DIOCESE OF CHICHESTER ACADEMY TRUST

Health & Safety Policy (Handbook)

December 2025

Health & Safety Policy 2025-2026

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Type of Policy	Tick ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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Introduction and Statement of Intent

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration
I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom
Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect
So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full*.

The Diocese of Chichester Academy Trust (the "Trust") regards good Health and Safety practice as a vital part of its undertaking. The Trust will fulfil its duty as the employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and visitors.

It is the policy of the Trust to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. The Trust is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 to draw up and implement a written Health and Safety Policy for the Trust schools.

The Trust will also fulfil the obligation to comply with the further provisions of the Independent School Standards Regulations 2014 set out in Part 3 of the Schedule, Welfare, health and safety of pupils. (This includes the requirement for certain policies to be in place.)

The Trust will ensure that reasonable adjustments are made which will ensure as far as is reasonably practicable the welfare, health and safety of persons with disabilities.

The Trust's main objective is to minimise accident, injury and ill health by identifying all significant risks and eliminating or reducing them to the lowest level reasonably practicable.

To ensure the Trust meets its commitments, it undertakes to monitor and review health and safety performance and take action where necessary.

Everyone has responsibilities for health and safety. In particular, Headteachers, teachers, support and central services staff are responsible for the health and safety of people in Trust establishments. All employees have legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. The Trust will ensure that arrangements are in place to inform and consult employees about relevant health, safety and welfare issues

The Trust's Health and Safety policy details the responsibilities of employees, managers, the Trust's appointed 'competent person', Headteachers, Local Governing Bodies, the Trust and the Board of Trustees. Each school has a site specific policy which details roles and responsibilities, please see section 4 of this document.

DCAT is committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy will be brought to the attention of each DCAT employee and volunteer.

The policy will be reviewed on an annual basis or sooner if required.

Throughout this policy, wherever there is mention of 'School' this relates to Sedlescombe CE Primary School.

1. Organisational Structure: Responsibility for the Policy and Procedures

1.1 Chief Executive Officer

The person with overall responsibility for Health and Safety at DCAT is the Chief Executive Officer. As the employer, DCAT has overall responsibility for Health and Safety across the Trust and within all DCAT schools. The Chief Executive Officer is responsible for actively promoting a positive health and safety culture in the Trust.

1.2 Handsam Limited

The Trust employs Handsam Limited as its 'competent person'. A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist the organisation properly.

As part of the contract with DCAT, Handsam Ltd also provide the following health and safety support:

- Health and Safety Audits
- Health and Safety online system including online and telephone support, quick guides library, incident Log and E-Training Centre.

The support given is regularly reviewed by the Director of Operations and Governance.

1.3 Board of Trustees

The Board of Trustees is responsible for overseeing the management and administration of health and safety. The responsibilities of the Board will include:

- reviewing the Health & Safety policy
- ensuring that health and safety objectives are met in accordance with its strategy
- ensuring that appropriate risk management is in place and that sufficient checks are in place
- ensuring sufficient resources are available to the control the risks
- ensuring that reasonable adjustments are made for persons with disabilities
- health and safety performance is measured and reported to the Trustee Board
- systems are implemented and monitored
- ensuring that arrangements are in place to inform and consult employees on relevant health, safety and welfare issues
- ensuring that the health and safety policy is adhered to

1.4 Headteacher

The Headteacher will have responsibility for overseeing the day-to-day management of health and safety. This may include, by way of non-exhaustive example, the following:

- Ensuring the health and safety policy is communicated
- ensuring staff are trained in health and safety
- delegating relevant roles as appropriate
- where appropriate, ensuring appropriate information and consultation arrangements are in place for staff
- arranging risk assessments
- ensuring safe systems of work as identified by the risk assessments and relevant staff know and implement these
- arranging annual audits of health and safety systems
- ensuring records are kept and information is provided to the Trust
- ensuring premises and equipment are inspected and tested so that they are safe
- ensuring suitable emergency procedures are in place
- ensuring that accidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken

1.5 Designated Responsible Person, who has special responsibility for Health and Safety at a particular site

The Headteacher will delegate functions and responsibility for Health and Safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for Health and Safety within the school.

The delegated responsibilities *may* include:

- acting as the local lead on health and safety matters
- ensuring that local policies and procedures are in place to fulfil the Trust's overall policy
- ensuring all regular checks are completed and records maintained (e.g. fire alarm testing)
- monitoring and managing suitable and sufficient risk assessments and risk management control procedures
- ensuring the site remains well maintained, contacting the Director of Operations and Governance or the school's Regional Estates and Facilities Coordinator for assistance with any issues or concerns
- taking the lead in managing emergencies and incidents at the site(s)
- acting as the link between the local site(s) and the DCAT Estates team
- working alongside the local site/line manager in respect of maintaining compliance
- ensuring actions identified in Health and Safety audits are addressed in a timely manner
- attending an appropriate Health and Safety training course annually, identified by the Trust and being the Health and Safety champion for relevant sites
- providing advice, guidance and assistance for Health and Safety matters to persons within their local responsibility
- promoting the importance of recording all incidents including 'near misses' to all staff

1.6 DCAT Designated Health and Safety Lead

The Chief Executive Officer will delegate the monitoring and management of Health and Safety across DCAT to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Chief Executive Officer from the overall day-to-day responsibilities for Health and Safety across DCAT.

The delegated responsibilities may include:

- ensuring there is a compliant and coherent policy and guidance that is properly communicated to all parts of DCAT
- ensuring appropriate training is in provided for all employees with health, safety and welfare responsibilities
- ensuring a Health and Safety Audit takes place at all sites and that required actions are addressed
- monitoring Health and Safety issues and incidents, provide support at Trust level as necessary
- reporting critical incidents[1] to Trustees.
- appointing Trust Centre staff to support schools with health and safety compliance
- ensuring a health and safety system is available to support schools with health and safety compliance

1.7 Director of Operations and Governance

The Director of Operations and Governance has oversight of the Trust's approach to health and safety and compliance as well as managing the Trust estates and facilities team. The Director of Operations and Governance will work closely with the Regional Estates and Facilities Coordinators to develop and maintain appropriate compliance systems and reporting procedures, ensuring the safety of all sites.

1.8 Regional Estates and Facilities Coordinators.

The Regional Estates and Facilities Coordinators are Trust Centre staff whose roles are to support schools in achieving compliance in health and safety. These individuals are available to schools to provide advice and guidance in these areas as well as other premises and estates related issues.

[1] A critical incident is defined as any sudden or unexpected incident or sequence of events which causes trauma within the Trust or school community and which overwhelms the normal coping mechanisms of the school or Trust.

	Responsibilities

Director of Operations and Governance (DO&G)	• Trust compliance strategy – including training, development, implementation of systems and procedures, maintenance of assets
	• Leading on the Health and Safety audit and systems
	• Site Development Strategy:
	  • SCA funding priorities
	  • Medium and long term building maintenance plan
	• Trust Procurement for Estates and Facilities, including management of a Trust Contractors List
	• Sustainability
	• Support to secondary schools in ensuring implementation of compliance strategy for fire, asbestos and legionella
	• Line management of the REFC

Regional Estates and Facilities Coordinators (REFC)	• To ensure that the Trust compliance strategy is implemented in all schools – including fire, asbestos and legionella and relevant training for staff • To ensure that Health & Safety compliance and risk assessment processes are in place and monitored in all schools • To work with the DO&G in managing the SCA projects and ensuring quotes are obtained in line with the Trust procurement process, including the management of major projects in excess of £40,000 • To provide direct advice and support to the Headteachers, Business Managers, Operations Managers and Site Team in all schools • Review of Site provision and recommendations, including involvement in recruitment • Meet with the Headteacher to identify issues and review the compliance, health and safety and Planned Preventative Maintenance (PPM) programme • Minibus safety

1.9 Employees and Volunteers

Under the Health and Safety at work Act etc. 1974 all employees and volunteers have general Health and Safety responsibilities. They 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, as far as is reasonably practicable.

The general responsibilities of employees and volunteers include:

- taking reasonable care for the Health and Safety of themselves and others in undertaking their work

- always complying with the school's Health and Safety policy and procedures
- making suitable and sufficient risk assessments with appropriate elimination or control of risks
- reporting all accidents and incidents in line with the reporting procedure
- cooperating with school management on all matters relating to Health and Safety
- not intentionally interfering with or misusing any equipment or fittings provided in the interests of Health, Safety and Welfare
- reporting all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager
- reporting immediately to their line manager any (or any perceived) shortcomings in the arrangements for Health and Safety
- ensuring that they only use equipment or machinery that they are competent/have been trained to use
- making use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reasons

1.10 The role of the Local Governing Body:

The Local Governing Body (LGB) play an important part in the school in monitoring local arrangements. The LGB will:

- Receive reports on health and safety from the Headteacher and resulting actions, including reports on accidents, incidents and near misses along with any investigations conducted. DCAT provides a template, Health and Safety and Facilities Report, for schools to report to the LGB in terms 1,3 and 5.
- Monitor any actions identified

The LGB may appoint a link health and safety LGB member to liaise, support and challenge the school leadership team to ensure health and safety responsibilities and actions are maintained.

Local Governing Bodies may decide to allocate some of these functions to an appropriate committee. Where there is no Local Governing Body individual arrangements will be determined by the Transition Board.

2. Procedures

Areas addressed in this policy are:

2.1 Accident and Incident Reporting Procedures
2.2 Asbestos
2.3 Curriculum Activities
2.4 Display Screen Equipment (DSE)
2.5 Driving at Work
2.6 Electrical Safety
2.7 Fire Evacuation and Emergency Procedures
2.8 First Aid and Medication
2.9 Flammable and Hazardous Substances

2.10 Home Visits
2.11 Inspection/Maintenance of Emergency Equipment
2.12 Legionella
2.13 Lifting and Handling
2.14 Lone Working
2.15 Managing External Contractors
2.16 Noise
2.17 On-site Vehicle Movements
2.18 Premises, Work and Curriculum Equipment
2.19 Playground Equipment
2.20 Lifts
2.21 Risk Assessments
2.22 Violence and Aggression against staff
2.23 Voice Care
2.24 Weather Risks
2.25 Work at Height (inc. curriculum-based climbing activities)
2.26 Work Experience

2.1 Accident and Incident Reporting

Any accident, incident or near miss must be recorded on the Handsam Incident Reporting system. Accidents involving a child will result in a note being sent to their parents/guardian.

For further information on how the school manages first aid, please see section 2.8 and the school's First Aid Policy.

Reporting to the Health and Safety Executive (HSE)

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR), require any workplace to notify the Health & Safety Executive (HSE) in the event of certain injuries, diseases or dangerous occurrences that happen at their premises.

There is a stringent time frame within which DCAT must legally notify the HSE.

- Death/specified Injuries – report immediately to the HSE (without delay).
- Work-related accidents resulting in over seven-day absence must be reported within 15 days.

Therefore, it is vital that schools notify the DCAT Director of Operations and Governance immediately, to ensure the correct report can be filed with the authorities.

Internal Accident Investigation

Every incident that carries the potential to cause harm, or has resulted in an injury, near miss or damage to property must be reported on the Handsam Incident Reporting system and the DCAT **Director of Operations and Governance** advised. This should include incidences of violence towards staff, threatening behaviour, verbal abuse, (see section 2.22).

Where appropriate, the following key areas will be considered during any incident investigation undertaken:

- management control
- activity procedures
- information/instructions
- environment/premises
- human factor
- training records

Remedial actions to prevent a similar incident should be developed, planned and implemented. These could be immediate and/or long-term actions. The actions should be implemented within a set time scale and should be monitored and reviewed for their effectiveness.

2.2 Asbestos

Most school buildings contain asbestos. Asbestos is a naturally occurring fibrous mineral which was incorporated into a wide variety of materials that became part of buildings or articles in the UK up to the year 2000. If managed carefully, the presence of asbestos in your school will not pose a risk to your staff and pupils.

The duty to manage asbestos in non-domestic premises is included in the Control of Asbestos Regulations 2012. DCAT is the Duty Holder and is required to:

1. Take reasonable steps to determine the location of materials likely to contain asbestos.
2. Presume materials contain asbestos, unless there are good reasons not to do so.
3. Make and maintain a written record of the location of the Asbestos Containing Materials (ACM) and presumed ACMs.
4. Assess and monitor the condition of ACM's and presumed ACMs.
5. Assess risk of exposure from ACM's and presumed ACM's and prepare a written plan of the actions and measures necessary to manage the risk (i.e. a management plan), and;
6. Take steps to see that these actions are carried out.

In order to meet the requirements, set out in the Regulations, all schools must complete the following:

- Carry out an **Asbestos Management Survey** to identify any ACMs present in your school which may be disturbed in the course of routine maintenance or everyday activities. This must be completed for all buildings constructed before 2000, including new buildings with residual elements of pre-2000 buildings. This survey must be comprehensive and systematic, establishing the location, type and condition of ACMs. The aim of the survey is to produce an asbestos register, which records the location and condition of the asbestos in your building. It should be conducted in accordance with HSE guidance and undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying

organisation.

- Schools may find it helpful to arrange for the surveyor to meet with school staff, such as the Headteacher, to brief them on the survey once it is completed and advise them on the risks presented by the materials and how they should be managed. You can have these meetings included within the surveyor's terms of appointment.
- Have an **Asbestos Register,** which should include (but not limited to) details of any ACM present, its type, location, condition, risk score and any recommendations provided for mitigating any risks present. In many instances, an Asbestos Register is produced as part of an Asbestos Management Survey. DCAT subscribes to the UK National Asbestos Register and all schools are provided with a QR code to upload this information to.
- Have an **Asbestos Management Plan,** which sets out how the school is managing the risks identified, and by whom (and if applicable, by when). A copy of this plan is available in Appendix 3.

In addition:

- Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.
- The condition of asbestos containing materials (ACMs) must be reviewed 6-monthly and can be undertaken effectively by visual inspection.
- It is essential that you make sure all relevant contractors, staff and other workers in your school receive the right information, instruction and training and are clear what precautions to follow. This will include caretakers and maintenance staff and could include any member of the school staff that may damage ACMs. The level of information, instruction and training required will depend on the type of work being undertaken. For any building work in affected areas, contractors/staff must receive information relating to ACMs present in the work area. Managing any risks present must be agreed prior to work commencing.
- For major building work/refurbishment, to undertake a 'Refurbishment or Demolition' Asbestos Survey prior to work commencing.

Further information on asbestos management in schools can be found at:

- http://www.hse.gov.uk/services/education/asbestos-faqs.htm
- https://www.gov.uk/government/publications/asbestos-management-in-schools--2

2.3 Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out and completed by the class teachers in consultation with the relevant subject leader, using the appropriate codes of practice and safe working procedural guidance for Science, Music, Physical Education & Sport, Art and Drama, Design Technology as issued by CLEAPSS.

2.4 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to establish and maintain a safe working environment and operating procedures, so far as is practicable through risk assessment, education and training. Any workstation used by a member of staff is required to meet the 'minimum requirements' of the Regulations. These are laid down in a schedule to the Regulations.

Where a member of staff is a 'user', a full risk assessment is appropriate to classify a person as a DSE 'user' if they:

Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and

- have to transfer information quickly to or from the DSE
- need to apply high levels of attention and concentration; or
- are highly dependent on DSE or have little choice about using it; or
- need special training or skills to use the DSE.

'Users' should receive information about the safe use of DSE equipment and where appropriate will be provided with additional equipment and or support to be able to safely carry out their role. Any issues highlighted will be communicated to and actioned by the Responsible Person. A copy of the DSE self- assessment must be returned to the Responsible Person for central filing on site. The self-assessment should be reviewed as necessary and if there are any changes that will affect the original assessment, for example, new staff, new equipment or relevant results of research on the health effects of DSE.

Eye Tests

DCAT provides staff who are DSE users with a voucher for an eye test if they request one. The voucher will also cover glasses if the test shows an employee needs special glasses prescribed, for the distance the screen is viewed at, for DSE use.

To request a voucher please complete the following form.

ICT suites used by pupils are not covered by the Regulations. However, general duties under the Health and Safety at Work etc. Act 1974 in relation to persons who are not employed do apply. As part of the ICT curriculum pupils should be taught safe ICT practices.

2.5 Driving at Work

Driving at work is defined as any staff member (inc. agency staff and volunteers) that may be required to drive during the course of their work, whether in the employee's vehicle or another. This excludes commuting to and from their normal place of work but includes travelling to a location that is not their usual place of work (such as for training, conferences, meetings).

Every driver must have a full and valid UK driving license and business class insurance prior to commencing any work-related driving.

Under the Road Traffic Act, drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations. DCAT expects drivers to be sensible and to follow the Highway Code and other driving laws and regulations at all times whilst driving at work.

Where extensive driving is required, employees using their own vehicle are advised to have appropriate breakdown cover.

Individuals who are required to drive regularly in order to carry out their duties must inform the Responsible Person about any changes in the status of their license (e.g. traffic summons or fixed penalties), or a medical condition (i.e. one that has been notified to the DVLA), which may affect their continued driving.

Staff should check with their Designated Safeguarding Lead prior to transporting children in their own vehicle.

2.6 Electrical Safety

The Electricity at Work Regulations 1989 (EAW) requires electrical appliances to be maintained, as necessary to prevent potentially hazardous situations. No specific inspection schedules are legally prescribed, however, in accordance with best practice a testing frequency schedule is included in this policy.

To ensure compliance with current standards, all electrical work undertaken must be completed by competent and qualified electricians.

Fixed electrical installations (fuse boards, circuit breakers, etc.) must be formally inspected every five years by a qualified electrical testing contractor and the findings of these checks detailed within a report. Testing must also be carried out when fixed electrical equipment is subject to modification. Any defects found must be repaired by a qualified electrician within the recommended timeframe provided. All certifications relating to these inspections must be securely stored on-site.

Portable Appliance Testing (PAT) should be completed periodically. The suggested frequency for testing is:

- Class 1 (earthed) equipment should be tested every 12 months.
- Class 2 (double insulated) equipment should be tested every 48 months.

The HSE Maintaining Portable Electrical Equipment guidance gives information on Class 1 and 2 equipment.

Any testing undertaken must be completed by a competent and trained person, with testing records retained on-site. In addition to formal testing, visual inspections can be undertaken by equipment users – any visual signs of a defect must be reported immediately and the item in question must be removed from service.

2.7 Fire evacuation and emergency procedures

Schools must have a Fire Safety Management policy which details how fire management is discharged in the school.

A fire risk assessment must be undertaken by a suitably qualified individual, appointed by DCAT. This must be reviewed at least every three years or after any major refurbishment works. This risk assessment should be made available to all staff, pupils, visitors and other stakeholders on request.

An Emergency Evacuation Plan must be in place and should include (but not limited to):

- How people will be warned if there is a fire.
- What staff, pupils and visitors should do if they discover a fire.
- How the evacuation should be carried out.
- Where people should assemble after they have left the premises.
- The duties of any staff assigned with specific responsibilities during an evacuation.
- How the fire and rescue services will be called.

There must be a fire drill at least 3 times per year. This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. A staff debriefing can point out the lessons to be learnt and the areas where improvements can be made, and any changes actioned. Details of fire drills must be recorded on the Handsam system and should include (but not limited to):

- date
- duration
- name of instructors/observers
- type of drill (e.g. full evacuation or only part of the school)
- the results

All participants in fire drills should be encouraged to report any potential improvements in evacuation arrangements observed during the evacuation.

Fire marshal roles must be appointed and are responsible for safe evacuation of staff, pupils, visitors and contractors by directing occupants out of the building, checking that their designated areas are cleared. Fire marshals are not to remain with or confront individuals refusing to leave the building. They should note their name and location and report this at the fire assembly point.

Pupils should also be given some form of fire safety training so that they are aware of the actions to be taken in the event of a fire and measures to mitigate the effects of fire.

2.8 First Aid and Medication

Schools must have a school specific First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents.

First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils and visitors.

First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and Site Managers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

Location of First Aid provision

The Education (School Premises) Regulations 2012 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. Further information can be found in the school's First Aid policy.

First Aid kits must be readily available throughout the site. Schools may wish to refer to British Standard BS 8599 which provides further information on the contents of First Aid kits. Whether using a First Aid kit complying with BS 8599 or an alternative kit, the contents and quantity of kits provided should reflect the outcome of the First Aid needs assessment.

Use of Defibrillators

If a school decides to provide a defibrillator it is important that those who use it are appropriately trained. HSE does not specify the content of this training and sites providing a defibrillator do not need HSE approval. Information on training is available from the Resuscitation Council UK at https://www.resus.org.uk/. Further information can be found in the IOSH publication, *Use of defibrillators in the workplace*.

Identity of trained staff and levels of training

Schools must keep a record of all staff members trained to provide First Aid. The information kept must include the level of training received and when retraining is required. This must be recorded in the First Aid Policy

Transport to hospital/home

Any pupil advised to leave school due to ill health or injury must be collected by the appropriate emergency contact (adult) on their pupil file or provided with suitable alternative transport[i].

If any staff member is advised to leave work due to ill health or injury, after receiving First Aid, an assessment should be made of the patient's fitness to drive. If deemed unfit they should be collected by an appropriate person or provided with suitable alternative transport.

Ambulance required: If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services and inform the Responsible Person.

Administration of Medicines

Please refer to the Supporting Children with Medical Conditions Policy for more information on this.

2.9 Flammable and Hazardous Substances

If possible, schools should avoid using hazardous substances.

Non-hazardous or less hazardous substances should be chosen in preference to hazardous substances. Hazardous substances must be stored and used in accordance with the manufacturer's instructions.

If use of a hazardous substance is unavoidable, attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), which requires an assessment of the risks associated with the use and storage of the substance.

For all hazardous substances used:

- Storage must be secure to prevent unauthorised access.
- Hazardous substances must be stored separately to avoid incompatible materials coming into contact with one another (e.g. acids and sodium hypochlorite (bleach)).
- Flammable liquids must be stored in a secure area away from heaters, lights and combustible materials (e.g. paper, cardboard, fabric, wood). It is also essential to ensure that they are kept away from naked flames and that smoking is prohibited.
- Highly flammable liquids must be stored in closed containers in a secure, purpose built highly flammable liquids store, or, if there are no more than 50 litres, in a fire resisting, spill resistant cabinet marked with a 'highly flammable' warning symbol.
- Gas (LPG) must be stored and used in a well-ventilated position so that any small leaks can disperse diluted to well below the flammable concentration. Signs prohibiting smoking must be displayed in the storage area. LPG should preferably be stored outdoors and away from combustible materials, corrosive materials and oxygen cylinders, and in accordance with LP Gas Association Code of Practice No. 7, 2004. It is essential that other materials (especially combustible materials) are not stored close to LPG cylinders, and do not obstruct or restrict natural ventilation of the storage area.
- Oxygen and Acetylene cylinders must be stored in secure well-ventilated areas away from combustible materials.
- Adequate local exhaust (i.e. fume cupboard/LEVs) and general ventilation must be provided and maintained, where applicable.
- Safe systems of work (and risk assessments) incorporating instructions, training, personal protective equipment and record keeping must be in use.

- Emergency procedures must be provided in case of spillage or accident.
- Emergency eye irrigation and body washing facilities must be available.
- Pre-prepared spill kits should be used, if possible.
- Chemical data sheets for each substance must be stored on-site.

The following should be taken into consideration when handling glass reinforced plastics and glass materials:

- Resins and catalysts can be classified as hazardous substances.
- Glass reinforced plastics materials must be stored in cool, dry conditions away from direct heat sources.
- Catalysts (organic peroxides) and accelerators (cobalt naphthenate) used for glass reinforced plastics work must be stored in separate (preferably metal) cupboards where any spillage can be retained.

Radioactive Sources

All who teach science must know how to handle radioactive substances and perform demonstrations. Any school that holds radioactive materials must, by law, appoint a Radiation Protection Adviser.

Further advice is available from CLEAPSS (www.cleapss.org.uk), where up to date information for educational providers can be obtained.

A staff member must be designated to be responsible for the security, safety and proper use of radioactive sources.

Records of all radioactive sources must be properly kept, showing what they are, when they were bought, when and by whom they have been used, and eventually, how they were disposed of.

Radioactive sources should be used only when there is an educational benefit. Radioactive materials must be securely stored when not in use.

2.10 Home Visits

All home visits undertaken by staff must be approved by the Headteacher. The Home Visit risk assessment must be carried out and the following procedures must be followed:

- Staff must complete the Home Visit risk assessment in the school office before the visit. This must be signed off by the Headteacher or delegated member of staff.
- No visit to go beyond 6:00 pm.
- No staff to make visits on their own.
- Staff must take a fully charged and switched-on mobile phone, the number of which is entered in the risk assessment.
-

Please see appendix 5 for an example.

2.11 Inspection/maintenance of emergency equipment

All fire safety equipment must be regularly maintained by a combination of recorded visual checks by site staff and formalised inspections by specialist contractors as follows:

Type	Weekly	Monthly	Quarterly	Every 6 months	Annually
Fire alarms	✓	✓	✓		✓
Fire extinguishers		✓ (visual)			✓
Fire blankets		✓ (visual)			✓
Smoke/heat detection	✓				✓
Emergency lighting		✓			✓
Automated fire doors					✓
Sprinkler systems		✓ (routine test)		✓ (service visit)	
Gas suppressant systems				✓	

2.12 Legionella

The HSE has published an Approved Code of Practice (ACoP) *Legionnaire's Disease: The Control of Legionella Bacteria in Water Systems* L8. This ACoP specifically relates to the management of water systems to ensure safety.

To control the risks of water contamination on-site, a water risk assessment must be completed
by a specialist contractor, which must be reviewed every two years (or following major alterations to the water system). Water hygiene will form part of the planned preventative maintenance programme for the site and ongoing maintenance to protect water sources from contamination must be carried out.

In accordance with the L8 ACoP, the following tasks (but not limited to) should be carried out and the findings of such tests will be recorded within a water hygiene folder (which must also contain a **copy** of the water risk assessment). All records must be retained on site for at least three years:

Frequency	Check	Standard to meet		Notes
		Cold water	Hot water	
Weekly	Flush through little used outlets (defined as not used once per week)			
Monthly	Sentinel taps	The water temperature should be below 20°C after running the water for up to two minutes	The water temperature should be at least 50°C within a minute of running the water	Input to a thermal mixing valve should be at least 50°C following one minute of flow
	If fitted, input to TMVs on a sentinel basis		The water supply to the TMV temperature should be at least 50°C within a minute of running the water	One way of measuring this is to use a surface temperature probe
	Water leaving and returning to calorifier		Outgoing water should be at least 60°C, return at least 50°C	If fitted, the thermometer pocket at the top of the calorifier and on the return leg are useful points for accurate
				Temperature measurement. If installed, these measurements could be carried out and logged by a building management system
Six monthly	Incoming cold water inlet (at least once in the winter and once in summer)	The water should preferably be below 20°C at all times		The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank

Annually	Representative number of taps on a rotational basis	The water temperature should be below 20°C after running the water for two minutes	The water temperature should be at least 50°C within a minute of running the water	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control
Annually	Chlorination of cold water storage tanks			

2.13 Lifting and Handling

The Manual Handling Operations Regulations 1992 (MHOR) defines manual handling as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'. The load can be an object, person or animal.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **First:** avoid hazardous manual handling operations so far as is reasonably practicable.
- **Second:** assess any hazardous manual handling operations that cannot be avoided; and
- **Third:** reduce the risk of injury so far as is reasonably practicable.

School must ensure that proper mechanical aids and lifting equipment are available in school and that proper training has taken place to ensure that staff and pupils are aware of safe lifting techniques.

Children must also be protected in this area:

- Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult, and;
- after having been trained to do this safely, and;
- if supervised by an adult.

2.14 Lone Working

Lone working should be avoided wherever possible. In circumstances where lone working is unavoidable, a risk assessment must be carried out and control measures implemented to eliminate or reduce any risks identified. Handsam have created a risk assessment template for this purpose: **RAS16 Risk Assessment Template: Lone Workers.** The control measures should take account of normal work and foreseeable emergencies e.g. fire, equipment failure, accidents and illness.

Employees working alone on their normal working site and their line managers should complete lone working training (which is available on the Handsam system). Arrangements should be in place to monitor their wellbeing (see appendix 6). This can range from personal GPS monitors to more basic arrangements such as an agreement

to call a colleague at regular intervals to confirm the employee's safety and wellbeing. The level of security will be dependent on the risks identified as part of the risk assessment process.

2.15 Managing External Contractors

The school and DCAT have a duty to protect the school's staff, pupils, visitors and any third parties from hazards while contactors are on site.

All contractors must operate in a safe way at all times – prior to commencing work, site specific risk assessments and safe systems of work must be forwarded to the school contact. On arrival, contractors must sign in at reception and be provided with site specific health and safety information. This needs to include information on the health and safety risks they may face, measures to deal with those risks and the schools emergency procedures.

Cooperation and communication must be maintained by all parties throughout the works and this includes where there is shared occupancy of a site. The level of supervision will be dependent on the type and nature of work involved. All contracts must specify that failure to comply with safe working practices may constitute grounds for termination of the contract with immediate effect.

In the event a contractor is found to be operating with unsafe working practices or equipment, the Responsible Person should highlight the non-compliance to the contractor's manager and ensure that the situation is remedied immediately (allowing the works to continue only when the situation is resolved) or in the case of severe non-compliance, terminate the contract with immediate effect. Ensure the contractor is removed from the site as soon as is practicable, and the works are made safe prior to allowing access by employees, visitors or other third parties.

Where contractors are working at the site during term time (or at any time when pupils will be present at the site) a Disclosure and Barring Service (DBS) check is required and the contractor must supply the organisation with written confirmation that the staff they supply have the correct level of DBS check in place.

Any contractors that have not been DBS checked must be supervised at all times when on the school site during term time (or at any time when pupils will be present at the site). If a contractor is being supervised, they should not agree to be left unsupervised if they have not been DBS checked.

Contractors must be easily identifiable to staff/volunteers and pupils.

2.16 Noise

Significant exposure to excessive levels of noise can cause hearing damage that is permanent and disabling, hearing loss that is gradual because of exposure to noise over time, and also damage caused by sudden, extremely loud noises. It is recognised that it is rare for significant and excessive levels of noise to be present within a school and its activities.

The Control of Noise at Work Regulations 2005 is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus. They do not apply to members of the public exposed to noise from their non-work activities, or when they make an informed choice to go to noisy places or from nuisance noise. HSE advises employers that if noise at work is intrusive, such as a busy playground, and employees have to raise their voice to have a normal conversation then risk assessment should be carried out.

2.17 On Site Vehicle Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment. Handsam have created a risk assessment template for this purpose: **RAS22 vehicle circulation on school premises.**

2.18 Premises, Work & Curriculum Equipment

All work equipment, machinery and plant must be managed safely and in accordance with relevant legislation and manufacturer instructions – to prolong life of plant equipment, planned preventative maintenance is strongly recommended. Pupils and staff may only use equipment/machinery once they have been assessed and proven that they are competent and, where applicable, under adequate supervision.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) which covers starting, stopping, repairing, modifying, maintaining, servicing, cleaning and transporting equipment.

These regulations require that work equipment provided is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Used in accordance with specific requirements, for mobile work equipment and power presses.
-

Further guidance for schools is available via HSE publications *Provision and using work equipment safely* INDG291(rev1) and *Shattered Lives – Building & Plant Maintenance* available from the HSE website at http://www.hse.gov.uk/pubns/.

2.19 Playground Equipment

British Standard EN 1176 requires that an inspection should be carried out at regular intervals subject to its use, purpose and position.

2.20 Lifts

Lifting equipment and lifting operations are subject to specific requirements, including periodic thorough examinations under the Lifting Operations and Lifting Equipment

Regulations 1998 (LOLER). Examples of such equipment include scaffolding, forklift trucks, lifts (including passenger lifts), hoists, mobile equipment working platforms, and scissor lifts. The main requirements are:

- To provide equipment that is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable.
- To position or install the equipment to prevent the risk of injury, e.g. from the equipment or load falling or striking people.
- To ensure equipment is visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.
-

A LOLER inspection is undertaken by a competent person who completes a written report which will include the examination date; the date when the next thorough examination is needed; any defects found which are (or could become) a danger to people.

2.21 Risk Assessments – General

In accordance with the Management of Health and Safety at Work Regulations 1999 DCAT and its schools shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public. Templates for risk assessment are available on the Handsam system.

The risk assessments for specific sites (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the designated Responsible Person and are to be approved by the Headteacher.
These risk assessments are available for all staff to view and are held centrally by the designated Responsible Person. A Risk Assessment Register will be maintained by the school which details:

- The Risk Assessments held
- Date to be reviewed
- Person Responsible for the Review

Risk assessments will be reviewed on an annual basis or sooner if required, for example in response to changes to work activities. Employees are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, e.g. staff member or student/pupil are held on that person's file and will be undertaken by the appropriate staff member.
A list of statutory and good practice Risk Assessments can be found in Appendix 2 of this document.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. These risk assessments will be reviewed on a regular basis.

2.22 Violence and Aggression Against Staff

The Health and Safety Executive (HSE) defines workplace violence as "*any incident in which a person is abused, threatened or assaulted in circumstances relating to their work*" and states that this can include verbal abuse or threats as well as physical attacks. HSE statistics also show that teaching and education professionals have a higher-than-average rate of violence at work.

Any incidents should be recorded promptly and accurately on the Handsam Incident Reporting system and the DCAT Director of Operations and Governance advised.

School leaders should conduct regular and appropriate risk assessments on the safety of their employees regarding assault. This risk assessment should be regularly reviewed and updated. Handsam have created a risk assessment template for this purpose: **RAS65 Risk Assessment Template: Violence Towards School Staff.**

It should include:

- Assessing the risk of violence and assault on employees;
- Examining the risk of stress and/or secondary trauma which arises from working in fear of violence and assault;
- Appropriate control measures – these may include providing alarms for staff, revision of lone working and/or emergency procedures and changes to the working environment such as improved lighting or room layout;
- Steps which can be taken to remove these risks; and
- Where removal of the risk is not possible, strategies to reduce the risk by any necessary changes in working practices or by introducing appropriate protective and supportive measures.

Individual Pupil Risk Assessment

If the behaviour of an individual pupil presents a real risk to the health, safety and wellbeing of other members of the school community, and the school's sanctions policy has had little or no effect, an individual behaviour risk assessment will be considered.

2.23 Voice Care

Teachers are professional voice users. They normally talk for about 60% of the working day. Evidence shows that teachers are particularly at risk of developing voice problems. Most teachers accept that they will from time-to-time experience hoarseness or discomfort from upper respiratory infections such as colds and flu. Prolonged and recurring hoarseness in the absence of a cold or throat infection and a persistent change in pitch or quality of voice should, however, be investigated. Where teachers experience such problems, it is sensible for them to see their GP and ask about specialist help, where appropriate, from a speech and language therapist and/or ENT consultant.

2.24 Weather Risks

During, or in anticipation of, hot sunny weather precautions will be taken to minimise the risks associated with exposure to UV rays.

Parents/guardians will be reminded of the need to ensure their child brings a sun hat into school and has had sun-cream applied before attending school. Children can bring sun-cream into school but this must be applied by the children, staff are not allowed to apply sun cream to the children. During hot sunny weather children may have their exposure times restricted (by reducing outside break and lunch periods).

Water bottles are provided for every child and drinking water is available from the cold taps / water coolers in school.

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions.

2.25 Work at Height

The Work at Height Regulations 2005 places a duty on DCAT to do all that is reasonably practicable to prevent anyone falling.

The Regulations require schools to ensure:

- all work at height is properly planned and organized
- all work at height takes account of weather conditions that may endanger health & safety
- those involved in work at height are trained and competent
- the risks are assessed, and appropriate work equipment is selected and used
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled
- all ladders, stepladders, platforms, fall-arrest systems, etc. must be stored securely to prevent unauthorised access when not in use
- **pupils are not permitted to work at height unless activities form part of the curriculum and have been appropriately risk assessed.**

All staff are required to complete working at height training annually.

Climbing

As with any climbing on playground equipment, rock-climbing, abseiling and the climbing of trees can entail significant risks: pupils may climb to heights from which a fall could lead to serious injury or death. Schools should strike a balance: recognising the significant benefits of climbing whilst seeking to reduce or eliminate those risks that lie outside of the direct control of each child.

All authorised climbing activities **must** be fully risk assessed by a competent person prior to these activities taking place. Guidance on safe climbing must always be communicated to pupils in an age appropriate way. The activity type and the number of pupils participating will influence the number of supervisors required; as a minimum, at least two supervisors must always be present during any climbing activity. Appropriate

safety equipment must be used, where available (i.e. especially during rock climbing and abseiling). Any tree (and the surrounding ground area) used must be assessed for its suitability at the start of each use and recorded using the DCAT Risk Assessment template; an assessment on the security and strength of branches as well as the density of foliage must be made and, where safety equipment is not provided, a height limit must be set – **it is recommended that the maximum climb height should not exceed four metres above ground-level (lower for younger/inexperienced climbers). To help, during an assessment of a tree, a competent staff member should consider climbing the tree and tying markers around the trunk (whilst checking for the suitability of the tree).**

2.26 Work Experience

This policy is intended to cover pupils from your school attending work experience, but it can also apply to any young person or child expressing interest in completing work experience in your own school.

Under Health and Safety law, work experience pupils are classed as employees. They should be treated no differently to other employed young people.
Definitions of young people and children by age:

- A young person is anyone under 18.
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

The placement must be discussed in advance with organisers. The views of the parents/carers should be considered, i.e. their physical and psychological capacity and any needs, for example, due to any health conditions or learning difficulties.

Where the employer is providing work experience for post-16 placements, there is no requirement for the employer to have a DBS check. Should the work experience be for pupils under the age of 16, it may be necessary according to *Keeping Children Safe in Education* 2022. The school needs to decide what checks are necessary considering the circumstances which might include the nature of the supervision and the frequency of the activity.

Where schools are providing the work experience placement, the same age restrictions apply. DBS checks cannot be carried out on young people under the age of 16 and schools will need to carry out a risk assessment in order to ensure the safety and well-being of both the worker and their own pupils. For those post-16, the checks may be made should the student be unsupervised and in regulated activity (according to the definitions of KCSIE 2022).

For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the pupil, the employer's existing arrangements for other employees should
be enough.

For environments with risks less familiar to the pupil, employers will need to make arrangements to manage the risks – this will include induction, supervision, site familiarisation, and any protective equipment needed.

For a placement in a higher-risk environment, such as construction, agriculture and manufacturing, working with noise, hazardous substances, etc. employers need to consider what work the pupil will be doing or observing, the risks involved in that work and how these are managed.

Where these specific factors exist in the workplace, employers should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery). Consideration needs to be given to determine whether employers need to do anything further to control the risks to young people.

Employers should explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done through the school.

When employers induct students, the risks and control measures should be explained, checking that they understand what they have been told.

Schools must check that students know how to raise any Health and Safety concerns whilst on placement.

3.Health and Safety Monitoring and Inspection

The Trust uses Handsam Ltd as their competent body. All schools have access to the Handsam system and the support online and via telephone. All schools are encouraged to utilise their services for any Health and Safety queries and support.
DCAT will use the Handsam system to evaluate the compliance of its schools in line with this policy.

Each school will have an external Health and Safety audit every 2 years. All recommendations following the review must be completed as soon as practicably possibly.

The support given by Handsam is regularly reviewed by the Director of Operations and Governance.

The Trust will monitor the implementation of the health and safety policies via:

- Regular inspections and reporting
- Regular inspection of the information gleaned from the Handsam systems
- Following up issues arising from the annual status review and health and safety inspections and audits

Headteachers and Local Governing Bodies are encouraged to monitor the effectiveness of this policy and to provide feedback to DCAT, as and when required.

4. Individual School Policy Arrangements

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent. All up to date guidance can be found on the Handsam system and/or Trust templates provided under the appendices to this policy. This policy will be reviewed annually.

Area of Responsibility	Name
Accident and Incident Reporting and Investigation All accidents and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded and reported to the Trust and recorded on the Handsam system.	
Cleaning arrangements The school is cleaned by: Safe working procedures for cleaning staff are devised by: These procedures are held: in the school office Problems relating to cleaning are dealt with by:	School Cleaning Staff: • Chris Miller • Stephen Withers
Educational Visits Coordinator The school utilises the advice and procedures for Educational Visits provided by East Sussex County Council	EVC – Caroline Harvey (Headteacher)
Lead Governor for Health and Safety The lead governor with responsibility for scrutiny of health and safety performance	Chris Butler (Chair of Governors)
Monitoring Routine inspections of the premises to ensure safe working practices are being followed. Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.	
Occupational Health Access to occupational health services is via Medigold	**Strictly Education – Management Referral** https://www.medigoldone.com/Responses/9550 Password: STED.NC.MR
Union-appointed safety representatives	None
Information, Instruction and Training Information and Advice	

A Health and Safety Law Poster is displayed in:	Staffroom
Health and safety advice is available from	Headteacher and School Business Manager
Health and Safety Training: Health and safety training records are held and monitored by:	Held on Handsam Training monitored by Mandy Hardes (SBM)
Management of Asbestos The asbestos register and asbestos management plan (HS20) is held at: [insert location **SHOULD BE SCHOOL RECEPTION**] **SCHOOLS CAN ADD A COPY OF THE QR CODE FROM THE ASBESTOS MANUAL OR AS AN APPENDIX. IF THIS IS DONE PLEASE INCLUDE THE FOLLOWING SENTENCE – Information on asbestos within the school can be obtained by viewing the following QR code.**	
Responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Trust (email toconnor@dcat.academy).	
Emergency Procedures – Fire and Evacuation A fire risk assessment will be carried out by the Trust	
Local fire safety procedures developed for the premises following guidance and templates available on Handsam and provided by the Trust.	
Escape routes are checked [insert frequency]	
Fire extinguishers are maintained and checked [insert frequency]	
Alarms are tested [insert frequency] Emergency evacuation procedures will be tested once every term.	
Emergency evacuation procedures will be tested 3 times per year	
Legionella The legionella Written Scheme is held at [insert location] or is available online at	
Routine flushing of infrequently used water outlets	
Monthly water temperature monitoring	
6 monthly water samples (held on file)	
The following areas will be coordinated following guidance and templates available on Handsam and provided by the Trust. The named individuals are also responsible for ensuring the actions required are implemented.	
Computers and Workstations	
Driving for Work	
Handling Money	
Hazardous Substances	
Home Working	
Manual Handling	
Provide and maintain safe systems, equipment and machinery	Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors. Any problems or

	defects regarding plant and equipment should be reported to the Headteacher and Regional Estates and Facilities Coordinator.
Risk Assessment	
Risk Assessment of Curriculum Activities	Heads of Department:
First Aid and Medicines	
First aid box/es is/are kept at:	[insert location(s)]
The following employees are available to provide first aid: *Paediatric First aider	
Management of administration of medicines to pupils following the school's Supporting pupils with medical needs policy.	
Site Security and Visitors All visitors must report to [insert name/location] where they will be asked to sign the visitors book and wear a visitors' badge. Other arrangements to ensure the security of pupils and employees on site are: insert school specific information	
External lettings External lettings are dealt with by Where necessary, health and safety information will be passed on to the letting group's e.g. contact personnel, safety rules, emergency procedures, hazard reporting etc.	
Lone Working Assessment of the risks of lone working staff following the Trust Lone Working and Site Security Policy and templates available on Handsam and provided by the Trust.	
On-Site Vehicle Movements The risks of persons and vehicles coming into contact will be controlled by the following measures: insert school specific information	
Selection and Management of Contractors / Construction & Refurbishment works This assessment cross references to the Trust Contractors Policy (part 2)	
Violence to Staff Assessment of the risks of violence to staff following guidance and templates available on Handsam and provided by the Trust. This assessment cross-refers to the school's behaviour policy.	

5. Links with other Policies:

- Anti-bullying oPlicy
- Behaviour for Learning Policy
- Business Continuity Plan
- Child Protection & Safeguarding Policy
- Contractors Policy
- Educational Visits Policy
- Fire Safety Management Policy
- First Aid Policy
- Lettings Policy
- Lockdown Policy and Procedures (included in Business Continuity Plan)
- Supporting Children with Medical Conditions
- Whistleblowing Policy

6. Equal Opportunities

In making, reviewing and implementing this policy, equal opportunities must be considered. In particular, DCAT schools must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. Schools' Accessibility Plans must be kept under review and implemented as appropriate.

Appendix 1: Health & Safety Training Information

Induction
Health and safety induction training will be provided for all new employees and for work experience placement students. This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment/home working if applicable
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and Premises Headteacher/Principal/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided via Handsam for all staff which cover core subjects including asbestos, working at height, slips, trips and falls, manual handling, display screen equipment, stress management and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information relevant to their role, for example, COSHH, CLEAPSS, General Risk Assessment, First Aid. The Trust expects that these courses are completed within 6 weeks of the member of staff commencing their employment with the Trust. These courses are renewed on a regular basis. Please see the table below:

Health & Safety Training - All Staff must complete the following training:

Course	Review Frequency	Other Information
H&S Induction (40 minutes)	N/A	All training to be completed through Handsam portal – courses are allocated to all staff
Fire Awareness (30 minutes)	Annually	
Slips, Trips and Falls (20 minutes)	2 years	
Working at Height (20 minutes)	Annually	
Manual Handling (20 minutes)	2 years	
Stress at Work (20 minutes)	Annually	

All Teaching staff must complete the following training:

Course	Review Frequency	Other Information
Classroom Risk Assessments (30 minutes)	2 years	All training to be completed through Handsam portal – courses are allocated to all staff

For schools with Asbestos:

Course	Review Frequency	Other Information
Asbestos Awareness (20 minutes)	Annual	All training to be completed through Handsam portal – courses are allocated to all staff

For DSE Users:

Course	Review Frequency	Other Information
Display Screen Equipment (20 minutes)	2 years	All training to be completed through Handsam portal – courses are allocated to all staff

For Line Managers:

Course	Review Frequency	Other Information
Managing Stress (30 minutes)	2 years	All training to be completed through Handsam portal – courses are allocated to all staff

All Site Staff must complete the following training:
(Cleaners package **)

Course	Review Frequency	Other Information
Asbestos for Site Staff (20 minutes)	Annually	All training to be completed through Handsam portal – courses are allocated to all staff
COSHH** (60 minutes)	Annually	
RIDDOR (30 minutes)	3 years	
Accident Investigation (30 minutes)	3 years	
Cleaners Induction** (40 minutes)	Annually	
Environmental Safety (30 minutes)	3 years	
Legionella Awareness (20 minutes)	2 years	
Lone Working** (40 minutes)	2 years	

Appendix 2: Recommended Risk Assessments for Schools

Introduction
Schools are required in law, and by HSE and DfE guidance, to assess all 'significant risks' they identify and that this must be an 'on-going process'. There is no definitive list as schools are so different and deliver such different activities both in and out of the classroom. The number could be as long as a piece of string, but this document outlines those required (if relevant to you) and those which we recommend you undertake (and can offer templates for) should they be relevant to you. Handsam clients can always ask for assistance with risk assessments as part of our 'Competent Person' advice service.

Handsam offer a template 'Risk Assessment and Risk Management Policy', which allows any organisation to prescribe which activities it requires to be risk assessed by staff and how that process will happen over time and be managed safely and proportionately.

Major Documents
Major Documents which must be provided by competent, qualified professionals include:

- Fire Risk Assessment;
- Gas Risk Assessment;
- Legionella Risk Assessment;
- Disability Accessibility; and
- Building Condition.

The Trust arranges these assessments through subject matter experts. None of these should be delivered by any in house member of staff unless there is prior agreement with the Director of Operations and Governance.

The Health and Safety Executive (HSE)
HSE says that all identified risks must be assessed and controlled (eliminated or minimised). The school's attention must be on 'real risks'. As the HSE considers schools to be relatively low risk environments it commonly does not refer specifically to them in its publications.

HSE provides a few examples of risk assessments in schools:

- Classroom checklist
- Physical disability – leg strapped/plastered
- Travelling in a school or college minibus – students moving about
- Travelling in a school or college minibus – tampering with doors or windows and interference with driver or controls
- Swimming lessons
- Use of machinery and equipment

From 2020, there will be a requirement to adjust all risk assessments with the requirements of the prevailing HSE, NHS and DfE COVID-19/Coronavirus guidance.

The Department for Education (DfE)
We list below the risk assessments recommended by the government in its Good Estate Management for Schools, which solely focusses on buildings:

- Asbestos (often called the Asbestos Management Plan)

- Chemical (COSHH) storage, transport and usage
- Construction work
- Contractor activities
- Electrical and lighting systems
- Extraction systems
- Glazing
- Hydrotherapy pools and swimming pools
- Lifts and lifting equipment
- Heating and cooling systems
- Hot working (Permit to Work)
- Playground and gym equipment
- Radon
- Safety and security systems
- Tree safety
- Working at height/roof maintenance

Learning Outside the Classroom (LOtC)
The DfE document Health and Safety on Educational Visits (2018) says that routine everyday visits should be covered by routine procedures. Other trips not covered by routine procedures will need extra risk assessment and planning, especially those involving adventurous activities, residential stays or overseas visits. As these trips can be completely bespoke, we offer a separate database of risk assessments to cover this huge range of options; RAS03 Risk Assessments Database for Off Site Activities.

CLEAPSS / DT Association / afPE
These national subject specialist bodies recommend that all risks in Science, PE and Games, Food Technology, Art and Design Technology should be assessed and controlled, especially any activity involving radioactive and chemical substances. Membership allows you access to hundreds of template risk assessments. We thoroughly recommend this and do not include these subject risks in our list below because of that.

Handsam Ltd
Handsam offers documents totalling over 500 pages of risk assessments for:

- Internal school-based risks; and
- Risks that are likely on school trips and other activities outside the classroom.

An In School/Out-of-School Risk Assessment Checklist can be found on Handsam Quick Guides Library.

Appendix 3: Asbestos Management Plan

Schools must use the Handsam proforma which will be updated by January 2026.

Appendix 4: Control of Legionella Written Scheme

School Name:	Sedlescombe CE Primary School
Date of Review:	
Date of next review:	
To be reviewed by:	

This document sets out the control of Legionella in hot and cold-water systems.

Policy Statement`
The school will undertake to ensure compliance with the relevant legislation about the Control of Legionella in hot and cold water systems for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The Law
As legislation is often amended and regulations introduced, the references made in this written scheme may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at www.education.gov.uk/schools and the Health and Safety Executive website www.hse.gov.uk.

i. Health and Safety at Work etc Act 1974
ii. Management of Health and Safety at Work Regulations 1999
iii. Control of Substances Hazardous to Health Regulations 2002 (as amended)
iv. Approved Code of Practice (L8)
v. HSG274 Technical Guidance (Part 2) – As amended.

Definitions
Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

Management
The Headteacher will ensure that:

i. Relevant risk assessments are carried out and that control measures are implemented
ii. Appropriate training is provided.
iii. Ensure flushing & monitoring of water outlets is carried out in accordance with Appendix 1.
iv. Any problems with water or the water system are reported to the Headteacher.
v. Monitor disinfection procedures where necessary – see Appendix 2.
vi. Records are kept for each water outlet of flushing, testing and disinfection procedures.

General Information
a. Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°c and 45°c but can be killed by elevated temperatures or chemical treatment.

b. The school stores and distributes hot water above 50°c. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to 43°c using thermostatic mixing values. Checks are required to ensure that the valves are working correctly.
c. All illnesses due to the legionella species are known collectively as legionellosis but the most well known is "Legionnaires' disease" which can be serious for elderly people and others with respiratory problems or immune-deficiency.
d. Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised. - Three Blaenau Gwent schools closed as legionella found in pipes - BBC News
e. Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperatures which do not allow the bacteria to proliferate.

Risk Assessment
Legionella will be risk assessed by a competent person and reviewed every two years.
a. Assessment of risk is mostly confined to
   i. Monitoring whether control measures are being instigated fully.
   ii. Correct water temperatures are being maintained and records are available.
   iii. Engineering measures, such as temperature control valves, are working properly.
b. Any failures to be reported immediately to the Headteacher who will inform the

Regional Estates and Facilities Coordinator East (REFCE)
c. An action plan will be developed, and all shortfalls will be rectified and monitored.

Control Measures
a. To achieve ongoing control of legionella, thorough flushing of the water system is required alongside any engineering controls.

b. Effective control measures will require the school to:
   i. Monitor any water outlets that are not in regular use.
   ii. Carry out flushing of rarely used outlets including full school flushes after holidays.
   iii. Record the temperatures of hot and cold-water sentinel outlets.
   iv. Record the temperatures of representative hot and cold-water system taps.
   v. Record flow and return temperatures at calorifiers.
   vi. Record thermostatic mixing valve (TMV) hot feed inlet temperatures.
   vii. Carry out the dismantling, descaling and cleaning of shower heads and hoses.
   viii. Ensure a good turnover of hot and cold-water systems.

c. Full details of flushing, temperature monitoring & maintenance regimes are detailed at Appendix 1.

Testing Arrangements
   a. Under certain circumstances, for example when there have been alterations or maintenance work to the water system, monitoring & maintenance is to be carried out in accordance with Appendix 1.

b. Disinfection of the system will be necessary when testing indicates there is a sufficient level of legionella present in the water system to require treatment – see Appendix 2.

c. Frequency of Microbiological sampling of water systems determined by Legionella risk assessment.

Information, Instruction & Training

a. The Headteacher will ensure that suitable and sufficient training and information is given to the site staff, and any other member of staff, who have responsibilities for flushing, record keeping and taking temperature readings as required by the appendices. (See Appendix 4 for a Site Summary of nominated staff).

b. Any new measures that are introduced to control legionella will need appropriate training provision.

c. A record of staff training is recorded in Handsam and should be added to appendix 5.

Appendix 1 - Flushing, Temperature Monitoring and Maintenance Procedures

1. Flushing

a. All water outlets (hot & cold) will be flushed through monthly **(but see para c below)** and a record will be kept in writing in the water outlet flushing checklist by the person carrying out the flushing.

b. Flushing will last for at least two minutes at a reasonable flow rate.

c. Where water outlets are routinely used, then this acts as the flushing routine and additional flushing is not required. However, flushing will always be required for all water outlets during periods of non-use which exceed 7 days. Flushing is only required at the end of the period of non-use.

d. All outlets in the school will be flushed prior to return to school after all main school holidays and half term holidays. (Calorifiers will be on at this time, achieving a flow temperature of at least 60°c).

2. Temperature Monitoring

Sentinel Taps:

a. All sentinel taps will be identified on the hot and cold-water system schematic, and monthly temperatures will be taken at:
   - All hot sentinel taps
   - All cold sentinel taps
   - Representative 10% random sampling of outlets across hot and cold-water systems.

All sentinel taps are to be run for one minute (in the case of a hot tap) and two minutes (in the case of a cold tap) every month so that a temperature can be taken using a water temperature monitoring meter and recorded on the Water Temperature Check

List. Where hot sentinel taps are connected via a TMV, the temperature is to be taken at the hot feed inlet to the TMV.

b. The cold water outlet temperature should be below 20ºC after two minutes running.

c. **The hot water outlet temperature should be above 50ºC after one minute running.** (An acceptable water temperature taken from a running tap would be 38C - 46C)

d. If these temperatures cannot be achieved, then the Headteacher is to be informed with a view to taking remedial action and/or informing the REFCE as appropriate.

e. Scientific tests may be required when there appears to be a problem with the water supply, e.g. discolouring, temperature problems, etc. These should be reported to the Headteacher with a view to arranging appropriate testing where it is considered necessary.

f. If a positive Legionella test is reported there will be a re-test every 3 or 6 months, dependent upon the test results, until two consecutive clear readings are established.

Thermostatic Mixing Valves (TMVs):
All hot feed inlet temperatures to all TMVs to be taken monthly in addition to sentinel tap temperatures & recorded. **TMV feed inlet temperatures should be above 50ºC after one minute running.**

During annual service, inspection, cleaning, descaling and disinfection of any strainers or filters associated with TMV's is required.

Locations of Sentinel Taps, Thermostatic Mixing Valves & Calorifiers:

Sentinel taps are located:

We have identified a total of 4 TMV's and these are located:

e.g. First aid room, Disabled toilet, Reception class toilets, Yr3/y shared area, Cleaners cupboard, Girls toilets, Accessible toilet

There are X calorifiers and they are located as follows:

e.g. Main boiler room

Calorifiers:
The flow temperature from the calorifier is to be measured monthly and should be stored at 60ºC or more. The return temperature to the calorifier should be measured monthly and should be at least 50ºC or more. All temperatures must be recorded and if not correct, the Headteacher must be informed.

3. Temperature Measuring Equipment
A Legionella Temperature Testing Kit *(Anton ATM200 differential temperature kit 2 is recommended)* is to be used and the probes will be used at the water outlet or the pipework as appropriate. Calibration of the kit will be carried out annually by a local provider and records are to be kept.

4. Point Of Use (POU) Water Heaters
The POU water heaters are in the:

e.g. 5/6 shared area, 3 and 4 shared area

These should all be flushed weekly. The output temperatures should be tested monthly, and recorded, to ensure that the heaters are operating correctly. Outlet temperatures should be between 50ºC and 60ºC.
When serviced all filters must be replaced as recommended by manufacturer. (0.2UM filters should be used primarily).

5. Cold Water Storage Tanks
There are X cold-water storage tanks in operation in the school as all water supplies are mains fed.
There are 0 cold-water storage tanks in operation in the school as all water supplies are mains fed.
Annual inspection by competent persons and an action plan created with remedials actioned where necessary.

6. Cold Water Services
Annual check of thermal insulation of water system and weather proofing to external systems.

7. Periodic Maintenance & Testing and Remedial Work
Periodic maintenance of the calorifiers, thermostatic mixing valves, POU heaters and the hot and cold water systems and fittings will be undertaken by the chosen competent contractor in accordance with maintenance schedule arrangements, or as requested by the school for investigative or repair work.

8. Base exchange softeners
Visually check the salt levels and top up salt if required undertake a hardness check to confirm operation of softener. Weekly in-house check depending on the size of the vessel and salt consumption and service and disinfect annually or according to manufacturer's guidelines.

9. Expansion vessels
Monthly purge where practicable annual inspection as per written scheme of examination and pressure system safety regulations 2000.

Appendix 2 - Procedures For Disinfection

a. If the school produces a sufficiently high result after testing, and a risk assessment recommends action, it will be disinfected by an approved contractor.
b. The Headteacher or an elected representative will arrange the time and date of disinfection with the selected contractor.
c. Disinfection will take place as advised by the disinfectant/specialist contractor.

Appendix 3 - PROCEDURE FOR MAINTENANCE OF SHOWERHEADS & HOSES

a. There are X showers, both located ADD LOCATION. Showers are flushed on a weekly basis and the results recorded – during periods of low use (i.e school holidays) the flushing will occur at the end of the low use period.
b. Every quarter, shower heads and hoses should be dismantled, de-scaled and cleaned. This is done by contractor NAME.
c. Evidence of dismantling, de-scaling and cleaning is recorded.

Appendix 4 - Site Management Structure

Management Structure

Statutory Duty Holder (Chief Executive Officer)	**Mark Talbot**
Headteacher	

Regional Estates & Facilities Coordinator	**Name: Dylan Williams** **Email:** dwilliams@dcat.academy **Tel: 07872 636378**	**Keith Eddy** **Email:** keddy@dcat.academy **Tel: 07840 854494**
Business / Operations Manager		
Responsibility Manager of Premises	**NAME – e.g.** **Weekly- Flushing of little used outlets** **Monthly- Legionella testing of sentinels, TMV'S and flow and returns of calorifiers** **Three monthly- Clean and disinfection of shower heads**	
Risk Assessor	**CONTRACTOR NAME**	
Planned Maintenance Contractor	**Name: CONTRACTOR NAME** **Engineer:** **Address:** **Tel:** **E.g.** 6 monthly- Sampling of water system Annual- Servicing of TMVs (Testing fail safe and cleaning of strainers) Annual- Cleaning and disinfection of Calorifiers Annual- pressure testing of expansion vessels and pressure vessels 2 yearly- written examination of expansion vessels and pressure vessels (pressure systems safety regulations 2000) This only applies if the system is 250 litres	

Appendix 5 – Record Of Staff Training

ADD SITE TEAMS TRAINING – A PRINT OUT CAN BE OBTAINED FROM HANDSAM

Staff Name	Date of Training	Training received	Due to be renewed

Appendix 6 – Schematic of the System

ADD FROM YOUR RISK ASSESSMENT

Appendix 7 – Legionella Risk assessment- Action plan.

ADD ACTION PLAN FROM LEGIONELLA RISK ASSESSMENT
This action plan is to be edited as and when works have been completed and to be kept as a working document.

Appendix 5: Home Visit Risk Assessment

RISK ASSESSMENT RECORD

ACTIVITY TO BE ASSESSED: Home Visit

Name of Member of staff	
Contact mobile number	
Date / Time of visit	
Name and address of pupil visiting	
Signed off by (Name/Role)	
Date	

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	**1- 6** LOW RISK Monitor **8-12** MEDIUM RISK **Monitor**, review & reduce risk where possible **14-25** HIGH RISK Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4. Risk Ratin				5. Further Action Required/ Recommendations	6.Target Date for Completion
			L	S	Score	Risk		
No adult present		Staff not to stay if appropriate adult not present					• Ensure visits are prearranged • Record visit in log • Report to SLT /manager • Letter to parent	
Aggressive Pet		• Tetanus injection • Hepatitis injections • Ask for animal to be in alternate room or outside during tuition					• Report to police • Letter to parents • Use of alternative premises	

Aggressive Pupil including physical assault		• Avoid confrontation • Leave session if pupil does not calm. • Inform SLT & complete relevant reporting forms					• Report to police • Appropriate training where necessary e.g. dealing with difficult clients	
Staff threatened by parent/adult in home including physical assault		• Staff to leave • Report to SLT/line manager • Seek medical advice if needed					• Report to police • Use of alternative premises or adult • Appropriate training where necessary e.g. dealing with difficult customers	
Staff 'tricked' into entering house and detained		• Contact school if possible • School routine to contact staff at set times each session with agreed message to confirm safety.					• Report to police • Personal panic alarm • Signing in-out procedures including details of visit and return time • Buddy system for 'out of hours' • Appropriate training where necessary e.g. dealing with difficult customers	
Unacceptable behaviour to/by members of family witnessed		• Leave premises • Contact school/safeguarding					• Report to appropriate service, e.g. police, social services	
Illegal substances visible		• Explain situation to parent • Leave premises • Inform SLT/line manager					• Letter to parent before next session	
Theft of items from staff		• Do not take valuable items or large amounts of money to tuition. • Explain situation to parent • Inform SLT/line manager					• Report to police	
Staff involved in accident on route to/from venue		• Tutor to phone school on arrival and departure at each venue • Emergency contact details for staff to be held in school						

Accidents on premises e.g. slips, trips or falls		• Reporting / recording procedures for visits including feedback						
Long visits		• Prearranged welfare calls						
Vehicle Position		• Car parking in a safe well-lit area away from property with car facing in the opposite direction						
							Refer to Lone Working Risk Assessment	

Personal Safety Guidelines for Home visits

- Always have a mobile phone charged and available
- Do not give your address or mobile number to pupils and/or parents and do not contact them on your mobile phone as they can then access your personal numbers.
- Do not give your mobile phone to the young person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc. safe and secure
- Arrange regular contact with school i.e. a minimum of on arrival and departure from each session
- Give an emergency contact name and number to your school
- Keep a diary of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent
- Report any concerns to school/service as soon as possible.
- Written guidelines / procedures for staff

Appendix 6 Lone Working Procedures for Sedlescombe CE Primary School

Please review and adjust to school context. This must be supported by a Lone Working Risk Assessment (see section 2.14)

Procedures – Senior Staff

- Certain members of staff are, with the permission of the Headteacher, allowed to work on site at weekends and during holidays when they may be the only person on site (Head/Deputy Head). However, this practise is discouraged and alternative arrangements to work from home are the preferred option.
- Should a member of staff come on to site, they must inform the headteacher of their intentions and ensure they are confident with the alarming arrangements.
- A risk assessment will be completed if applicable and discussed with the member of staff prior to the period of lone working.
- The member of staff will be made aware of those tasks which are considered too high risk to perform whilst on site on their own or whilst working in isolation (holiday periods).
- Staff must inform a member of their family or close friend that they are working in school and that they will be alone on site and pass on a school contact number in case of emergencies.
- Staff should text the Headteacher on arrival and again to confirm they have left the site.
- All employees have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Procedures - Site Manager

The Site Manager will be on site on their own for periods of time at the beginning and the end of the day and during holiday periods. It is essential that they have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Staff will only perform duties which are appropriate to lone working.

Tasks considered to be high risk will be detailed on the risk assessment and staff must not put themselves at unnecessary risk by carrying out these tasks.

Un-Locking

- Routine un-locking starts at 7:00 am and currently the site is unlocked by the Headteacher or SBM (except where cover is needed for absence/sickness).
- Ensure all keys necessary to enter the premises are readily available and that the code numbers are known before entry.
- Any situation which causes suspicion of danger on arrival on site must be treated in such a way so as not to put yourself at risk.
- If in doubt call the Police and request assistance before entering the building.
- Only un-lock the minimum number of doors necessary.

- As you walk through the buildings check for vandalism, damage and any other health and safety issues
- Make verbal contact with another member of staff as soon as possible

Locking Up

- Before leaving the premises, check that all doors and windows are physically secured and that all personnel have left the building.
- A walk around the school grounds is the only effective way of doing this properly and preventing unnecessary false alarms.
- Ensure that detection devices are not obstructed.
- Be careful that stock or other items (spiders!) do not obstruct infra-red movement detectors.
- Always follow the entry/exit procedure as agreed with alarm company.

Call Out Procedures

- The alarm company, NAME, holds a list of those members of staff who may be called out in an emergency. It is the site manager's job to ensure the list is kept up to date.
- Upon a call out a text message should be sent to the Headteacher to inform them
- If the call out is during the nighttime i.e. between 11pm and 5am then an additional key holder must be contacted to attend, or the police should be called. No member of staff should put themselves at risk by attending a possible break in unaccompanied.
- Once the cause of the alarm has been established the Headteacher should be informed so that a decision as to further action can be taken. If it requires an extended period of attendance on site by the site team (waiting for an engineer etc.) then the Headteacher must be informed.
- Once the incident has been dealt with successfully a text message should be sent to the Headteacher to inform them that the staff member is now home safely.