



# MALDON COURT

PREPARATORY SCHOOL

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# Health and Safety Policy

This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS

Reviewed September 2018 Mr Steve Guest  
Reviewed and Updated April 2023 Mrs Katharine Abrehart

## Definitions

The Proprietors - Mrs Loraine Guest, Mr Stephen Guest

The delegated persons – any member of the Senior Management Team

### I. Statement

This is the Health and Safety Policy Statement of Maldon Court Preparatory School and is issued in accordance with the *Health and Safety at Work Act (1974)* and the *DfE Health and Safety: responsibilities and duties for schools (2018)*. As Proprietors of Maldon Court Preparatory School, we fully realise our responsibility for providing a safe and healthy school for all our employees, pupils, parents and visitors by drawing up and implementing this Health and Safety policy. In our role as employer, we attach the highest priority to ensuring that all operations within the school environment are delivered in a manner that is safe and healthy for all. We are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Proprietors by overseeing health and safety. Day to day responsibility for the operation of health and safety is vested in the Headteacher and senior members of staff (delegated persons). Together they will:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Plan for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Maintain all areas under the control of the owners in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety to pupils through the PSHÉ curriculum.
- Provide and maintain adequate welfare facilities.
- Ensure health and safety on activities outside school in accordance with *Health and Safety on Educational Visits*

### 2. Responsibilities

The Proprietors and delegated persons will monitor the effectiveness of the health and safety policy and the practices described within it and revise and amend it, as necessary, on a regular basis.

The delegated persons shall:

- Assist the Proprietors in the implementation, monitoring and development of the safety policy within the school.

- Monitor general advice on safety matters given by relevant bodies and advice on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend appropriate remedial action.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.

All employees will be expected to: -

- Co-operate with their employers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this policy).
- Carry out activities in accordance with training and instructions.
- Review measures taken to ensure the health & safety of employees and pupils.

Risk reviews are undertaken as risks are identified as per the schedule at point 14 of this document. The findings of the risk review will be reported to the Senior Management Team and following consultation with the SMT and staff the appropriate action will be formulated. Action required to remove or control the risk will be approved by Mr S Guest. Staff will be consulted on the action taken to mitigate risks identified and may be included in the strategy for managing the identified risk. Please see 16a Risk Assessment Policy.

The Proprietors will be responsible for ensuring the action required is implemented and will check that the risks have been removed or reduced.

Risk Assessments will be reviewed at least once a term or when the work activity changes, whichever is soonest. The SMT and staff will be consulted during the assessment stage of the risk, all additional risks and actions will be added/changed where necessary. When a risk assessment has been completed all relevant staff are required to read and sign to say they understand the risks involved and all procedures that must be followed.

### **3. Health and Safety in the Curriculum**

Staff are to identify Health and Safety risks in areas of the curriculum and will complete risk assessments for these activities. The risk assessments will be reviewed by the Headteacher. Upon approval the risk assessments will then be issued to the staff member.

#### **4. Safe Equipment & Testing**

Mr. Guest will be responsible for ensuring that all equipment is serviced and maintained in accordance with the manufacturer's instructions and in accordance with any relative legislation. Any problems found should initially be reported to School Office Manager. (Refer to the O & M Manuals in School Office)

- Fire Extinguishers are maintained and checked by Chubb Fire Ltd on an annual basis and a certificate of conformity is displayed in the school office.
- Fire Alarms are tested each Monday morning in term time and the Smoke Alarms are tested on the first Monday of each month (throughout the year) by the Groundsman or in his absence Mr Guest and the test recorded on the relevant record sheet.
- Emergency lighting is tested every six months by the Site Manager/ Caretaker. (Main Building - Pre-Reception/ Reception/ ICT room and First floor corridor and dining rooms at present. New building all areas) Test records are kept in the Health & Safety Site file.
- Gas appliances are regularly maintained and serviced annually by Gas Safe Registered Engineers (refer to Site File).
- Electrical equipment is PAT Tested annually every April.
- The mains electrical equipment is tested every 5 years commencing January 2005
- The Fitness trail is inspected yearly and checked daily for any defects. All remedial action is taken to fix any defect that arise. All staff are made aware if the children are not permitted on the Fitness trail until all works are completed.
- The cold and hot water supply is tested weekly using temperature to ensure the water is within the safe limits to prevent Legionella. Annually, cold and hot water samples are tested in a laboratory to ensure there is no Legionella present. Please see site file 3

#### **5. Safe Handling and Use of Substances**

See Health & Safety Folder – School Office

COSHH data sheets on all substances that are hazardous to health are available online. Substances used within the school are for cleaning purposes only.

#### **6. Manual Handling**

Manual handling operations are undertaken in most activities within the school and do not involve a significant risk. If the load is considered small and light enough to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete a *Manual Handling Risk Assessment*.

It should be noted that when lifting boxes etc. the back should be kept straight and the lifting carried out by bending the knees and using the leg muscles. However, should an employee or pupil consider that there might be a risk of injury they should consider, in the first instance, seeking assistance from another employee or pupil.

A risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or pupil at risk of injury. (see *appendix B for the risk assessment form*)

## **7. Working at Height**

There is no requirement for any of our staff to work at height and ladders are not available on site. Staff have access to a step ladder of less than two feet for the purposes of putting up displays. Staff are not permitted to use tables or chairs for this purpose. The only persons working at height on site will be contractors who will be subject to their own employer's rules and procedures.

## **8. Contractors on School Premises.**

Only competent contractors approved by Mr. S Guest will be permitted to carry out works on the school premises.

Contractors carrying out work in the school and grounds are required to book in at the School Office on arrival (before work starts) and to sign out on departure. They must report their presence to Mr. S Guest or a delegated employee (*the school office staff*) who will agree a system of work with the contractors to meet health and safety standards and for monitoring the progress of work generally.

## **9. Information, Instruction, Training and Supervision**

The Health and Safety Law poster is displayed in the school office.

Health and Safety advice is available from Mr. S. Guest

Health and Safety guidelines for staff- initial induction training will be given by Mr S Guest or a Senior member of staff. For Newly Qualified Teachers, health and safety awareness will be carried out by their mentor.

Records of training will be maintained by the Headteacher in each staff members file which is kept in a locked cupboard in the Headteacher's office.

## **10. Accidents & First Aid**

The first aid kits are kept in the following locations:

- School Office
- Laundry Room
- Nursery
- Pre-Reception Classroom
- Reception Classroom
- School minibus
- Staffroom
- Kitchen
- Two off site first aid kits located in the disabled toilets

## **Arrangements for First Aid**

Senior First Aider:	Mrs J Wilkins Mrs G Mays
Paediatric First Aiders:	Mrs S Kennedy Mrs K Callaghan Mrs A Norton Miss L Jiggins Miss S Wayman Miss S Broadbridge Ms N Elweiler Miss Kerry O'Reilly Miss A Vaughan Mr R Coyle Miss N Hall Miss Lisa Hansell

### **Emergency Paediatric First Aider:**

Mrs J Wilkins  
Miss M Blackmore  
Mr K Thompson

### **Accidents to staff/ visitors/ volunteers**

Accidents or incidents involving staff are logged on the school's ScholarPack and an Incident/Accident form is also completed. Accidents or incidents involving visitors and volunteers are recorded on an Incident/Accident form which is kept in the school office. In order to comply with the GDPR, any personal details entered in the accident book must be kept confidential. Each record sheet is removed and stored securely in the School office. At the end of the school year these are archived into the cellar.

### **Accidents to pupils**

All accidents to pupils must be reported in the accident book. In order to comply with the GDPR, any personal details entered in the accident book must be kept confidential. Each record sheet is removed and stored securely in the School office. At the end of the school year these are archived into the cellar.

### **11. Children with medical Needs (Please also refer to First Aid Policy)**

We are informed of individual children's medical needs via the annual Medical Updates that parents / carers are asked to sign. The senior first aider collates a whole school overview of the individual children's medical needs, a copy of which goes into the Office Medical Folder, the Wrap Around Care folder, kitchen, playground First Aid kit, staff room and on ScholarPack. In order to comply with the GDPR, medical details will not be on display but in confidential folder. The PE teacher and form teachers are supplied with any medical information for the children they teach. Supply teachers will be made aware of the class medical needs by the school office.

## **12. Medical Protocols**

Medical protocols for individual children will be updated annually or more often if parents / carers inform us of any changes. These should be updated during a face to face meeting between a senior first aider and the child's parents / carers. Parents / carers will be asked to sign the protocol.

The medical protocol will be kept in the Medical Folder in the Office (signed master copy), The Wrap Around Care folder, off-site First Aid kit, on the school minibus (for those children who use the minibus in the mornings) and on ScholarPack. The PE teacher and that child's Form teacher also receive the medical protocol. Protocols for children who have a medical protocol for dietary needs should be kept confidentially in the kitchen. Supply teachers should be informed of children with medical protocols by the school office. All other staff should read the annually updated protocols and sign a form stating that they have read and understood the protocols.

## **13. Slips and Trips**

Trip and slip hazards are managed by restricting access to areas of the site with trip hazards, such as the basements and area behind the old school hall. Trip hazards on areas with free access are identified in daily, monthly and termly site inspections. If the trip hazard cannot be removed for example on steps and stairs the hazard will be visually identified with yellow and black warning tape. A record of the location of minor trips and falls is kept in the school office and this also assists in identifying and removing trip hazards.

A daily inspection of the playground is made by the caretaker and member of the school's SMT, should the level of risk of slips be deemed too high (for example due to ice) access to the area will be sealed off before the school opens.

## **14. Risk Assessments for taking children off site & Staff training.**

The EVC is Mrs Katharine Abrehart, all teachers and TA's are to read and take into consideration the advice set out in the [Health and Safety on educational Visits 2018](#) when planning and organising school trips and off-site activities. Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place, the activity must be authorised and the form signed by the Headteacher (see separate 16a Risk Assessment Policy). Staff required to complete a risk assessment will receive training in this area during their staff induction. Please see Educational Visit Policy.

## **15. Reporting of Contagious illnesses and conditions**

If a contagious illness is confirmed or suspected in school, we will inform the parents via ParentMail.

If a child has been ill overnight (diarrhoea or vomiting) they should not be in school until 48 hours has passed. Children will be unable to go swimming for 2 weeks following their last episode of diarrhoea.

If a child is ill in school (diarrhoea or vomiting), the parents are informed immediately and asked to collect their child. If a child has a rash of any description, the parents are phoned immediately and asked to take the child to a doctor. They will only be allowed back in school if the doctor agrees.

## **16. Reporting of Injuries, Diseases and Dangerous Occurrences - (RIDDOR 2013)**

Reportable injuries – Employees

- Fatalities
- Major Injuries (see below)
- Injuries leading to 3 days absence from normal work.

### **Reportable major injuries:**

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia, or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Reportable injuries - Pupils and Visitors**

As stated from the HSE:

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Please refer to the following document: [HSE Guidance - RIDDOR](#)



Reportable injuries - Self-employed persons at work on school premises. Any reportable accidents to self-employed persons at work on the School premises must be reported to the Headteacher.

### **Reportable occurrences:**

- Fire which leads to stoppage or suspension of normal work in the premises (including significant parts of the premises) for more than 24 hours.
- Electrical short circuit or overloading causing fire or explosion.
- Accidental release of any substance that may damage health.

### Reportable Diseases

For a list of reportable diseases log onto <https://www.hse.gov.uk/pubns/edis1.pdf>

## **17. Safe handling and disposing of Sharps**

Please see the separate Sharps Policy.

## **18. Monitoring and Reporting**

To check our working conditions, and ensure our safe working practices are being followed, we undertake the following health and safety reviews (see *Appendix C – form*).

- Daily – a daily check is made of the site by the caretaker and member of the SMT
- Daily EYFS checks completed by the Nursery Manager, PR and Reception class teachers
- Monthly – Monthly site inspections are made of the site by the caretaker
- Termly – Staff are given responsibility of specific areas of the site, for example a teacher will be responsible for their classroom. They will complete a termly health and safety inspection on their area of responsibility.

We will positively react to any findings. Any serious accidents on the school site will be investigated and the outcome will be reported to Mr Guest.

Staff may raise a health and safety query at any time and there is a simple form that may be completed to bring the issue to the attention of a member of the SMT.

## **19. Emergency Procedures – Fire and Evacuation**

Mr Guest, Proprietor, and Mrs Mason, Headteacher, will be responsible for ensuring the fire risk assessment is reviewed periodically and following any changes to the fabric of the building to ensure that a safe evacuation can take place.

Escape routes are checked termly (at the beginning of each term, prior to pupils return to school.)

Emergency evacuation will be tested at least once a term, which will be logged. All staff and pupils will take part and there will be a simulated evacuation problem to test the plan and evacuation routes. The simulation will be arranged by the Headteacher and the designated Health & Safety person, and not transmitted to any other person.

***The assembly point is: The main school playground.***

The following employees or delegated employees will undertake the following specified evacuation roles:

Office staff: Provide information to Emergency Services on arrival at the school gate.

Fire marshals: Check all internal toilets, non-teaching rooms (e.g. library, Form 6 common room) as noted on the drawings within the Fire Risk Policy, check the Computer suite and then exiting via the Form 4 doors and stairs

## **20. Bomb Threat**

This policy is to be followed in the event of a bomb threat. The building should be evacuated immediately (if the bomb is located within the building) and not returned until the relevant authorities have advised it is safe to do so.

**If a critical incident occurs a loud Klaxon will be set off (should be a handheld device).**

The whole school will evacuate out of the main gates, school door or the proprietors' house. All turn left and proceed quietly along Silver street to All Saints' Church. If there is a class in the Computing Suite, they will exit out of the nearest exit. Children in the Early Years area will exit through the main door by the Reception class.

The class registers, visitor and staff sign in sheets are to be taken to the place of refuge for all children and adults to be accounted for.

The Peripatetic teachers should take the children in their care directly to the church.

## **21. School Security**

Security of our site is maintained through the following provisions and protocols.

- There are two entrances to the school site. The front school door is bolted during school hours with a sign directing visitors to the main entrance.
- Access to the school for staff, pupils, parents and visitors is through the main entrance only.
- The main entrance is locked during school hours and access is managed through an intercom and CCTV which is relayed to the office. All persons granted access are required to report to the school office.
- Visitors are required to sign in and will be required to wear a visitor's ID with a red visitors lanyard.
- Staff members are required to wear their staff ID with green Maldon Court lanyards at all times.
- All adults on site without a clearly visible ID will be challenged by any member of staff.
- Parents on site will not be allowed to leave the school office area during school hours unless accompanied.
- CCTV operates throughout the school and covers both entrances and Silver Street, the approach to the school office from the main entrance is also monitored by CCTV.

## **22. Vehicle Access**

Access and movements of vehicles on the school site is not permitted during school hours, with the exception of emergency vehicles (Ambulance, Fire or Police). The only vehicles permitted access will be outside of school hours and under the direction of the office staff.

The school minibus remains off site and all children must be escorted on and off the minibus curb side near to the school gates.

Should there be a need for a vehicle to be on site, this will only be permitted after the hours of 3.25pm.

The following procedure must be followed:

- Office staff are informed of the company and time the vehicle will arrive.
- The gates will be opened by a Senior manager.
- The exits will be secured, or a physical barrier used to ensure no child or adult walks into the oncoming vehicle. The exits to be secured are:
  - Two dining room doors
  - Stairs leading to Forms 4 and 5
  - Slope leading to playground and Nursery
  - Forms 1, 2 and 3 opposite the dining room
- If the vehicle needs to leave the site before 6pm the exits are to be secured as above.

## **23. Occupational Health**

The health and welfare of our staff is important to the school. The following provisions are in place to help maintain a healthy and productive team.

### **Sickness and Return to Work Policy**

Please see the above policy for procedures in respect of staff sickness, returning to work and attendance management at the school

This policy sets out the importance of staff health and welfare. In summary, staff returning to work after a period of absence will attend a returning to work meeting with a member of the leadership team. During this meeting, a discussion will take place into the nature of the absence. Any indication that the absence was due to an injury at work will be noted here. This policy also advises school leaders on how to understand a Statement of Fitness for Work. Modifications to working arrangements will be taken to minimise the risk of further injury and will be agreed upon during this meeting. If these modifications cannot be reasonably be facilitated the staff member will not be able to return to work until a full Statement of Fitness to Work is received.

### **Managing Work Related Stress**

The school follows the HSE's advice on managing work related stress and the six primary sources of work-related stress are managed as follows.

**1 - Demands** – The school leaders operate an open-door policy for all our staff. Staff are actively encouraged to bring concerns about the demands of their role to a school leader's attention. MCPS staff work as part of a team and colleagues are encouraged to support and each other and if necessary, bring any concerns they may have for a colleague to the attention of the leadership team.

**2 - Control** – The nature of working within a school means that procedures and protocols must be observed. However, the school remains open to ideas and suggestions for improvements in the way things are done. Within these procedures and protocols staff are encouraged to be flexible and forward thinking in their work. Working together we hope all our employees have an appropriate degree of control in how they go about their duties.

**3 - Support** – Staff are supported with positive encouragement from school leaders, colleagues and from parents. We commit to further build upon this support with investments in the latest resources and facilities.

**4 - Relationships** - MCPS staff team are a hardworking and close team. We positively promote positive relationships amongst our staff. School leaders will always make themselves available should difficulties in staff relationships emerge and in working together an effective solution can almost always be found.

**5 - Role** – Staff roles are defined in their job description and their induction upon joining the school will clarify this further. Staff roles often overlap and the strong team ethos means that staff should never feel that their contributions are not valued. This is promoted again by an open leadership team who will always make themselves available should any colleague be unclear in their role.

**6 - Change** – The management of change plays a key role in effectively implementing changes and improvements across the school. The school leaders welcome staff suggestions and many changes are made as a direct result of staff feedback and suggestions. Where changes are going to be made within the school these will be relayed to staff through staff meetings. Training will always be given in new facilities introduced across the school.

## **24. Violence to Staff (Please also refer to Positive Behaviour Policy)**

Our school promotes an ethos of mutual respect and understanding between all staff, pupils and parents. Any display of violence towards any member of our staff will not be tolerated. As per the provisions of the Positive Behaviour Policy any assault on a member of staff will be dealt with by the Headteacher or Deputy Headteacher through an exclusion process.

Violence from adults is equally unacceptable and notwithstanding any police action any parent displaying violence towards a member of staff will be permanently excluded from the school site and consideration of the circumstances may result in the child's place at the school being withdrawn.

## 25. Management of Asbestos

Reference should be sought from the DfE 'Managing Asbestos in Schools 2015. An original asbestos report was commissioned in 2004. This has been subsequently updated due to the removal of asbestos products when the new school building was erected in 2014. The updated asbestos report is kept within the Health and Safety File.

## 26. School Minibus

Reference should be made to the DfE publication 'Guidance on the Requirement for Driving Minibuses'. The school minibus is registered with the Traffic Commissioner and is licenced as a Public Service Vehicle. As such the minibus can only be driven by persons holding a Driver Qualification Card. Currently as of September 2021 the authorised drivers are:

- Mr A Hilton
- Mr K Thompson

The Health and Safety Policy will be reviewed annually from September 2007

Signed ..... Date .....

Reviewed and Updated by Mrs K Abrehart April 2023

## HEALTH & SAFETY APPENDIX

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## APPENDIX A

List of chemicals used on site – All COSHH data sheets and Risk Assessment are available in the school office in addition to the following policy: *Control of Substances hazardous to Health (COSHH) Policy, March 2008.*

### COSHH – Hazardous Substances on Site

Name of Substance	Location	Risk Assessment Completed
Brakes hygienic washing up liquid	Kitchen/Staff room	✓
Clean IT	Cleaners bunker	✓
Dettol Anti-bacterial Spray	HT/School office	✓
Floor IT	Cleaners bunker	✓
Fresh IT	Cleaners bunker	✓
Scale IT	Cleaners bunker	✓
PHOS	Cleaners bunker/Kitchen	✓
SOLA-BAC	Cleaners bunker/Kitchen	✓
TRIO 100	Cleaners bunker/Kitchen	✓
UBIK 2000	Cleaners bunker/Kitchen	✓
VANQUISH	Cleaners bunker/Kitchen	✓
Milton Sterilising Fluid	Kitchen	✓
Soda Crystals	Bunker	✓
Ultra AX (For COVID)	Classrooms/office/bunker/kitchen	✓
Hycolin Antiviral Hand wash	Classrooms/bunker	✓

## APPENDIX B

### Manual Handling - Risk assessment Manual Handling Assessment Form

This risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or pupil at risk of injury. If the load is considered small and light enough as to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete this form. This assessment should be carried out with the aid and consultation of the operatives.

**Location:**

**Describe task:**

#### SECTION I

- Can the manual handling task be avoided?**
- by rearranging work procedures
  - by rearranging storage areas
  - by automating the process
  - other

Yes    N  
o


**If yes box marked at any of the above, specify requirements, ensure implementation and finish assessment by completing Section 8.**

If all No boxes ticked continue assessment. (Tick relevant boxes)

SECTION 2

		Yes	No
<b>The load;</b>	• is heavy		
	• is bulky		
	• is of an awkward shape		
	• is of large size		
	• has uneven weight distribution		
	• is hot /cold to touch		
	• is slippery		
	• is liable to shift (liquid/animate)		
	• has sharp edges		
	• has another hazard potential		

<b>The task involves;</b>	• twisting		
	• reaching		
	• stooping		
	• bending		

<b>The task involves;</b>	• lifting whilst seated		
	• holding/moving loads away from trunk		
	• lifting above head height		
	• excessive lowering distances		
	• excessive carrying distances		
	• repetition of movement		
	• a rate of work imposed by a process		
	• other hazardous factors		



**State level of risk assigned to this task at present**

**without any further risk reducing measure**

Low

Med

High

**Can the risks from the hazards identified by ticks in the yes boxes of section 2 be reduced by;**

- ordering smaller sizes/weights of product/load?
- dividing the load into more manageable and lighter sections?
- protecting hazardous areas of load (padding, packing etc.)
- the assistance of colleagues?
- the introduction of mechanical aids (sack truck, trolley, hoist, etc.)?
- rearranging the task procedures?
- the provision of personal protective equipment (hand, foot, head, other)?
- introducing rest periods?
- any other means?

Yes No

Yes	No

**Specify actions to be taken to reduce risk by methods denoted by crosses in yes boxes above:**



**Can the risk from factors highlighted in Section 4 be reduced by;**

Yes No

- reorganising area layout
- introducing mechanical aids
- increasing number of operatives
- building/maintenance work
- use of alternative route
- introducing rest periods
- providing protective clothing
- other means


**Specify actions to be taken to reduce risk by methods denoted by crosses in yes boxes above:**

SECTION 5 (a)

**Does any operative have an existing medical, or age, condition which may be adversely affected by performing the task? Such as**

Yes No

- previous muscular/skeletal injuries
- respiratory problems
- pregnancy or recent childbirth
- age
- other


**If any of the questions in Section 5(a) results in a Yes response it is suggested that the operative(s) should not be required to perform this task, without first consulting the Health & Safety Adviser.**



SECTION 7

**Details of the Safe System of work relayed to operatives (Method by which they are to carry out the task with the minimum of risk)**

**State overall risk level assigned to the task AFTER implementation of the risk reduction measures taken as a result of this risk assessment**

Low

Med

High  
N/A

**Is such risk level deemed to be at the lowest level reasonably practicable?**

Yes

No

**If no, state reason for acceptance of a higher level of risk (e.g. temporary whilst awaiting building works or finance):**

SECTION 8

**This assessment should be reviewed on**  **or immediately if any of the above circumstances change.**

**Assessor**

**Signature**

**Date**

SECTION 9

Once all risk reducing measures required to be taken as a result of this assessment are addressed and implemented a written safe system of work (as outlined in Section 7) should be documented on the appended **Safe System of Work (Manual Handling Operations)** form and a copy of that form given to the operative. His/her signature should be appended to the master copy which should be kept on file along with this risk assessment.

**WHEN COMPLETED THIS FORM SHOULD BE RETURNED TO THE SCHOOL SAFETY ADVISER/LINE MANAGER FOR ANY NECESSARY ACTION OR FILING.**

**Safe System of Work (Manual Handling Operations)**

Your duties may require that you be involved in the task described below, which contains within its certain hazardous elements of manual handling that have the potential to cause injury. This task has been subject to risk assessment and the following Safe System of Work developed to ensure that if followed the risk of injury is reduced to the lowest level reasonably practicable.

<b>Task description:</b>
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<b>Location(s):</b>
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<b>Safe System of Work:</b>
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<b>List any mechanical aids (e.g. trolleys) that must be used:</b>
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**I understand that I may be involved in the manual handling task covered by this safe system of work. I have read the above prescribed safe system of work, which I fully understand, and hereby undertake to adhere to in the interest of my own health and safety and that of others who may be affected by my actions.**

Name	Signature	Date

## APPENDIX C

### Health & Safety Reviews and Reporting Forms



#### Health and Safety Reporting Form

The Health and Safety of pupils, staff, parents and visitors is the **responsibility of every staff member**. If you notice a health and safety concern you must record it on this form and ensure steps have been taken to minimise the risk to others. All health and safety matters need to be reported to a member of the SMT. (Headteacher, Asst. Headteacher, Proprietor, SBM)

Date	Person Reporting	Issue <i>(Describe location and concern)</i>	Risk Level Identified <i>(see matrix)</i>	Actions Taken <i>(What actions have been taken to minimise any risk presented)</i>	Passed to? <i>(Which SMT member has this concern has been reported to)</i>	SMT Member Action Taken

To carry out a risk ranking simply multiply the likelihood by the severity.

Likelihood	Severity				
	Trivial	Minor Injury	Over 3 Day Injury	Major Injury	Incapacity or Death
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

After the multiplication you will be left with a number from 1 to 25 which you can match against the following table to get the Residual Risk i.e. the risk that remains after the controls are in place.

Priority

1	<b>Urgent Action - (Risk no 15 - 25)</b>
2	<b>High Priority - (Risk no 10 - 12)</b>
3	<b>Medium Priority - (Risk no 5 - 9)</b>
4	<b>Low Priority - (Risk no 2 - 4)</b>
5	<b>Very Low Priority - No Action Required (Risk no 1)</b>

# Morning Checklist

The actions below are to be completed by the school caretaker and a member of the SMT prior to the gates being opened each morning.

Week Commencing

Task	Monday		Tuesday		Wednesday		Thursday		Friday	
	Alan	SMT	Alan	SMT	Alan	SMT	Alan	SMT	Alan	SMT
<b>Main Building</b>										
Heating										
Lighting										
Running water										
Fire exits (unlocked and clear)										
Corridors clear										
Stairs clear										
<b>Coach House</b>										
Heating										
Lighting										
Running water										
Fire exits (unlocked and clear)										
Corridors clear										
<b>New Building</b>										
Heating										
Lighting										
Running Water										
Fire exits (unlocked and clear)										
Corridors Clear										
<b>Outside</b>										
Slope condition (close off if slip risk)										
Fences/gates closed										
Play equipment on playground safe										
Loose concrete										
Flowerbed - fox activity, dangerous plants										
Over hanging branches										
Playground condition (close off if slip risk)										
Fitness trail condition (close off if slip risk)										
Pre Reception Decking condition										
Fox activity (bushes, grassed area)										
Bin store (lids closed, cardboard neat)										
<b>Old Hall</b>										
Heating										
Lighting										
Condition										

## Daily Checks



# Monthly Checks

## Monthly Health & Safety Checklist

Date:

Location	Comments (see attached for details)	Checked
<b>MAIN BUILDING - GROUND FLOOR</b>		
Main Entrance Lobby		
Pre-Reception Classroom		
Pre-Reception Wet Area		
Reception Class		
Science Room		
Dining Room		
Kitchen		
Form 6 Classroom		
<b>MAIN BUILDING - FIRST FLOOR</b>		
Staircase / Half Landing		
First Floor Corridor		
Staff Room		
ICT Suite		
Form 6 Common Room		
Library		
Principal's Office		
LDD room		
Bursar's Office		
Form 4 Classroom		
Form 5 Classroom		
<b>COACH HOUSE - GROUND FLOOR</b>		
Form 1 Classroom		
Form 2 Classroom		
<b>COACH HOUSE - FIRST FLOOR</b>		
Staircase to Form 3		
Form 3 Classroom		
Resource Room		
<b>GROUNDS</b>		
Courtyard		
The Slope		
Bin Store		
Fitness Trail		
School Hall		
Main Playground		
Pre-Reception Decking Area		
Reception Play Area		
<b>Location</b>		
<b>Comments (see attached for details)</b>		
<b>Checked</b>		
<b>New School Hall Building - Top Floor</b>		
Entrance Slope		
Reception Area		
School Office		
Disabled Toilet		
Headteacher's Office		
Hall		
Store Room		
Lift/Cleaners Cupboard		
Stairway		
<b>New School Hall - Nursery Level</b>		
Entrance Area		
Disabled Toilet		
Staff changing/Laundry		
Coat Store		
Girls Toilets		
Boys Toilets		
Dry Store		
Nursery		
<b>New School Hall - Basement Level</b>		
Storage Room		
Alarm/Bolier Room		
<b>New School Hall Outside</b>		
Slope to Nursery		
Nursery Outdoor Area		
Steps to Activity Trail		
Activity Trail Outdoor Area		

Please report all issues on a Health and Safety Reporting Form.

**Signed**

**Date**

# Termly Checks

## Termly Health & Safety Checklist - Area:

Health & Safety across the whole school is the responsibility of all staff members. This checklist below is to be completed at the start of the half term for the classroom you work in. Please note this is not a maintenance request form. Please use it for health and safety issues only. Requests for maintenance should be made on the maintenance forms in the office. Any Health & Safety issues that arise after you have completed this form should be noted on a Health & Safety Reporting Form.

	Yes	Further Action Needed	N/A
<b>Slips and Trips</b>			
Is the internal flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, eg water, blood from cuts?			
<b>Falls</b>			
Windows condition			
<b>Furniture and Fixtures</b>			
Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is portable equipment stable, eg a TV set on a suitable trolley?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Electrical equipment and services</b>			
Are fixed electrical switches and plug sockets in good repair?			
Are all plugs and cables in good repair?			
Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
Has any damaged electrical equipment been taken out of service or replaced?			
<b>Computers and similar equipment</b>			
If you use computers as part of your job, has a workstation assessment been completed?			
Have pupils been advised about good practice when using computers?			
<b>Fire</b>			
If there are fire exit doors in the classroom, are they:			
• unobstructed;			
• kept unlocked; and			
• easy to open from the inside?			
Is fire-fighting equipment in place in the classroom?			
Are fire evacuation procedures clearly displayed?			
Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>			
Does the room have natural ventilation?			
Can a reasonable room temperature be maintained during use of the classroom?			
Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues	Yes	Further Action Needed	N/A

### Further Actions Needed

Hazards noted	Action taken and when

Name	Date
Location/Classroom	
Signature	