



Robert Blair School

Health and Safety Policy

Date Agreed: Jan 2026

Date of Next Review: Jan 2028

FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

Part I

Statement of Policy

1.1 Scope

This Policy is specific to Robert Blair School, it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff and pupils

- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- IV. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- VI. To ensure, as far as reasonably practicable, that education visits are undertaken as safely as possible
- VII. To formulate procedures for the use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- VIII. To lay down procedures to be followed in case of accident
- IX. To provide and maintain suitable and sufficient welfare facilities
- X. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- XI. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

1.4 **Statement of Intent**

See next page

Health and Safety Statement of Intent

Robert Blair School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Robert Blair School will adopt health and safety arrangements in line with Islington Borough Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of education activities.

Robert Blair School will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed:

Chair of the Governing body

Signed:

Head of School

Date of Policy: 2026

Robert Blair School

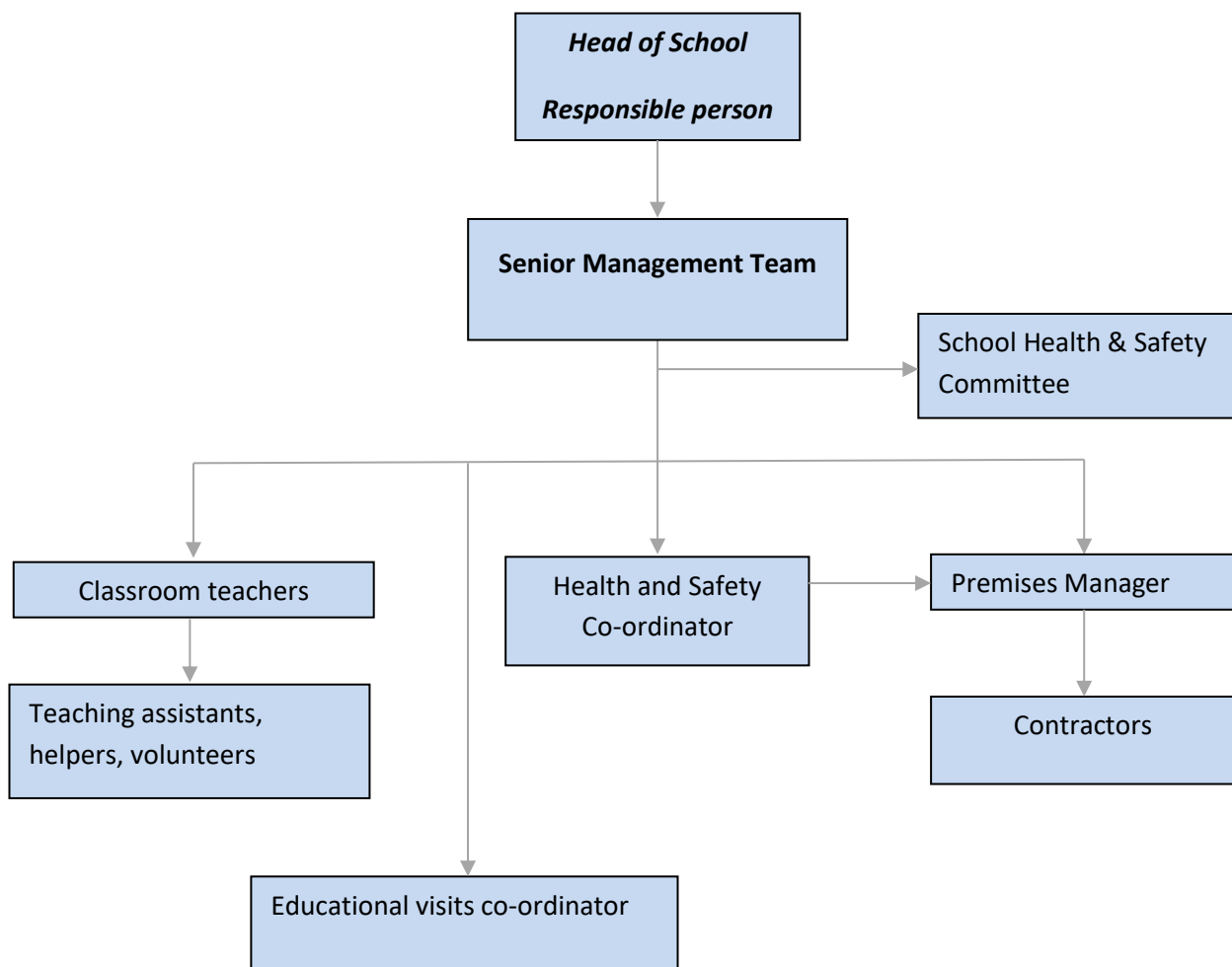
Health and Safety Policy

Part II

Organisation

School Governing Body





The School Health and Safety Committee consists of representatives of key management, trades unions and employees

Chair		TBC – Link governor for H&S
Members	1	Sara Liney – Head of School
	2	Sara Liney - Deputy Headteacher
	3	Lacka Rathore – School Business Manager
	4	Ron Jackman – Premises Manager
	5	NUT and or Unison representative(s)

Part II organisation

Local Management of Schools requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

2.1 General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outlines the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

2.2 Governors responsibilities

The governing bodies of the school are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

Consider the nomination of a named health and safety governor;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the headteacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the governing body meeting agenda;
- f. Co-operate with advice and directions issued by the council relating matters concerning Health and Safety or establish and adopt other equally effective measures; and

- g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

2.3 Headteachers' responsibilities

Head teachers will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The headteacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. Put in place effective arrangements for managing real health and safety risks at the school;
- c. Staff and visitors are aware of procedures and the precautions to follow;
- d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;
- e. Consider nominating a person to act as a focal point for health and safety within the school;
- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the council, including those associated with the assessment and appointment of contractors;
- g. To co-operation with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;
- i. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- j. That they keep themselves informed of the general requirements of Health & Safety and welfare legislation and standards relevant to premises and activities;
- k. That Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- l. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- m. Employees have access to the Health and Safety Executive "Health and Safety Law – What you should know" poster or the associated leaflet.
- n. Consult and work with recognised TU safety representatives/ employee representatives.

2.4 Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator. At Robert Blair School the co-ordinator is the school business manager, who will:

- a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
- b. Liaise with and report directly to the Headteacher on all matters of health and safety
- c. Ensure the day to day implementation of this Policy including the maintenance of appropriate risk assessments for school and seeking approval of the Headteacher for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. To liaise with Corporate health and safety in regard to health and safety matters

2.5 Premises Managers responsibilities

The Premises Manager has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working in the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. Asset management are consulted before any arrangements are initiated involving contractors undertaking work regarding:

- alteration to a buildings structure or its grounds;
 - substantial change to a buildings use (whether partially or wholly);
 - significant change to a buildings water or energy supply or environmental control systems; or
 - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- n. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. Common areas are safety inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

2.6 Employees (including temporary & volunteers) responsibilities

Robert Blair School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Inform your employer or a member of senior management team of any serious risks.
- f. In order to carry out the above, all employees must:
 - make themselves familiar with and comply with, relevant safety instructions at all times;
 - use approved personal protective equipment for the purpose for which it was supplied;
 - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
 - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
 - make full use of any system of work designed to reduce the risk of injury to themselves;

- not work under the influence of alcohol or drugs; and
- Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

2.7 Pupils/students responsibilities

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

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

2.8 Staff Safety Representative responsibilities

Health and Safety at work law provides for the appointment of **trade union appointed safety representatives from amongst the employees**. Where the governing body is notified in writing of such an appointment,

Robert Blair School recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. Robert Blair School will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- To make representation to management in respect to health, safety and welfare issues affecting employees;
- To inspect the workplace each quarter year;
- To investigate accidents, hazards and dangerous occurrences;
- To attend safety committees; and

- e. To support the council in the promotion of a positive health, safety and welfare culture.

EVC coordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources section.

Robert Blair Primary School

Health and Safety Policy

Part III

List of Arrangements for Implementation

(See Appendices for listings below)

- Appendix 1- Communication of health and safety procedures**
- Appendix 2- Accident, Incidents, Dangerous Occurrences and Near misses**
- Appendix 3- Asbestos**
- Appendix 4- Control of contractors**
- Appendix 5- Control of Substances Hazardous to health**
- Appendix 6- Display Screen Equipment**
- Appendix 7- Document Control**
- Appendix 8- Electricity at work**
- Appendix 9- Emergency procedures**
- Appendix 10- Fire Safety Management**
- Appendix 11- First Aid**
- Appendix 12- Legionella**
- Appendix 13- Lifting Operations and Lifting Equipment**
- Appendix 14- Management of health and safety**
- Appendix 15- Manual handling**
- Appendix 16- New and Expectant Mothers**
- Appendix 17- Noise at work**
- Appendix 18- Personal protective equipment**
- Appendix 19- Safety Representatives and consultation**
- Appendix 20- Site security**
- Appendix 21- Stress at work**
- Appendix 22- Training**
- Appendix 23- Violence and aggression**
- Appendix 24- Visitors**
- Appendix 25- Work Experience**
- Appendix 26- Environmental compliance**
- Appendix 27- Health and Safety wellbeing and Absence management**
- Appendix 28- Catering and food hygiene**
- Appendix 29- Premises Maintenance contracts**
- Appendix 30- Vehicles on site**
- Appendix 31- Lettings**

Robert Blair Primary School

Health and Safety Policy

Part IV

Inspections, Monitoring, Audit and Review of Performance

4.1 Inspection

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

4.2 Monitoring Systems

- a) The School Health and Safety Committee will meet at least once per term and usually following termly inspection so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
- c) The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for the health and Safety issues arising.

4.3 Audit and Review of Performance

- a) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi annual self-assessment audit carried out in the years that a formal audit is not being carried out.

4.4 Third Party Monitoring/Inspections

- a) The school will be subject to third party inspection and monitoring as follows:
 - As part of Ofsted requirements
 - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

4.5 Policy Implementation and Review

Policy effective from: Jan 2026

Next policy review date: Jan 2028

Appendices

- Appendix 1- Communication of health and safety procedures**
- Appendix 2- Accident, Incidents, Dangerous Occurrences and Near misses**
- Appendix 3- Asbestos**
- Appendix 4- Control of contractors**
- Appendix 5- Control of Substances Hazardous to health**
- Appendix 6- Display Screen Equipment**
- Appendix 7- Document Control**
- Appendix 8- Electricity at work**
- Appendix 9- Emergency procedures**
- Appendix 10- Fire Safety Management**
- Appendix 11- First Aid**
- Appendix 12- Legionella**
- Appendix 13- Lifting Operations and Lifting Equipment**
- Appendix 14- Management of health and safety**
- Appendix 15- Manual handling**
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- Appendix 30- Vehicles on site**
- Appendix 31- Lettings**

Appendix 1- Communication of health and safety procedures

Consultation

The full Governors' Resources Committee meet termly and Health & Safety is a standing agenda item. The staff Health & Safety Committee will also meet termly to monitor reports, accidents etc. Action points from meetings are brought forward for review by School Leadership Team.

Communication of Information

The Health and Safety Law poster is displayed in the entrance hall, school office, in the staffroom and PPA room (second floor).
H&S meetings take place at least twice a year with the Premises Manager and the Governor with responsibility for Health & Safety.

Appendix 2- Accident, Incidents, Dangerous Occurrences and Near misses

Accidents:

All but the most minor lunchtime accidents should be reported to the class teacher. All head bumps are reported to parents/carers in a written note. Written notes of any First Aid are stored in the medical room. Any injuries to the face/head result in parents/carers being contacted by telephone to inform them, however minor. Accidents resulting in a hospital visit are reported to the Local Authority (LA) using the IRIS on-line reporting system.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In accordance with the Local Authority Accident/Incident Reporting Procedure employees must report on IRIS:

- Accidents, dangerous occurrences, and near misses.
- Violent incidents and verbal abuse.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Islington Corporate Health and Safety Consultancy via the IRIS on-line reporting system. The LA will advise on incidents that require a RIDDOR notification.

Hazards are reported to SLT or site staff as a matter of urgency or the hazard removed by a member of staff. Near misses are recorded and regularly reviewed by the senior staff.

Appendix 3- Asbestos

The Council **Asbestos Policy**, available in the health and safety manual will be followed. The **Asbestos register** is held in the Premises Manager's Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the Council's Asbestos Team.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager and the Headteacher.

Appendix 4- Control of contractors

Contractors are selected according to LB Islington guidelines, bids submitted, previous work history & quality of product. Work is monitored by the Premises Manager.

All contractors must report to the school office where they will be asked to sign into the electronic entry system & show photo-ID and present their DSB details where applicable.

Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work and DBS information.

Most cleaning is undertaken when children are not on site.

An annual cleaning contract is in place. This contract is monitored by the Premises Manager and School Business Manager and all problems are reported back to the cleaning company area manager.

List of contractors

Gas Escape:	National Gas Emergency Service 0800 111 999
Power Failure:	SSE Energy 105
Fire extinguishers:	Direct Fire Protection 01634 570571
Fire alarm:	Custom Safety Systems 01474 708550
Emergency Lighting:	Custom Safety Systems 01474 708550
PAT Testing:	PKL Electrical Services Ltd 07971 007804
Play Equipment:	Dave Stone School Grounds Consultancy 07525 659171
Boilers:	Aston Heating 01708 742046
Ventilation & Air Con: (cleaning)	Aqua Blue – 020 8680 2094
Kitchen Equipment:	Catech Catering Technical Solutions 01462 412546
Legionella:	H2O 0207527 2000
Waste Disposal:	LBI 020 7527 2000
Cardboard Recycling:	020 7527 2000
Food Waste:	LBI 020 7527 5157
Cleaning:	Aqua Blue – 020 8680 2094

Appendix 5- Control of Substances Hazardous to Health

Within curriculum areas (in particular Science, Design & Technology (DT) and Art) the subject leaders are responsible for the control of substances hazardous to health and ensuring that **risk assessments** are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2004**” (the “COSHH” Regulations).

In all other areas the nominated person(s) responsible for substances hazardous to health are the Premises Manager and the Cleaning Supervisor.

They shall ensure:

- ❖ A register of all hazardous substances used on site is compiled and regularly reviewed.
- ❖ All such items must be securely stored.
- ❖ Material safety data sheets are obtained from the relevant supplier for all such materials.
- ❖ Risk assessments are conducted for the use of hazardous substances.
- ❖ all chemicals are appropriately and securely stored out of the reach of children
- ❖ All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- ❖ Suitable personal protective equipment (PPE) has been identified and available for use.

Personal Protective Equipment is to be provided free of charge where the need is identified as part of the risk assessment.

Material Safety Data Sheets for Chemicals and flammable substances will be kept by Premises Manager for consultation.

Appendix 6- Display Screen Equipment

All staff who habitually use computers as a significant part of their normal work.

(Significant is taken to be continuous / near continuous spells of an hour at a time)

E.g. admin staff, bursars, members of the Leadership Team etc shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Appendix 7- Document Control

The school shall establish and maintain procedures for controlling all occupational health and safety related documents and ensure that organisational responsibilities are based on requirements/guidance identified in BS OHSAS 18001.

Appendix 8- Electricity at work

Safety testing for schools equipment and appliance testing is arranged by the site manager.

Portable electrical appliances are annually PAT tested arranged by Site Manager.

A periodic electrical check for fixed electrical installation will be done every 5 years arranged by Site Manager.

Faulty equipment is reported to the Site Manager immediately and removed if necessary.

Appendix 9- Emergency procedures (See further documents attached)

The Headteacher is responsible for ensuring the **fire risk assessment** is undertaken and implemented. The fire risk assessment is located in the Business Manager's Office and reviewed on an annual basis.

Fire Fighting Equipment is located at all main exits, on corridors and in the School Kitchen and Boiler Rooms. This equipment should only be used if the user feels confident in using the allocated extinguisher. Safety should always be the first priority.

Fire Instructions

These documents are made available to all staff and included in the schools induction process.

An outline of **evacuation procedures** are made available to all contractors / visitors and are posted throughout the site entrances and corridors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and on the wall in every classroom. These procedures will be reviewed at least annually. Planned fire evacuation procedures take place termly and are reported to Governors.

Emergency contact and key holder details are maintained by the Site Manager and the Head teacher.

Emergency contact and key holder details are maintained by the Site Manager and Head Teacher.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire Log Book. These will be reported to Governors in the Headteacher's termly report.

Fire Fighting

The safe evacuation of all persons is an absolute priority. Staff may only attempt to deal with small fires,

- ❖ If it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- ❖ Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff have received basic instruction, of the type and location, of portable firefighting equipment and in its correct use. Regular training is arranged for all staff via the Smartlog application.

Upon the event of an alarm activation, the Premises Manager will check the fire panel to determine the location of the activation. The Alarm monitoring company (Custom Safety) contact the premises manager by telephone (work mobile) to check the validity of the activation. Unless otherwise instructed the Fire Brigade is despatched.

Gas Escape and Power failure

Any Mains Power Failure or suspected Gas escape must be reported to the Headteacher and Premises Manager. If deemed necessary, the Premises Manager will then call the appropriate Emergency Service.

Lock Down Procedure:

A lock Down Procedure will be undertaken in conjunction with Fire Drills. Staff must ensure that all Doors and Windows are closed.

Details of service isolation points (i.e. gas, water, electricity)

Gas – Boiler room

Water – Boiler room and car park entrance to left of gate

Electricity – Electrical intake cupboard, ground floor to left of HT office stairs

Appendix 10- Fire Safety Management

TESTING OF THE FIRE ALARM & EMERGENCY LIGHTING SYSTEMS

Fire alarm call points and Emergency lighting units will be tested weekly in rotation by the Premises Team and a record kept in the Fire log book, which is located in the Premises Manager's Office.

There is a contract in place for regular servicing/maintenance of the fire alarm and Emergency Lighting systems.

Smoke and heat detectors are tested on a six monthly basis.

Any defects on the system must be reported immediately to the Service Contractor.

INSPECTION OF FIRE FIGHTING EQUIPMENT

There is an annual maintenance/service contract in place for all firefighting equipment. The Premises Team carry out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Maintenance Contractor.

MEANS OF ESCAPE

All staff will carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational. Premises Team check Fire Exits during the evening lock.

SMOKING ON SITE

The School has a no smoking on site policy.

Appendix 11- First Aid and Medical

First Aid

First Aid boxes are located on the roof-top playground, in the corridors at the 'T' section on the first and second floors, in the children's centre, nursery and first aid rooms on the ground floor. Portable first aid kits are available to take on trips from the Medical Room.

The HLTA are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least half termly.

A list of all first aiders is displayed around the school.

If a child is sick they are cared for in the Isolation Room by a first aider until a parent arrives.

Trained to deliver first aid at work level:

A list is kept on display in the school offices and staffroom. The School Business Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

A first aider is on duty in the playground at play times and lunch times. A first aider accompanies the children on every visit off site. The first aider will be responsible for taking children's medication on school trips.

Transport to hospital

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

Records

All first aid treatments carried out are recorded in files kept in the first aid room for KS2 & KS1 and in individual rooms for Under 5s. Accident forms are filed in the Medical Room.

Administration of medicines

The school accepts the need for some pupils to receive medication during school hours. This will mainly include inhalers for asthma or for a specific medical condition. All staff holding first aid certificates are authorised to administer medication.

Only medication prescribed by the doctor will be accepted for administration, this will be accepted with written authorisation from the parent or guardian.

A fridge to keep medicines is located in the staff room and regular medication such as EpiPens are stored in the pupils' classroom. Medication will be stored in a secure place in the welfare room in a labelled box. Ref: **Medication policy**.

Infectious disease

If a child has an upset stomach it is the requirement of the Local Authority that the child is absent from school for 48 hours. When parents/cares inform the school that there is an outbreak of measles, mumps, rubella, hand, foot and mouth etc. the school informs the parents/carers by text, letter or newsletter that there is an infectious disease outbreak in school. Pregnant staff are informed and advised to get medical advice. The school seeks advice from the School Nurse. In the event of a pandemic the LA provide appropriate advice.

Appendix 12- Legionella

The school complies with advice on the potential risks from legionella as identified in the **Council policy and health and safety manual**.

The Premises Manager will be responsible for identifying and flushing rarely used outlets on a monthly basis and after school holiday periods.

Where necessary water temperature checks will be undertaken on a monthly basis.

The Premises Team will ensure that any shower heads or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held to monitor water hygiene and complete **legionella risk assessments**.

Monthly readings are sent to the monitoring body and records are kept by the Premises Manager.

Appendix 13- Lifting Operations and Lifting Equipment

The school complies with advice on the potential risks from lifting operations and lifting equipment as identified in the **Council policy and health and safety manual**.

Appendix 14- Management of Health and Safety

- ❖ A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Business Manager and the Premises Manager.
- ❖ Twice a year Health and Safety inspection/meeting is carried out with a school governor.

Findings will be reported at the governors' Resource Committee and full governing body meetings. The Headteacher, Business Manager and Premises Manager will meet at least once every term to discuss premises issues including health and safety issues. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager, or delegated to the Premises Manager.

H&S Training and Competence

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- re-training in response to any significant update or change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the School Business Manager, , who, together with the Headteacher, is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

Work Equipment

All staff are required to report to the Site Manager/Assistant any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal, after the office staff have been informed.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Curriculum

All staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Headteacher ensure that risk assessments are carried out by the Premises Manager, who will identify any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

General Risk Assessments

The school risk assessments will be co-ordinated by the School Business Manager and carried out by the Premises Manager

Generic risk assessments from the Council will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by members of the LT or the Premises Manager and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Business Manager's office. Risk Assessments relating to educational visits are held electronically on EVOLVE.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk Assessments

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the school business manager using the generic risk assessment provided by the Council and updated monthly.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant class teacher or subject co-ordinators using relevant Health and Safety Codes of Practice for Design & Technology, Science, and Art, PE etc.

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work at height

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head Teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Inform the Premises Manager that they are on site.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.
- A buddy system is in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.) In most cases these visits should take place in pairs.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- The risks from fragile surfaces is properly controlled.

Offsite Visits

Offsite visits will be organised following guidance contained in the **Council's Offsite Visits Manual**.

All Offsite Visit activities must be risk assessed using relevant school forms and handed to the Headteacher 2 weeks prior to the visit, these assessments are monitored and reviewed by the Headteacher or the EVC.

The following visits must also be approved by the CYPL director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

Slips trips and falls

In school all wet floors are cleared and wiped with hazard notices placed appropriately. Slips trips and falls are treated as accidents and information recorded as indicated in the **school's Accident Procedures**. All staff are responsible for noticing any potential slips, trips and falls. In the school grounds site staff monitor slippery patches and grit accordingly.

Glass and Glazing

All glass should be toughened Georgian safety glass where possible and/or safety film attached to the surface. Any breakages should be repaired ASAP or made safe until repairs can be made.

Windows should be double glazed and treated with heat reflective film.

Snow and Ice

In the event of snow and Ice on the pathways and playgrounds, the Premises Manager will endeavour to create clear footpaths for access into the school. Once this has been achieved, the main playgrounds will be cleared as best as possible.

Rock-salt is supplied by the school along with the appropriate dispenser and staff should wear appropriate protection.

Appendix 15- Manual handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Premises Manager.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Appendix 16- New and Expectant Mothers

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant when they deem it necessary.

A risk assessment will be undertaken and reviewed on a regular basis as the pregnancy progresses.

Appendix 17- Noise at work

A Risk assessment should be completed for all music lessons that involve excessive noise.

Appendix 18- Personal protective equipment

PPE should be worn at all times if required by the Risk Assessment. And will be provided by the school FOC. Goggles, masks, gloves etc. can be obtained from the Premises Office or school Offices.

A Risk assessment should be undertaken for all works before any work starts and based on this information, all precautions must be adhered to.

Appendix 19- Safety Representatives and consultation

The Corporate Health and Safety Consultancy provide competent health and safety advice for the school.

Appendix 20- Site security

Risks to security of the premises and property are assessed through the risk assessment process.

All members of the Senior Leadership Team are available in case of an emergency.

There is **procedure in place for locking and unlocking gates** and automatic gates are on a time switch.

There is a **lockdown procedure** in place. There are **procedures in place to manage all visitors** to the school with an electronic sign in system at the main office. Contractors, maintenance engineers are not permitted to work unaccompanied on site unless the company has supplied us with DBS names and dates. Children are forbidden to access certain areas and are constantly supervised. On open mornings parents/carers are required to sign in and out. In the Nursery and children's centre there is an adult on the exit door to ensure all children enter and exit with their parent/carer and staff hand children to the correct adult at the end of the day. There is a strict policy of not allowing a child to go with anyone under 14 years of age or with an unknown adult or someone a parent has not informed the school they will be picking up.

The school gates are closed at 9am. After this time the children must enter the school by the school office.

No child should be left unsupervised at any time.

Appendix 21- Stress at work

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE and the Council's management standards.

There are systems in place within the school for responding to individual concerns, which include the Staff Well-being Policy, supervision and performance management meetings, informal meeting with line managers etc. and mentoring. Also staff are able to speak to the Headteacher/ Senior Management. There is also membership of the employee assistance programme.

Appendix 22- Training

Robert Blair School believes that the people it employs are its greatest asset.

The School provides a proactive approach in creating a learning environment, to ensure continuous improvement and to enable everyone the opportunity to fulfil their

potential in order to:

- Enable employees to perform their current duties successfully and to a higher standard
- Develop a high performing school
- Encourage the personal and professional development of all staff
- Ensure staff receives the development they need to advance in their career.
- Working effectively as a team

Individual Learning and Development needs will be identified, planned and supported through the observations, supervision and appraisal process.

Appendix 23- Violence and aggression

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.

The risk areas are the school reception area and possibly classrooms during open evenings. Staff should leave doors open and be aware of who is working around them.

Appendix 24- Visitors

Supply teachers are supported by the Deputy Headteacher or neighbouring class teacher. Volunteers and Parent helpers have induction and are required to read relevant policies. They are made aware of Fire evacuation, confidentiality, mobile phone and camera use and safeguarding as well as Health and Safety issues.

See **Visitors and Volunteers Policy**.

Appendix 25- Work Experience

Students receive induction training and are allocated a class to work in with the class teacher as a mentor. See **Work Experience Risk Assessment**.

Appendix 26- Environmental Compliance

The school seeks to fulfil its waste management objectives through:

- using only what is needed
- seeking alternatives where possible
- recycling as much as practicable
- disposing of as little as necessary.
- Ensure that a contract for waste disposal is in place, with an appropriate, certified company.

Details of companies and Charities should be taken when recycling equipment.

Appendix 27- Health and Wellbeing and Absence management

See **Staff Sickness Absence Policy** which explains policy and procedures in these areas. All staff are eligible for well-being support such as counselling and stress management support.

Appendix 28- Catering and food hygiene

Kitchen equipment should be maintained on a regular basis and any damage or maintenance issues should be reported to the Premises Manager immediately.

An annual contract is in place for the servicing of equipment and gas safety.

A gas Safety certificate should be kept on site in the Premises Team office.

A regular cleaning regime is in place for the extractor fan filters.

Appendix 29- Premises maintenance contracts

Playground Supervision/Play Equipment Maintenance

Internal and External play equipment will only be used when supervised. Such equipment will be inspected by a certified contractor on an annual basis and before each activity session by a member of staff.

Mechanical and Electrical / Fixed and Portable

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted, by a qualified/certified company, annually.

Major fixed wiring circuits will be checked at least once every five years.

Ventilation

Any local exhaust ventilation (LEV) and Air Conditioning provided shall be inspected at least every 14 months.

Boilers and Heating Systems

A service/maintenance contract is in place for Boilers, Radiators and Hot Water Cylinders to be inspected twice per year.

Gas and Electrical Appliances

Gas and electrical appliances are subject to an annual service contract and Gas Soundness is carried out on Kitchen equipment, Boilers, Water Heaters and Gas Meters.

Certificates should be kept in the Premises Office or Business Manager's Office.

Appendix 30- Vehicles on site

Staff have allocated places in the staff car park. Visitors and staff wishing to use the car park occasionally should book a space with admin staff. Parking should only take place in marked spaces allowing space for emergency vehicles to get into the car park if necessary.

The gates are kept locked during the school day and a key may be borrowed from Reception. The car park should not be used as a cut through for pedestrians and children should not be in the car park unless they are accompanied by an adult.

Vehicles are only allowed in the car park and nowhere else on site. All car park spaces are booked, whether regularly or occasionally, through admin staff. No other vehicles are permitted on site in school hours. The only exception are grounds maintenance, theatre groups, emergency services, urgent contractors etc.

Appendix 31- Lettings

Lettings are managed by the School Business Manager following council guidance.

See School Lettings Policy.