



Red Hall Primary School Health and Safety Policy

Document History	
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1 Foreword by Head teacher

The policy of the School is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff, students and visitors. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the School's activities.

The School Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the School intends to achieve its health and safety objectives. The School will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy and the way in which the policy is monitored are set out in this document.

A copy of this policy will be given to all members of staff, and a summary to all students.

This Health and Safety Policy gives all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now – it will be too late once an accident or ill health has occurred.

Ms Julie Davidson, Executive Head Teacher

2 Introduction and Policy Aims

This document explains the School's Health and Safety Policy and Management System. We aim to set the highest standards of health and safety management and to continue our history of providing strong and effective leadership in this area. This policy builds on established good practice by strengthening current organisational arrangements and further embedding the importance of health and safety.

The School aims to achieve high standards in health and safety by adopting best practice and we expect the same commitment from our staff, partners and contractors. Red Hall Primary School recognises that for this policy to be effective, management of health and safety must be fully integrated into all work activities. Our aim is to maintain a positive health and safety culture and continuously monitor performance to ensure ongoing improvements in health and safety standards.

3 Policy Objectives

Red Hall Primary School aims to comply with relevant health and safety legislation, codes of practice and guidance;

- Prioritise work and operate on the principal that work-related incidents and occupational ill-health can be prevented and risks shall be managed both effectively and proportionately;
- Recognise the vital importance of the continued commitment of all employees to the highest standards of health and safety, and ensure that they have the necessary skills and support to achieve this.
- Provide and promote adequate means for effective communication, co-operation and consultation with recognized employee representatives and Trade Unions.
- To ensure that risks associated with the school's activities are identified and then eliminated, reduced, or adequately controlled and reviewed as appropriate.
- Provide sufficient resources to successfully achieve our aims and objectives.
- Require that any organisations or persons contracted to work with the school applies health and safety standards that are consistent with our own.

4 Health and Safety Policy Statement

Red Hall Primary School acknowledges and accepts its statutory duty to ensure, so far as is reasonably practicable, the health and safety at work of all its employees and those affected by its work activities, as defined by the Health and Safety at Work etc. Act 1974 whether on our own premises or when carrying out our business elsewhere. All employees expect to work in a safe and healthy environment. The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Red Hall Primary School. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Red Hall Primary School will adopt health and safety arrangements in line with Darlington Borough Council's Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to Darlington Borough Council policies and procedures.

Red Hall Primary School will ensure that we have access to competent advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with Darlington Borough Council Health and Safety Team.

In particular the Red Hall Primary School will ensure, in so far as is reasonably practicable

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

The Health and Safety Policy will be regularly reviewed to ensure that it remains appropriate. This statement, which will be issued to all staff and Governors, to ensure they are made aware of their individual health and safety responsibilities, including their obligation to co-operate on health and safety matters. Note that this Policy is a supplement to and not a substitution of the Darlington Borough School's statement of Health and Safety Policy.

(Head Teacher)

Date

Signature

(Chair of Governing Body)

Date

Signature

5 Responsibilities

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. This section outlines the responsibility that each element within the school has towards the health, safety and welfare of those connected with the School.

5.1 The Governing Body

The Governors of the School have responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the schools activities. To this end the governing body will:

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of Darlington Borough Council and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Darlington Borough Council policy and procedures
- ensure that the school has access to competent health and safety advice
- monitor the school safety performance (including consideration of inspection reports); including health and safety on governors' meeting agenda and ensuring that health and safety is included in their annual report;

5.2 The Head Teacher

The Head Teacher has an overall responsibility for health and safety and provide strong and active leadership from the top, and in particular will;

- Ensure the Health and Safety Policy and arrangements are an integral part of the schools health and safety culture.
- Ensure adequate provision of resource to achieve high standards of health and safety.
- Ensure that decision-making is in line with Policies and arrangements for health and safety and any statutory provisions set out in legislation.
- Ensure that Health and safety performance is continually monitored and reviewed.
- Ensure suitable action plans for improving health and safety are developed and implemented.
- Take appropriate action regarding significant health and safety failures, and the outcome of the investigations into their cause(s).
- Ensuring the policy is reviewed periodically so as to maintain its effectiveness.
- Ensure there is a structure in place for effective communication of all health and safety matters.
- Ensure health and safety risks are identified and managed.
- Ensure health and safety competence within their services to ensure a safe and healthy workforce and workplace.

- Liaise with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operate with and provide necessary facilities for trades union safety representatives.

5.3 Senior Leadership Team

The Senior Leadership Team (SLT) will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Specifically the Deputy Head and Assistant Head Teachers, Business Manager, Site Manager and any other member of staff with supervisory responsibilities will:

- Continually assess the risk to health and safety within their area of responsibility and ensure the documentation of risk assessments that are regularly reviewed and communicated to all employees.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)
- Report all accidents, incidents, near miss events and occupational ill health, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Ensure that health and safety is taken into consideration when service planning, and prior to the purchase of systems and equipment
- To take appropriate action when a concern of a serious or immediate danger to health and safety, or any matter which that represents a shortcoming in current arrangements for health and safety, is brought to their attention.
- Incorporate key health and safety responsibilities into job descriptions, indicating where there is an individual level of responsibility
- Ensure that any recommendations made in health and safety audits are completed within the identified timescales.

5.4 Employees

All employees, are under a legal obligation to co-operate on matters of health and safety and failure to fulfil health and safety duties and responsibilities may result in disciplinary action. In particular all employees are required:

- To take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- To co-operate on health and safety matters.
- To familiarise themselves with, and to act in accordance with, this policy, health and safety arrangements, risk assessments, instructions etc., which have been issued to them or otherwise brought to their attention.
- To act in accordance with any health and safety training which has been provided to them, or any verbal safety instructions issued to them by their manager.

- To use any personal protective equipment and clothing provided to them, in accordance with instructions or training. To report any loss or obvious defect of personal protective equipment or clothing to their manager.
- Not to interfere with or misuse anything provided in the interest of health, safety or welfare.
- To report any accident, incident, near miss and occupational ill health, as soon possible to their manager, including to a non-employee whilst on school premises or as a result of school activities.
- To report to their manager any work situation which they consider to represent a serious or immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety.
- To strictly follow any laid down emergency procedures in the event of serious imminent dangers, such as fire.
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site
- Be aware of information relating to the whereabouts of known or presumed asbestos within the school and have the content of the schools asbestos management plan explained to them.

Teachers in particular are required to;

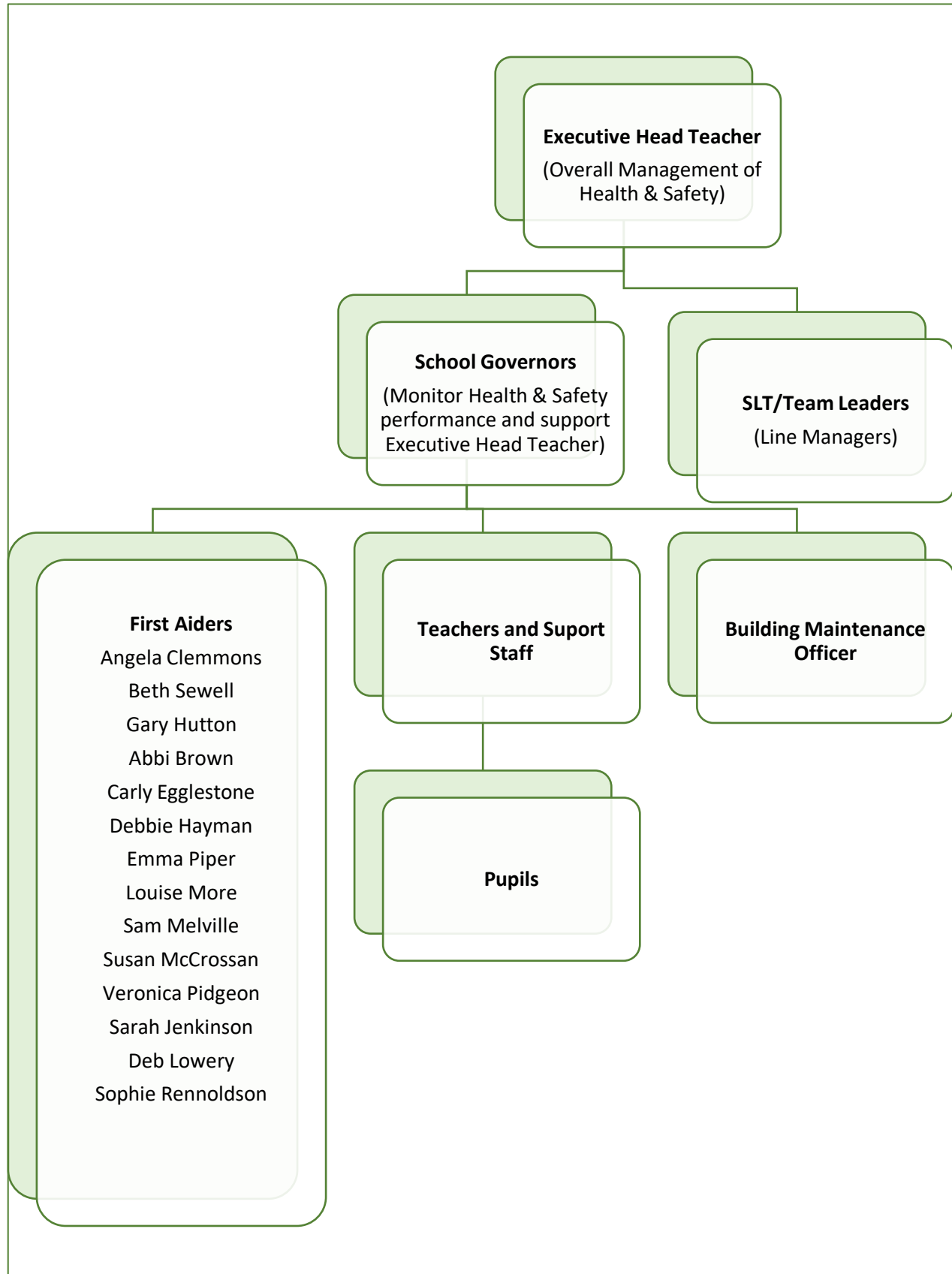
- Check classrooms/work areas are safe and monitor throughout the day.
- Check equipment is safe before use, as well as ensuring equipment is left in a safe condition after use.
- Ensure safe procedures are followed and that emergency procedures are understood.
- Ensure protective equipment is available and used, when needed.
- Participate in inspections and supporting the health and safety committee, if appropriate.
- Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety.

3.5 Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

6 Red Hall Primary School Health and Safety Organisation Flowchart.



7 The Health and Safety Management System

Implementation of the Health and Safety Management System in all school activities is achieved by systematic application of the HSG65 'Plan, Do, Check, Act' model. However, the success of the system also depends on the attitudes and behaviours of people in the school.

7.1 PLAN

7.1.1 Health and Safety Policy

The policy sets out the school's position on health and safety management, demonstrating that it understands its legal duties at the highest level. The policy is bespoke to the management arrangements within the school and is adopted by the Governing body.

7.1.2 Planning

Consideration of health and safety requirements and implications shall be included in planning to ensure decisions are made in the context of this policy. The school report on health and safety performance to determine compliance with the health and safety management system and plan for continuous improvement.

7.2 Do

7.2.1 Risk Profiling

Risk assessments shall be conducted and recorded for all school activities. Findings of risk assessments shall be effectively communicated to employees by management. Risk assessments are reviewed periodically and following any significant changes and where appropriate following incidents and occupational ill health to ensure they remain suitable and sufficient.

7.2.2 Organising

Consultation - The School has mechanisms for consultation with trade union safety representatives. Regular meetings are held with School Governors to ensure effective consultation.

Pupil Involvement - The School Council takes part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.

Induction - All employees shall receive an induction covering job specific health and safety arrangements.

Training - Management shall identify health and safety training needs through the completion of risk assessments. Management shall ensure employees attend appropriate training, refreshed as necessary and records maintained via a training matrix.

Job Description - Clauses highlighting health and safety responsibilities are included in all employee contracts and job descriptions.

7.2.3 Implementing

Work groups - Work groups will be established, where appropriate, to help develop, monitor and review specific School health and safety initiatives. The membership of groups will involve relevant management, employee and trade union safety representatives.

Communication - Health and safety information shall be communicated through a variety of methods. Management shall include health and safety as an agenda item at team meetings. Should the need arise for more frequent Health and Safety discussion, the Headteacher will address the issues within staff directly. All members of staff may raise health and safety concerns during the Staff Meeting or directly with the Head Teacher if appropriate.

Information is documented in specific health and safety arrangements and made available in electronic format.

Arrangements – Specific health and safety arrangements, based on legislation and best practice guidance are the standards by which employees are required to work. A brief guide to key subjects is included as an appendix to this document. This does not negate the need to communicate, read and comply with specific health and safety arrangements.

7.3 CHECK

7.3.1 Measuring Performance

Measuring performance is a key step in the health and safety management process and forms the basis of continual improvement.

7.3.2 Investigating incidents

Reactive measurement is by management undertaking incident investigations. The health and safety team support School's in undertaking investigations and analysing statistical information. The Headteacher will monitor all reported accidents, incidents, near miss and occupational ill-health in order to determine those events that are legally reportable to the Enforcing Authority, and those which require further investigation and possible notification to others within the school, and to set in train appropriate remedial action.

7.3.3 Auditing

An annual health and safety management audit will be completed by Darlington Borough Council. Management will ensure that audit actions are closed in a timely manner. The school will complete regular monitoring audits and inspections to ensure compliance.

7.4 Act

7.4.1 Reviewing Performance

Monitoring the effectiveness of the school Policy on health and safety commences as a School responsibility in which the Governors and Executive Headteacher play key roles.

7.4.2 Policy Review

This policy will be reviewed annually, and formal changes will be made to the documentation as deemed appropriate following necessary consultation.

8 Appendix A – Overview of Health and Safety Arrangements.

8.1 Health and Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate manager. In particular, Supply Teachers and new members of staff on their first day of joining are to receive a health and safety induction.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on school premises will receive an induction from the school reception office staff as designated by the Headteacher. Induction records will be held centrally in the school office and be available for audit when requested.

The Manager will also give a copy of this Policy to new members of support staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate Teacher will inform new students about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety. Teachers are required to make arrangements for late registering students, or visitors, to have an equivalent briefing and to sign to indicate that this has occurred.

The need for other specialist safety training should be identified by individual members of staff, and should be directed to the Headteacher.

8.2 Incident Reporting and investigation

All incidents, including contractors, must be reported as soon as possible. The incident must be recorded on Evolve AccidentBook.

All incidents that result in a person attending hospital or resulting in lost time require notification to the Health and Safety Team as soon as possible via phone or email.

Direct Line: 01325 406555/ 01325 406259

All incidents require an appropriate level of investigation. The School Business Manager alongside the Head Teacher will ensure that a suitable investigation is completed and documented, where required, seeking advice from the Competent Health and Safety Advice

8.3 First Aid

Red Hall Primary School has completed a first aid assessment of needs, which has identified the minimum numbers of first aiders required by the school. The number of first aiders in post meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary. Training is required on a 3 yearly basis, 3hr annual update training is advised.

First Aid notices are clearly displayed around the school. Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked. A suitable area is available for provision of first aid.

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.

Where first aid has been administered this is recorded in the first aid treatment book.

Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

8.4 Risk Assessments

Red Hall Primary School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Darlington Borough Council Health and Safety Team will assist in the preparation of assessments.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff has a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible.

- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Head Teacher from relevant external sources as necessary e.g. the Health and Safety Team

8.5 Control of Substances Hazardous to Health (COSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly. Storage and use must aim to prevent students from accessing substances.
- COSHH risk assessments are monitored regularly and reviewed annually

Where necessary, the Health and Safety Adviser will assist the school in carrying out the necessary assessments.

8.6 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood

The Head Teacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves and apron will be provided and worn. Donning and doffing procedures to be followed.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

8.7 Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Head Teacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information, instruction and training on health and safety relating to display screen equipment use.

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

8.8 Pregnancy

Employees should notify their manager as soon as practical if they:-

- Become pregnant
- Have given birth in the last 6 months
- Are breast feeding

The manager shall complete the pregnancy/ new parent risk assessment in conjunction with the pregnant employee/ new parent and amend the document to suit individual circumstances. Pregnant employees/ new parents should report any difficulties in complying with the control measures set out within the risk assessment and notify their line manager of any issues as soon as possible.

If there is any difficulty in reaching agreement on required control measures, then HR Advisory Service/ Health and Safety Team must be contacted for advice.

Where a significant risk has been identified, line managers must make changes to working conditions or hours or offer suitable alternative duties as necessary to protect the health of the Pregnant employees/ new parent and their child. If you cannot put the necessary control measures in place, in full consultation with HR/ Health and Safety, you may be required to suspend the worker on full pay in line with the Management of Health and Safety at Work Regulations.

8.9 Fire Safety

The schools Fire Risk Assessment and Fire and Emergency Plan are completed by a competent Fire Risk Assessor¹ and will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

All premises will be equipped with appropriate fire prevention measures, fire detectors, alarms & appropriate fire-fighting equipment that are maintained accordingly and subject to statutory inspection.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility (ESU) to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

8.10 Safety of Visitors including Contractors

All visitors of any nature must report to the school reception and sign in and out via the Electronic inventory located in the reception area. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a School Health and Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a health and safety induction.

¹ <https://www.nationalfirechiefs.org.uk/finding-fire-risk-assessor>

In the case of Contractors, the Headteacher should ensure their day to day activities are being monitored in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the School health and safety policy should be made available to all contractors working on school premises if requested.

8.11 Security

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The Site Manager is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.

8.12 Bomb Incident and Lockdown Management

Bomb Incident and Lockdown Management Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of the Senior Leadership Team in their absence.

Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform the Headteacher or a member of the Senior Leadership Team in their absence.

8.13 Electrical Safety

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

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained. All members of the School should routinely check that electrical appliances have a current PAT test, are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops, worn cables etc.

Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained is via a label attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate Head of Department.

Any item that becomes faulty should be taken out of service and written off according to the school's finance policy or sent for repair by a qualified person.

Equipment and furniture should be sited so as to avoid the need for trailing leads and sufficient sockets provided to minimise this. Where this cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

8.14 Traffic Management

Authorised staff and visitors may park with care in the designated car parks. It should be noted that neither the School takes no responsibility for damage to vehicles whilst on school property.

There is a speed limit of 5mph and speed reduction measures such as signage and speed bumps. This speed limit must be always observed and pedestrians have right of way on school property without exception.

No vehicles are permitted to cross the playground or public spaces without first reporting to the school office. This is to check for any imminent usage of the area, to ensure adequate supervision is provided and to remove the locked bollard preventing access.

Access to and from the school site with vehicles is restricted during the start and end of the school day.

8.15 School Transport

Red Hall Primary School have adopted and implemented Darlington Borough Council Driving at Work and Road Safety Arrangement. Anyone driving a vehicle must meet the criteria identified within the driving arrangement.

The Head Teacher must ensure that the following is undertaken:

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven (DVLA License check).
- Driver risk profile and declaration completed.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.
- Parental permission must be sought before transporting a child in private vehicles.

Use of minibuses:

- The driver holds the appropriate licence for the vehicle being driven (DVLA License check).
- Driver risk profile and declaration completed.
- The driver is fit to drive the vehicle.
- The driver has undertaken a MIDAS course.
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- The vehicle is operated under a Section 19 Permit and the permit disc is present and on display in the vehicle.
- A pre-use vehicle check is carried out and recorded for school owned vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.

- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion.

Red Hall Primary School recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are **not** to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported in accordance with the incident reporting procedures.

Where staff are involved in an accident, they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

8.16 Violence to Staff

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site.

- Staff are advised to:
 - avoid confrontation if possible.
 - withdraw from situation and where appropriate seek support.
 - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
 - follow measures/ procedures identified in risk assessment, EHCP etc.
 - contact emergency services, as appropriate.
 - inform the Head Teacher or a member of the senior management team if confrontation has taken place.
- Red Hall Primary School will:
 - Ensure the Head Teacher or member of the senior management team attends site on being informed of an incident, if considered necessary.
 - have in place procedures for the reporting of incidents.
 - offer counselling/ support through Occupational Health
 - debrief individuals following any incident.
 - provision of training on how to manage conflict and aggression as required.
 - review the relevant risk assessments following any incident.

8.17 Stress

Red Hall Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their manager, the Head Teacher or another member of the senior leadership team of any ill health issues, including stress whether work related or personal.
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee, and consider what actions could be taken to support the staff member and assist in reducing stress levels. Where required a stress risk assessment and wellbeing action plan will be completed.
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.
- The Headteacher, SLT and staff will be provided with access to Resilience training.

8.18 Manual Handling

Red Hall Primary School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with. The Head Teacher will ensure the following arrangements are followed:

- Manual handling is avoided whenever possible.
- If it cannot be avoided, manual handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific manual handling tasks have received appropriate training or instruction and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.

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

8.19 Working at Height

Red Hall Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The school will ensure that the legislation surrounding working at height, as detailed in the Working at Height Regulations are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

8.20 Legionella

Red Hall Primary School will ensure that the legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8 are fully complied with, in particular: The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures. The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled. The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective. The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

8.21 Asbestos Management

Red Hall Primary School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations. An appointed person and deputy will be nominated and trained. Each premises assessment will be used to produce an Asbestos Management Plan (AMP) which detail and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

The Head Teacher will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.

All staff will be informed that asbestos exists on site and where to refer to the AMP and ancillary documentation for detailed information should they require it. No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors.

Emergency procedures are in place and will be communicated to staff and contractors.

8.22 Contractor Management

Red Hall Primary School follows Darlington Borough Councils Procurement and Management of Contractors arrangements. Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent. If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors).

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept. The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor. The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

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

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

8.23 Construction Design Management (CDM)

The Construction Design and Management Regulations, CDM 2015 applies to all construction projects. The intention of CDM 2015 is to focus on planning and management throughout the life of the project. The aim is for health and safety considerations to be treated as an essential, but normal part of a project.

Red Hall Primary School will take on the roles and responsibilities of clients when commissions construction projects and therefore are responsible for making suitable arrangements for managing a project. This includes ensuring:

- the client brief is completed.
- appointing in writing competent duty holders including designers and contractors.
- sufficient time and resources are allocated.
- relevant information is prepared and provided to other duty holders.
- the principal designer and principal contractor carry out their duties.
- welfare facilities are provided.

Advice in relation to Construction Design Management and client duties shall be provide by the Health and Safety Team.

8.24 Equipment

Red Hall Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. Members of staff and pupils involved with the use of school equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the Headteacher

Red Hall Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

8.25 School Visits

Red Hall Primary School adopts the National Guidance for the Management of Off-site visits and LOTc activities. A specific Educational Visits Policy details local arrangements.

8.26 Administration of Medicines

The school has a separate policy on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

The smallest practicable dose should be brought into school in individual original containers from the pharmacy, which should be clearly labeled with the pupil's name and dosage instructions. Only Staff who have been trained to administer medicines will administer medicines and keep a record that they have been given.

8.27 Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Site Manager.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
- The security of pupils during the activity.

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

When activities are concluded the Site Manager will be informed in order that the buildings can be secured.