PRENTON HIGH SCHOOL FOR GIRLS

SCHOOLS' FRAMEWORK JOINT HEALTH AND SAFETY POLICY & GUIDANCE FOR ACADEMY PFI SCHOOLS

SEPTEMBER 2025

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1 INTRODUCTION

HEALTH & SAFETY AT WORK ETC ACT 1974

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

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

The arrangements for the delivery of the Wirral Schools Private Finance Initiative, in which Semperian provides facilities management services to the school, requires careful consideration as to the co-ordination and responsibilities for health and safety.

These are contained within this policy document.

GENERAL STATEMENT OF INTENT

Prenton High School for Girls in partnership with Semperian accepts their responsibilities under the Health & Safety at Work Act 1974 and all subsequent regulations and will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities.

The Governing Body will provide a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and Governing Body will take all reasonable steps to ensure that the establishment's Health & Safety Policy is implemented and that Policy and Guidance Documents are followed and monitored throughout the school. It remains the responsibility of the Headteacher and Governing body to provide a "Duty of Care" to its pupils and staff.

Semperian will take all reasonable steps to ensure the health, safety and welfare of all those who attend, work in, visit and use the school premises for which it is responsible.

Both parties will ensure that:

- All plant, equipment and systems of work are safe for staff and pupils
- There are safe arrangements for the use, handling, storage and transport of articles and substances
- There is sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work.
- Work is safe and has safe access and egress to it
- There is a healthy working environment and adequate welfare facilities
- All staff are made aware of their responsibilities contained in this health and safety policy and report any unsafe acts or situations to an appropriate member of staff.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Health & Safety Policy that there is cooperation and effective communication between the school, CYPD and Semperian on all matters affecting H&S. All employees must recognise their responsibilities under Sections 7 and 8 of the Health & Safety at Work Act 1974 in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work and neither misusing, damaging or wilfully neglecting equipment provided or knowingly placing other at risk by way of their acts or omissions.

Non-employees will also be made aware of their responsibilities whilst on site and the level of health and safety responsibility expected of them in respect of their own health and safety and that of other people.

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

Dr N Pickles (Chair of Governors)

Signed:..... Date: 02/12/2025

Mrs Lisa Ayling (Headteacher)

Signed:..... Date: 02/12/2025

Ms Colette Coulter (Semperian Asset Management)

Signed: ..... Date:

Mr Damien Scott (Dalkia)

Signed: ..... Date:

2 ORGANISATION

As the employer, the Governing Body of Prenton High School for Girls has overall responsibility for Health and Safety.

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

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

SUMMARY OF DUTIES & RESPONSIBILITIES

Level 1 School –

Governing Body, Headteacher, Operations Manager & LA

- Liaise with Governors / Academy Sponsors and CYPD on policy issues.
- Chair relevant H&S meetings and ensure policy is activated.
- Ensure any problems implementing the Health & Safety policy are reported to the CYPD and WSSL.
- Develop and test Emergency procedures to assess effectiveness.
- Arrange fire drills during school operational hours.
- Conduct fire drills- minimum of 3 per year to ensure the safe and speedy evacuation of all parties outside of school operational hours.
- Take day to day responsibility for all health and safety matters in school.
- Fire Safety Training of school staff and students.
- Appointing and training Fire Wardens and Fire Marshals during the school day, operational hours and during ALL Third Party use.
- Accident reporting and investigation for school staff and students.
- Manage risk assessment process for school and staff activities.
- Developing and reviewing the safety training programme for school staff and students.
- Statutory inspections- see WSSL section.
- Safety tours of the premises and report findings to school staff and WSSL
- Regular formal safety inspections of departments and report findings to staff and WSSL
- Asbestos management (WSSL)
- Fire Risk Assessment- school management.
- Display of information i.e. Health & Safety Law Poster, Employers Liability Certificate of Insurance.
- Develop, agree and test Personal Emergency Evacuation Plans for persons who require assistance to evacuate the building in an emergency.

Level 1 Semperian-

<u>Semperian representative, Chartwells & Dalkia</u>

- Safe provision of FM services.
- Ensure that problems implementing the Health & Safety policy are reported to the CYPD and Semperian.

- Asbestos management.
- Develop and test Emergency Procedures to assess effectiveness.
- Assisting fire drills during school operational hours.
- Arranging fire drills outside operational hours i.e. for caretakers / cleaners.
- Fire Risk Assessment- Building and FM staff activities.
- Fire Safety Training of FM staff.
- Appointing and training of Fire Wardens and Fire Marshalls in an emergency situation.
- Accident reporting and investigation for Service Provider.
- Manage Risk Assessments- Service Provider Activities.
- Legionella management including assessments and control scheme.
- Testing local exhaust ventilation from fume cupboards and craft, design and technology equipment and carry out remedial repairs as required.
- Conduct termly safety tours of the premises and report findings to school and KIT.
- Statutory Inspections-will organise all but will recharge school if necessary e.g.pressure testing on curriculum equipment.
- Display information i.e. Health & Safety Law poster, Employers Liability Certificate of insurance.

Level 2 School

Operations Manager

- Review departmental health and safety policies and procedures annually.
- Arrange for staff to be given appropriate information, instruction, training and supervision.
- Monitor procedures with departments to ensure appropriate level of compliance.
- Act on reports from Level 3 with agreed timescale and report problems to Level 1.
- Provide and maintain first aid kits for school staff and pupils.
- Oversee the review of risk assessments, curriculum and non- curriculum, location activities, equipment and people for pupils and staff.
- Assessing new and existing school equipment for suitability of use and condition.
- Electrical appliances (school equipment) - compile register, inspection, maintenance.
- Representation at school health & safety committee/KIT Meetings.
- Assessment and provision of Personal Protective Equipment (PPE) and work wear requirements for school staff and maintain records of equipment issued.
- Manage and monitor contractors under control of the school - obtain a permit to work.
- Monitor health & safety standards in the provision of services.
- Monitoring and implementation of 'COVID-19 Response: Living with COVID-19' guidance

  COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)

Level 2 Semperian

DALKIA LTD Operations Manager

- Provide and maintain first aid kits for service provider staff.
- Conduct and review risk assessments for service provider activities.
- Conduct and review COSHH assessments for service provider activities.
- Assess new and existing service provider equipment.
- Electrical appliances (service provider work equipment and items on the project agreement asset register plus school equipment by arrangement)- compile register, inspections, maintenance.
- Non-electrical appliances (service provider work equipment and items on the project agreement asset register)-compile register, inspections, maintenance.
- Assessment of and provision of PPE and work wear requirements for service provider staff.
- Managing and monitoring contractors under the control of the service provider.
- Representation at school health & safety committee/KIT Meetings.
- Monitoring health & safety standards in the provision of services.

Level 3 School

Operations Manager, Subject Leaders, Teachers, Other Support Staff

- Manage fire evacuation procedures in line with joint Fire Safety Policy Plan during school operational.
- Check classroom / work areas are safe.
- Check all equipment used is safe, suitable for its intended use and in a good state of repair before use.
- Ensure health & safety procedures are followed.
- Ensure appropriate protective clothing is used.
- Report defects to level 2.
- Carry out special task e.g. first aid inspections.
- Administering first aid to school staff, visitors and pupils where trained to do so.
- Conducting and reviewing risk assessments - school staff and activities.
- Conducting and reviewing COSHH assessments- school staff and activities e.g. Art, DT, Science and Textiles.
- Ensure non-electrical equipment is suitable for its intended use and safe and properly maintained.
- Provide PPE to staff / pupils as identified through risk assessments.
- Ensure PPE is used correctly by staff / pupils.

Level 3 Semperian

Regional Technical & Cleaning Service Managers, Caretakers, Cleaners

- Manage fire evacuation procedures in line with joint Fire Safety Plan during core hours.
- Inspect and test emergency lighting system in accordance with Fire Safety Regulatory Reform Order (RRO) 2005.
- Inspecting and maintaining fire fighting equipment in accordance with Fire Safety Regulatory Reform order (RRO) 2005.

- Periodic checks on means of escape, fire alarm, emergency lighting and fire fighting equipment.
- Administering first aid to service provider staff and supplier partners.
- Conducting and reviewing risk assessments- service provider activities.
- Conducting and reviewing COSHH assessments- service provider activities.
- Ensure safe procedures for contractor attendance.
- Ensuring equipment is safe before use.
- Ensure service providers follow health and safety procedures.
- Ensure appropriate protective clothing is used by service provider staff.
- Carry out routine premises checks.
- Dealing with or reporting any premises related hazards.

The school has a number of forums in place at which employees of the school can raise health & safety issues:

- Staff meetings / briefings (weekly)
- Departmental meetings (on-going)
- Emails and meeting with Operations Manager (anytime)

Any reported incident will be immediately investigated by the Operations Manager and action will be taken accordingly to firstly make safe if posing an immediate risk to staff and or students and then to rectify the problem permanently via Dalkia.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

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

The Headteacher has responsibility for:

- Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users.
- Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments.
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues.
- Ensuring that the establishment has emergency procedures in place and have a Business Continuity Plan for emergency and crisis situations.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to Governors.
- Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

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

Responsibilities of other teaching staff/non teaching staff holding posts of special responsibility, e.g. Operations Manager, Subject Leaders etc.

Responsibilities of Subject Leaders:

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

Responsibilities of all Employees

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

All employees of the establishment have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times
- Take part in risk assessment reviews.
- Report all accidents and incidents to the Operations Manager.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school;

- Weekly Staff briefings
- Fortnightly meetings between Dalkia FM & School KIT meetings (School, Semperian, PFI Team, Chartwells, Dalkia)

All health and safety information, Policy and guidance documents and associated literature are kept with the Operations Manager and on the School's shared resources.

Responsible Persons

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

Health and Safety Function	**Name/Position**
1. Holding Health and Safety Documents, Authority's Guidance etc	Operations Manager
2. Accident Reporting, Incident Reporting	Operations Manager
3. Management of Asbestos	Operations Manager/ Dalkia staff
4. First Aid	Nominated First Aiders/Operations Manager
5. Fire Precautions; Drills, Exits, Extinguishers	Operations Manager
6. Building Maintenance (Control of Contractors)	Operations Manager / caretakers
7. Safety Inspections	Operations Manager
8. Manual Staff (information, instruction)	Operations Manager
9. Purchasing Equipment and Products	Operations Manager/Subject Leaders
10. Security	Operations Manager
11. Trips, Visits and Overnight Stays	Educational Visits Co Ordinator
12. Risk Assessment Management	Operations Manager/Subject Leaders
13. Management of water hygiene	Dalkia
Secondary Schools	
i. Departmental Health and Safety Policies	Subject Leaders
ii. Technicians; responsibilities, roles etc	Subject Leaders
iii. Purchasing; chemicals, art materials etc	Subject Leaders
iv. Protective Clothing	Subject Leaders

v. Disposal of Chemicals	Subject Leaders

Emergency Contacts

In case of an emergency outside of school hours contact:

i) Headteacher Mrs Lisa Ayling Tel No: 0151 644 8113	iii) Caretaker Tel No: 0151 8324601 Mobile: 07764368454
ii) Operations Manager: Mrs Helen Sanderson Tel No:0151 644 4213	iv) Chair of Governors: Dr N Pickles Tel No: 0151 644 8113

Other useful numbers:

Dalkia Technical Service Centre	0161 5295401, Helpdesk.fsuk@dalkia.com
Arrowe Park Hospital	0151 678 5111
Health and Safety Executive	0300 0031747
Infection Control	0300 5550119

3 ARRANGEMENTS

ACCIDENT REPORTING

Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

- Accidents and dangerous occurrences should be reported directly to the Operations Manager once First Aid has been administered, a form M13 will be completed and a decision will be made if that incident would have to be reported to HSE via the RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations).
- Violent incidents and verbal abuse should be reported to the Operations Manager also so that details can be recorded.
- Student accident records must be kept until the injured person reaches the age of 21. For injuries

to staff or visitors etc. the records must be kept for 3 years

Blank M13 forms are available via MS Forms, in the main Office or with the Operations Manager.

The Headteacher will be consulted before any reports are directed to the HSE.

Safety Section and copies of all reports will be kept with the establishment for the required period of time in a confidential and secure area.

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

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

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (HSE).

In the event of a fatality or major injury the Operations Manager will report directly to the HSE via the telephone for fatalities or major injuries or online for Dangerous occurrences.

Definitions

Accident -an undesired event that does result in harm and/or property damage,

Near miss -an undesired event that COULD result in loss.

Major injuries;

- Leading to hypothermia, head induced illness or to unconsciousness
- Requiring resuscitation or
- Requiring admittance to hospital for more than 24 hours.

  Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
- Acute illness requiring medical treatment or
- Loss of consciousness
- Any person including employees, students, members of the public, visitors, taken from the site of the accident for hospital treatment.

Employee absence, as the result of a work related accident/illness for periods of more than **seven** consecutive days (including weekends and rest days).

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

Semperian/Dalkia notification

The Dalkia Operations Manager will inform the Dalkia helpdesk and Semperian personnel of any major accident or incident if caused by a building or equipment defect, failure or damage. The DALKIA helpdesk will be informed of any H&S issues that require immediate attention and a DALKIA accident form will be completed by staff.

The Operations Manager may want to take photographs, witness statements as additional evidence and all correspondence from individuals, solicitors etc. will be handled directly by the company insurers.

Asbestos

A copy of the guidance - Health and Safety Management Arrangements Asbestos in the Workplace can be downloaded from http://10.107.1.50/Personnel/HS_Asbestos.htm

The asbestos register is held in the caretaker room and will be made available to all staff and visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security services.

The responsible person – Operations Manager shall ensure:

- The asbestos log is maintained and updated by Dalkia.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A six monthly visual inspection of asbestos containing materials on site is conducted and then recorded in the asbestos log by Dalkia.

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person

Any damage to materials known or suspected to contain asbestos should be reported to the Operations Manager who will contact the Dalkia Technical Service Centre immediately.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Operations Manager.

Chemical Safety

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

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

Risk Assessments - Chemical Safety

Risk assessments are available from the CLEAPSS website www.cleapss.org.uk and school site specific copies are held by the Science department or other departments using chemical based products.

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

Information

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

The Subject Leader for the Science Department has coordinated the creation of Risk Assessments, lesson plans and schemes of work for all practical sessions that may be potentially hazardous or dangerous. Hazard-cards and warning notices are used in lessons and placed around classrooms. Pupils are given automatic warnings at the start of each lesson in the expectations of safe behavior.

The department has also produced a chemical storage policy and stock taking system.

See CLEAPSS website www.cleapss.org.uk for details of COSHH information "Control of Substances Hazardous to Health"

Contractors

As a PFI school most contractors are engaged and managed by the Dalkia staff.

For any contractors engaged by the school then the:

- The suitability and competence of the contractor is taken into consideration.
- Detailed risk assessments and method statements are provided by the contractor for the requested works and forwarded to the Dalkia LTD TSC for prior approval for the work.
- The permit to work or permission to undertake works may involve

  Hot work, asbestos removal, use of hazardous substances etc
- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be
- All contractors must report to [school office / reception] where they will be asked to sign in and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.

The Operations Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that

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

DSE - Display Screen Equipment

It is the responsibility of the Operations Manager to ensure that Display Screen Equipment Self -Assessment Checklists are completed by staff as detailed below.

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

E.g. admin staff etc are required to complete the Display Screen self- assessment Checklist with their Line Manager. (Significant is taken to be continuous / near continuous spells of an hour at a time).

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician and the school will agree to contribute an agreed sum against the cost of this eye test.

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

Educational Visits

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

Purposes

Educational Visits can provide stimulus and support to work being covered as

part of the school curriculum. It may be that a visit provides an effective stimulus

At the start of a unit of work; alternatively teachers may decide to use an

Educational visit at any time during a project to enhance and support the

Curriculum.

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

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

EVOLVE is now in use in Wirral Schools and in accordance with the school's Trips and Visits policy, it is a requirement that the school staff use the EVOLVE system for applying for permission for a trip involving a residential / overnight stay or involves activities that would be classed as potentially hazardous (see guidance information on "hazardous" activities.

The EVOLVE system automatically sends notification of visits required to be notified to the LA through to Children & Young People's Department Offsite Visits Adviser.

The Educational Visits Coordinator will be required to implement the guidance as appropriate when the school undertakes offsite visits.

Electrical Safety

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

All portable items of electrical equipment will be subject to regular inspections and PAT (portable appliance testing) in accordance with HSE guidelines and an accurate record of inspection will be kept by the Operations Manager.

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

Most people are aware of the health and safety hazards associated with electricity.

To avoid injury, or worse, it is essential to adopt the following precautions.

Faulty Equipment

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

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

a) Checks by the owner/user of the equipment;

b) Formal visual inspections by a person appointed to do this;

c) Combined inspection and testing by a competent person or contractor.

User Checks (Visual)

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

a) The item is in good working order;

b) There is no damage, e.g. cuts, to the cable sheath;

c) There is no damage to the plug, e.g. bent pins or cracked casing;

d) the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;

e) The coloured insulation material on the internal wires is not protruding from the plug or equipment;

f) The equipment is not wet or excessively dusty;

g) There is no obvious damage to the outer casing of the equipment, e.g. loose screws;

h) There is no evidence of overheating, e.g. scorch marks;

i) Extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

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

Combined Inspection and Testing by a Competent Person or Contractor

The School will arrange to have all equipment tested by a trained and competent person and any repairs needed will, be carried out by approved contractors engaged by Dalkia.

An inventory of all computer equipment is held by the Strategic ICT Manager. It is the responsibility of all staff to notify the Finance Team when new appliances/equipment have been purchased to ensure they are recorded on the inventory

Guidance on fuses for appliances

3 Amp **for most appliances up to** **720 Watts(W)**	**13 Amp** **for appliances rated over** **720 Watts (W)**
Radios	Irons, Kettles, Fan Heaters
Table Lamps	Electric Fires, Lawn Mowers**
Soldering Irons	Toasters, Deep Fat Fryers
TV's*	Refrigerators, Freezers
Electric Blankets	Washing Machines
Audio and Hi-Fi	Tumble Dryers
Slow Cookers	Vacuum Cleaners
*Some TV manufacturers recommend a 5 amp fuse	**Always use a residual current device (circuit breaker)

3.1.1.1.1.1.1.1 Sockets

Avoid multi-way adapters. Remember "one appliance, one socket" is safest; an overloaded socket can overheat and cause a fire.

FIRST AID

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main Office, PE Department, DT Department, Science Department. Additional kits can be obtained from the Operations Manager.

- Due to the number of staff and students at the school and the separation of some of the departments the school has ensured that there are sufficient trained First Aiders located at as many areas as possible. The school regularly considers the number of trained staff and offers training courses when needed.
- Fire assessments and procedures have been put into place for specific hazards or risks on site, e.g. areas with hazardous substances, dangerous tools or machinery and First aiders are located in these areas.
- A first aid kit is always kept on the school minibus.
- Chartwells and Dalkia have trained their own staff in first aid; however there is an understanding between parties that assistance would be provided if needed.
- A Clinical waste bin for swabs, use tissue etc. is located in the First Floor Accessible Toilet.
- Treatment of blood spillages should follow HSE guidance

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

There are a number of staff trained to administer First Aid. An up to date list can be obtained from the Operations Manager, Essential Documents and is also displayed within the Main Office.

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

To ensure that records are kept of all first aid treatment for staff and students. Information can be recorded on an accident form, if relevant, or in the First Aid Treatment Book held in the main office.

To administer first aid in accordance with the training they have been given.

Transporting students requiring Medical treatment

Where the first aider, Headteacher or Operations Manager considers that hospital treatment is required the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the student's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured student until their parents/carers arrive at the hospital.

Please note:

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the Headteacher/Manager to check these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records.

First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of students out of school and the trip must have a member of staff present who has been first aid trained or a member of staff who will act as the appointed person.

An accident form must be completed for any incident / accident during a trip and this should be passed onto the Operations Manager.

Clinical Waste

In accordance with the "Duty of Care" code of practice, all swabs tissues etc. used for medical treatment will be placed in a medical bin provided by the school, located in the First Floor Accessible Toilet.

Blood Spillages

Guidance from the HSE on the Protection against Blood Borne viruses is available with the School's Medicine Policy.

Emergency Contact Numbers

Accident & Emergency	0151 678 5111
Schools Nurse Manager	0151 5140219
Wirral Community Infection Prevention and Control Service	0151 5142888
Public Health England	0300 5550119

HOUSEKEEPING

The school staff will be expected to immediately report to the Operations Manager or Dalkia caretakers any incidents of poor housekeeping around the school that may pose a hazard or a risk to the Health & Safety of the staff, students and visitors in the school.

Any concerns or issues will be dealt with immediately by the Operations Manager or the area will be made safe until such time as the matter can be rectified.

The Dalkia facilities manager will conduct regular site walks and checks together with the Dalkia Staff on the following areas:

Floors and gangways- wet, greasy, dusty or dirty, spills or splashes, unsuitable floor surface or covering, trailing cables, congestion, obstruction, inadequate lighting.

Furniture and fittings-check circulation routes are not impeded by the arrangements of furniture and that furniture is not damaged or unstable. Check that furniture is not in a dangerous condition (rough wood, splinters, protruding screws, nails, loose components etc.

Storage- Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height- not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves e.g. 2 rung stepladder with handrail.

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

Welfare Facilities- Is there adequate storage for coats and personal belongings, are the facilities for making drinks and snacks kept clean & tidy, is food stored in appropriate containers.

Fire- Are flammable materials kept away from heat and ignition sources and stored in approved, correctly labeled containers. Are all fire exits, call points escape routes correctly marked and labelled.

Inspections- A general workplace inspection of the site will be conducted as an on-going process by the Operations Manager and DALKIA staff. Teaching staff will be asked to report back to the Operations Manager immediately if their classroom / teaching area requires attention.

Any defects reported to the Operations Manager will be immediately passed onto the Dalkia TSC and a job number will be created. Such jobs will be marked as a H&S issue if deemed necessary by the Operations Manager and will be followed up until the defect has been rectified.

DALKIA RESPONSIBILITIES

It is the responsibility of Dalkia to deal will all checks, reporting and monitoring of the following services in accordance with legislation:

- **Legionella**
- **Lighting**
- **Emergency Lighting**
- **Heating systems & boilers**
- **Gas supplies**
- **Fire & Intruder Alarms**
- **Fire Fighting Equipment**
- **Water Supplies**
- **Disabled & Passenger Lifts**
- **Perimeter Fencing**

Lone working

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

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

Where lone working cannot be avoided staff should:

- Have a prior discussion with the Operations Manager to make aware of the nature of the work, location in school, date and time etc. The caretaker will be informed on entry into school for fire and H&S precautions.

- Ensure that the employee has a means to summon help in the event of an emergency e.g. access to a telephone or mobile telephone etc.

Manual Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Operations Manager who will arrange for a suitable and sufficient risk assessment to be carried out.

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

Appropriate information, instruction and training on the safer moving and handling

Techniques will be provided to all staff that are required to undertake such manual handling duties as part of their job.

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

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

Management of Medicines –

See separate Administration of Medication Procedures

New and Expectant Mothers

Assessments on new and expectant mothers will be undertaken by the Operations Manager/ HR Manager following guidance contained in the Local Authority Health and Safety Management Arrangements for Risk Assessment and the Health and Safety Management Arrangements for New and Expectant Mothers

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

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

Noise

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

The Operations Manager will arrange for noise level tests and risk assessments to be completed for such areas such as the Music Classrooms and Practice rooms if it is believed that staff are exposing themselves to excessive levels of noise over the guidance limit.

RISK ASSESSMENT

General Risk Assessments:

All school risk assessments will be coordinated by Subject Leaders and copies stored in the shared resources area. Reviews should take place annually or following any accidents/incidents, changes in practices or Government/PHE guidance (e.g. COVID-19)

All workplace and classroom based activities, locations and equipment involving teaching and non- teaching staff, premises and one-off activities have been assessed and approved by the Head Teacher.

All Subject Leaders for Science, Art, Design Technology, Textiles, Food Technology and PE will produce, monitor and revise their own departmental risk assessments and pass copies onto the Operations Manager for assessment and review.

All school generic risk assessments are available for all staff to view and are available from the shared resources or from the Operations Manager.

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

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff will be made aware of any changes to risk assessments relating to their work including changes required as a result of PHE guidance (e.g. COVID-19).

School staff will be made aware of the H&S policy, risk assessment, procedures and requirements etc. via staff meetings, bulletins, newsletters and the website.

Security -

Security is managed by Dalkia under the PFI Contract. Prenton High School will work with Dalkia to address security issues and instruct changes to access codes where necessary.

Stress Management

Prenton High School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing causes of workplace stress.

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

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stress factors through risk assessment, in line with the HSE Guidance.

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

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

Training

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

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

It is important that:

- New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
- Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the school to ensure that all employees are competent, even though the employee may have evidence of formal training.

- In order to secure the health and safety of all employees, the school will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
- Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the Operations Manager and Subject leader.

Violence

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

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

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

The Governing body of Prenton High School supports the prosecution and/or taking of legal action against any perpetrators of violence and aggression against a school employee or an employee of a contractor employed by the school to carry out works on site. These arrangements outline the measures and action to be taken to prevent and manage violence towards staff in connection with work; this includes staff on staff incidents. The school will also provide support to those employees who are affected by an act of abuse or violence in connection with work.

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

Vehicles

Vehicular access to the school is generally restricted to school staff, visitors, school transport services and school minibuses. Access by parents/ guardians bringing children to school or collecting them should be discouraged on Health & Safety grounds.

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

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

Working at Height

Working at height is not permitted for any employee of the school unless they have been given specialist training and equipment to enable them to do so.

Dalkia staff are governed by their own rules and regulations but as a general rule only use a maximum of a 2 step ladder before scaffolding is brought in to carry out the work.

Where working at height is carried out on site by school staff, then a risk assessment is first carried out and reviewed by the responsible person - the Operations Manager.

The Operations Manager shall ensure that:

Suitable and sufficient risk assessments must be completed for all staff working at height activities e.g. putting up displays in classrooms and corridors

The staff carrying out this work must be:

- Up to the job
- Medically/physically capable
- Not on any medication
- Wear suitable clothing & footwear
- Has attended suitable training and refresher courses

- The equipment being used is appropriate for the job
- The displays are not above a certain height.
- If equipment is being used, then it is a good state of repair, easily accessible, regularly inspected and conforms to BSEN 131
- The working surfaces must be safe i.e. not wet or slippery or uneven
- Access must be unrestricted and step ladder secure if being used

Curriculum Equipment in the Classroom/ Prep rooms

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Operations Manager will liaise with the Subject Leaders to ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Useful Contacts:

LA Services	
Community Patrol	**0151 6062044**
Wirral Council's 24 Hour Emergency	**0151 6062000**
Health	
Health Protection Agency	**0844 225 1295**
Infection Control	**0151 4344819**
Public health England (COVID-19)	**0151 4344819**
Enforcing Authorities	
Health and Safety Executive	**0300 0031747**
Merseyside Fire and Rescue Service	**0800 7315958**

4 LINKED POLICIES

- Allergy and Anaphylaxis Policy
- Chartwells Medical Diets: Our Policy in Secondary Schools