

Woodchurch High School

A Church of England Academy



HEALTH & SAFETY POLICY DOCUMENT

**Incorporating First Aid, Safety of Contractors, Security and
Anti-Arson**

Approved by the Business & Operations Committee: Spring 2025

Approved by the Full Governing Body: Spring 2025

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School's Framework Health and Safety Policy and Guidance

HS/ECS/002 June 2012

Quality Control Document

The objective has been to achieve clarity and simplicity in terms of layout and information provided. The amended Arrangements section consolidates all the key elements of a Health and Safety Policy, in an accessible easy to read format.

This policy is underpinned by the Local Authority's Health and Safety Policy and Health and Safety Management Arrangements.

Organisation

The responsibilities of the Governing Body, Head Teacher and Employees are clearly outlined.

Arrangements

Accident reporting
Asbestos
Chemical safety
Contractors
Display screen equipment
Educational visits
Electrical safety
Emergency planning
Extended schools and lettings
Fire
First aid
Housekeeping
Legionella
Lighting
Lone working
Manual handling
Management of medicines
Minibuses
New and expectant mothers
Noise
Risk assessment
Security
Stress management
Training
Violence
Vehicles
Working at height
Work equipment
Wirral Council's Health & Safety General Statement of Intent
Wirral Council's Organisation and Responsibilities for Health and Safety

All the above have been updated to reflect the changes in legislation, codes of practice, Local Authority Policy and Guidance and best practices.

Covid 19 - Coronavirus

The school is committed to the safety of pupils, staff and visitors and as such has a Risk Assessment in place in relation to the Coronavirus Pandemic.

A system of controls and safety measures are detailed within it and communicated to staff, pupils and visitors as appropriate.

The school updates this document and guidance in accordance with the Department for Education and Public Health England advice and notifications. Health and Safety advice from Wirral local Authority and Information from the Health and Safety Executive, and guidance from other National bodies.

The Risk Assessment is regarded as a live document and subject to change in accordance with new directions from Government.

Additional training, advice, and risk assessments are carried out for individuals or departments where required.

HEALTH & SAFETY AT WORK ETC ACT 1974

SCHOOLS' FRAMEWORK HEALTH AND SAFETY POLICY

1. INTRODUCTION

At Woodchurch High School we are committed to providing an education of the highest quality for all its pupils. We want all members of our community to maximise their potential, letting their light shine and making the most of their gifts and talents.

This can only be achieved by compassionately serving the needs of our pupils, providing the highest quality service in school, and ensuring pupils' physical wellbeing at all times.

We strive to provide a compassionate, supportive community where pupils can flourish, feel comfortable, cared for and that they make a substantive contribution to our school.

1.1 Health and Safety at Work Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

The Governing Body retains the above responsibilities under local management of schools as an employer but it is important to realise that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work.

1.2 General Statement

The Governing Body of Woodchurch High School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Head Teacher and Governing Body will take all reasonable steps to ensure that the Academy's Safety Policy is implemented and that the Academy's Policy and Guidance Documents are followed and monitored throughout the school.

This policy will be brought to the attention of, and/or issued to all members of staff on induction.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management

on health and safety issues and taking care of themselves and other persons whilst at work.

The Health and Safety Policy will be reviewed on an annual basis.

Signed: (Chair of Governors) Date:

Signed: (Head teacher) Date:

2. ORGANISATION

In Woodchurch High School, as an Academy, the responsibility for health and safety rests with the Governing Body.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer, a wide range of functions may successfully be delegated to the Headteacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.1 Responsibilities of the Governing Body

- a) Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- b) Reviewing the establishment's health and safety policy and performance annually;
- c) Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- d) Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- e) Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority or other body as necessary;
- f) Promoting a positive health and safety culture and high standards of health and safety within the establishment.

2.2 Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in the Academy rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources eg time, effort, finance.

The Head Teacher has responsibilities for:

- a) Communicating the policy to all relevant parties including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishment's health and safety arrangements which form part of this policy;
- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;

- e) Ensuring that the establishment has emergency procedures in place and have a Business Continuity Plan for emergency and crisis situations. The Academy will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required;
- f) Reporting to the Governing Body any hazards which cannot be rectified within the establishment's budget;
- g) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- h) The provision of appropriate health and safety information to Governors;
- i) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff/support staff holding posts of special responsibility, e.g. Assistant Head Teachers, Curriculum /Subject Leaders

Curriculum Leaders have the responsibility to:

- Apply the Academy's health and safety policy to their own department or area of work and be directly responsible to the head teacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;
- Ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and pupils for which they are responsible and that appropriate control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, National Standards and best practices should be referred to the Head Teacher;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to carry out their activities in a safe manner.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Academy's Incident Report Form.

- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

2.3 Responsibilities of Employees

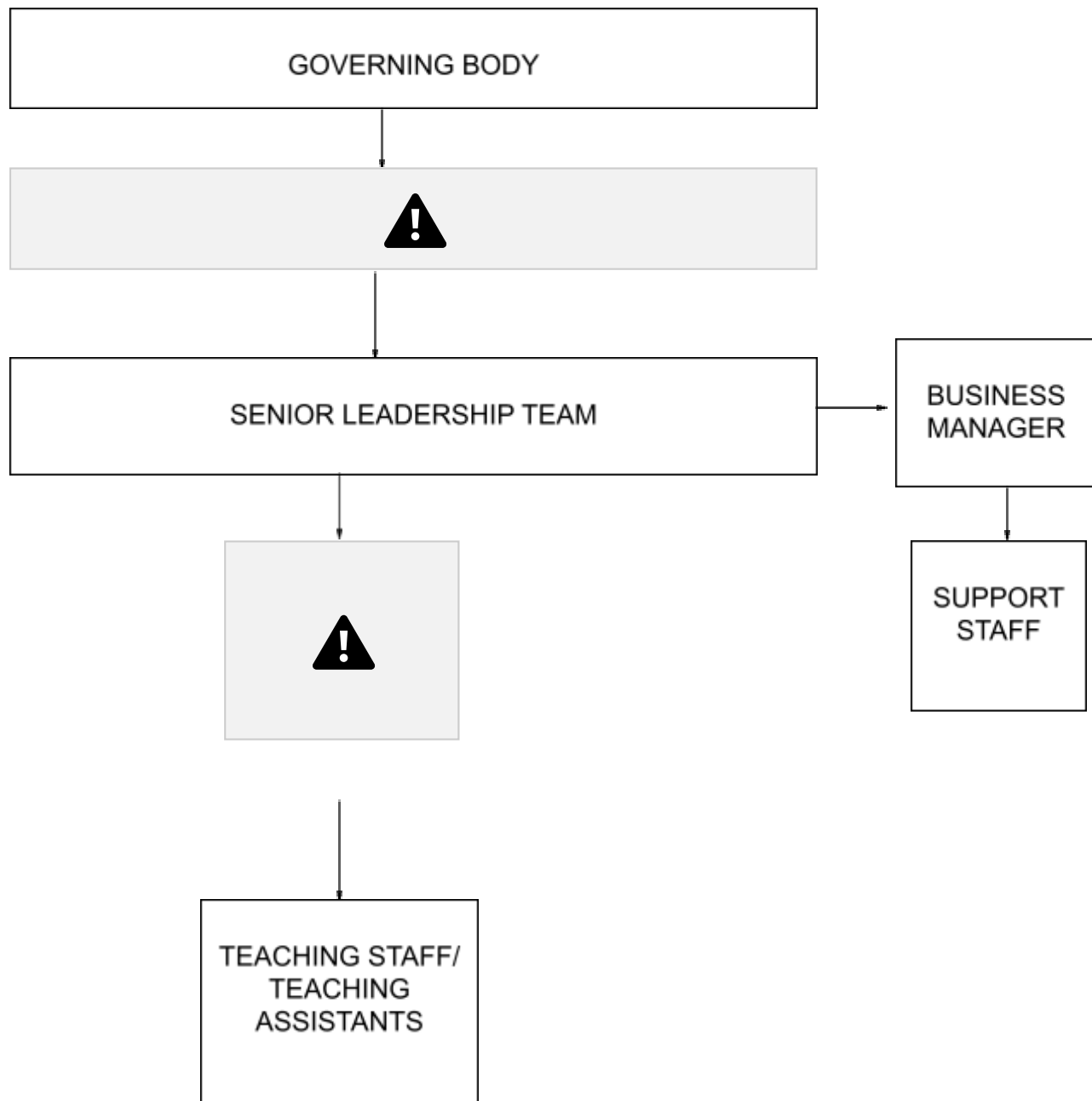
Under the Health & Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Academy's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the Academy's reporting procedures;
- Cooperate with school management on all matters relating to health and safety;
- Not to 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 health and safety concerns immediately to their Line Manager;
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.4 Management Chain

WOODCHURCH HIGH SCHOOL ORGANISATION CHART



Health and Safety is reported at each Governors' Business and Operations meeting of which three are held per year.

Health and Safety is also discussed at regular Premises / H&S meetings. Items for the agenda are sent to the Chief Operating Officer, and the actioning of Health and Safety issues is co-ordinated by the Health & Safety Officer.

Health and Safety Information, Policy and Guidance Documents and associated literature are kept in the office in the Study Centre and on the Every system.

2.5 Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	Health & Safety Officer
2. Accident Reporting, Incident Reporting	Curriculum Leaders
3. Management of Asbestos (None on site)	Health & Safety Officer
4. First Aid	Health & Safety Officer
5. Fire Precautions; Drills, Exits, Extinguishers	Health & Safety Officer
6. Building Maintenance (Control of Contractors)	Premises Officers
7. Departmental Safety Inspections (Two per year)	Health & Safety Officer, Curriculum Leaders
8. Manual Staff (information, instruction)	Health & Safety Officer
9. Purchasing Equipment and Products	Chief Operating Officer
10. Security, Out of Hours Lettings	Premises Team
11. Trips, Visits and Overnight Stays	Health & Safety Officer
12. Risk Assessment Management	Curriculum Leaders/ Health & Safety Officer
13. Management of water hygiene	Chief Operating Officer / Premises Team
Departmental responsibilities:	

i.	Departmental Health and Safety Policies	Curriculum Leaders
ii.	Technicians; responsibilities, roles etc	Curriculum Leaders
iii.	Purchasing; chemicals, art materials etc	Curriculum Leaders
iv.	Protective Clothing / PPE	Curriculum Leaders/Health & Safety Officer
v.	Disposal of Chemicals	Curriculum Leaders

2.6 Emergency Contacts

In case of an emergency outside of school hours please see Appendix 1.

3. ARRANGEMENTS

3.1 Accident Reporting

In accordance with the Academy's Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the Academy's First Aid and Accident Report forms.

Copies of these forms are available all staff bases/sick bay.

The Head Teacher/Health & Safety Officer will countersign the report forms. The form will be retained at the Academy.

Individual accident report forms located in the sick bay are used to record all minor incidents to children and young people and school staff. More significant incidents and those involving visitors, contractors and members of the public will be reported to Health and Safety Executive (Riddor) if appropriate.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Management Team, as necessary.

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

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence. Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned. Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

3.1.1 Reporting to the Health and Safety Executive (Riddor)

In the event of a fatality or major injury, these incidents will be reported immediately to the Head Teacher/Facilities Manager/Senior Leadership Team who will notify the appropriate enforcing authority, Health & Safety Executive.

3.1.2 Definitions

Accident

An accident is an undesired event that does result in harm and/or property damage.

Near Miss

An undesired event that could result in loss.

Major injuries

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn.
7. Any other injury
 - a. Leading to hypothermia, head induced illness or to unconsciousness
 - b. Requiring resuscitation or
 - c. Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - a. Acute illness requiring medical treatment or
 - b. Loss of consciousness
10. Any person including employees, pupils, members of the public, visitors, taken from the site of the accident for hospital treatment.
11. Employee absence, as the result of a work related accident/illness for periods of more than seven consecutive days (including weekends and rest days).

NB The Academy is still required by law to keep records of accidents where individuals have been incapacitated for more than 3 days, e.g. absent from work and or change in duties as a result of the work-related accident/illness

3.2 Asbestos

The Academy buildings do not contain asbestos. Consideration has been given to equipment/items in various Faculty areas and if it was necessary the Academy would

engage the services of a suitably qualified contractor to carry out a suitable and sufficient risk assessment, and provide advice and guidance on the management.

3.3 Chemical Safety

Woodchurch High School recognises its duty of care to employees, visitors, contractors and members of the public and all reasonable steps will be taken to secure the health and safety of employees. The Control of Substances Hazardous to Health (COSHH) Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

The Academy will take all reasonable steps to purchase non-hazardous products wherever possible.

3.3.1 Assessments

Risk assessments are available on request for cleaning/maintenance substances purchased from the Academy's procurement list.

It is the responsibility of Mrs J Walker to ensure that for products purchased, Health and Safety Data Sheets are requested from either the supplier or manufacturer and a suitable and sufficient risk assessment must be carried out where it is identified that there is a significant risk.

3.3.2 Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used. Copies of assessments will be available to all employees in cleaning cupboards.

3.3.3 Definition

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes from soldering and welding)
- Dust of any kind, when present or a substantial concentration in air.
- Ionising Radioactive substances (Science)

3.3.4 Curriculum Leaders' Responsibilities

Curriculum Leaders have the responsibility to ensure that appropriate risk assessments are included into lesson plans and schemes of work, that these

are regularly reviewed and that all staff are aware of these and abide by their content.

Science Curriculum Area use CLEAPPS Hazard guidance. Additionally, Mr A Theobald has now been appointed the school's Radiation Protection Supervisor. An external agency, IRS Ltd was appointed as the school's Radiation Protection Advisor who conducted an audit during December 2018.

CLEAPPS Assessments are used for Design Technology and Art. Proper controls are in place for the Control of Substances Hazardous to Health (COSHH).

Curriculum Leaders will ensure that these arrangements are applied consistently within their own area of responsibility, ensuring that:

- A comprehensive inventory of all hazardous substances is available and updated annually or when a new substance is introduced
- A Material Safety Data Sheet is /has been provided by the manufacturer
- A Sypol COSHH assessment is available for all of the substances which are on the above mentioned list
- The above mentioned assessments are reviewed at regular intervals or when they become invalid
- All tasks/activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible
- Engineering controls are properly maintained and monitored in accordance with any relevant legislation to ensure their continued effectiveness (e.g. local exhaust ventilation)
- All employees and others who may work in affected areas are informed of the safe operation of all control measures
- Safe systems of work are in place so that the health and safety of vulnerable people such as pupils are not endangered by the inappropriate storage, transportation, use and/or disposal of hazardous substances
- Personal protective equipment (PPE) is only used as a last resort and to protect against residual risk where control cannot be achieved by any other means
- Where respiratory protective equipment is provided (other than disposable face masks), make arrangements for it to be inspected by a competent person at intervals of no more than 3 months
- Records of the above mentioned inspections are maintained
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with.

3.3.5 Employees' Responsibilities

All employees have a responsibility for their own health and safety and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to substances hazardous to health
- They report any unsafe practice regarding the storage, transportation, use and disposal of hazardous substances to their manager
- That any service users are not exposed to substances hazardous to their health

3.3.6 Prevention and Control

Identification and assessment of the risk will give you an insight into the control and prevention measures necessary to comply with the COSHH Regulations.

Prevention/control measures may include:

- Removal of the substances in current use in your workplace
- Production of procedures to keep risk of exposure to a minimum
- Altering the nature of the substance (e.g. from powder to liquid)
- Reducing employee exposure time in using the substance
- Providing ventilation to the room where the substance is being used either forced ventilation or extraction
- Provision of protective clothing (e.g. goggles, gloves etc) to the individual handling the substance.

3.3.7 Fume Cupboards

Fume cupboards are annually checked and serviced by "Safelab" and local exhaust ventilation in the Technology rooms is annually checked by WSM.

These records are kept in the Every system for Science and air handling units and the DT Technicians' preparation room.

Mrs J Taylor, Curriculum Leader – Science, is responsible for updating and informing faculty members of the Science Health & Safety policy, risk assessments, schemes of work, safety training and ensuring faculty members operate safely.

Mr J Cartledge, Curriculum Area Leader – ECAD, is responsible for updating and informing faculty members of the DT and Art Health & Safety policy, risk assessments, schemes of work, safety training and ensuring faculty members operate safely.

3.4 Contractors / Visitors

Contractors are appointed following the corporate procurement procedure and three quotes are obtained and;

- The suitability and competence of the contractor is taken into consideration.
- Detailed risk assessments and method statements are provided by the contractor for the requested works.
- They obtain a permit to work or permission to undertake works which may involve hot work, asbestos removal, use of hazardous substances etc
- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all in the workplace.
- All contractors and visitors must report to Reception where they will be asked to sign the visitors book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, local management health and safety arrangements and vehicle movement restrictions.

Guidance for Contractors

- As a visitor or contractor you have a legal responsibility to care for your own and others' Health & Safety.
- If the fire alarm sounds, leave the building by the nearest exit and report to the assembly point (Rear of the school).
- If the Critical Incident Alarm sounds, please make your way to a safe, secure room where lockdown will take place.
- All injuries, accidents or illnesses to visitors whilst on site must be reported to reception.
- Smoking is not permitted in the school buildings or on any part of the school grounds.
- Thank you for your co-operation in helping to keep our children and school safe.
- The school accepts no responsibility for any loss or damage to visitors' property.
- You must be accompanied by the Facilities Manager/Premises Officer to your specific job/repair. If you leave your area during the job, please inform the Facilities Manager/Premises Officer. On completion of your work, please inform the Facilities Manager/Premises Officer for sign off.

- Contractors are not permitted to use Mobile Telephones within school. If the need arises, please speak to one of the Premises Team, who will arrange the use of one of the offices, away from pupils.

Guidance for Visitors

- Visitors are not permitted in teaching areas unless escorted by a member of staff.
- Visitors are not permitted to use Mobile Telephones within school. If the need arises, please speak to the receptionist, who will arrange the use of one of the offices

PLEASE WEAR YOUR VISITORS BADGE AT ALL TIMES

IF YOU HAVE PARKED YOUR VEHICLE PLEASE ENSURE THAT IT HAS NOT CREATED A HAZARD TO THOSE ON SITE, ROAD USERS OR OUR NEIGHBOURS IN CARR BRIDGE ROAD.

Health & Safety Officer/Premises Officers are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping/maintaining records of all contractor work. This will include checking that:

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about.
- They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
- They report and accidents/incidents or near misses which contractors are involved in.
- They challenge any unsafe working practices.

3.5 DSE – Display Screen Equipment

It is the responsibility of Health & Safety Officer/Mr D Kell to ensure that Display Screen Equipment Self Assessment Checklists are completed by staff as detailed below.

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

e.g. Admin staff, ICT Technicians etc are required to complete the Display Screen Self Assessment Checklist with their Line Manager. (Significant is taken to be continuous / near continuous spells of an hour at a time).

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

It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

3.6 Educational Visits

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils. Woodchurch High School has developed its own trip leader guidance policy to reflect current government policy about dealing with emergency situations and terrorist threats. The Educational Visits Coordinator is required to implement the guidance as appropriate when the Academy undertakes offsite visits. For adventurous, overseas or residential educational visits, third party validation of risk assessments, itinerary and supervision plans is undertaken by Compliance Health and Safety Ltd.

3.7 Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with Health and Safety Management Arrangements for Portable Appliance Testing and conducted by School Premises Officers.

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

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

3.7.1 Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc, or even fit plugs.

The Health and Safety Executive has indicated that cost effective maintenance of portable electrical equipment can be achieved by a combination of actions at three levels:

- a) checks by the owner/user of the equipment;
- b) formal visual inspections by a person appointed to do this;
- c) combined inspection and testing by a competent person or contractor.

3.7.2 User Checks (Visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

- a) the item is in good working order;
- b) there is no damage, e.g. cuts, to the cable sheath;
- c) there is no damage to the plug, e.g. bent pins or cracked casing;
- d) the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;
- e) the coloured insulation on the internal wires is not protruding from the plug or equipment;
- f) the equipment is not wet or excessively dusty;
- g) there is no obvious damage to the outer casing of the equipment, e.g. loose screws;
- h) there is no evidence of overheating, e.g. scorch marks;
 - i) extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.
 - j) Users of laptop trolleys are required to sign an inspection log sheet fixed to the cabinet on a daily basis.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

3.7.3 Combined Inspection and Testing by a Competent Person or Contractor

The School's Premises Officers test its electrical items on site on a rolling basis.

An inventory of most electrical equipment is held on the premises – Asset Register in the Finance Office and Computer Register in the ICT Office. It is the responsibility of all staff to notify the Finance Department when new appliances/equipment have been purchased to ensure they are recorded on the inventory, if purchased outside the Academy's purchasing system. Personal items brought into school must be PAT tested before use.

3.7.4 Guidance on Fuses for Appliances

3 Amp for most appliances up to 720 Watts(W)	13 Amp for appliances rated over 720 Watts (W)
Radios Table Lamps Soldering Irons TV's* Audio and Hi-Fi Slow Cookers *Some TV manufacturers recommend a 5 amp fuse	Irons, Kettles, Fan Heaters Toasters, Deep Fat Fryers Refrigerators, Freezers Washing Machines Tumble Dryers Vacuum Cleaners
<i>Sockets</i> Avoid multi-way adapters. Remember "one appliance, one socket" is safest; an overloaded socket can overheat and cause a fire.	

3.8 Emergency Planning

Definition of an emergency

"An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is like to have emotional and organization consequences."

The purpose of the Academy's emergency management plan is firstly to allow consideration of various types of emergency and how the Academy is placed to deal with them, and secondly to give the Academy's community confidence when faced with a crisis.

Staff will be briefed on the contents of the school's emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.

Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an

emergency does occur. The Academy will aim to carry out a table top exercise, simulating an emergency situation, at least once per year.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify the Personnel Officer immediately of any changes.

A copy of the Academy's emergency plan is located in the Finance cupboard. Further copies are held at home by delegated members of staff which include: Mr M Canham – Head Teacher , Mrs S Loyden – Chief Operating Officer , Mr P Joplin –Safeguarding Officer , Mr A Smith – Assistant Head Pastoral , Mr David Kell – ICT Manager, and Mrs J Walker – Operations Manager.

The Local Authority has emergency plans that link in to a national strategy for dealing with critical incidents and which include all the emergency services.

3.9 Extended Schools and Lettings

Lettings are managed by Mrs J Walker/Operations Manager

3.9.1 Academy Responsibilities

For the duration of the letting period The Academy will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency and adequate equipment available for use should an emergency situation arise. This should include: fire extinguishers, first aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistance is available on call to deal with defects to the Academy's plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities.
- Arrangements are in place to ensure the security of the premises at the end of the letting period, if appropriate.
- In addition to the above provisions, the Academy must ensure that hirers will have adequate supervision in attendance during letting periods.
- The Academy will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

3.9.1 Fire Alarm and Evacuation Procedures

For the duration of the letting the hirer will be responsible for ensuring familiarity with emergency equipment such as fire extinguishers, alarm call points, telephones and first aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and

where to assemble. Consideration should be given to the needs of individuals with special needs.

For safety and fire prevention reason, no garlands or decorations are used other than those agreed in advance with the Academy's representative, which must not be of a combustible nature.

3.9.2 Lighting and Electrical Safety

During the period of the hire, the Hirer shall ensure that:

- No lighting, heating, power or other electrical fittings or appliances in the premises are altered, moved or in any way interfered with.
- No additional lights or extensions from the existing electrical light fittings are used without the previous consent of the Academy's representative.
- Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the Academy).

3.9.3 Security

All entrances and exits must be kept clear at all times. Do not open fire exits as this poses a security risk.

3.9.4 Licences and Permissions

The hirer is responsible for any licences and permission they may need, for example advertising. The Academy will not be held responsible for the hirer breaching any licences or permission agreements.

3.10 Fire

The Health & Safety Officer is the Responsible Person for ensuring the fire risk assessment is undertaken by a competent third party and implemented by a following guidance contained in the [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#)

The fire risk assessment is located in the fire folder at the main school reception, Study Centre and Sports Complex, as well as being uploaded in the Every system. It is reviewed on an annual basis. The findings of the risk assessment should form the basis of any training to be given to staff, children and young people, visitors, contractors and third party users.

3.10.1 Fire Instructions

These documents are made available to all staff and included in the establishment's induction process. Specific instructions for staff, invigilators and pupils undertaking formal examinations have been incorporated into procedures.

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

Where activities are being provided by non-school/centre staff such as a third party provider, the school/centre will provide appropriate information, instruction and training on the establishment's emergency procedures and, if there is no member of staff present at the time of the activity, ensure the providers have access to a telephone.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. The locations of the above are identified on the school's site plan.

3.10.2 Emergency Procedures

A Fire Plan detailing key roles and responsibilities in the event of a fire will be issued to all staff, contractors and third party users and a copy will be kept in the fire log book. See a model plan on the next page.

FIRE EVACUATION – November 2024

On hearing the fire alarm, all staff and pupils must leave the building/area using the safest route to the **REAR YARD** – evacuation point – pupils to stand in line quietly at the marked form points.

Department Support staff / Premises Staff / Teaching Assistants / Admin Staff / Catering Staff -

To muster quietly standing in line in the centre area of the rear yard where indicated.

Doors, windows should be closed and any experimental/lab equipment must be turned off.

Pupils in wheelchairs, or needing assistance (eg – on crutches) should go to the designated “**Refuge Areas**” where they will meet the “**Refuge Volunteers**” as listed below. Do NOT attempt to use the lifts.

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Art	English	Science	ICT/Science	Tech Stairs	Staffroom Stairs
J Cartledge	E Duller	A Theobald	L Hogdson	G Simpson	A Hesketh
S O'Neill	A Clewlow	I Philcock	G Evans	E Watterson	C Waters

Teaching Staff

Year 7	PPL to Asst Head –KGR /ASM	Supported by Miss Parkinson
Year 8	PPL to Asst Head – KGR/ASM	Supported by Mrs Burton
Year 9	PPL to Asst Head – KGR/ASM	Supported by Rev Bannon
Year 10	PPL to Head Teacher	Supported by Mr Joplin
Year 11	PPL to Head Teacher	Supported by Mr Cartledge
Cover Supervisors Not assigned to a year group	Report to Rev Bannon Supervisors may then be directed to support where required.	
Non Form Tutors and Long Term Cover Teachers	Report to assigned Year Group	
Trainee Teachers	Report to Duty Receptionist – Visitors Book	

ASM/CEV – during formal exams to wait outside their rooms for three minutes if safe to do so

For confirmation of need to evacuate.

Staff

Catering Staff & Lunchtime Supervisors	Report to Catering Supervisors - Mrs B McDonald. - Mrs M Clifton
Pupil Services Office/ Finance/ICT/SEN Admin/Farm, Technicians / Resource Assistants	Report to Mrs T Jordan – and Mrs J Woods
Invigilators	Report to Mrs C Evans (Ms P Morton to cover)
Mid-Day Supervisors	Report to Mrs A Pharaoh
Premises / Cleaning Team	Report to Mrs J Walker / Mrs T Jordan

Registers for Roll Call / Trips	Miss L Malam to distribute – Miss M Fergusson to cover.
Senior Leadership Team & Strategic Leads	Mrs A Pharaoh to account for SLT (Mrs R Rowlands to cover)
Associate Teachers	Report to Mrs S Wilson / Mrs V Lewis
Teaching Assistants	Report to Mr Simpson
Visitors/ Trainees	Report to Mrs L Humphreys

RECEPTION:

Duty Receptionist Mrs L Humphreys/ Miss M Fergusson to escort anyone present in Reception Area, through main front entrance and walk to rear School Assembly Point.

MAIN FRONT GATE: Ms D Lamb / Mrs A Cashmore – Ensure Gate at end of Humanities is open.

BIKE SHED GATE: Mrs A Bestwick / Mrs V Lavin .

TECH/ FARM SERVICE YARD GATE: Mr M Hughes / Miss Helen Cole

If you leave school building during the day, you MUST sign out at Reception.

DO NOT re-enter the school until told to do so by the Head Teacher / SLT.

3.10.3 Storage

Care must be exercised when storing combustible materials, cardboard, wood, materials, etc, should not be stored under stairs, electrical intake cupboards, boiler rooms, restricting access, etc. Flammable and chemical products must be stored in a locked metal cabinet.

The Academy will maintain an inventory of all substances on site, giving details of location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance.

www.cleapss.org.uk

3.10.4 Displays

Display materials and decorations

Displays are often located in corridors and in entrance foyers, and generally comprise of materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. Staff should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly. To reduce the risk of fire spread, Staff should consider the following:

- Encase displays where possible.
- Avoid the use of excessive displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put any displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions)
- Treat displays with proprietary flame retardant sprays

- The use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.

3.10.5 Fire Drills

Fire drills will be conducted at least once per term and where there have been changes of equipment, personnel or activities which may risk increase the risk of fire. The Health & Safety Officer organises fire drills and will keep a record of the drill as shown below:

Date of Drill	
Approximate No. of Participants	
Optimum Evacuation Time	Actual Evacuation Time
All present to roll call?	
Person Responsible for Drill	
Type and Extent of Drill	
General Assessment of Drill	
Action Taken	

Monitoring and debrief

Throughout the drill, the responsible person (Health & Safety Officer) and nominated observers will pay particular attention to:

- Any communication difficulties with regard to the roll call and establishing that everyone is accounted for.
- Appropriate use of the nearest available escape routes as opposed to commonly used circulation routes.
- Any difficulties with the opening of final exit doors.
- Any difficulties experienced by people with disabilities or young children.
- The roles undertaken by specified people, e.g. fire wardens.
- Any inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc.
- Any windows and doors not being closed as people leave without risk to individuals.

On-the-spot debriefs are used to discuss the fire drill, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

3.10.6 Fire Safety Training

Fire and emergency evacuation procedures are briefed to all new staff (including temporary staff, such as Associate Teachers) as well as regular (at least annual) publishing of the “Fire Evacuation Roles and Responsibilities Guidance” to all staff.

All staff will be required to attend site specific training on the school’s fire safety procedures and emergency evacuation plan on induction, annual refresher, when there has been a change of use, equipment, people, activities and always after a reported incident.

Fire Marshalls

All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge. The school will access training to provide staff with appropriate information, instruction, training and supervision to ensure they have an in depth knowledge of the school’s fire emergency evacuation plan and their role in implementing it.

FIRE SAFETY INFORMATION

It is the responsibility of each Curriculum Area Leader to ensure that all employees are aware of the Fire Safety Procedures. Information should include the following:

1. Fire detection systems – how they operate and what action to take.
 - ◆ Automatic smoke/heat detectors. In the event of a fire, the detectors are activated. These are linked to the Fire Alarm which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building. Summon the emergency services by dialling 9-999.
2. Location of Fire Alarm Call Points
 - ◆ Identify at least two fire alarm call points in the workplace.
 - ◆ Employees must familiarise themselves with location of fire alarm call points as they move around the building eg: toilets, canteen, meeting rooms.
 - ◆ The fire alarm is tested on Wednesdays at 7.00 am.
3. Emergency evacuation routes
 - ◆ Identify at least two means of escape from the workplace.
 - ◆ Employees must familiarize themselves with location means of escape as they move around the building eg: toilets, canteen, meeting rooms.
 - ◆ Staff to be instructed on how to operate all doors fitted with an over-ride system (break glass green coloured boxes located at side of door and/or fire alarm call point).
4. Location of Assembly Point
 - ◆ Hardstanding area at the rear of the school.
5. Action to be taken on hearing the Fire Alarm
 - ◆ Leave the building at once, quickly and calmly by the nearest safest exit.
 - ◆ In the event of lone-working situation staff must summon the emergency services by dialling 9-999.
 - ◆ Do not stop to collect personal belongings.
 - ◆ Assist with the evacuation of visitors.
 - ◆ As you leave the building, close all doors on the way out.
 - ◆ Do not use the lift.
6. Action to be taken on discovery of a fire
 - ◆ Raise the alarm by breaking the glass on the nearest fire alarm call point.
 - ◆ In the event of lone-working situation staff must summon the emergency services by dialling 9-999.
 - ◆ Leave the building at once, quickly and calmly by the nearest safest exit.

- ◆ Do not stop to collect personal belongings.
- ◆ Assist with the evacuation of visitors.
- ◆ As you leave the building, close all doors on the way out.
- ◆ Do not use the lift

In the event of an evacuation employees must not:

- ◆ re-enter the building unless given permission to do so by the Senior Fire Authority's Officer
- ◆ Move their vehicles unless given permission to do so.
- ◆ Leave the premises unless given permission to do so.

7. Responsibility for visitors

It is the responsibility of the Host to ensure safe evacuation of their visitors.

8. Identifying and Reporting Defects

All staff have a responsibility to report any defects which pose a risk to the health, safety and welfare of themselves and others.

9. Identify fire risks in the workplace

- ◆ Smoking policy
- ◆ Electrical Equipment including use of extension lead
- ◆ Use of personal electrical equipment is prohibited
- ◆ Housekeeping – do not store combustible materials near potential sources of ignition.
- ◆ Give details on Terrorist Action

10. Employees Responsibilities

- ◆ Housekeeping – safe storage of equipment and materials
- ◆ Visual inspections of equipment
- ◆ Report defective equipment
- ◆ Correct and safe use of equipment
- ◆ Ensuring all means of escape routes, fire doors, fire alarm call points and emergency lighting are kept free from obstruction at all times. If it is within the capability of the individual to do something about it they should do it immediately. If not they should report to the Head Teacher immediately.

3.10.7 Fire Safety Training

The Academy has a responsibility for the safety of their staff, pupils and visitors, providing instruction and training and taking into account the special needs of individuals, such as those with disabilities.

A number of staff (mainly non-teaching) who are based in higher risk areas (science, technology, kitchen) have received training as fire wardens. This includes the identification of the kinds of fire and which types of extinguisher should be used on them. These staff understand that their primary responsibility is to raise the alarm, support evacuation and only then, tackle a fire if they feel it is safe for them to do so. A full list of on-site trained fire wardens is kept by the Health & Safety Officer and includes:

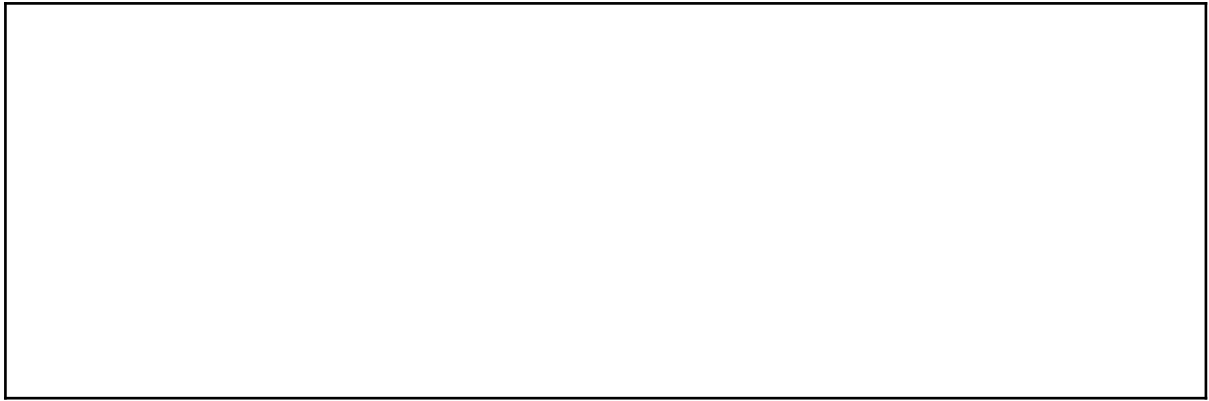
David Kell	Chris Hall	Andrew Turnbull
Gaynor Stewart		
Tom Clarke	Deborah Ryan	Gareth Simpson
Helen Cole	Alison Kielty	
David Trumen	Alan Hesketh	Suzanne O'Neil
Estelle Hammond	Caroline Davies	Joe Kielty
Darren O'Neil	Nicky Landrum	

It is the responsibility of the Academy to provide an emergency evacuation plan for all persons on site including individuals with physical/sensory impairments who require assistance. Where individuals require assistance, a personal emergency evacuation plan (PEEP) is required and should be tailored to meet the needs of the individual. This must be agreed between the responsible person and the individual requiring support and in the case of a pupil the parent/carer.

There are six refuge points in the Academy which are smoke and fire resistant compartments. Each compartment has an evacuation chair attached to it along with a collapsible wheelchair at the ground floor point of the refuge to transfer the refuge person from the Evac Chair into. Fully trained refuge point volunteers man the refuge points in the event of the fire alarm being sounded. The on-site evacuation chair trainers are Mr C Hall , Mr G Simpson and Mr A Hesketh. A full list of on-site trained evacuation chair trained personnel is kept by the Health & Safety Officer and includes:

A Hesketh	C Hall	A Smith
G Simpson		
Gary Evans	A Clewlow	
K Lynch	E Duller	A Theobald
M Williams	J Cartledge	
D Minshull	L Hodgson	
S O'Neil	E Watterson	C Waters

(Provide a list of all locations)



EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm from each location).



SAFE ROUTE(S):



PLAN OF SCHOOL

(Attach plan of school clearly showing ALL routes of evacuation.)

Copies are located:

Office	q
Support staff	q
Pupil	q

TIMETABLE

(Attach copy of the pupils timetable, review weekly with staff for changes)

Copies are with:

Office	q
Support staff	q
Pupil	q

WEEKLY REVIEWS

(Amendments to timetable to be discussed weekly and amendments made)

--

DRILLS

(Dates of drills and evaluation)

--

Signature of person completing PEEP	
Print Name	
Date	
Review Date	

3.10.8 Means of Escape

Daily visual checks, which are not normally recorded, will be carried out by the Premises Team to ensure that all routes are kept free from obstruction at all times and that all final exit doors are operational.

All escape routes are marked on the Academy's floor plan a copy of which is maintained in the fire log book.

3.10.9 Fire Fighting Equipment

Suitable and sufficient numbers of fire extinguishers are located across all areas of the school. These must be clearly visible and kept free from obstruction at all times.

Location and type of fire fighting equipment will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book.

3.10.10 Fire Alarm Systems

The Academy has a full fire alarm system with smoke detectors and heat detectors. The system is linked to Community Patrol. In the event of an activation a signal is sent through to the control room. The Academy is to phone the fire brigade in the event of an activation. A full sprinkler system in place and gas suppression system in the server room and kitchen. In the event of an activation, the alarm sounds and sets off the fire alarm in the Sports Centre/Study Centre and the Academy evacuates. The fire panel details what has caused the evacuation. If the alarm is activated, the school will phone the Fire Brigade once it has been ascertained that there is a live fire. If the fire alarm is activated in the Study Centre, the alarm activates in all the Academy buildings.

Location and type of detectors and manual call points are clearly marked on the Academy's floor plan, a copy of which is maintained in the fire log book.

3.10.11 Emergency Lighting

The school has full emergency lighting inside and outside of each building. Emergency lighting test keys are kept with each caretaker.

3.10.12 Inspection, Service and Maintenance

a) Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by a member of the Premises Team and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Wednesdays at 7.00 am.

Any defects on the system will be reported immediately to Atlas Fire & Security on 0151 666 2400.

A fire alarm maintenance contract is in place with Atlas Fire & Security on 0151 666 2400 for the annual inspection, service and maintenance of the system.

Smoke and heat detectors are tested on a half yearly basis by - heat detectors Compco 01905 741 600, smoke detectors Atlas Fire & Security 0151 666 2400.

Test records are located in the site's fire log book.

b) Inspection of Fire Fighting Equipment

Fire extinguishers, including fire blankets, are regularly checked (once a term) for appropriate positioning, labelling and evidence of tampering by the Health & Safety Officer. A record of inspections will be maintained in the fire log book. Defective equipment or extinguishers that need recharging are taken out of service and reported direct to Claughton Fire Protection on 0151 652 6366.

An annual inspection and test of fire fighting equipment is undertaken by Claughton Fire Protection.

c) Testing of Emergency Lighting Systems

These systems will be tested weekly on a rotational basis by the Caretaker and annually by Atlas Fire & Security on 0151 666 2400.

Test records are located in the site's fire log book.

d) Inspection of Fire Doors

The Caretaker will carry out daily visual checks for any obstructions on exit routes and ensures all final exit doors are operational.

The Health & Safety Officer will carry out formal checks using the Fire Marshal checklist every term on all fire doors to ensure that they are in good condition, close firmly into their rebates and that all smoke seals and intumescent strips undamaged. Records of inspection are located in site's fire log book.

e) Testing of Manual/Automatic Hold Open Devices

The Caretaker will ensure that all hold open devices are fully operational on testing of the fire alarm. All defects to be recorded and records maintained in the fire log book.

f) Record Keeping

All documentation relating to fire safety including inspection, service, maintenance and repair records is maintained in the school's fire log book located in Reception and/or the Finance Office.

Please note

Emergency contact and key holder details are maintained by the Chief Operating Officer and provided to Wirral Community Patrol.

3.11 Critical Incident "Lockdown" Procedure

In 2017, the school developed a new policy document to address the need for a Critical Incident "Lockdown" procedure. Although not a statutory requirement, it is regarded as good practice in the unlikely event that the school, staff or pupils is deemed to be at threat from one of the following:

- A major fire or environmental emergency in the vicinity of the school
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and pupils in the school, this may be community disturbances, dangerous dogs etc
- An intruder on the school site, with the potential to pose a risk to staff, pupils or visitors.

In the event of a threat, the alarm is triggered from one of three critical incident alarm call points located in the main school building, the study centre and the sports complex. They are distinguishable from fire alarm call points as they are yellow, not red. The alarm sounds in all three building. The key steps of the lockdown process are as follows:

1. The Critical Incident alarm will be the signal to commence "lock down".
2. Emergency services will be notified.
3. Key staff will communicate using mobile phones.
4. Building access points will be blocked off if the threat is known to be outside and there are no pupils or staff known to be outside the building.
5. Staff and pupils might move furniture to jam doors shut. Close blinds. Turn off computers and lights – if appropriate.
6. Pupils must not use their mobile phones during lock down.
7. A "safe" phrase which will be used to signal the end of lock down.
8. Staff must not respond to a fire alarm and evacuate the building unless instructed to do so.
9. Communicate with parents using "parent-mail" only when it is safe to do so.

3.11.1 Drills

A drill to familiarise new staff and pupils will be held at least once a year. It is anticipated that a variety of threats will be considered in order that appropriate responses can be observed. Every lockdown incident will be recorded in the log book behind the main building reception. A review of each drill will be held by the SLT and the Health & Safety Officer.

3.11.2 Sports Complex

Whilst the school has a Critical Incident “lockdown” procedure, it is not designed – or appropriate, for use at the Sports Complex outside of school hours. This is because access and management arrangements fundamentally change at the times when the Sports Complex is available for hire by the public. To address this, a procedure specific to the Sports Complex, outside of school hours, has been agreed. Copies of this procedure is held by the Assistant Chief Operating Officer and the Health & Safety Officer.

3.11.3 Key Roles and Responsibilities

A model of the Critical Incident “Lockdown” Procedure is shown on the next page.

CRITICAL INCIDENT PROCEDURES & RESPONSIBILITIES

SEPTEMBER 2024

On hearing the critical incident alarm (pulsing tone), all staff and pupils must remain in classrooms/offices.

Pupils outside the buildings must be brought inside as quickly as possible and return to a nearest Building/Classroom/Hall.

Doors, windows, blinds should be closed. Any experimental/lab equipment must be turned off, lights and computer monitors to be turned off. Use classroom furniture to create a barricade at the door.

Blinds should be drawn and pupils are to sit quietly underneath tables.

	External – Front & Rear of School	Drama PE / Hall / LRC	Kitchen/ Dining Area/ Learning Café	Humanities	Maths	Tech
<i>MOS To check lockdown & implement all clear when over</i>	C Hall- Front, Study & Sports	C Evans / P Morton	Non-Teaching APPL's / PPL's	Resource Asst - AKI	Duty Premises Officer	Tech Technician Duty Premises
<u>Senior Staff to Support</u>	S Rogers / J Walker - Rear	A Smith	P Joplin	P Joplin	S Arthur	L Bannon

	Farm	Music / Rehab	MFL / Art	English	SEN	Science	ICT/ Science
<i>MOS To check lockdown & implement all clear when over</i>	J Hennessey / H Cole	A. Pharaoh	Resource Asst – SON/	Duty Premises Officer	F Tynan G Simpson	Science Technician	Science Technician
<u>Senior Staff to Support</u>	Duty Premises	L Burton	J Cartledge	S Barney S Calder	J Parkinson	J Pettener	J Pettener

CHL - Communicate to Sports Centre when lockdown cancelled

KGR - Communicate to the Farm

**PSO Staff - Communicate to Offices - SEND Admin - Careers - ICT Server Room ,
Catering Development - Exams Office.**

**PUPIL SERVICES OFFICE: ASSESS INFORMATION RECEIVED, SOUND ALARM AND
THEN TELEPHONE POLICE / EMERGENCY SERVICES**

ICT TECHNICIAN: VIEW CCTV AND COMMUNICATE WITH PREMISES TEAM – **07748 624817** or PUPIL SERVICES OFFICE – **07799 034365** (FALL BACK) WHO WILL LIAISE WITH EMERGENCY SERVICES AND REPORT TO HEADTEACHER

FOR PUPILS IN WHEELCHAIRS, CARE TEAM TO USE DISCRETION DEPENDING ON LOCATION ALL STAFF ATTENDING EXTERNAL AREAS – ENSURE PROXIMITY CARDS ARE ON PERSON AND IN POSSESSION OF MOBILE PHONES.

3.12 First Aid

First Aid Boxes are located at the following points:

Technology Rooms
Staff Bases
Staff Room
Technicians' Rooms
First Aid Room
Science Rooms
PE Office Main school
PE Office Sports Centre
Staff Office – Study Centre.
Kitchens and Catering Pods.

When assessing first aid needs it is recommended that the likely risks to pupils and visitors, as well as to staff, are included.

Guidance to risk assessment

- The size of the school, and whether it is on split sites or levels. If so, the assessment needs to encompass additional first-aid provision and the deployment of adequate first-aid personnel cover.
- The location of the school in relation to the emergency services. It is good practice to inform the local emergency services in writing of the school's location and any circumstances that may affect access to the school. Emergency services should also be given clear instructions regarding where and to whom they should report on arrival at the school.
- Any specific hazards or risks on site, e.g. hazardous substances, dangerous tools or machinery, or temporary hazards such as building and maintenance work.
- Any specific health needs or disabilities of pupils or staff and the age range of pupils: these can affect the type of first-aid provision and materials required. (First-aid organisations can provide advice on training for first-aid personnel in schools).
When considering how many first-aid personnel are required the governing body or head teacher will also consider:
 - Adequate provision for lunch times and breaks. It is good practice to encourage lunchtime supervisors to undergo first-aid training.
 - Adequate provision for leave and in case of absences.
 - First-aid provision for off-site activities, e.g. educational visits.

- Adequate provision for practical areas such as science, technology, home-economics and physical-education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs.
- Agreements with contractors (e.g. school meals providers) on joint first-aid provision for their employees.
- Provision for trainees working on-site. They have the same status as staff for health and safety purposes
- Agreed procedures for emergencies in isolated areas, e.g. on the playing field.

Accident statistics can indicate the most common injuries, times, locations and activities involved at a particular site. These statistics can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

- The governing body or head teacher should review the school's first-aid needs at least once a year to ensure the provision is adequate and standards are being met.

Source: *Guidance on First Aid for Schools: A Good Practice Guide*.

The First Aid Coordinator, Mrs K Lamb is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

Staff qualified to provide first aid are listed in Appendix 3. First Aid Staff are provided with guidance and additional PPE due to the Covid 19 Pandemic.

The Head Teacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Health & Safety Officer will check that any school vehicles are properly equipped with first aid boxes before they are used.

Guidance is provided to all staff and First Aid trained staff in relation to the current Covid 19 Pandemic and the Risk Assessment in place. Additional PPE is available and First Aid Staff advised to use as required and appropriate in the circumstances.

3.12.1 Transport to Hospital

If the First Aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital by ambulance. Staff should never take children to hospital in their own car, it is safer to call an ambulance. Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/guardians cannot be contacted and should stay until the parents/guardians arrive.

3.12.2 First Aid Away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of the Academy.

Assessments for first aid provision should consider the following factors:

- Number of occupants within the premises, not just the department/section
- Are there any specific risks, e.g. working with hazardous substances, dangerous tools, machinery, dangerous animals
- Are there inexperienced workers on site, or employees with disabilities or specific health problems
- Are the premises spread out, e.g. are there several buildings on the site or multi-storey building
- The history of accidents within the premises
- Hours of work – cover for shifts etc
- Availability of back up support available on site
- Foreseeable absence of first aid trained staff
- Mobile workers/lone working/agile workers
- Are there parts of the establishment where different levels of risk can be identified
- Remoteness from emergency medical services
- Do any employees work at sites occupied by other employers
- Do members of the public visit the premises
- Period review of assessments

3.11.3 Clinical Waste

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin in the Sick Room/Medical Room.

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal in Hygiene Suites/Disabled Toilets.

Items such as needles, syringes and other sharps will be placed in the "sharps bin".

Medical Waste from the on site Covid 19 test centre is disposed of in dedicated medical waste bins throughout the duration of testing.

3.11.4 Blood Spillages

Guidance on "Protection from blood borne viruses and basic infection control" will be followed. Guidance is at:

<http://www.wirral-mpc.gov.uk/HealthandSafety/admin/PolicyGuidelines/Files/HS-ECS-058%20PRINCIPLES%20FOR%20THE%20CONTROL%20OF%20INFECTION.doc>

3.11.5 Emergency Contact Numbers

Arrowe Park Hospital Accident & Emergency	0151 678 5111
Schools Nurse	0151334 4000 x 5201
Infection control Nurse	0151 604 7750
Health Protection Agency	0844 225 1295

3.13 Housekeeping

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the Academy.

3.13.1 Floors and Gangways

Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
Unsuitable floor surface or covering; trailing cables; congestion;
obstructions; inadequate lighting.

3.13.2 Furniture and Fittings

Check circulation routes are not impeded by the arrangement of furniture.
Check furniture is not damaged or unstable.
Check no furniture is in a dangerous condition, (rough wood, splinters,
protruding screws, nails, loose components etc

3.13.3 Storage

Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves eg kick stool or step ladder

3.13.4 Waste

Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes

3.13.5 Welfare Facilities

Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers

3.13.6 Fire

Are flammable materials kept away from heat and ignition sources;
stored in approved correctly labelled containers, are fire exits, call points,
fire extinguishers clearly marked, and free from obstruction

3.13.7 Inspections

A general workplace inspection of the across the whole site will be conducted twice per year and be undertaken / co-coordinated by the Health & Safety Officer.

Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT)

Responsibility for following up items detailed in the safety inspection report will rest with the Health & Safety Officer and Curriculum Leaders.

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings.

GOVERNORS HEALTH & SAFETY INSPECTION CHECKLIST

SCHOOL NAME.....

AREA INSPECTED.....

DATE INSPECTED.....

INSPECTED BY.....

1. MANAGEMENT SAFETY SYSTEMS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
*The management safety systems only need to be checked on an annual basis.					
1.1	IS THERE A HEALTH & SAFETY POLICY (SIGNED & DATED BY HEAD TEACHER / CHAIR OF GOVERNORS) THAT HAS BEEN REVIEWED IN THE LAST YEAR?				DATE OF LAST REVIEW -
1.2	IS POLICY IN LINE WITH CYPD'S MODEL IN HAVING STATEMENT OF INTENT, ORGANISATION (ROLES AND RESPONSIBILITIES) AND DETAILED LOCAL ARRANGEMENTS?				
1.3	IS THERE A SYSTEM WHEREBY ALL DEFECTS FOUND WITH EQUIPMENT / PLANT /PREMISES ARE NOTIFIED TO MANAGEMENT AND TAKEN OUT OF SERVICE?				
1.4	ARE RECORDS KEPT OF STAFF INDUCTIONS AND STAFF TRAINING?				
1.5	ARE EMERGENCY PROCEDURES CLEARLY DISPLAYED (EG FIRE PROCEDURE, FIRST AID ARRANGEMENTS)?				
1.6	IS THERE A SYSTEM TO RECORD ACCIDENTS AND INCIDENTS?				
1.7	ARE ALL RELEVANT ACCIDENTS AND INCIDENTS TO PUPILS, EMPLOYEES AND OTHERS REPORTED USING APPROPRIATE ACCIDENT FORMS				
1.8	ARE SITE SPECIFIC RISK ASSESSMENTS COMPLETED AND REVIEWED IN THE LAST 12 MTHS (EG CURRICULUM AND NON CURRICULUM, ONE OFF EVENTS, CARETAKING DUTIES, TEACHING STAFF, OFFICE AND SUPPORT STAFF, EXTENDED USE OF SCHOOL ETC.)				DATE OF LAST REVIEW -
1.9	IS HEALTH AND SAFETY INFORMATION GIVEN TO CONTRACTORS AND VISITORS WHEN THEY ARRIVE ON SITE?				
1.10	ARE THERE FORMAL ARRANGEMENTS IN PLACE TO DISCUSS HEALTH & SAFETY MATTERS WITH OTHER USERS/GROUPS/OTHER OCCUPANTS OF THE SITE?				
1.11	ARE GUIDELINES FOLLOWED FOR ALL OFF SITE ACTIVITIES? (EG RECORDING OF RISK ASSESSMENT RECORDS OF PRE -SITE VISITS)				
1.12	HEALTH & SAFETY POSTER DISPLAYED AND ADDRESSES COMPLETED?				
2. FIRE		Y	N	N/A	COMMENTS / ACTIONS NEEDED

2.1	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS?				
2.2	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
2.3	FIRE DRILLS CONDUCTED TERMLY AND RECORDED?				DATE OF LAST DRILL
2.4	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?				
2.5	FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)				
2.6	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
3. FIRST AID / MEDICATION		Y	N	N/A	COMMENTS / ACTIONS NEEDED
3.1	FIRST AID BOXES IN APPROPRAITE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
3.2	DOCUMENTED SYSTEM FOR ADMINISTRATION (WRITTEN PERMISSION FROM PARENTS AND DOSAGE SHEETS FOR ANY MEDICINE ADMINISTERED)AND SECURE STORAGE OF MEDICATION ?				
3.3	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? SHOULD BE CARRIED OUT ANNUALLY				
3.4	SYSTEM FOR ACCEPTANCE OF MEDICINES IN PLACE AND SECURE STORAGE USED?				
4. ASBESTOS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
4.1	ASBESTOS PERMISSION TO WORK SYSTEM USED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS FABRIC?				
4.2	ARE 6 MONTHLY INSPECTIONS CARRIED OUT AND COPIES MAINTAINED IN ASBESTOS REGISTER?				
4.3	ALL ASBESTOS REMAINING ON SITE IN GOOD CONDITION?				
5.HOUSEKEEPING		Y	N	N/A	COMMENTS / ACTIONS NEEDED
5.1	ARE WORK AREAS & WALKWAYS FREE FORM RUBBISH AND OBSTRUCTIONS?				
5.2	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
5.3	IS THERE A REGULAR CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				
5.4	ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				
5.5	ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				

5.6	ARE THE BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
6.ELECTRICAL		Y	N	N/A	COMMENTS / ACTIONS NEEDED
6.1	ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
6.2	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACK ED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
6.3	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)				
6.4	FIXED WIRING INSPECTED IN LAST 5 YEARS AND REMEDIAL ACTIONS COMPLETED?				
7.TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
7.1	IS THERE A SYSTEM IN PLACE TO VISUALLY INSPECT ALL TOOLS & EQUIPMENT USED WITHIN THE SCHOOL AT REGULAR INTERVALS?				
7.2	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
7.3	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT?				
7.4	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMPLY?				
7.5	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?				
8.D&T / SCIENCE / ARTS AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
8.1	MAINTENANCE / SERVICE RECORDS AVAILABLE FOR EQUIPMENT (CHECKED BY COMPETENT PERSON IN PAST 12 MTHS)				DATE OF LAST INSPECTION -
8.2	MACHINERY SAFELY POSITIONED AND ALL MOVING PARTS GUARDED OR HAVE A BARRIER TO PREVENT CONTACT? (THE HEAD OF DT WILL BE ABLE TO ASSIST IN THIS AREA IF NEEDED)				
8.3	ARE THE MACHINES CLEAN? (FREE OF EXCESSIVE OIL, DUST ETC)?				
8.4	ARE THE EMERGENCY STOP BUTTONS CLEARLY MARKED AND EASILY REACHED?				

8.5	IS THERE PERSONAL PROTECTIVE EQUIPMENT AVAILABLE (EG GOGGLES, DUST MASKS) AND IS IT CLEARLY LABELLED, EASILY ACCESSIBLE AND WELL MAINTAINED?				
8.6	SAFETY RULES DISPLAYED IN WORKROOMS				
8.7	PREP ROOM, WORKSHOPS, LABS ETC. LOCKED WHEN NOT IN USE				
8.8	ARE THERE BLUE MANDATORY SAFETY SIGNS DISPLAYED NEAR WORKSHOP MACHINERY (EG GOGGLES MUST BE WORN)?				
8.9	IS MACHINERY THAT CAN ONLY BE OPERATED BY PERSONS OVER 18 YEARS OLD SECURED TO PREVENT UNAUTHORISED ACCESS? (EG ISOLATED BY KEY, LOCKED IN SEPARATE AREA)				
8.10	HAVE WRITTEN RISK ASSESSMENTS BEEN COMPLETED FOR EACH PIECE OF MACHINERY?				
8.11	HAVE FUME CUPBOARDS/LEV BEEN TESTED IN THE LAST 12 MTHS?				DATE OF LAST TEST -
8.12	ARE EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?				
8.13	CLEANING STAFF AWARE OF POSSIBLE HAZARDS WITHIN DEPARTMENT				
9.HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
9.1	IS THERE A CENTRALLY HELD COSHH FILE WITH UP TO DATE (AUDITED IN THE LAST 12MTHS) INVENTORY OF CHEMICALS AND DATA SHEETS?				
9.2	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
9.3	ARE SUBSTANCES USED IN SCIENCE SUBJECTS STORED / USED IN ACCORDANCE WITH THE CLEAPSS GUIDANCE AND HAZ-CARDS?				
9.4	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (EG SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?				
9.5	ARE ALL CONTAINERS CLEARLY MARKED (EG IRRITANT, FLAMMABLE)?				
10.WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
10.1	CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
10.2	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?				
10.3	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 AND SPECIAL SCHOOLS				
10.4	IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
10.5	SUFFICIENT TOILET FACILITIES?				

10.6	ARE TOILETS CLEAN WITH WASHING FACILITIES? (INC SOAP, HOT WATER AND DRYING FACILITIES)?				
10.7	DOES THE SCHOOL HAVE A STRESS POLICY?				DATE LAST REVIEWED -
10.8	ARE THERE FACILITIES FOR STAFF MEMBERS TO CHANGE CLOTHES / STORE CLOTHES?				
11. GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
11.1	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
11.2	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
11.3	HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?				
11.4	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
11.5	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
11.6	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				
12. OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
12.1	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
12.2	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
12.3	IS OUTDOOR PLAY EQUIPMENT INSPECTED ANNUALLY BY INDEPENDENT PERSONS?				
12.4	IS OUTDOOR PLAY EQUIPMENT INSPECTED DAILY TO ENSURE SAFETY AND CLEANLINESS BEFORE IT IS USED?				
12.5	EXTERNAL LIGHTING ADEQUATE?				
12.6	GATES AND FENCING ADEQUATELY MAINTAINED?				
12.7	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE ?				
12.8	ACCESS TO FRAGILE / LOW ROOFS RESTRICTED?				
12.9	SCHOOL RECEPTION CLEARLY SIGNED?				
12.10	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?				
13 OTHER ITEMS SPECIFIC TO YOUR SCHOOL		Y	N	N/A	COMMENTS / ACTIONS NEEDED

3.13.8 Legionella

SCI-TECH Water Treatment Ltd are the nominated competent persons appointed to undertake Risk Assessments. It is anticipated that these will be repeated every two years. The written report contains findings and recommendations. Records are held in the Every system.

Statutory monitoring will be covered by monthly checks undertaken by SCI-TECH and will address any issues that are highlighted by the Risk Assessment. Additional checks are undertaken particularly where there are showers and water drinking facilities and these requirements are addressed individually by SCI-TECH.

3.13.9 Lighting

The school will ensure that each room or other space within the school will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

3.13.10 Lone Working

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

Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **will not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain permission from the Head Teacher/Chief Operating Officer and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. Refer to the Academy's Lone Working Policy
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

We have identified areas where lone working is unavoidable. Procedures have been drawn up where a risk exists i.e. Sports Centre Staff who work weekends. Cleaning staff after hours in the Study Centre, etc. These staff have emergency contact numbers, access to a telephone, have copies of lone working procedures, and only carry out duties which do not put themselves at risk.

When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Atlas Security are contracted keyholders for out of hours alarm.

Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

Additional guidance is given to staff visiting pupils homes during the current COVID 19 pandemic. Staff do not enter homes and maintain social distance from the persons visited. Visits are only conducted where absolutely necessary and other means of contact or communication are not appropriate.

3.14 Manual Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Health & Safety Officer who will arrange for a suitable and sufficient risk assessment to be carried out.

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

Appropriate information, instruction and training on the safer moving and handling techniques will be provided to all staff who, as part of their job, are required to undertake these activities.

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

Staff should avoid moving and handling heavy items and equipment. Where this cannot be avoided, Staff should use equipment available, trolleys etc, reduce the size and weight of the load and where necessary obtain help from colleagues.

3.15 Management of Medicines

The Academy has its own policy entitled “SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS”.

The policy contains statutory and non-statutory advice. Key points in the document include:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

This requires that key staff are trained in the appropriate handling, administration and disposals of medicines. Also, that pupils and parent/carers understand their responsibilities in the management of medicines in school. The following checklist was followed in developing the school's medicine management policy.

MANAGEMENT OF MEDICINES IN SCHOOLS & EARLY YEARS SETTINGS CHECKLIST

Woodchurch High School

Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?			Give date, location
2.	Has the school nominated responsible trained persons to administer medicines?			List nominated staff
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?			Location – extract issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures			List staff, date and training provider (parent, school nurse, other)
5.	Does the school have procedures for managing medicines on trips and outings			Risk assessments, consent forms, etc
6.	Has the school received a written agreement from parents for any medicines to be given to a child			Forms 3a (short term) or 3b (long term)
7.	Has the school confirmed, in writing, that they agree to administer medicines			Form 4
8.	Is there guidance for children carrying and taking their medicines themselves			Specify
9.	Does the school maintain records for the administration of medicines			Form 5
10.	Do staff have access to the school's emergency procedures			Form 1
11.	Is a health care plan required for the individual			Form 2

Medicines Checklist

1.	Does the school have appropriate storage facilities taking into account temperature and security			Specify
2.	Is the medicine in the original container			
3.	Is the container clearly labeled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date			
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available			
5.	Does the school allow children to carry their own inhalers			

3.16 Minibuses

The Health & Safety Officer is responsible for the undertaking checks on and the operation of minibuses in accordance with the Local Authority Guidance.

It is a requirement for all minibus drivers to attend and pass the Wirral Council's minibus training. They are not authorised to drive the vehicle without this certificate. In addition formal authority to drive is required from the authority's transport division. Authorised drivers are detailed in **Appendix 2**.

3.17 New and Expectant Mothers

Assessments on new and expectant mothers (staff and pupils) will be undertaken by the Health & Safety Officer following guidance contained in the Local Authority Health and Safety Management Arrangements for Risk Assessment and the Health and Safety Management Arrangements for New and Expectant Mothers. Particular attention will be drawn to hazards on the farm, especially during the lambing season.

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

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

3.18 Noise

The Academy will take all reasonable steps to ensure staff, pupils and visitors are not exposed to noise which may affect their health and safety.

3.19 Risk Assessment

3.18.1 General Risk Assessments

The Academy's risk assessments will be coordinated by the Health & Safety Officer following guidance provided by the Local Authority and independent sources such as "The School Bus" and Compliance Health and Safety Ltd.

All workplace activities, locations and equipment involving teaching and non teaching (e.g. caretaking) staff, premises and one-off activities have been assessed and approved by the Head Teacher.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held by the Health & Safety Officer.

3.19.2 Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

3.19.3 Non-Curriculum Activities

Risk assessments for non-curriculum activities will be carried out by the Health & Safety Officer and support staff in accordance with local authority guidance. These will include: midday supervision, playground activities, access to school premises before the start of and at the end of the school day, movement around the school, school productions, etc. (This list is not exhaustive.)

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff will be made aware of any changes to risk assessments relating to their work.

Information will be provided through e-mail, staff meetings, curriculum meetings, Health & Safety meetings, pastoral meetings.

3.20 Security

The importance of ensuring the security of premises with regard to both people and property cannot be stressed enough. Good security allows both staff and pupils to feel safe and confident in their surroundings.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Woodchurch High School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the Academy's community.

Staff responsible for security are the Premises Team.

The Governors will ensure that the Academy has a security policy and that this has been implemented.

Governors will monitor the performance of the Academy's security measures. This will be achieved by:

- The Head Teacher's reports to Governors;
- By all Governors observing its implementation when they visit Academy;
- Governors will periodically review the Academy's security policy;
- Governors will delegate the day to day implementation of the policy to the Head Teacher and Premises Team.

The Head Teacher will:

- Set up arrangements in school that complies with the security policy agreed by Governors.
- Ensure that all staff within the Academy receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.
- This responsibility will be delegated to the Senior Premises Officer.

The following personnel have responsibilities for ensuring the security of the school building.

Security Issues	Name	Specific Duties
Perimeter fencing, access routes, Parking and traffic management	Health & Safety Officer	Termly Check
Securing school entrance/exits	Premises Team	Opening and Locking up as normal procedure or by special request from Head or Deputy
Control of Visitors	General Office Receptionist	Using visitor passes in accordance with general office procedures
Control of contractors	Receptionist Chief Operating Officer Premises Team	Signing in Monitoring when on site
Security of money etc	Chief Operating Officer Assistant Manager	In accordance with financial and office procedures
Emergency procedures (fire, first aid, accidents)	Health & Safety Officer	In keeping with Health and Safety policies
Security Risk Assessment	Health & Safety Officer	In accordance with Health and Safety policies.

The School will discuss security regularly at the following forums:

- Premises weekly team meetings,
- Curriculum area Standards and Safety reviews (biannually)
- Health and Safety is often on the agenda at Staff meetings and will often feature in the morning briefings.
- Security is also reported on at all Operations and Compliance Governor meetings and therefore in the minutes to full Governors meetings.
- Child Safeguarding meetings (monthly).

The School has implemented the following arrangements to ensure the safety and security of Staff, Pupils and other persons using the School premises.

Information and Communication

All Staff must be aware of the school security procedures. Good communication should ensure that all persons know their role in assisting security. All information regarding the security policy and practice will be disseminated through either 2.2 above or through other School systems if more appropriate i.e.: morning briefings regular e-mails or SchoolComms.

Supervision

Adequate supervision of pupils will be ensured whilst in school particularly when visitors and contractors are on site. (See 3.3 below) Pupils on site for after school clubs will always be supervised by staff.

Visitors

All visitors/contractors are asked to report to the main reception. A visitor signing in system records all visitors including their photograph, time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, and person to be visited is recorded. All visitors/contractors are asked to wear an identification badge and lanyard. All visitors wait in reception until collected by the person they are visiting, visitors can leave the reception area as the inner door is access controlled. Individuals not wearing an ID badge should be asked to report to the reception if they have a valid reason for visiting the school or to leave the premises. Any visitors/contractors without appropriate DBS accreditation will not be permitted on site without an escort (staff member).

All Staff are issued with identity badges, stating their name and role i.e. teaching staff, support staff.

Emergency procedures are explained to the visitor on arrival. Visitors will not be allowed to remove items of property unless they have identification and the authority to do so.

Controlled Access and Egress

The school has a sophisticated access control system comprising physical locks, electro-mechanical locks, electronic card reader system (Net2). The system is underpinned by comprehensive CCTV surveillance facility for monitoring key exit and entrance doors/gates. The arrangements for entry into the building are clearly signed; all visitors report to reception and the signage on site directs visitors to this area.

All doors leading in to the Main School Building are access controlled and lock at pre-determined times (See appendix 1). In case of fire these doors automatically release. The doors automatically release at break-time and lunch time and then

relock at the end of these periods. Gates are locked at 08.45hrs by the Caretaking Staff and re-opened again at 15.10hrs just before the school day ends. During the school day the only access in to the School for visitors is via reception. The main reception gate is used by visitors to access the reception area. Staff are issued with an access card for transitioning to/from the main staff car park and into/from the school building.

Physical Security Measures

Casual access as far as possible within the limits of safety is prevented the provision of secure perimeter fences, locked gates; magnetic locks on doors leading in to the building, magnetic locks on various gates, CCTV, staff vigilance, etc.

Cash Handling

The School avoids keeping cash on the premises wherever possible. The safe is used and kept locked. We avoid handling cash in visible areas; any money requiring banking is done by a security collection, as substantial sums are often involved. Parents/carers are encouraged to make payments for school meals/trips using bank transfer wherever possible.

Valuable Equipment

All items over £1000 are recorded and logged on our Asset Database.

All ICT equipment is security marked.

All valuable equipment is removed from sight at the end of the school day, wherever possible.

All classrooms are equipped with high value touch-screen displays and should be locked at all times unless occupied by a member of staff.

Personal Property

The School dissuades staff and pupils from bringing valuable personal property into school. Details are in both the Information to New Parents and Staff Handbook. Pupils are offered access to lockers. Staff can lock items in to their file cabinets in their teaching area or in their staff base. School takes no responsibility for loss or damage to any personal property brought into school.

Risk Assessment

As required by the Management of Health and Safety at Work Regulations 1992 a suitable assessment of risk posed by security will be carried out as part of the overall risk assessment of the school each year.

Following the annual check it is the responsibility of all staff and pupils to bring to the attention of the Health and Safety Officer, or a member of the Senior Management Team (SMT) if they feel that there is a risk to security.

The Health & Safety Officer regularly reviews procedures and makes recommendations where appropriate.

Arson and Criminal Damage

Arson and damage are committed for a variety of reasons. Arsonists may not be strangers to the school but children and adolescents feature prominently. Fires in schools are most likely to be started by pupils, ex-pupils or their friends, or others with knowledge of the school.

In order to minimise the possible risks of Arson attacks at Woodchurch, the school has developed an anti-arson policy which includes assessment of the school's vulnerability to attack and measures taken to reduce any risks that have been identified.

The Action Plan

The responsible person for initiatives against the threat of arson is the Health & Safety Co-ordinator

- o To ensure that unauthorised entry onto the site is deterred.
- To try and prevent unauthorised entry into the building.
- Reduce the opportunities for offenders to start fires.
- To reduce the scope for potential fire damage.
- To work towards preparing a disaster recovery plan which will reduce subsequent losses and disruption resulting from a fire.

To Deter Unauthorised Entry onto the Site

- Unauthorised entry onto the school site is discouraged by the use of clear signage and the security fence.
- Security lighting is available around the site.
- Roving security patrols from Wirral Community Patrol do random checks during the hours of darkness.

- There are CCTV cameras around the school grounds. CCTV cameras have also been fitted to the internal areas of the school. Staff have been trained in their use.
- The school gates are locked at 8.45 am and all visitors are directed via the open gate and car park to Reception.

Preventing Unauthorised Entry into the Building

- All visitors to the site are required to sign in at the Reception desk and wear a security identification badge.
- All external doors leading into the building are operated via magnetic locks which are activated at various times throughout the day.
- The intruder alarm system is fully operational in all areas of the school, study centre and Sports Centre and it is regularly serviced.
- The school keeps local residents fully informed of all activities which might affect them and hopes for co-operation in return, if needed.
- When evening functions are held, those parts of the premises being used are clearly delineated and other areas blocked off, limiting access to intruders whilst also ensuring access and egress in the event of fire.
- At the end of the day the Caretaker patrols the whole site ensuring that all external doors and windows are secure and gates are locked.
- All windows in the school buildings are doubled glazed and opening windows are fitted with window restrictors.

Reducing the opportunity for offenders to start fires

- Refuse containers are emptied regularly.
- Study Centre and Sports Centre both have CCTV coverage linked to the main school system.
- The litter bins are placed away from the main buildings in most cases.
- Vulnerable areas are supervised at Break Times and regularly checked at Lunch Times by supervisory staff.
- A Fire Alarm System is installed to cover all areas of the school building.
- Fire doors have been installed along the corridors and at key points by stairways, both upstairs and downstairs.

Reducing the Potential for Fire Damage

- Fire doors are operational between different areas of the school.
- Fire extinguishers and blankets are widely available around the school site and Technicians and Resource Assistants have been trained in their use.
- High value items such as computers are spread around the site and not located in one area.
- The main school building has a fully functional sprinkler system which is tested weekly and regularly serviced.
- The main server room is fitted with a gas suppression system, as is the main kitchen preparation area.

Reducing the subsequent losses and disruption resulting from a fire

- The school has members of staff trained as fire wardens.
- Comprehensive fire evacuation procedures are already in place.
- A Data Recovery Plan is incorporated in the School's Financial Procedures Policy. This will ensure continuity for school records and other information which could be destroyed in a fire. (School Chief Operating Officer in charge)

A Service Recovery Plan is incorporated in the School's Financial Procedures Policy, and The Emergency Management Plan.

3.21 Stress Management

Woodchurch High School is committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

The Academy and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Wirral Council’s Health and Safety Management Arrangements for Managing Stress.

In seeking to ensure the effectiveness of this policy, the Academy will:-

- Ensure that legal requirements are complied with as far as is reasonably practicable.
- promote best practice, and improve knowledge and skills in stress management
- identify, as far as is reasonably practicable, all workplace stressors, and conduct risk assessments to eliminate or reduce stress, or control the risks from stress. Risk assessments will be regularly reviewed
- consult with staff representatives on the implementation of all proposed school wide action relating to the prevention of workplace stress
- provide adequate resourcing to ensure the implementation of this policy
- maintain a robust risk management process to ensure that principal risks are reported to the Governing Body

Systems in place within the Academy for responding to individual concerns are Performance Management, Mentoring, Staff able to speak to Head Teacher/Senior Leadership Team, Curriculum Leaders, Occupational Health Support.

3.22 Training

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person’s competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

- New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.

- Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the Academy to ensure that all employees are competent, even though the employee may have evidence of formal training.
- In order to secure the health and safety of all employees, the Academy will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
- Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the line manager.

3.23 Violence

The definition of work-related “violence & aggression” in the context of these arrangements means;

“Any incident where staff are abused, threatened or physically assaulted in circumstances related to their work involving an explicit or implicit challenge to their safety, well-being or health”.

Woodchurch High School is committed to providing a safe and secure work environment for all its employees, pupils and visitors. It recognises that both physical injuries and physiological distress can result from acts of violence and aggression and incidents involving verbal abuse, intimidation, threats and physical assault arising in the course of work or as a result of work they undertake.

The Academy supports the prosecution and/or taking of legal action against any perpetrators of violence and aggression against an Academy employee or an employee of a contractor discharging any Academy statutory undertaking whenever that may occur. These arrangements outline the measures and action to be taken to prevent and manage violence towards staff in connection with work; this includes staff on staff incidents. The Council will also provide support to those employees who are affected by an act of abuse or violence in connection with work.

Where it has been identified, staff will be provided with appropriate information, instruction and training for dealing with difficult situations

3.24 Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Gates are kept shut between 8.45 am – 3.00 pm, Monday to Friday. All gates are kept locked/shut over the weekends.

The children’s and parents’ access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate is not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

At Woodchurch High School deliveries are received at the delivery entrance. There is no access for pupils at this entrance.

DDA vehicles use the DDA car park for drop off and pick up. Staff and visitors park in the main car park and there is DDA parking available in the drop-off car park.

Traffic calming measures (speed bumps) were installed at the junctions of school car park exits and the public pavements during 2018.

3.25 Work at Height

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

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated persons responsible for work at height are the Health & Safety Officer and Curriculum Leaders for all areas, ie Art, Science, DT, Drama, Reprographics.

The nominated persons shall ensure:

Suitable and sufficient risk assessments must be completed for all working at height activities e.g. putting up displays, changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. The risk assessment must consider the following:

Individual

- Are they up to the job
- Medical/physical needs
- Medication
- Suitable clothing including footwear
- Attended suitable training and refresher courses

Equipment

- Appropriate for the job
- Correct height
- In good state of repair
- Regularly inspected

- Easily accessible
- Conforms to BSEN 131

Location

- Weather
- Lighting
- Uneven/unstable/slippy surfaces
- Contamination – mud, water, oil, etc
- Vehicular and pedestrian access
- Overhead services
- Access – opening doors/windows
- Secured ladder
- Distractions e.g. sudden noise, pedestrians, electric shock
- Height at which works is to be completed

Activity

- Avoid it
- Plan the work
- Minimise the risk of fall or reduce distance of fall
- Duration – up to 30 minutes
- Frequency – daily, weekly, etc.
- Lone worker – can the individual summon help if required.
- Physical effort required
- Manual handling of equipment
- Falling objects

Pupils are not permitted to use steps and ladders. Contractors must use their own access equipment and staff must be trained/authorised to use steps and ladders.

Please see below links to HSE Documentation giving further guidance

<http://www.hse.gov.uk/falls/casestudies/schools.htm>

The following staff have been trained to work at heights:

Mrs A Kielty	Farm Technician/Resource Assistant
Mr J Kielty	Premises Officer
Mrs N Landrum	Reprographics Manager
Mr E Eaton	Science Technician
Ms G Stuart	Science Technician
Mr N Woods	Premises Officer
Mr A Sykes	Farm Staff/Technician

3.26 Work Equipment

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

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

3.26.1 External Play Equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by Curriculum Leaders for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. An annual inspection will be carried out by a suitably competent contractor, Universal. Records of all inspections are kept on site for a minimum of five years.

3.26.2 Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Health & Safety Officer, Curriculum Leaders and Technicians will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	<i>Site staff</i>	<i>Site staff</i>	<i>Site staff</i>	Ladders Visual inspection each time used. Formal checklist to be completed at least once per term. Tower scaffold on erection. Avoid leaving in situ when not in use.
Caretaking/cleaning equipment including hand tools	<i>Site staff</i>	<i>Site staff/ cleaners</i>	<i>Site staff / Technology Technician</i>	Visual inspection each time used. <i>school to determine following manufacturers advice</i>
Grounds maintenance equipment	<i>Site staff</i>	<i>Site staff</i>	<i>Site staff</i>	Visual inspection each time used. <i>school to determine following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)	<i>Kitchen Supervisor/ Site Staff/ Technology Staff</i>	<i>Kitchen Staff/ Site Staff/ Technology Technician</i>	Corgi registered contractor	Daily visual Annually
PE and play equipment	<i>PE Staff</i>	<i>PE Staff</i>	<i>Approved contractor</i>	Daily visual before use. Annually
LEV, dust extraction /fume cupboards	<i>Technology Technicians/ Staff Science Staff/ Technicians</i>	<i>Technology Technicians/ Staff Science Staff/ Technicians</i>	<i>Approved contractor</i>	Daily visual before use 14 monthly(max) Refer to CLEAPSS guidance. Records of these examinations must

				be kept for a five year period.
Technology Equipment	<i>Technology Staff/ Technicians</i>	<i>Technology Staff/ Technicians</i>	<i>Approved contractor</i>	<p>Daily visual before use</p> <p>Termly formal written</p> <p>Annual inspection, service and maintenance by competent engineer.</p> <p>Refer to CLEAPSS guidance.</p> <p>Records of these examinations must be kept for a five</p>
Art/Design Equipment	<i>Art Staff/ Technicians</i>	<i>Art Staff/ Technicians</i>	<i>Insurance engineer</i>	<p>Daily visual before use</p> <p>Termly formal written</p> <p>Annual inspection, service and maintenance by competent engineer</p> <p>Refer to CLEAPSS guidance.</p> <p>Records of these examinations must be kept for a five</p>
Portable electrical equipment	<i>Technology Technician</i>	<i>Curriculum Staff</i>	<i>Competent trained contractor</i>	Daily visual before use.
Lifts/lifting equipment			<i>Approved contractor</i>	<p>Daily visual</p> <p>Lifts annually</p> <p>Hoists/slings for people – 6 monthly</p>

4. Useful Contacts

Wirral Council Services

Asbestos Management	0151 606 2353
Water Hygiene Management	0151 606 2388
Health & Safety Team	0151 666 2216/2211
Facilities Management Help Desk	0151 666 5624
	0151 606 2321/2354/2241/2367
Metro Services Help Desk	0151 666 4417
Risk and Insurance	0151 666 3413/3313
Community Patrol	0151 666 5441
Wirral Council's 24 Hour Emergency LOtC Adviser	0151 666 5265

Radiation Protection Adviser (IRS Ltd)	0151 709 6296
Atlas Security	0151 666 2400

Health

Health Protection Agency	0844 225 1295
Infection Control Nurse	0151 604 7750
Dof E Covid Helpline	0800 046 8687
Covid School Support Team	0151 666 3600

Enforcing Authorities

Health and Safety Executive	0161 952 8200
Merseyside Fire and Rescue Service	0151 296 6208/6209/6210

APPENDIX 1 – Emergency Contacts – see Emergency Plan

APPENDIX 2 – Minibus Drivers

Mr M Canham
Mr J Cartledge
Mr I Emmitt
Mr S Hulse
Mr P Joplin
Mr P May
Mr I Philcock
Miss L Quigley
Miss S Rapple
Mr R Stead
Mr J Yarranton
Mr C Hall
Mrs A Kielty
Mr M O’Leary
Mrs J Wright
Mr J Hennessy