirmation that the parent will be responsible for the child walking home on his / her own).
  - location of departure and return point
  - mode of transport
  - size of group and supervision ratio – names of leaders etc
  - details of the activity
  - any clothing and equipment required
  - money to be taken
  - total cost per pupil
  
- If parental consent is required, parents must complete the “Consent Form for a School Visit” which is attached.
  
- Group leader must carry a list of all the pupils and adults involved. Individual group members should be clearly listed along with the person responsible for that group.
  
- Group leaders are responsible for collating all pupil information and all other staff/adult helpers should be made aware of any pupils’ medical needs and of any pupils who should not be involved in photographs.
  
- Emergency procedures are an essential part of any visit. Should an accident occur the priorities are:
  - assess the situation
  - safeguard any uninjured members of the group
  - attend to any casualty
  - inform the emergency services
  - ensure that an adult accompanies a casualty to the hospital and that the rest of the group is adequately supervised
  - inform the school through the school contact number speaking directly to the head teacher or in his/her absence, the Deputy.
  - complete an accident report as soon as possible following the LA / DBAT guidelines
  
- All necessary transportation will meet legal requirements as set out by the DfEE (health and safety of pupils on educational visits) and the LA. This will include the wearing of seatbelts at all times.
  
- Parents will be charged for all residential trips. Donations will be sought to cover the cost of class trips. See DBAT Charging and Remissions Policy and St Peter’s Academy Procedure
  
- A staff member must have a mobile phone.



## **Appendix 10: St Peter's Academy Fire Safety and Emergency Evacuations Procedure**

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

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

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

### **Office staff responsibilities.**

- Call the Fire Brigade and inform them of the location of the fire and which entrance to use
- Inform Lordsmead Playgroup
- Check staff toilets
- Unlock the gate to foundation stage playground if children need to evacuate from the hall
- Take registers, visitors' book and emergency information box to the assembly point in playground.

### **TA responsibilities**

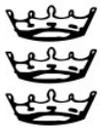
- Check no children are in toilets and cloakroom nearest to the class they are working in before leaving the building, closing doors behind them.

### **Kitchen staff responsibilities**

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

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

- MDSAs are responsible for leading the children safely out of the building onto the playground.
- If children are in the hall the MDSAs assigned to working inside will evacuate the children through the hall fire exit and assemble on the grass in front of the Church then lead them to the playground by the safest route, i.e. through the foundation stage entrance or the staff car park.
- MDSAs will go to their assigned classes\*\* to take a roll call using the registers, which will be given to them by an Administrator.



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

\*\*During the lunch hour St Peter's has a variety of personnel employed during the working week. There are 6 MDSAs each day.

KS1 staff:

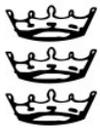
Explorer Class	Beverley Payet
Discovery Class	Louise Greenaway
Delta	Lesley Causer

KS2 staff:

The MDSAs working that day will each be assigned one KS2 class to cover.

### **Good Practice**

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



## **Appendix 11: St Peter's Academy Maintenance of Dangerous Plant and Equipment and Electrical Systems including PAT testing and Use of Portable Electrical Equipment Procedure**

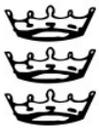
Before using any portable electrical equipment:

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

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

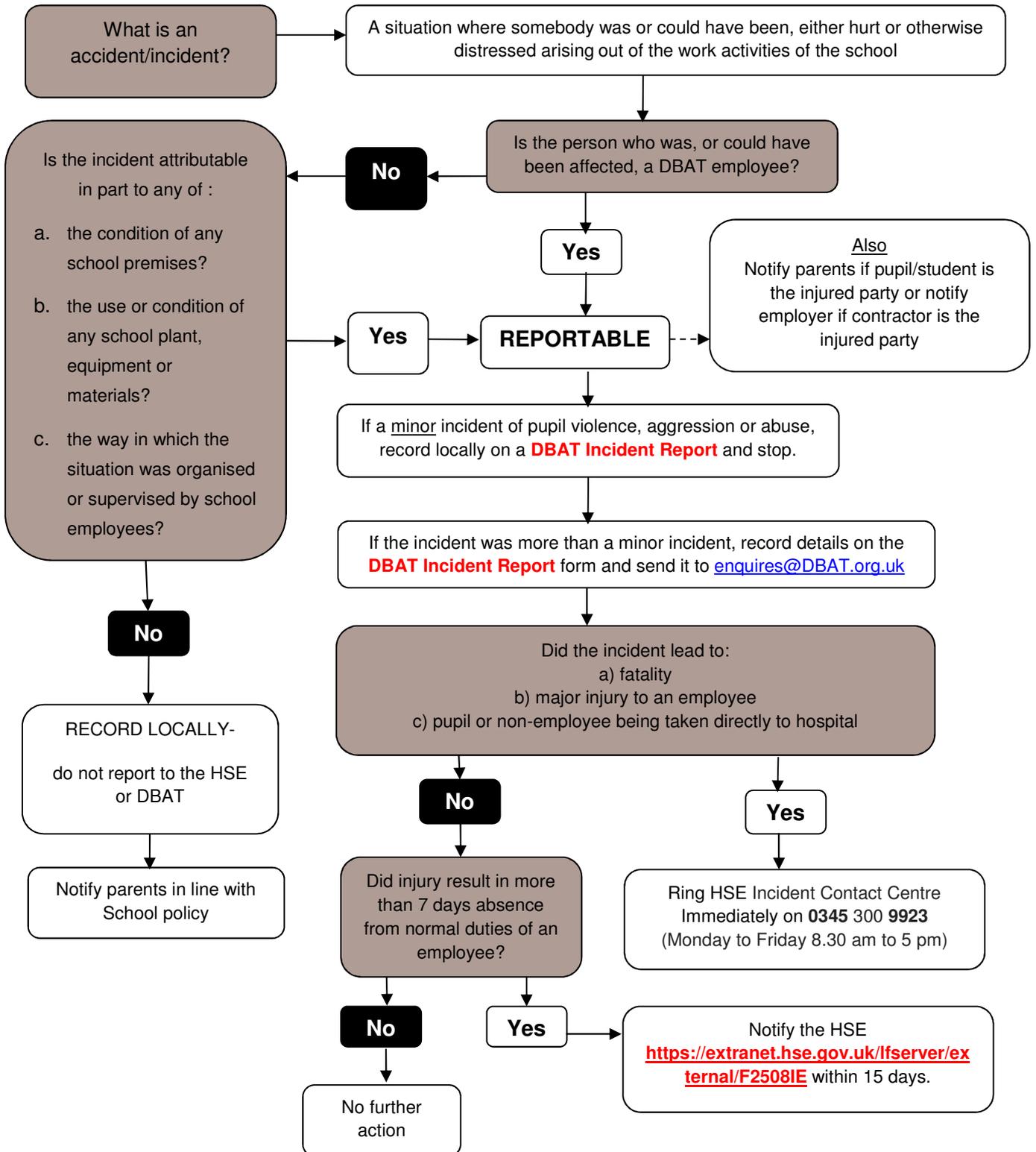
All school portable equipment is checked annually and records kept. Personal equipment used in school may be checked at the same time.

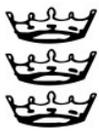
St Peter's Academy undertakes a 5 Year Fixed Electrical Wiring Inspection. These records are held in the office and maintained by the business manager.



### Appendix 12: Reporting of Accidents, Incidents, Hazards and Near Misses Procedure

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





**Minor injury record.** Was a minor injury slip sent home? Yes / No

Child's Name.....

Date.....

Location.....

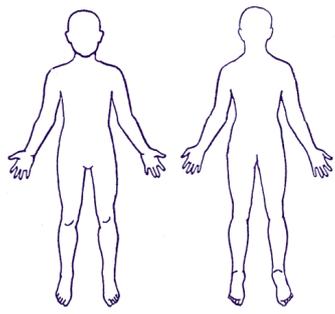
Play equipment number

Details of injury.....

Treatment

Cleaned  Plaster  Dressing  Ice pack

Treatment given by.....



Parents must be phoned for all head bump injuries

**Minor injury record.** Was a minor injury slip sent home? Yes / No

Child's Name.....

Date.....

Location.....

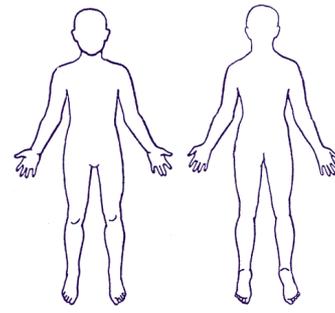
Play equipment number

Details of injury.....

Treatment

Cleaned  Plaster  Dressing  Ice pack

Treatment given by.....



Parents must be phoned for all head bump injuries

**Minor injury record.** Was a minor injury slip sent home? Yes / No

Child's Name.....

Date.....

Location.....

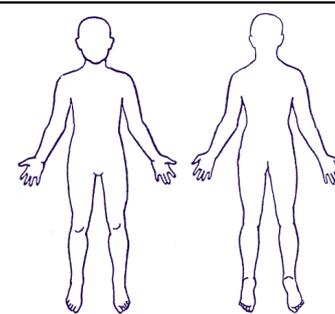
Play equipment number

Details of injury.....

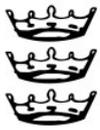
Treatment

Cleaned  Plaster  Dressing  Ice pack

Treatment given by.....



Parents must be phoned for all head bump injuries



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

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

**Injury**

**Treatment**

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

Please check the injury at home.

Treated by.....

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

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

**Injury**

**Treatment**

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

Please check the injury at home.

Treated by.....

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

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

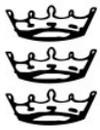
**Injury**

**Treatment**

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

Please check the injury at home.

Treated by.....



# INCIDENT REPORT

<b>Ref / Number:</b>	
----------------------	--

<b>This Report is for:</b>	<b>INFORMATION</b>		<b>ACTION</b>
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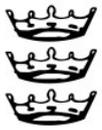
<b>REPORT FROM:</b>		<b>REPORTING TO:</b>	
---------------------	--	----------------------	--

<b>Date of Incident:</b>	
<b>Location:</b>	
<b>Nature of Incident:</b>	

<b>DESCRIPTION:</b> <i>include information about where the incident occurred, what caused it, and any injuries received. Continue on second sheet if necessary</i>

<b>DETAILS OF FIRST AID / MEDICAL ATTENTION GIVEN:</b>	
<i>Where applicable, is the injured person likely to take time off work?</i>	

<b>COMPLETED BY:</b>		<b>DATE COMPLETED:</b>	
----------------------	--	------------------------	--



<b>ACTION TAKEN BY SCHOOL:</b>	<b>By WHOM:</b>	

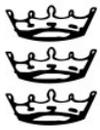
<b>FURTHER ACTION REQUIRED:</b>	<b>BY SCHOOL</b>		<b>BY DBAT CENTRAL:</b>	

<b>FORM COMPLETED BY:</b>		<b>DATE COMPLETED:</b>	
---------------------------	--	------------------------	--

<b>SIGNATURE OF HEADTEACHER/PRINCIPAL:</b>	<b>DATE</b>

<b>COMMENTS:</b>

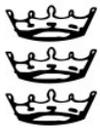
<b>COMMENTS COMPLETED BY:</b>		<b>DATE COMPLETED:</b>	
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**Reporting of hazards or premises defects:**

All hazards and defects noticed by staff must be reported to the office staff. If the defect is minor and can easily be rectified, it is recorded in the SNC maintenance blue book on the notice board in the office.

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



## **Appendix 13: St Peter's Academy Site Security Procedure**

This document covers the following areas:

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

### **Site Security**

- Gates are unlocked by the Caretaker at 7.20am.
- All gates are locked at 9.00am by the Caretaker.
- Locking of the gates during the school day is the responsibility of all staff that enter or leave. This requires that the padlock is closed firmly and the numbers mixed up.
- Unlocking of the gates at home time is done by the caretaker at 3.00pm.
- Locking of the gates at closedown is done by the caretaker when all staff have gone home or by Around and About Club if they are the last to leave.

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

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

Only authorised staff may make copies of keys.

**Lost keys must be reported immediately.**

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

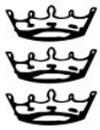
### **Closedown Procedures**

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

- Check all electrical equipment and lights must be switched off
- Close all windows and internal doors
- Lock offices, staffroom and internal corridor doors
- Ensure all external doors are locked and the alarm is set
- Ensure all gates are padlocked securely

### **Visitors**

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



At reception, they will be asked to:

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

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

### **Cash Handling**

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

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

### **Protecting Valuable Equipment**

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

Under no circumstances are visitors permitted to remove equipment from the school without authority from the head teacher or administrative staff.

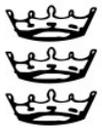
### **Safeguarding Personal Property**

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

**Any missing item must be reported immediately to the head teacher or administrative staff.**

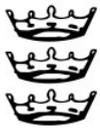
### **Unauthorised Use of School Facilities**

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



Regular checks are carried out by the Caretaker on the following:

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



## **Appendix 14: St Peter's Academy Vehicular Access, Car Parking and Use of Staff Cars Procedure**

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

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

#### Designated Parking and Access to Car Park

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

8.30 – 9.00am

3.00 – 3.30pm

The vehicle gates are kept closed and padlocked securely during the day i.e. 8.30am – 3.30pm. It is the responsibility of all drivers entering or leaving the school site during these hours to ensure that the gates are closed and padlocked securely after them.

#### Deliveries

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

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

#### Pedestrian Safety

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

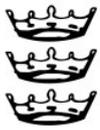
#### Contractors

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

### **Use of Staff cars**

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

School staff will not transport children unless it is an emergency or they are doing so as parents. If staff transport children in their personal vehicles it must be with the knowledge and consent of the head teacher (or assistant head in their absence) and

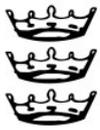


the agreement of the child's parents. In addition, as good practice in maintaining an appropriate professional relationship, it is expected that adults will not transport pupils in their personal vehicle outside of school except where the pupil's family are personal friends or family of the adult or when there is written permission from the parents to do so.

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

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

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



## **Appendix 15: St Peter's Academy Work Experience for Pupils / Students Policy and Procedure**

### **Rationale**

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

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

### **Selection**

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

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

### **Procedures**

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

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

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