

The Royal Borough of Kingston upon Thames

**Malden Parochial C of E
Primary School**



Health & Safety Policy

Agreed: Autumn Term 2023
Review: Autumn Term 2024
(or as required)



Ethos Statement

This is a Church of England Primary School. As such, its ethos derives from the Christian Gospel. In all that it does or aspires to achieve, the school is informed and strengthened by Christian belief and practice.

At the heart of the school's ethos is the conviction that God loves each person: that God desires the best for each person; that God longs for each person to develop their potential as human beings.

Mission Statement

In accordance with the Ethos Statement, our school will aim to provide high quality education to the children of the local community within a safe, happy and stimulating environment

Love, Learn, Live!

Policy Statement

It is the policy of Malden Parochial School to maintain high health and safety standards in order to protect, pupils, members of staff, visitors and others who may be affected by school activities.

In so far as is reasonably practicable the school will:

- provide, keep and maintain school plant and equipment, and adhere to systems of work that are safe and suitable;
- provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, pupils and visitors;
- provide and keep our workplace in a condition that is safe, with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
- ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
- provide a forum for active employee involvement in the continuous improvement of health and safety throughout the school as staff make an invaluable contribution to reducing risks.

Organisation

Responsibility of the Governors

The school's governors have a responsibility for keeping under review standards of health and safety within the buildings and grounds of the school.

Where deficiencies in health and safety are identified, the governors have responsibility for ensuring corrective action is taken. Governors also have particular responsibility for ensuring; that;

- the school has access to competent health and safety advice/advisors;
- decisions of the governing body take account of, and comply with the health and safety policy of the Local Authority and its legal duties as defined in health and safety legislation;
- that sufficient resources are allocated to meeting the mandatory minimum standards of the Local Authority;
- health and safety standards in the school are monitored and reviewed through consideration of reports from the school at least every term;
- that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractors' employees, or school staff, or pupils at risk;
- that where volunteers are used to give assistance to school activities, or undertake work on school premises, such work is adequately planned, organised and supervised, and the volunteers have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

Responsibilities of Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Headteacher and others on health and safety issues. Their duties are to:

- monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
- take an active part in school inspections and monitor the follow up actions;

- review health and safety data including accidents and reporting to the Governing Body on the continuous progress being made into creating a safer and healthier school environment;
- commend staff and pupils where health and safety improvements have been made;

Responsibilities of the Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- to ensure that appropriate health and safety standards are implemented and maintained at the school;
- to ensure that appropriate staff are appointed to manage specific areas of health and safety;
- to ensure that staff receive adequate health and safety training appropriate for their responsibilities;
- to ensure that staff are adequately consulted on health and safety matters and that staff who are allocated health and safety responsibilities are adequately consulted on the type and nature of the duties;
- to ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term;
- to attend any appropriate health and safety training in order to be able to understand and carry out their role;
- to ensure arrangements are in place for health and safety inspections and maintenance, including statutory inspections of plant and equipment across the school;
- to ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place;
- to ensure that health and safety monitoring and inspection arrangements are implemented;
- to ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- to ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils.
- to ensure that, where required, school specific risk assessments are undertaken and recorded and to ensure that the health and safety requirements identified in any risk assessments are implemented;
- to ensure there are adequate arrangements for first aid provision, both on school premises and on school outings or activities;
- to ensure suitable safeguarding and security procedures are in place;
- to ensure accidents/incidents are suitably investigated and recorded.

Responsibilities of the Fire Safety Manager

The Fire Safety Manager at Malden Parochial is the Site Manager. The Fire Safety Manager has responsibility for the planning and organisation of fire safety matters within the school, in particular they will:

- ensure there is a suitable and sufficient fire risk assessment in place;
- ensure the school's Fire Safety Policy is up to date;
- ensure that fire precautions in the school premises are maintained to an appropriate standard;
- ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of a fire;
- ensure that comprehensive records are kept of evacuation drills;

- ensure there are arrangements made for nominated members of staff to contact the fire brigade and meet them on arrival;
- ensure staff and students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP);
- ensure that the maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks.

Responsibilities of the School Business Manager

The School Business Manager has responsibility for the planning and organisation of building matters within the school, in particular:

- ensuring that statutory inspections of school plant, equipment and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified is promptly implemented and the required records are kept;
- ensuring the schools Legionella Control Scheme is up to date;
- ensuring the school's Asbestos Management Plan is up to date;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept;
- arranging any necessary corrective action identified by health and safety inspections detailed above;
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action;
- ensuring weekly walk through inspections on standards of housekeeping in the school are reported to the Headteacher and remedial action is taken where necessary;
- premises inspections are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action;
- ensuring the school's dedicated Contractor Managing and Monitoring Policy is up to date.

Responsibilities of the Site Manager

The Site Manager is responsible to the Headteacher for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;
- acting as the school representative in any dealings with contractors who are to work at the school;
- ensuring there is a procedure in place for informing contractors of any hazards associated with the work area and the emergency arrangements in place;
- assisting the School Business Manager to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- arranging any necessary corrective action identified by health and safety inspections detailed above;

- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up-to-date material safety data sheets;
- ensuring COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- ensuring that they (Site Manager) only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so;
- ensuring there is a current Asbestos Management Plan in place;
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises.

Responsibilities of Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national, Local Authority or school guidelines relevant to the health and safety of the staff and pupils;
- ensuring that they are familiar with the school fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the schools Educational Visits Co-ordinator and then authorisation by the Headteacher via Evolve;
- attending any required health and safety training provided by the school or the Local Authority;
- undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school to maintain adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, School Business Manager or the Site Manager, as appropriate;
- ensure safeguarding and security procedures are followed.

Responsibilities of the Office Administrators

The office administrators are responsible for:

- ensuring that a list of first aiders is maintained and displayed in the school office, together with the dates for refresher training;
- reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- arranging necessary refresher training for first aiders in consultation with the School Business Manager;
- maintaining records of health and safety training undertaken for school staff;

- maintaining the school Accident Book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
- ensuring that records are kept of pupils undertaking school visits, together with the names and responsibilities of supervising staff accompanying the pupils;
- ensuring a risk assessments form is completed thoroughly a week prior to any visit or outing by the teacher organising the visit and that a risk assessment file is kept up-to-date;
- ensuring all risk assessments are authorised by the Headteacher on Evolve before the trip can go ahead;
- ensuring that where school visits or holidays involving outdoor and adventurous activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

Responsibilities of Other School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Local Authority and for drawing to the Headteacher's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

Responsibilities of School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Arrangements

Standard and Guidance

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue, the school adopts the practices or standards recommended in, Health & Safety Executive or Department for Education publications or the relevant British or UK Standard.

Competent Professional Health and Safety Support and Assistance

The school receives Health & Safety advice and assistance from the Action HR Health & Safety Team, (Occupational Health, Safety & Wellbeing Team)

The school sends a representative to the regular schools Health & Safety meetings arranged by the Action HR Health & Safety Team.

Staff Consultation

If staff have any health and safety concerns they should raise them directly with the Headteacher.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Headteacher will ensure that this takes place within three months of the request.

Health and Safety Committee

The Resources Committee will be chaired by a governor and meet at least twice per term. The committee will consist of at least one member of the school staff. The Site Manager will be present at Health and Safety monitoring walks which will be conducted by governors twice a term.

General Health and Safety

Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

Selection of Staff

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be available where a member of staff has a level of skill which requires improvement to reach an acceptable level.

The School Business Manager ensures that Disclosure & Barring Service, (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

Information, Instruction & Training

The Headteacher ensures that all staff receive adequate health & safety induction including emergency arrangements and how to obtain first aid.

Staff are provided with adequate in-house instruction and training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Headteacher ensures that staff experience and attendance at training are regularly reviewed in order that extra training can be provided as necessary.

Management of Organisational Change

The Governing Body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as in-service training days.

First Aid

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Teacher Association (PTA), the number of first aiders required is taken into consideration.

Display Screen Equipment/Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of the induction process. Where staff are identified as a workstation user they are encouraged to reassess their workstation annually and/or if they experience any pain or discomfort associated with working at a desk.

School Trip and Educational Visits

Malden Parochial CofE Primary School follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable Educational Visits Coordinator (EVC) training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Buildings Management

Fire Safety Management

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Safety Risk Assessment was carried in October 2021.

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems and equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

Control of Substances Hazardous to Health

It is the policy at Malden Parochial CofE Primary School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises. To this end there is a Control of Substances Hazardous to Health Policy in place.

Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH Register.

Any staff involved in the management of COSHH received suitable training that is refreshed at least every three years.

Asbestos

The school has an Asbestos Management Plan in place that summaries how asbestos is managed across the school. Arrangements are in place for annual, professional reinspection of any identified asbestos.

Suitable training is provided to any staff involved in the management of asbestos and this is refreshed every three years.

Legionella

There is a Legionella Control Scheme in place at the school. The Headteacher has ensured that a suitable and sufficient assessment has been carried out at Malden Parochial CofE Primary School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The assessment was carried out by specialist water management company, Calibre in July 2021 and is reviewed at a frequency of every two years.

The Headteacher has appointed the Site Manager as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Site Manager to carry out their role the Headteacher has ensured that they have attended appropriate training and received suitable instruction.

Plant and Equipment

There are managed contracts in place to ensure that required inspection, testing and maintenance of all plant and equipment. These contracts are organised and managed in house by the School Business Manager.

Inspection and maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five-yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

Fixed wiring in the pool area and pool plant receives an annual fixed electrical inspection.

Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

General Site Safety

The school ensures high standards of health and safety across the site by carrying out regular in-house testing, inspection and site checks. These include equipment and systems checks, such as call point testing and water temperature monitoring as well as general site checks to ensure walkways are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow and ice on external walkways and the playground. It is ensured there is a supply of grit/salt at the site during the winter months.

Relevant health and safety signs are displayed throughout the school, particularly with regard to evacuation directional signs and fire procedural signage. The legally required Health and Safety Law is displayed on the noticeboard in the entrance area.

Playground and Gym Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health and Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in-house visual checks and an annual professional inspection by a specialist contractor.

Work at Height

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertaken on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the class 1/EN131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving and lifting assistance. Where tasks are significant or undertaken on a regular basis written risk assessments are completed. Where any member of staff is required to undertake manual handling tasks (either static load or people moving), they are provided with appropriate training that is refreshed at least every three years.

Contractors, Agency Staff and Visitors

The school has a dedicated policy in place for the management and mentoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health and Safety Team.

When agency or supply staff are employed the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health and safety reasons. The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health and safety instruction, including emergency arrangements and how to obtain first aid.

The school ensures that the supply agencies obtain DBS checks.

Work Experience and Young Persons

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

The placements young age and lack of experience are taking into consideration in the risk assessment.

Accidents & Incidents and Violence

All accidents and incidents are recorded locally and an in-house investigation is carried out to establish cause and to prevent a recurrence. The school also makes use of the Action HR Health and Safety on line Accident Management System, to report incidents.

The Action HR Health and Safety Team carry out incident investigations as required and report eligible incidents to the Health and Safety Executive under the reporting of Incidents, Diseases and Dangerous Occurrences Regulation 2013.

Violence

Malden Parochial C of E Primary School does not tolerate any violence towards staff. “Violence” could include:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the Action HR Health and Safety Team via AMS.

Fire Safety and Fire Procedure

The fire procedure is displayed on noticeboards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities on the first day of their employment by the Fire Safety Manager, or a member of staff nominated to deputise for the Fire Safety Manager.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager and reported to the Headteacher.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled “fire door keep shut”. Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled “automatic fire door keep clear”.

A copy of the fire safety risk assessment for the school is held by the Site Manager who is the Fire Safety Manager. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

Accidents and First Aid

The school aims to maintain seven first aiders with at least one paediatric trained. The names of the first aiders will be displayed in the school office and the staffroom. Any injuries to pupils or staff must be reported to a first aider who will ensure that appropriate action is taken. Records of such injuries must be entered in the Accident Book. The contents of first aid boxes and bags are maintained by the first aiders. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Local Authority procedures, by the school administration officer.

Parents/carers will be notified immediately if their child receives a bump to the head. In the event of an emergency call to the medical services the Headteacher or the Deputy must be informed. If transfer to hospital is necessary, a member of staff will accompany the child until their parent/carer arrives.

Contractors

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Handbook for Schools and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

Health and Safety Training

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular purposes not covered in the Health and Safety Handbook for Schools, will be specified by the Headteacher.

School Trips and Visits

Off-site visits will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Outdoor and adventurous activities trips, organised by the school, will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DfE Guidance.

School and Pupil Security

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. Where the fabric of the building impacts on pupil security it is the responsibility of the Governors to ensure remedial actions are implemented on a progressive basis in consultation with the diocese agreed Buildings Consultant. All staff and pupils are required to assist in maintaining good standards of security on school premises.

Smoking

No smoking is allowed on school premises.

Medical Suitability for Work and Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire from the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. If a staff member is pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

Evening Events and Use of School Premises by External Bodies

Where events are planned to take place outside of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, requirements for the use of the swimming pool, the safety of equipment brought on

to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the school premises.

Electrical Safety

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by a NICEIC contractor at least every five years. This will be organised by the Site Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a formal visual inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Site Manager will be responsible for organising these tests, using an appropriately qualified and approved electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an appropriately qualified and approved electrical contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Pupils will not be involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events. Members of staff, parents or visitors who are involved in the arrangement of such equipment can do so only if the equipment has been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. All such equipment must be electrically isolated during the works.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is protected by a 30mA RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

Work at Heights

Work at heights, necessitating the use of ladders, stepladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager.

School pupils are not to be permitted to undertake work at heights.

Work on Maintenance or Improvement of School Premises or Facilities by Volunteers

The school relies on, and greatly appreciates, assistance from parents/carers and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

Health and Safety Inspection, Monitoring and Auditing

In order to ensure that health and safety standards are maintained and deficiencies are identified, regular monitoring and inspection operate at the school and is co-ordinated by the Chair of the Resources Committee.

Inspections will be undertaken twice a term and will cover each area of the school. The inspections will be undertaken by a team consisting of the Headteacher, the School Business Manager, the Site Manager and a member of the Resources Committee. Inspection reports will be reviewed by the Resources Committee and necessary actions followed up. A summary of the results of inspection reports are also reviewed by the governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher will raise the matter with the SDBE appointed buildings contractor and/or the Local Authority.