Orchard Head J, I & N School

Health and Safety Policy

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Headteacher Signature	

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1. Statement of Intent

1.1 Introduction

This Policy underpins the Trust Health and Safety Policy, providing the specific structure and arrangements for Health and Safety in Orchard Head J, I & N School.

Orchard Head J, I & N School is committed to providing a safe and healthy working and learning environment for all employees, learners, visitors and contractors, operating in its school and in accordance with its responsibilities set out in the Trust Health and Policy and in compliance with the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

The School will pay particular attention to:

- providing and maintaining a safe place of work in the school, with safe systems, equipment, and environment in which to work and study;
- providing suitable and sufficient information, instruction, training, and supervision to ensure all employees in the school are aware of their responsibilities;
- taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections;
- providing a robust Health and Safety organisational structure in its school to implement and maintain the highest standards of health and safety policies, procedures, and guidance in accordance with the Trust Policy.

The school will strive to maintain or improve its arrangements through on-going monitoring and review processes.

1.2 Purpose

This Policy sets out the schools approach and commitment together with the organisation and arrangements it has put in place for managing health and safety within Orchard Head J, I & N School.

1.3 Scope

The Health and Safety Policy applies to all employees employed throughout the school. Employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated guidance and procedures which are associated with this Policy.

1.4 Policy Review

The school will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

2. Roles and Responsibilities

2.1 The Headteacher

The Headteacher has the overall responsibility for the day to day management of health and safety in the school. Functions and responsibilities have been delegated in respect of health and safety matters to other employees within their school, however this does not relieve the Headteacher of the overall management responsibility.

This includes to:

- Review and monitor this policy and associated procedures in accordance with section 3 of the Trust Health and Safety policy.
- To monitor health and safety matters in the school and provide information to the Trust as required on:
    - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result;
    - number of instances of staff absence due to workplace related injury or work related mental impairment e.g. stress related;
    - health and safety training completed;
    - progress against the health and safety external review action plan or any other recommended actions from inspection reports;
    - reviews of policies and procedures within the Trust framework.
- Ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and trustees as appropriate.
- Ensure adequate and appropriate first-aid provision;
- Ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach)
- Ensure that all employees within their school receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely.
- Ensure that all the school's pupils, students, contractors or visitors understand and follow school policies or procedures which apply to them;
- Promptly inform the Chief Executive Officer of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken.
- Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety
- Ensure that the advice of the Competent Person or the Trust is acted upon
- Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.

2. Roles and Responsibilities

2.2 All Employees

All employees of the school have a responsibility to take due care of their own health and safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the school will act responsibly to ensure that they:

- understand and comply with the School's Health and Safety policy and procedures at all times;
- co-operate with the school on all matters relating to health and safety;
- only use equipment or machinery that they are competent or have been trained to use;
- use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures;
- make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons;
- report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation;
- immediately report any concerns or issues in the interests of health and safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures;
- do not misuse anything that has been provided for health and safety purposes;
- encourage pupils and students to follow safe practices and observe safety rules including:
    - to follow instructions by a member of staff in case of emergency;
    - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms;
    - inform a member of staff of any situation, which may affect their safety or that of another pupil.

2.3 Visitors and Contractors

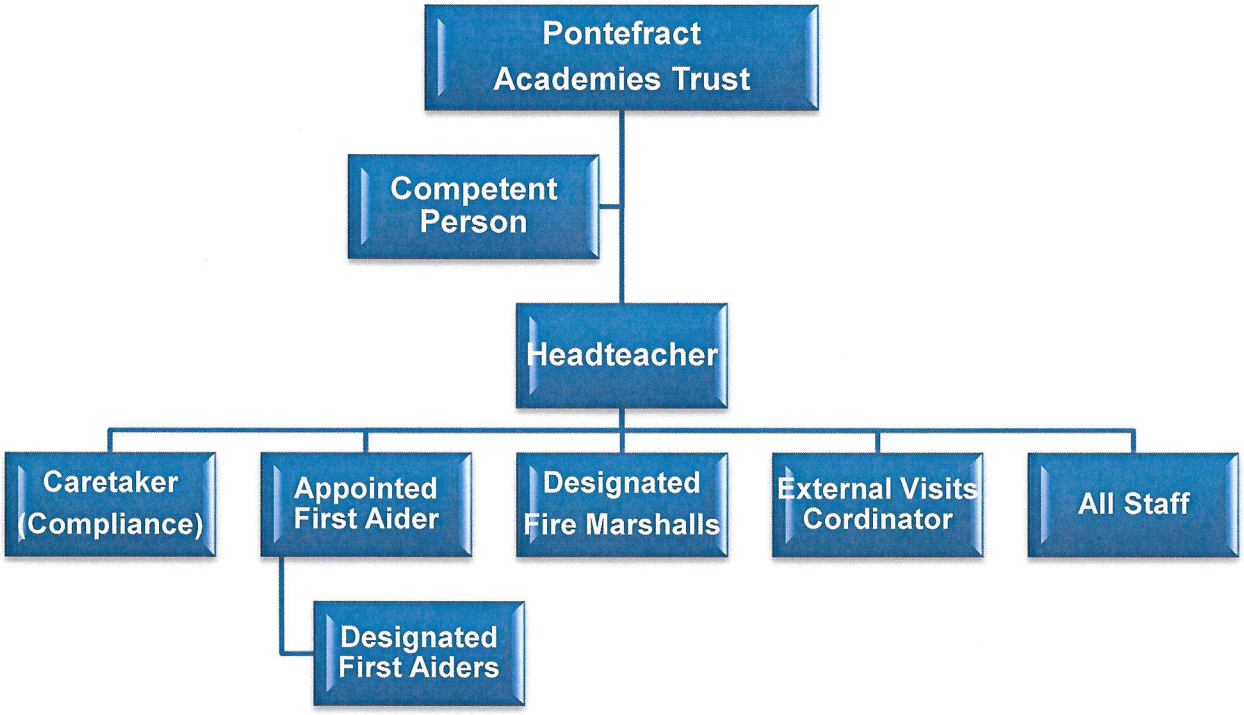
The school recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must be escorted at all times and must not be placed at risk when conducting their business in and around the school.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) whilst on site. All contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing.

2.4 Health and Safety Organisation Structure

The school Health and Safety Organisation is set out below to assist in the implementation of this policy:



3. Arrangements

3.1 Consultation

The Headteacher is responsible for ensuring effective arrangements are in place to consult with employees based in the school on matters relating to health and safety. This will be provided through inclusion of health and safety in employee team meetings (or for learners in school council) meetings, briefings and appropriate programmes of training. All employees and learners will be strongly encouraged to discuss safety concerns; report accidents, incidents or near misses and be encouraged to promote a positive health and safety culture.

Under the Safety Representatives and Safety Committee Regulations 1977, the Trust will consult with Trade Unions and Safety Representatives on health and safety matters.

3.2 Health and Safety Information and Training

a) Health and Safety Inductions – All new employees

All new employees appointed in the school will complete a health and safety induction, this would normally be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster;
- Health and safety responsibilities outlined in their job description;
- How they can access health and safety policies and information;
- How they are able to raise any concerns or issues they may have in regards to health and safety matters;
- First Aid Provision – Location of first aid boxes, names of first aiders;
- Accident/Incident and Near Miss reporting – location of accident/incident/near miss forms, reporting procedures;
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points;
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities;
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored;
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

b) Health and Safety training

The Headteacher is responsible for ensuring that all employees receive regular training in the following:

- Fire awareness
- Basic Health and Safety at Work

- Accidents, Incidents and Near Misses

The following additional training should be completed where relevant to role:

- COSHH awareness
- Manual handling
- Working at height (e.g. ladder, stepladders)
- Display Screen Equipment Assessment
- Asbestos Awareness
- Legionella

In the case of an employee who was employed before the above mandatory health and safety requirements have been adopted, their training must be undertaken within eight weeks from the effective date of this policy (unless there are extenuating circumstances).

c) Designated First Aiders

The school will train and maintain an adequate number of designated first aiders, based on the findings of the first aid risk assessment at Appendix A. This will be broken down into a minimum of :

- 2 x First Aid at Work – A 3 day course with refresher training being undertaken within 3 years to continue designation as first aider.
- 5 x Emergency First Aid – a one day course for minor injuries and incidents
- 4 x Paediatric First Aid – a 2 day course with refresher training after 3 years

d) Designated Fire Marshals

The school will train and maintain a minimum of 6 fire marshals to assist in the safe evacuation of the school and assist the Caretaker in the detection and early remedy of fire fighting appliances and equipment faults. Refresher training will be undertaken within 3 years to continue designation as a fire marshal.

e) Accredited Managing Safely

The Trust will make arrangements for the Caretaker to attend an Accredited Managing Safely Training course to assist them in their responsibilities.

f) The following appointments all have differing levels of responsibility in ensuring that the school promotes only the highest standards of health and safety. Each appointment will receive training according to their appointment to promote a positive Health and Safety culture.

- Headteacher
- Assistant Heads
- School Office Manager

g) Asbestos Awareness Training

The school acknowledges the presence of asbestos in its buildings. The Trust competent person will make arrangements for ensuring that the following employees will complete asbestos awareness training early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on two year cycle or sooner :

- Caretaker

h) Asbestos Duty to Manage Training

In addition to Asbestos Awareness training, the Trust competent person will make arrangements for Caretaker to complete Asbestos Duty to Manage Training as early as practicable following their start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two year cycle or sooner:

i) Legionella Training

The Caretaker is responsible for Legionella Management in the school. The Trust competent person will make arrangements for training which will be undertaken every two year or sooner.

3.3 Health and Safety Monitoring and Inspections

A general inspection of each school will be conducted on a termly basis by the Trust appointed Competent Person, in liaison with the Headteacher and Caretaker.

The Trust will make arrangements for an external independent health and safety review on a triennial basis.

3.4 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations (1999) the school will conduct risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce or manage the risk as far as is reasonably practicable. Where control measures are implemented they will be reviewed on an annual basis or as required (e.g. as a result of an accident/near miss, a change to the work activity or a change of legislation).

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment in accordance with Appendix B.

A risk assessment register in accordance with Appendix C will be maintained by the School nominated manager and located on the Trust Shared Facilities file. All employees are made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals will be held on that persons file. It will be the responsibility of employees to inform the Headteacher or his/her nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trusts' appointed Competent person.

3.5 First Aid

The Health and Safety (First-Aid) Regulations 1981 places a legal duty on the school to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if they are injured or taken ill whilst at work.

This legal duty does not make first-aid provision for non-employees, however, the school will make this provision for visitors or contractors where possible.

The school will designate a person responsible for the upkeep of checking and replenishing first aid boxes and highlighting training requirements.

3.6 Accident, Incident, and Near Miss Reporting Procedures

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employees are required to report any:

- **Accidents** – any unplanned event that results in injury or damage to property, plant or equipment
- **Incident** – an unexpected and usually unpleasant event that has happened. This includes acts of aggression or verbal abuse.
- **Near miss** – an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

The school will comply with the Trusts guidance on accidents, incidents and near misses and complete the report form to collect information about the event. Records will be maintained by the Senior Administration Officer. All completed records will be retained on the Trust Shared Drive Accident Book.

Where any serious injury results in an employee, visitor or student requiring medical attention at a hospital then the Trust appointed Competent Person should be immediately notified by the Headteacher for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. The Competent Person will liaise with union

representatives as appropriate. Where injuries involve learners the parent will be notified by the Headteacher or his/her nominated person.

Records must be securely retained for at least three years after any incident which:

- Requires reporting in accordance with RIDDOR 2013;
- Is an occupational injuries which results in an employee being away from work or incapacitated for more than 7 consecutive days;
- Is an occupational accident causing injury which results in an employee being away from work or incapacitated for more than 3 consecutive days (not counting the day of the accident but including any weekends or other rest days) a record must be kept.

The Headteacher is responsible for ensuring that legislation and supporting Trust guidance is complied with.

3.7 **Fire Safety**

The school recognises the importance of ongoing management of fire safety to safeguard the safety of its employees, learners, visitors and contractors. In accordance with the Regulatory Reform (Fire Safety) Order 2005, the school will comply with the Order to follow accepted standards of good practice, having its first priority the immediate and total evacuation of the building upon the discovery of fire, and ensure that adequate means of escape in the case of fire exist for all persons. The Trust operates a strict no smoking and no vaping policy on all Trust sites.

<u>The Headteachers' Responsibilities</u>

The Headteacher is the Responsible Person in accordance with the Regulatory Reform (Fire Safety) Order 2005 to ensure that it's fire safety management and in particular, fire equipment, fire notices, and fire drills are in place and up to date.

The Trust appointed Competent Person will make arrangements for a Fire Risk Assessment to be conducted on an annual basis, with findings being summarised into an action plan for the attention of the school.

The Caretaker will ensure that all checks are conducted and recorded in accordance with Appendix D.

3.8 **Electrical Safety**

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general Health and Safety duties and can be categorised as follows:

a) Fixed Electrical Systems – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.

b) Portable Appliances – those that are plugged in or wired into the fixed electrical system.

Risk assessments on electrical safety will take account of the requirements of the Electricity at Work regulations which cover both the fixed electrical systems and portable appliances.

The Trust appointed competent person will make arrangements for all fixed electrical installations are inspected by a qualified electrician at least every **5 years**.

The Caretaker will ensure that all portable appliances will be visually inspected at the beginning of each term, or, more frequently, if its use or environment suggests this to be necessary (e.g. obvious signs of misuse, damaged or discoloured plug tops, warm or loose cables). All equipment will be inspected and tested at a frequency as directed in the Trust guidance for portable appliances.

Any faulty or damaged appliances will be removed from use and either repaired by someone qualified to do so or disposed of to prevent its further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'Do not Use' sticker attached until it is suitably repaired.

The school will not accept gifts or second-hand appliances, or bring in their own appliances from home, unless a qualified electrician has tested the equipment and records provided of that test (PAT test).

The school will not sell any electrical items which it no longer has use of.

3.9 **Asbestos**

The school acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, learners, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's). The school will reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work is carried out.

The Headteacher is the duty holder for asbestos management and has an overall responsibility for the safe management, maintenance and repair of the school buildings under their control in accordance with the Trust Asbestos Policy.

The Headteacher is responsible for ensuring compliance with the Trust's Asbestos Policy and Procedures including:

- Holding an up to date asbestos register
- Holding an up to date asbestos management plan
- Ensuring a Refurbishment and Demolition Asbestos Survey is carried out prior to any major building works being conducted
- Appropriate, effective, and up to date asbestos information and training is made available to employees

The Trust appointed competent person will make arrangements for the delivery and monitoring of inspections and surveys prior to any improvement works on the school.

3.10 Legionella

The school recognises the need to take all reasonable steps to prevent the organism Legionella Pneumophila from coming into contact with employees, learners, visitors, or contractors in a potentially hazardous manner.

The Trust appointed competent person will make arrangements for a legionella risk assessment to be reviewed at least every 2 years.

The Caretaker will maintain the school legionella log book to record routine legionella control tasks by the school and appointed specialist contractor.

3.11 Manual Handling

The school recognises that there will be occasions where items/equipment need to be moved and its' responsibility to provide guidance on measures that should be taken to ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The Headteacher will ensure that appropriate risk assessments, equipment and training / annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

3.12 Working at Height

The school recognises and accepts its responsibilities to ensure that all work undertaken at height is conducted safely and effectively in accordance with the Working at Height Regulations 2005. Falls from height are one of the biggest causes of workplace fatalities and major injuries and working at height should be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration a step stool, step ladder or ladder may be considered as the most appropriate method of access.

Working at height includes any work activity where a person could fall from the place of work and could suffer an injury or be killed. This includes working in or on vehicles, but

does not include staircases in buildings. It also includes getting to and from a place of work at height.

The Headteacher will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height. Accident and absence statistics will be monitored to evaluate the effectiveness of working at height procedures.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.

3.13 Lone Working

The school recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- during normal working hours (Monday – Friday 07.30-17.00 in term time) at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied

The Headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working in the school, and that any control measures identified are implemented. The Headteacher will ensure that all necessary employees are fully aware of any precautions or specific methods of work to be followed, including the action to be taken in the event of an emergency.

Employees will only undertake lone working following appropriate authorisation in accordance with the school's safe systems of work and any associated procedures. Where appropriate, this may include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

3.14 Display Screen Equipment (DSE) Regulations

The Headteacher will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work stations. If an individual identifies a specific need that cannot be addressed within existing school support/resources it may be appropriate for them to be referred to Occupational Health Advisors and recommendations implemented as appropriate.

Employees who are working with DSE will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated work.

3.15 Control of Substances Hazardous to Health (COSHH)

The school acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the school will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the school will ensure that employees, learners, or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled in a manner which is safe. In some cases exposure is controlled by means of appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals.

The Headteacher will ensure the:

- The Caretaker maintains an up to date inventory (COSHH register) identifying all hazardous substances used on the school's premises and the most current version of the respective material safety data sheets are held;
- secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains;
- replacement of hazardous substances with safer alternatives wherever possible;
- completion of a risk assessment for the use of any hazardous substances, which present a significant health risk. Risk assessments are to be circulated and agreed with those staff that use the substance;
- testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment);
- required and appropriate information, instruction and training is provided;
- records of assessments are retained on the school premises and made available to the relevant individuals on request;
- exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

3.16 Provision and Use of Work Equipment (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the school and its employees to ensure that equipment used at work is:

- Suitable for intended use
- Safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case;
- Used only by individuals for its intended purpose and following adequate instruction, information and training
- Accompanied by suitable safety measures where required (e.g. protective devices, markings, and warnings).

The Headteacher and the Caretaker are responsible for the effective and full implementation and monitoring of PUWER 1998 in their school. All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety/protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction or training:

- the conditions in which and the methods by which the work equipment may be used;
- foreseeable abnormal situations and the action to be taken if such a situation were to occur; and
- any conclusions to be drawn from experience in using the work equipment.
- Information and instructions required for use are understood.

Employees will not remove equipment from school premises for use at home.

3.17 **Management of Contractors**

The school is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor.

The school will ensure that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work.

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any larger projects which are likely to fall within the CDM Regulations:

Management of Contractors Policy

As part of the selection process the Trust or any of its authorised individual(s) will ensure that the Trust's Management of Contractor Procedure is followed for tender/quotation/award/monitoring and review of contractors for works on Trust/school sites.

3.18 **Personal Protective Equipment (PPE)**

The school recognises the requirement for the use of personal protective equipment (PPE) where it is identified as a required measure to protect employees and contractors whilst they are performing their assigned duties.

The Headteacher will ensure that PPE is provided where required, or identified as a control measure following a risk assessment. That appropriate information and training

on the proper use and maintenance of it will be provided when issued. That a record of all PPE issued is maintained.

All employees issued with PPE will:

- wear it at all times while performing their assigned duties;
- ensure the equipment is cleaned and stored as required;
- inform the appropriate individual of any defects in the PPE in accordance with Trust procedures.

PPE Risk Assessment

No work will commence without a risk assessment identifying any PPE requirements. Failure to use PPE should be a hazard in itself. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be considered and introduced.

It must be remembered that hazards and subsequent risk are still present whilst PPE is being worn.

3.19 **Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires the school to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

The Headteacher or their nominated individual(s) will ensure that:

- any contractor engaged to work on gas fittings or installations is Gas Safe Registered and appropriately qualified for the work to be carried out;
- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property;
- that gas pipework, appliances and flues are serviced and inspected yearly by a competent contractor;
- that all rooms with gas appliances are periodically checked to ensure they have adequate ventilation – no blocked air inlets to prevent draughts, no obstructed flues and chimneys

3.20 **Trees**

The school acknowledges that trees form a large part of the estate and must be managed accordingly to ensure they remain safe and healthy. The Trust appointed competent person will make arrangements for a tree risk assessment to be conducted

every three years to record the condition of trees and to identify the trees which pose a threat to site users and neighbours.

3.21 **Educational Visits**

The Headteacher is responsible for ensuring that satisfactory arrangements are made for educational visits by the appointment of an External Visits Coordinator (EVC). The EVC will be responsible for ensuring:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed;
- Adequate child protection measures are in place;
- The group leader has sufficient experience and time to organise the visit;
- Training needs have been considered by a competent person
- Local Authority Education Advisor approval has been given
- Adult to student ratios are appropriate;
- Arrangements are in place for those with education health care plans or medical needs;
- Appropriate insurance cover is in place (including cover for volunteers);
- All consent forms have been signed;
- The group leader/supervisor and other nominated persons have a list of all learners and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency;
- The address, telephone number, and name of contact person at the venue are obtained;
- A contingency plan is in place that caters for any changes in the itinery or for any delays

The Headteacher must be satisfied that their teachers and staff are competent to lead or supervise any off-site visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications will be used for the activity elements of the trip.

3.22 **Offsite Provision for Pupils on roll/Lettings**

The Headteacher will be responsible for ensuring that procedures are in place for checking the other parties health and safety arrangements and that they are in accordance with the principles of the Trust Policy and are covered by appropriate insurances.

Appendix A - ORCHARD HEAD SCHOOL FIRST AID ASSESSMENT

Department / Location	Hazard	Individuals at risk Include an average number	Number Required			
			First Aid at Work	Emergency First Aid at Work	Additional Training for selected staff	First Aid Boxes and Location
Appointed Person	N/A. Person responsible for the upkeep of checking and replenishing first aid boxes and highlighting training requirements.	N/A	1		As required to role	50 person box with additional equipment as necessary
Classroom Work	Low risk classroom activities with minimal hazards. This can be broken down into specific departments if these are widely spread	Staff & Students	N/A	1 per 100 staff and students Total x 5	Epi-pen, insulin, inhaler training	N/A
Administration	Office working with minimal hazards	Staff	Staff should be aware of how to access medical assistance			1 x 10 person box
Premises	Loan working, chemicals, working at height etc.	Staff Contractors	1	0	N/A	1 x 25 person box
EYFS	Mandatory that all **nursery and pre-School staff** undertake paediatric first aid training if trained after September 2016.	Children up to the end of the academic year in which the child has their 5th birthday.	0		Paediatric first aid Total x 4	1 x 10 person box

APPENDIX B: RISK ASSESSMENT TEMPLATE

Risk Assessment School :

Risk Assessment for:		Generic / Specific*
Assessment by:	Date:	Review Date Due :

Hazard	Who might be harmed?				Risk	Current Control Measures	Score			What if any further control measures are required	Action Reference No.	Revised Score following additional Control Measures			Date Completed
	Employee	Student	Visitor	Public			Likelihood	Severity	Score (LXS)			Likelihood	Severity	Score	

Notes:

Specific* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required

Scores: Likelihood – 1-Rare, 2-Unlikely, 3-Possible, 4 - Likely, 5 – almost certain .

Severity: 1 Negligible, 2 Minor (e.g. cut/graze); 3 Moderate (e.g. deep cut, sprained ankle); 4 Major(e.g. disability or fatality), 5 – Catastrophe (multiple disability or fatality)

Score 1-6 (tolerable) Medium, 7-10 (should be reduced to a tolerable level within agreed time frame), Marginal (11-14), High (15-25) (stop until immediate controls in place)

APPENDIX B: RISK ASSESSMENT TEMPLATE

Action Ref. No.	Remedial action/ Improvement/ Control	Person responsible	Date action due completion	Action taken	Date completed	Signed off

APPENDIX B: RISK ASSESSMENT TEMPLATE

Risk Rating

Risk rating is a formula used to prioritise hazards and risk to ensure that the most serious are dealt with first:

Likelihood		Impact		Exposure
The likelihood that the hazard will result in harm, education of students, financial loss or reputational damage	x	The severity or consequence of the harm, education of students, financial loss or reputational damage	=	The resulting risk exposure

The risk rating chart shows this formula applied in diagrammatic format:

Risk	Likelihood				
Impact	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
5 - Catastrophic	15	19	22	24	25
4 - Major	10	14	18	21	23
3 - Moderate	6	9	13	17	20
2 - Minor	3	5	8	12	16
1 - Negligible	1	2	4	7	11

APPENDIX C: RISK ASSESSMENT REGISTER

The school maintains a risk assessment register including all activities so that the school can be certain that all risk assessments are being effectively managed. The table below outlines what may be in a typical register, but this is by no means a definitive list

Orchard Head **School**

RA Number	Activity	Completion Date	Completed By	Review Date
001	Access and Egress			
002	Premises and Buildings			
003	Security/Safeguarding			
004	Office/Classroom Working			
005	Open Evening / Events			
006	Sports Day			
007	Working at Heights			
008	Slips, Trips & Falls			
009	New and Expectant Mother			
010	Manual Handling			
011	Lone Working			
012	Home Working			
013	Display Screen Equipment			
014	Snow and Ice			
015	Return to Work			
016	Personal Emergency Evacuation Plan (PEEP)			
017	Caretaking Duties			
018	Site Cleaning			
019	Painting			
020	Power Tools			
021	Physical Education			

APPENDIX D: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Review of School Health and Safety Policy Organisation and Arrangements	Every year and when required	Headteacher Trust Estates Manager (& competent person)	In accordance with updates to the Trust Policy, including but not limited to new regulations, codes of practice etc.
Record of Staff Training	Keep up to date	School Office Manager	
Record of H&S Staff representatives and their training	Keep up to date	School Office Manager	
Record of Risk Assessment Register	Keep up to date	Headteacher, Heads of department, Caretaker	Central Record to be kept by nominated manager
Review of Risk Assessments	Annually and as required	Headteacher, Heads of department, Caretaker	Risk assessor must be suitably trained/qualified to undertake
First Aid			
Risk assessment to determine number of designated first aiders required	Yearly or as required	School Office Manager	
Record number of designated first aiders, names, and training details	As required after assessment of needs	School Office Manager	Need for replacement when a designated first aider leaves. First aid at work certificates are only valid for three years.
Record names of those trained on First Aid awareness	Keep up to date	Appointed First Aider	Suggest annual refresher
Record and maintain first aid equipment/stock	As required after assessment of needs	Appointed First Aider	
Record of accidents / injuries	As required	Appointed First Aider	
Fire Safety			
Record of staff training	Keep up to date	School Office Manager	
Record of nominated persons "Fire Marshals"	Keep up to date	School Office Manager	
Record of Fire risk assessment and management plan	Annually	Competent Person	Competent qualified assessor
Record of fire fighting equipment, detection and emergency systems check	Monthly	Caretaker	
Record of fire alarm testing	Weekly	Caretaker	Call points to be tested on a rota basis
Record of emergency lighting tests	Monthly	Caretaker	
Record of Fire Drills	Termly	Caretaker	
Record of False Alarms	As required	Caretaker	Log time taken, note problems

APPENDIX D: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Record of fire alarm and battery back-up maintenance	6 monthly	Caretaker	Accredited Contractor
Record of emergency lighting	6 monthly	Caretaker	Accredited contractor
Record of sprinkler system servicing	6 monthly	Caretaker	Accredited contractor
Record of fire fighting appliances service/maintenance	Annually	Caretaker	Accredited Contractor
Electrical Safety			
Certification of fixed installations	As advised on current certificate	Caretaker	Accredited contractor
Record of maintenance inspections of fixed installations	As advised	Caretaker	Accredited contractor
Fixed electrical Condition/Testing Report	Every 5 years or earlier	Trust Estates Manager (& competent person)	Accredited contractor
Record of Portable Appliance Testing and appliance labels	12 months – 5 years depending on usage/according to risk assessment by qualified electrician	Caretaker	Appliances to be categorised for testing according to vulnerability
Gas Safety			
Gas installation/distribution service inspection report, service sheet and labelling.	Annually	Caretaker	Accredited gas safe contractor
Record of gas appliance testing	At least once a year	Caretaker	Only an accredited gas safe contractor can do this.
Duct hygiene (catering) inspection and cleaning	Annual and ass required	Caretaker	Accredited contractor
Equipment / Outdoor			
Record of maintenance of equipment	Annually	Caretaker	
Lift /Hoist Maintenance	6 monthly	Caretaker	Accredited contractor
Automatic doors	6 monthly	Caretaker	Accredited contractor
Roller Shutters	Annually	Caretaker	Accredited contractor
Lightning Conductor	Annually	Caretaker	Accredited contractor
Display Energy Certificate (displayed prominently)	Annually	School Office Manager	Accredited contractor
Boilers daily function check and ash cleaning if/when required.	Daily	Caretaker	
Heat Pumps (boilers), heating/induced draft fans, pumps service	Annual	Caretaker	Accredited contractor
Playground and Gym Equipment Inspection / Testing	Annually	Caretaker	Accredited contractor (separate to contractor doing the servicing/installation)
Pest Control - inspection and notification subject to risk assessment	As required	Caretaker	Accredited contractor for inspection

APPENDIX D: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Car Parking and Vehicle pedestrian segregation – risk assessment and action plan.	3 yearly and as required.	Trust Estates Manager (& competent person)	
Asbestos			
Record of Asbestos visual check of condition	Termly or more frequently if considered necessary	Caretaker	Where vulnerable to damage
Site Survey	Annually	Trust Estates Manager (& competent person)	By Trust appointed competent contractor
Legionella			
Risk assessment, pipework plan with isolation points, maintenance checks and repairs	At least every two years	Trust Estates Manager (& competent person)	External contractor
Record of water quality testing, flushing, temperature testing (including fire hoses)	As required by the water hygiene risk assessment	Caretaker	Log book of tests must be maintained
Trees			
Risk Assessment	3 Yearly	Trust Estates Manager (& competent person)	External Contractor
Manual Handling			
Record of Manual Handling training	Keep up to date	School Office Manager/Caretaker	
Working at Height			
Risk Assessment	First use and when required	Trust Estates Manager	Risk assessor must be suitably trained/qualified to undertake
Record of training	Keep up to date	Senior Administration Officer	
Record of access equipment held by the School, inspection and Maintenance records	Termly	Caretaker	Inspections by competent person.
Lone Working			
Risk assessment	As required	Line Manager	Risk assessor must be suitably trained/qualified to undertake
Display Screen Equipment			
Record of risk assessment to assess any H&S risks	As required	Employee	Held on personnel file
Control of Substances Hazardous to Health (COSHH)			
Review of COSHH assessments	Annually or whenever changes occur	Caretaker	Central record to be retained. All contractors to provide COSHH information if required
Personal Protective Equipment			
Review of serviceability	Annually	Individual Employee	
Educational Visits			

APPENDIX D: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Risk assessment - Evolve	For each trip	Educational Visits Co-ordinator	
Offsite Provision for pupils on roll/lettings			
Review of Security arrangements	Annually and as required	Headteacher	
Intruder Alarm	Daily	Caretaker	Accredited contractor
Record of CCTV Monitoring Servicing	Daily	Caretaker	Accredited contractor
Record of all visitors on the School premises	Every occasion	Receptionist	Contractors should check in/out, recording times.
Access Audit and Action Plan	Every 3 years and as required	Headteacher	