

# ECS Health and Safety Policy



**The Inspire Multi Academy  
Trust (South West)  
March 2025**



## Statement of Intent

1. This is a Statement of Organisation and Arrangements for Ernesettle Community School (the School). The statement does not replace Plymouth City Council's General Statement of Policy to which the Trust subscribes but is supplementary to it for the benefit of all users of the premises. The Inspire Multi Academy Trust (South West) buys back the Health & Safety Support of the Local Authority and that of a Compliance Officer therefore adopts the policies and practices of Plymouth City Council for Health & Safety.
2. Ernesettle Community School will, so far as is reasonably practicable, ensure the health, safety and wellbeing at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.
3. The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc. Act 1974 (HASWA) and associated Regulations.
4. The School will, so far as is reasonably practicable:
  - ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities.
  - ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice.
  - ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
  - provide and maintain plant and systems of work that are safe and without risks to health.
  - make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - maintain any place of work under its control in a condition that is safe and without risks to health.
  - provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
  - provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises.
  - provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work.
  - give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.
  - make arrangements for the provision of a suitable occupational health service for staff.
  - monitor health and safety performance to verify that the School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.
  - develop and maintain a positive and proactive health and safety culture.
5. The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
6. The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
7. The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School.
8. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Executive Headteacher and nominated members of the Trust/Local Advisory Board.

9. This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.
10. All contractors and consultants working for The School are required to comply with this Policy.
11. The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
12. The School will review this Policy Statement annually.
13. The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

## ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Please see Trust Health and Safety Policy for the arrangements of the managements of the Health, Safety and Welfare for The Inspire Multi Academy Trust (South West).

Below are the responsibilities of different groups under this Policy pertinent to Ernesettle Community School:

### **The Local Governing Body**

The Local Governing Body for each school will ensure that:

- The Executive Headteacher produces a school health and safety policy for the academy for approval and adoption by the governing body and review on an annual basis,
- Receive reports from the Executive Headteacher on HSW performance and ensure that any findings are acted on,
- Ensure that suitable and sufficient risk assessments are carried out for school activities,
- Ensure that sufficient funding is allocated for health and safety eg. in respect of training, protective equipment and any remedial work/service and maintenance of building,
- Ensure that regular termly safety inspections are undertaken and ensure that buildings are maintained to a safe standard,
- Inspection and investigation reports, including those from trade union health and safety representatives are considered and acted on,
- Health and Safety is a standing item on all agendas,
- A positive health and safety culture is established and maintained.

### **The Chief Executive Officer/Executive Headteacher**

The Chief Executive Officer/Executive Headteacher holds the overall executive responsibility to ensure HSW management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the HSW of all employees and that of the Trust's pupils, contractors, volunteers and members of the public.

To achieve these goals, the Chief Executive Officer/Executive Headteacher will:

- set objectives and monitor management performance to verify that senior leaders are meeting their HSW accountabilities,
- ensure that the necessary financial and other resources are provided to meet the Trust's objectives for HSW,
- introduce and participate in appropriate means of consultation and communication with employees and their HSW representatives,
- ensure that adequate competent HSW advice and assistance is available to undertake the measures needed to comply with statutory requirements,
- ensure that HSW issues are given equal priority with other management issues,
- ensure that arrangements are put in place to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements,
- ensure Trust funded and organised projects will comply with legislative requirements,
- ensure that each establishment within the Trust has in place current documented emergency procedures,
- ensure arrangements are in place to monitor HSW performance within the Trust through establishing systems of inspection, audit and review.

### **Finance Director (External)**

The Finance Director is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the HSW objectives of the Trust.

In particular, the Finance Director will:

- ensure they have sufficient understanding of this policy and its associated arrangements,
- provide positive leadership and a visible commitment to the Trust's HSW Policy commitments,
- ensure that information necessary on financial and other resources is provided to facilitate and meet the strategic HSW objectives of the Trust,

## **Senior Administrator**

To meet the duties and responsibilities delegated by the CEO/Executive Headteacher, the Senior Administrator has day-to-day responsibility for HSW Coordination within the Trust.

In particular, the Senior Administrator will:

- ensure that relevant leaders and staff receive advice and support to enable the successful management of HSW, including the provision of updates on new legislation, best practice and approved codes of practice,
- coordinate arrangements to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review; and ensure improvements are made on the findings of monitoring activities,
- coordinate HSW training needs within the establishment/cluster to ensure that staff are competent to fulfil their respective job roles,
- ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are carried out, recorded and investigated in accordance with Trust arrangements,
- ensure that risk assessments are undertaken in line with Plymouth City Council procedures and Trust arrangements,
- coordinate written emergency procedures for each site, including lockdown arrangements,
- where the establishment shares facilities with other employing organisations, ensure that there are arrangements for communicating and co-ordinating effective emergency planning.

## **Facilities Management**

- ensure that reasonable precautions are taken to provide a healthy and safe working environment,
- maintain, update and review Asset Management Plans for Trust buildings to ensure their ongoing safe condition and compliance,
- provide asset management systems as means of staff reporting dangerous defects in Trust premises,
- provide a means for premises staff to maintain the safety of premises by assisting them in planning and managing ongoing building compliance,

## **Headteacher**

To meet the duties and responsibilities delegated by the Chief Executive Office/Executive Headteacher, Schools' Leadership has the day-to-day responsibility for HSW management within their individual school.

In particular, Headteachers/Head of Schools will:

- ensure they have sufficient understanding of the Trust's HSW Policy, as well as the individual HSW Policies and specific arrangements relating to their school, and bring it to the attention of all staff,
- ensure that this policy and its associated arrangements are implemented and complied with in respect of teaching and learning activities,
- cooperate with Trust Senior Administrator in respect of monitoring, auditing and reviewing HSW arrangements within the teaching and learning functions,
- communicate the policy and other appropriate HSW information to all relevant people including contracted staff delivering teaching and learning activities as part of the school curriculum,
- ensure that Unit Leaders and academic staff within their area of responsibility are equipped and trained to undertake risk assessments of any significant hazards presented by teaching and learning activities delivered by these establishments,
- ensure that risk assessments are undertaken in line with Trust policy and arrangements,
- bringing deficiencies in premises, or fixed plant or equipment to the attention of Facilities Staff,
- report to the CEO/Executive Headteacher, any significant risks or policy requirements which cannot be met within the school budgets.

## **Senior Assistant Headteachers/Assistant Headteachers/Unit Leaders**

All Senior Leaders have specific delegated tasks in relation to health & safety management within their individual schools.

They will:

- apply the arrangements described in this HSW policy to their own area of responsibility, including the arrangements described in any associated guidance notes and that of their own school HSW policy,
- undertake risk assessments for the people, work areas, equipment and substances and work activities for which they are responsible, that the findings are recorded in writing and that identified control measures are implemented as described. In discharging this duty, Assistant Headteachers and Unit Leaders may seek assistance through the Senior Administrator.
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively,
- provide sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own HSW.
- ensure that staff under their control are aware of and follow any externally adopted HSW guidance from sources such as Plymouth City Council HSW Service, CLEAPSS, AfPE etc.
- ensure that all equipment within their area of responsibility is maintained in a safe condition via a process of inspection and maintenance. In discharging this duty, Senior Leader may seek assistance from the Senior Administrator,
- take appropriate action on health, safety and welfare issues referred to them, informing the Heads of Schools of any problems they are unable to resolve within the resources available to them,
- Ensure all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Duties of all Members of Staff**

Under the Health and Safety at Work Act etc. 1974 all employees have HSW responsibilities; they are obliged to take care of their own HSW whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have responsibility to:

- take reasonable care for the HSW of themselves and others in undertaking their work,
- comply with the Trust's and local School HSW Policy arrangements at all times,
- report all accidents and incidents in line with the reporting procedure,
- co-operate with Trust management on all matters relating to HSW,
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare,
- report all defects in the condition of premises or equipment and any HSW concerns immediately to their line manager,
- ensure that they only use equipment or machinery that they are competent / have been trained to use,
- undertake works tasks in accordance with training including making use of all necessary control measures and personal protective equipment provided for reasons of safety or health.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the HSW of themselves and others,
- observe standards of behaviour and dress consistent with safety and/or hygiene,
- observe all the HSW rules of the school and, in particular, the instructions of staff given in an emergency,
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' HSW.

### **Contractors and Partner Organisations**

All contractors and partner organisations delivering services to the Trust will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant matters,

- identify and control any risks arising from their activities and inform the Trust management of any risk that may affect the staff, pupils and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

### **Trade Union Health & Safety Representatives**

The Trust recognises Teaching and Support Staff Trade Unions.

The Trust Human Resources and Operations Director is responsible for liaising with the Trade Unions on the Trust's behalf.

The Trust has made arrangements with the recognised trade unions for the appointment, training and provision of facilities for safety representatives.

The Trust will receive reports, issues or recommendations, as well as disputes not resolved through other routes, from Safety Representatives concerning the wider aspects of HSW.

Trade union safety representatives/other appropriate persons within the Trust have agreed to represent all employees' HSW interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.

The Trust continues to engage an external specialist HSW advisory service from Plymouth City Council and, also commissions an Occupational Health. Plymouth City Council HSW Service acts as the Trust's 'competent person' as required by Regulation 7 of the Management of Health & Safety at Work regulations 1999. This policy, along with its associated arrangements, is therefore informed by the guidance and information from this service. A list of these guidance documents is available in Appendix 1.

In relation to occupational health, an external service provider, MediGold, has been commissioned and is responsible for providing a range of information, services and advice to the Trust on workplace health and wellbeing needs by:

- providing advice and information relevant to health and wellbeing needs at work
- advising and assisting managers in managing sickness absence
- having a robust commitment to compliance with the protection of employee confidentiality

### **Visitors and Other Users of the Premises**

Where facilities are shared, the School should ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, eg. youth services, adult and community learning, catering and cleaning contractors.

The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises/workplaces.

All visitors must comply with the School and Council's Health and Safety Policy and procedures.

Headteachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book/electronic sign-in system).

Where applicable visitors will be required to wear a 'visitors' identification badge/lanyard provided by the School.

Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

Should an incident/accident occur involving a visitor this must be reported using the Council's Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

If the incident is of a serious nature the Executive Headteacher and the Corporate Health and Safety Team must be contacted immediately.

Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.

Persons 'hosting' visitors including meeting convenors must ensure that visitors:

- Are alerted to the establishment's fire procedures,
- Adhere to the School's 'No Smoking' Policy (this policy encompasses the use of cigarettes and e-cigarettes and their equivalents).
- Park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Record their presence on the premises in the appropriate log book/system.
- Where applicable, are provided with and wear an identification badge.
- Are accompanied or authorised to enter the premises.
- Remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
- Do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised
- Report all accidents, incidents and near misses to the host.
- Wear protective clothing that is supplied, when necessary.

## Lettings

The Executive Headteacher will ensure that the Hirer of School premises, for any event, is aware of his/her obligations under health and safety legislation and the school and Plymouth City Council's health and safety policies where appropriate as per the Lettings Policy.

## ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Executive Headteacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

### **Policies, Procedures and Risk Assessments**

14. Risk Assessments will be reviewed annually by the appointed competent persons, copies of all Risk Assessments can be found in the Facilities Manager Office with the Site log books.
15. The HSE Legal Health and Safety Poster can be found outside the medical room at the entrance to the school.

### **Risk Management and Risk/Other Assessments**

16. Health & Safety Executive Guidance on Risk Assessment.  
[Managing risks and risk assessment at work – Overview -HSE](#)
17. Specific Guidance and Codes of Practices  
[Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](#)
18. Health and Safety Information for activities e.g. off-site Activities.  
[Outdoor-Education-Visits-Offsite-Activities-Policy.pdf \(timat.co.uk\)](#)
19. Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

[Risk assessment: A brief guide to controlling risks in the workplace INDG163 \(hse.gov.uk\)](#)

Risk Assessments identify the hazards and risks within the workplace and are monitored and reviewed by the Facilities Manager, the Headteacher and external Site Compliance Officer.

### **Procedure**

At Ernesettle Community School we follow HSPS guidance and use an amended risk assessment form. The risk assessments are created by the Headteacher and are implemented in school which are later monitored by the Facilities Manager, Headteacher and the Site Compliance Officer.

### **Accident/Incident Reporting**

20. Accident Report Forms  
All staff have access to accident report forms, which can be accessed via the Senior Administrator. Staff are given clear guidance when filling in an accident form so that all reports are clear and factual.  
The accident records are held by the Senior Administrator and shared with Plymouth City Council (as the Competent Advisor for Health & Safety) where appropriate.
21. Accident/incident/ill Health report forms.  
The records are held by the Senior Administrator/Human Resources Director and shared with Plymouth City Council (as the Competent Advisor for Health & Safety) where appropriate.
22. Incident Investigations  
All accident report forms are investigated by Line Managers and overseen by the Heads of School/Senior Administrator.
23. The school reports any significant accidents/incidents to PCC and RIDDOR depending on and including the levels, trends, any in depths investigations and findings relating to the incident. In addition, all serious accidents and incidents are communicated effectively with the Local Governing Body.
24. The school follows the PCC Guidance on Accident/Incident Reporting.  
[hs accident incident report 0.pdf \(plymouth.gov.uk\)](#)

25. The school follows the Recording and reporting of all incidents of Violence and Aggression on staff.  
[hs\\_accident\\_incident\\_report\\_0.pdf \(plymouth.gov.uk\)](#)
26. The school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
27. Covid 19 and Infectious Diseases Arrangements

The school complies with all DfE and PCC Guidance in relation to Covid 19 and other infectious diseases.

[Health and Wellbeing \(COVID-19\) - Plymouth Online Directory](#)

[In addition to the above, the school completes and follows their own risk assessment.](#)

### First Aid and its Provision in the Workplace

28. Appointment of the Appointed Person
- All staff receive first aid training within the first year of appointments. Staff training is updated annually and formally every three years in line with any expiration of the necessary qualifications.
- The appointed person who is the nominated First Aid Leader has oversight of first aiders, training and facilities/equipment; and is responsible for ensuring that all first aid certificates/training is updated.
29. Designated First Aiders.
- Nominated First Aiders and appointed people are on display on the posters that can be found in every room in the building.
30. Where children under the age of 6 are present, designated Paediatric First Aiders.
- Nominated First Aiders and appointed people are on display on the posters that can be found every room in the building, these also include the designated Paediatric First Aiders.
31. Identified location of First Aid Boxes.
- First Aid boxes can be found in the Medical Room, each classroom and the front office.
32. The contents of First Aid Boxes are complete and up to date.
- The appointed person has responsibility for this and the process is quality assured termly by school leaders.
33. Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- The appointed person has responsibility for this and the provision is reviewed annually by the SLT.
34. First Aid Room facilities (Medical room).
- The Medical Room is found at the front of the school with all trained personnel having access to the room and its provisions. Reporting mechanisms are in place to ensure the nominated person/s ensure stock levels are maintained appropriately.
35. Travelling First Aid Kits.
- Each classroom has its travelling first aid kit, which is replenished at the end of any visit where necessary.

### Fire and Emergency Procedures

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Books.

### Premises/Site/Workplace/Classroom/Office etc.

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Ernesettle Community School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of Plymouth City Council and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Executive Headteacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Plymouth City Council's policy and procedures
- ensure that the school has access to competent health and safety advice

36. Heating and lighting

Heating and lighting is operated and maintained by the Facilities Manager. He is able to ensure the rooms are kept to an adequate temperature both in the summer and winter months to ensure all staff and children are kept as comfortable as possible.

37. Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.

The school's Facilities Manager is responsible for any issues as stated above which require to be actioned and resolved. Any issues are raised to the Facilities Manager through an automated ticketing service, with acknowledgement received once any issue has been resolved.

Inspections are taken regularly to ensure that good housekeeping is in order. These are monthly and are undertaken by members of the school's Senior Leadership Team.

All staff are responsible for keeping their workspaces, offices and classrooms tidy and in good working order. Should any member of staff notice any issues with the building or its contents, they can generate a ticket for the Facilities Manager, who will seek to fix the issue. Daily cleaning routines for the external contractor assist with good hygiene, housekeeping and waste removal.

38. Room dimensions and space.

All spaces meet the necessary requirement for their purpose.

39. Sanitary provisions (male/female, children's and disabled toilet facilities).

All sanitary and waste provisions are managed by an external company who are responsible for coming onto site and emptying all sanitary and nappy bins. The cleaning of all toilets is also managed daily by an external cleaning company who visit the school multiple times a day to ensure the toilets are in good working order.

40. Condition of premises including floors etc.

41. Facilities and arrangements for Welfare:

The School premises strives to comply with the School Premises Regulations 2012 and The Workplace (Health, Safety and Welfare) Regulations 1992. The designated staff room provides fresh drinking water and a rest place, individual private spaces are made available for pregnant and nursery mothers on request/as necessary.

### **Security of Persons and Premises**

42. Security of Premises:

a. Perimeter Fencing/Exterior lighting.

Perimeter fencing and external lighting is used to enclose the school grounds and is managed by the Facilities Manager. The school gates are opened during 'drop off' and 'collection' times to enable Parents/Carers on site but are then closed for the remainder of the school day.

- b. Burglar Alarm (which is externally monitored).

Our burglar alarm is used to ensure the security of the building when the school is closed. Security Southwest visit the school during weekends, bank holidays and complete an annual security audit of the school.

- c. Use of toughened glass and safety glazing.

Toughened glass is used on all the school windows to enable children safety. If any windows are cracked, broken or damaged, a safety layer of toughened glass prevents the glass shattering. A review of glass and glazing is incorporated into the premises inspections.

- d. Identification of visitors.

The identification of visitors is paramount to our school and the school admin team are rigorous in their signing in/signing out policy. Please see above. DBS information is requested before visitors enter the site, where appropriate, and any visitors without a DBS are always escorted by a member of the school team.

- e. Signing In/Out procedures.

Signing in and signing out procedures are equally as important. The school admin team keep a thorough record of any visitors entering the site in cases of emergency. All visitors are issued a school badge once they have been signed in by the school admin team and must sign out properly before their departure, with the assistance of the school admin team.

All visitors are required to sign in at the main reception desk where their details/DBS can be checked by members of the office team. Details such as their name, car information, point of contact and contact number may be taken to sign into the school. They are then issued a school badge and escorted to their destination. Once their visit has ended, they are expected to come back to the main office and sign out.

Visitors are provided with relevant Health and Safety information, such as fire arrangements or first aid, security etc.

- f. Control of Access.

All doors are locked (external access doors) and can only be opened through the use of a staff ID badge between school hours. The main school gates are locked during schooling hours and require a pin code entry or school ID badge to gain access. Otherwise, all visitors must state their reason for visit and wait for authorisation from a member of staff to gain access. All other entry points are locked after 'drop off' and 'collection' times each morning and evening by the Facilities Manager.

- g. Security Personnel on duty.

The Facilities Manager monitors the security of the site on a daily basis, alongside the school security alarm system and is responsible for opening/closing school gates. In addition, as mentioned above, Security Southwest support the monitoring of the schools security during non-school time.

- h. Reception/waiting areas.

The main reception welcomes visitors entering the school and request that all members sign in before entering the school site, as per the information above.

- i. Security Assessments of premises.

As per the above regarding the management of the school security system through Security Southwest.

- j. Installation and use of CCTV, neighbourhood watch schemes etc.

The school uses CCTV to support the safety of the school grounds and neighbouring grounds (outside of the school gates). This is regularly reviewed by the Facilities Manager and used if any health and safety/issues may arise – Should there need to be any issues reported, this will be done at the decision of the CEO and facilities manager.

## Safety in Kitchens

The School contractor and Local Authority owned company, CaterEd, has responsibility for the school kitchen and for the safety in the areas below. The school works in close collaboration to ensure that the premises is kept in good working order to ensure that the school dining hall and kitchen are well maintained and that the following aspects are covered safely and appropriately:

- Safety of pupils/employees/kitchen staff.
- Food Hygiene.
- Responsibility for maintenance of premises and equipment.
- Restricted access.
- Fire and Emergency arrangements.
- First aid arrangements, including accident/incident reporting.
- Safe systems of work.
- Lifting and handling of heavy and hot loads, liquids etc.
- Safe use of machinery, equipment and appliances within the areas.
- Removal of waste.
- Pest control.
- Use of knives.
- Condition of workplace, including floors etc.

Please see CaterEd's records and website for the agreed policies and working practices.

### Contractors and the Construction Design & Management Regulations (CDM)

#### 43. School guidelines for the Management of Contractors.

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations. Ernesettle Community School follows the Plymouth City Council's Contractor's Guidance and will notify its health and safety consultant of all contracts other than routine maintenance and repairs.

#### 44. Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}. The Contractor will work in cooperation with the school and other contractors, they will maintain the Health and Safety file.

Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent. If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors). Contractors will be issued with a copy of the Plymouth City Council Guidance document.

#### 45. Works are planned well in advance (where applicable) and health and safety issues have been addressed.

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept. The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures. At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

#### 46. Contractors are controlled and managed on site.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Executive Headteacher. If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought.

47. Safeguarding of children and segregation of building works where possible, including restricted access for pupils.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

## Electricity at Work

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. The School's defect reporting procedure is followed as required.

Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained. The logging of all tests on portable electrical appliances in Electrical Appliances Log Book.

48. Periodic testing of fixed installations by competent persons.

Ernesettle Community School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

49. Undertaking visual inspections of electrical appliance before use.

Staff are instructed to undertake a visual inspection of equipment prior to use, to not use, remove and segregate any equipment that appears damaged or defective and to report defects to the Facilities Manager.

## Work Equipment

50. Safe guarding of machines.

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment.

51. Undertaking a Machinery/equipment inventory.

An inventory is undertaken by the school's Facilities Manager annually.

52. Provide work equipment that is safe and properly maintained.

The school has mechanisms for undertaking active monitoring and reviewing of work equipment by the ESSOM and Facilities Manager, which includes an arrangement of periodic planned health and safety checks across each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

53. Carrying out risk assessments where appropriate.

The school uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Senior Leadership Team and Facilities Manager to ensure that work equipment is useable. Risk assessments are reviewed periodically or where there is a change in circumstances.

## Substances Hazardous To Health (COSHH) and their Use/Storage at Work

54. Provide a list of the hazardous substances including cleaning materials used.
- a. Paint stored in a metal cabinet with COSHH data sheets
  - b. Cleaning products are secured in a cupboard, which is locked. COSHH data is displayed and available.
55. Completing of COSHH Assessments.
- COSHH assessments are completed by the facilities manager, who is on site.
56. Personal Protective Equipment (PPE) and Clothing.
- PPE and clothing is stored in a secure storage place, which is only accessible by a select few members of school staff.
57. Storage of hazardous substances and signage.
- All hazardous substances are can be located in a metal container cabinet, with all COSHH data available.

### Storage of Flammable Liquids

58. There is no storage of flammable liquids at Ernesettle Community School.

### The Safe Use of Pesticides

59. Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.
60. Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
61. Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.
62. Safe systems of work in place for:
- a. Handling and Storage of pesticides.
  - b. Application of Pesticides.
  - c. The use of Personal Protective Clothing and equipment.
  - d. Disposal of surplus and unused Pesticides and containers.
  - e. COSHH Assessments.
  - f. Protection of employees, users, children, public and others.

### Asbestos

Ernesettle Community School was built in 2008 and therefore, there is no asbestos on site.

### Safety Signs

The Facilities Manager is responsible for checking and maintaining all school signage in and around the school grounds. The Facilities Manager actively conducts inspections to ensure all signage is sound, including emergency lighting.

63. Displayed on each level of the premises, workplace.
- There is appropriate and relevant signage provided on each level of the premises to make all persons aware of any necessary information.
64. Signs comply with current legislation.
- All signs comply with the current legislation and are regularly checked by the Facilities Manager.
65. Are recognisable and easy to understand.
- All signage is appropriately displayed and is easily understood by all parties entering the site. They are clear and interpretable.

### Sports Facilities and Activities

66. Equipment and premises - safety of use, clear written guidance and procedures.

The school has a 3G all weather sports pitch, that is used throughout the school year. It has fencing surrounding the area and is only accessible with the use of a coded safety lock. Only a select few members of school staff (Senior Leadership Team, Admin Team, PE Co-ordinator and Facilities Manager) have access to the code for entry. It is the responsibility of the Facilities Manager to ensure that the area is secure before the school site closes each evening.

67. Supervision of activities.

Sports activities are supervised in line with the ratios which are enforced by the school. Dependent on the year group, each class must ensure that there is sufficient supervision for physical activities, in line with risk assessments.

68. Rules for staff and other users of sports equipment and facilities.

Staff and other users are provided with a brief ahead of using the sports equipment and facilities on offer at Ernesettle Community School. Any questions/issues can be directed to the school's Facilities Manager.

69. Training of employees.

Training is provided to staff from the school's Physical Education Co-ordinator.

### Manual Handling and Lifting

The school will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. The Executive Headteacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable and safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

### Use of Display Screen Equipment (DSE)

70. Identification of DSE Users.

All DSE uses are recorded and supported by our IT operating team who assist staff with any digital and technological issues if and when they arise.

71. Undertaking DSE Assessments (information available from Corporate Health & Safety Team).

DSE assessments are carried out annually to ensure they are in good working order and accessible for staff.

72. Eye tests provision including the cost of basic corrective appliances i.e. spectacles.

Adaptations to DSE equipment can be provided for staff if and when they require it through the discussion with the Senior Leadership Team.

73. Provision of information and instruction on the safe use of DSE equipment.

The safety and provision of IT equipment is supported via our IT team who support staff with their knowledge, understanding and use of IT as and when they need it.

74. Safe place of work, ergonomics including posture considerations etc.

Annual risk assessments of offices, classrooms and equipment are carried out to ensure all resources are ergonomically correct and in good working order.

## Safe Use of Vehicles

As a school, we ensure road safety is paramount both inside and outside of the school grounds to the best of our ability. To support this, we ensure there are designated times of the day where the school premises is 'locked down' to vehicles; meaning there are no vehicles permitted onsite between the drop off or collection hours of the school day to segregate vehicles and pedestrians.

### 75. Segregation of vehicles and pedestrians.

As mentioned above, there are points of the day where there are no vehicles to be coming/leaving the site, which fall into the 'drop off' and 'collection' windows for the children. In addition, we have a telecommunications device outside of our vehicular gate which allows us to restrict access to any vehicles entering the site.

### 76. Clearly marked parking bays and areas.

Within the school car park there are clearly marked bays for the vehicles to use. These are segregated from other parts of the site by barriers put up between the car park and the pathways, ensuring safety for the pedestrians coming on and off the site.

### 77. Speed restriction signs displayed.

Upon entry to the school site, there are speed awareness signs indicating that drivers must not go above the selected speed limit we have set whilst on the premises.

### 78. One way traffic system.

Due to the nature of our school site, there is a one-way system in place where drivers can drive into site, look for a parking space before making their way back out of the main gates using the automatic detection software which allows the gate to open upon their exit.

### 79. School minibuses and coaches to be fitted with audible reversing alarms.

All school minibuses and coaches are fitted with reversing alarms to inform other vehicles and pedestrians that they are reversing. In addition, all minibuses and coaches that come onto site do so during the 'lock down' period to ensure the children can access these vehicles safely and without the worry of additional cars coming onto site when children are being loaded onto minibuses and suchlike.

### 80. Care whilst driving especially where children, vulnerable people are present.

All visitors coming onto site are expected to drive sensibly and carefully with pedestrians' safety at the forefront of their mind.

### 81. Vehicles are road worthy, are taxed, insured and have a valid MOT etc.

### 82. Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned, a roadworthy vehicle and appropriate business insurance.

## Access Equipment and Working at Height

The Facilities Manager for Ernesettle Community School is responsible for carrying out our regular risk assessments on the equipment and working conditions for staff in and around the premises. In addition, Health and Safety is a regular discussion point on all meeting agendas where staff can report any issues as and when they occur. Additionally, staff are informed about good working practices and safety measures, such as seeking support from colleagues when reaching for something at height instead of standing on chairs, during their induction period.

### 83. Risk Assessment.

Annual risk assessments are carried out and monitored by the Facilities Manager, as well as staff raising any significant concerns more regularly through a ticketing process via an online system which triggers the priority of these issues. The tickets are then actioned daily by the site team.

### 84. Training in work at height/ladder safety

All staff understand the need for additional support when accessing things at height, including seeking the assistance from the Facilities Manager.

- 85. Visual inspection of stepladders, ladders and scaffold before use to ensure safety and integrity.
- 86. Scheme of regular formal inspection of stepladders, ladders and scaffold.

As part of the Facilities Manager's role, they are required to raise any concerns over any equipment or faults within the school as per the usual process.

- 87. Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.
- 88. Access to equipment, high levels to be restricted to unauthorised and untrained persons.

## Communication

As a school, we have sufficient communication procedures in place both within our own staffing team, our outside agencies including the Compliance Officer but also other organisations such as Millford School who are currently onsite with satellite classes. Our processes include a point on consulting/communicating with others in regard to any changes in risks and systems, procedures that may affect them.

- 89. Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
- 90. Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.
- 91. Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

Before any construction or contractor work begins, relevant SLT and site staff meet with the individuals to conduct a thorough 'pre' meeting to ensure that all Health and Safety measures and risks are addressed before any works commence. This includes potential risks, safety measures required and appropriate signage in place.

- 92. Having good systems in place for managing change to ensure that staff are provided with information on any changes affecting their Health, Safety & Wellbeing, are consulted with and are provided with information about how such changes are likely to affect them.

In preparation for any building works, significant changes or adaptations that affect Health and Safety, information is shared with all relevant parties including the staffing teams to ensure they are aware and adhere to the proposed guidance in place.

## Training

As mentioned above, Health and Safety issues are addressed on each meeting agenda to ensure all staff are up to date with the latest information and updates.

- 93. Carrying out a Training Needs Analysis to identify the training needs of all employees.  
Upon all staff enrolment, we seek to understand the training needs of each employee so that they are properly supported within the environment. Additionally, much of the Health and Safety training can be shared in induction.
- 94. Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
- 95. Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

Due to the leadership structure of the school, all staff are supported by a line manager who is able to guide and assist them in their knowledge of Health and Safety within the school.

## Safety Audits and Inspections

Please refer back to premises inspections and our monitoring arrangements for more information regarding the risks assessments, inspections and audits.

96. Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc.
97. Our PCC contract with the Health and Safety Advisers carry out sample health and safety audits of health and safety management systems and workplaces alongside the facilities manager.

### GENERAL

Further advice and assistance can be obtained by contacting the Plymouth City Council Corporate Health, Safety & Wellbeing Team, Ballard House, West Hoe Road, Plymouth, **PL1 3BJ**. Telephone: (01752 312523) or e-mail:

[healthandsafety@plymouth.gov.uk](mailto:healthandsafety@plymouth.gov.uk)