HEALTH AND SAFETY POLICY

October 2026

The Governors of Bethany School recognise the importance of providing an environment, which is safe and healthy for all who use our buildings. We will positively promote a health and safety culture within our school and work within guidance outlined below.

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4:
Health and Safety at Work etc. Act 1974, section 3

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.
The Management of Health and Safety at Work Regulations 1999

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies updated April 2022 Health and safety: responsibilities and duties for schools - GOV.UK

GENERAL GUIDELINES

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of enough information, instruction, and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of an accident.
8. Teach safety as part of pupils' activities where appropriate.

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. A Governor, David Montague, is appointed as ‘Asset Manager’ to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body. The Governing Body will receive an annual building report from the Head Teacher or other nominated members of staff in order to enable them to provide oversight and prioritise resources for health and safety issues.

The Governors, as the employer, nominate David Charles (Head Teacher) as a competent person to help meet health and safety legal duties as required by the Health and Safety at Work Act 1974.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

RESPONSIBILITIES OF THE HEAD TEACHER

Overall responsibility for the day-to-day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Head Teacher.

The Head Teacher has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied within the organisation of all functions associated with the school.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Managing health and safety by conducting and reviewing inspections and risk assessments and implementing the required actions.
- Recording and reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training in areas including fire procedures, manual handling, working at height and site security.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

RESPONSIBILITIES OF ALL STAFF, VOLUNTEERS AND PARENTS

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. All employees 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 including other staff, pupils, and volunteer helpers under their supervision.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Head Teacher and others in meeting statutory requirements relating to health and safety and not interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Always comply with the school's health and safety policy and procedures, and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the head Teacher;
- Report all accidents and incidents (including near misses) and potential hazards in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Head Teacher
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Be aware of and implement safe working practices and set a good example personally.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons, ensuring that tools and equipment are in good condition and report any defects to the Head Teacher

- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action; When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

RESPONSIBILITIES OF PUPILS

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils in work and play.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous.
- Follow all the safety rules and instructions of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

Policy Adopted by Governors on: 12/10/26

Policy Due for Review on: 2029

Health and Safety Arrangements

The rest of this policy explains in more detail the arrangements that are in place for dealing with specific areas of health and safety.

1. **Risk assessments**
2. **Statutory tests**
3. **Offsite visits**
4. **Fire Evacuation and other emergency arrangements**
5. **Inspection/maintenance of emergency equipment**
6. **First Aid and medication**
7. **Accident Reporting Procedures**
8. **Health and safety Information and Training**
9. **Personal Safety/Lone Working**
10. **Premises and Work equipment**
11. **Flammable and Hazardous Substances**
12. **Asbestos**
13. **Lifting and Handling**
14. **Contractors**
15. **Working at Height**
16. **Display Screen equipment**
17. **Minibus and transport**
18. **Legionella**
19. **Work Experience**
20. **Safeguarding and child protection**

1. RISK ASSESSMENTS

The purpose of Risk assessment is to identify hazards and evaluate any associated risks in areas such as safeguarding, health and safety, building security, fire safety, school trips, medical needs/first aid, and specific educational activities such as science, PE, cooking and behaviour management.
This policy should be read in conjunction with other school policies relating to risk management including the Safeguarding Policy, Online Safety Policy, Administering Medication and First Aid Policy.

Risk Assessment Process

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

1. Identify the hazard
2. Decide who or what might be harmed and how
3. Evaluate the risks and decide on precautions or take action
4. Record findings
5. Review the assessment and update if necessary

To assess the risks adequately, the following information should be collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.

- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

See Appendix A for an example Risk Assessment Template

Responsibilities of all staff

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head teacher, and other members of the school leadership in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Senior Leadership Team. (Head teacher, Deputy Head teacher) A 'buildings log' is kept, and issues addressed/ monitored by the maintenance volunteers and asset manager.

Health and Safety Risk Assessments

It is a legal requirement that risk assessments are undertaken periodically. The school conducts and documents risk assessments for all activities presenting a significant risk. Risk assessments should be made, at least, on an annual basis so that any issues raised which may require additional funding can be included in the budget for the forth-coming year. Routine risk assessments include:

- Annual Building risk assessment. - A general inspection of the site will be conducted on a yearly basis and be undertaken/coordinated by the Head Teacher. This inspection feeds into a 'Buildings report' presented at the Governors meeting each year.
- Fire risk assessment – see fire checks log
- School maintenance risk assessment for those undertaking school maintenance
- An annual Health and Safety checklist for each classroom or teaching area completed by staff noting potential hazards. These will be filed in the Risk Assessment folder for inspection by the Asset manager.
- Potential hazards noticed at other times in the year must be recorded on the Building Maintenance Log.

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

The school employs specialists to carry out assessments related to asbestos, legionella, gas safety, electrical safety and fire safety when required (see Fire checks folder).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by SLT. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Head Teacher of any medical conditions (including pregnancy) which may impact upon their work.

Our Administering Medication Policy outlines the procedures for managing children's medication.

Curriculum Activities

The school conducts and documents risk assessments for all activities presenting a significant risk. Including, but not limited to design and technology, practical Science, Physical Education, cooking, break time, family afternoon, and regular off site visits including school camp.

These are completed by the appropriate staff member following guidance, and approved by the Head Teacher.

Staff must complete an Educational Visit Risk Assessment Form before each educational visit. A signed copy should be placed in the Risk Assessment Folder. (see Educational Visits Policy)

These assessments should be incorporated within the scheme of work, lesson plan etc.

Unsafe Areas

- We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the roof and storage areas, the fire escape and bin store. Where they are not fire escapes, doors to these areas are kept locked or bolted when not in use.
- The chemicals cupboard is kept locked when not in use
- The machine room is kept locked when not in use
- Maintenance and cleaning stores are kept secure.
- Pupils do not have unsupervised access to kitchens.

2. STATUTORY TESTS

Statutory tests must be carried out on all the following. Further details are under each relevant section:

- Fire Extinguishers
- Fire Alarm
- Emergency Lighting Inspection and Test
- Fixed Electrical Wiring Installation
- Portable Appliance Testing (PAT)
- Gas Equipment
- Legionella survey/risk assessments

3. OFF SITE VISITS

The school holds a separate Educational Visits Policy which should be followed when organising school trips. Risk assessments for off site visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place

2. Visit/site specific risk assessments, which will differ from place to place and group to group

3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Head Teacher who will check the documentation and planning of the trip and countersign the risk assessment which will be kept in the risk assessment folder in the school office.

4. FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire and emergency action procedures are detailed in Appendix B and are made available to all staff as part of the school's induction process. Fire safety notices are posted in each classroom and communal areas. Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices. Relevant fire safety equipment is available at points around the site.

Fire Procedures

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school's fire logbook and will be reviewed on an annual basis in line with Fire Safety (England) Regulations 2022 - GOV.UK and The Regulatory Reform (Fire Safety) Order 2005

To reduce the potentially catastrophic risk of fire, staff will monitor all sources of heat with the potential to cause fire and check that heaters, cookers etc. do not come into contact with combustible materials. Staff will also make sure that corridors and doorways are clear from obstruction and fire exits are easily opened and free from obstruction outside. All staff are aware of their responsibilities in the event of a fire drill / evacuation taking place. .

Where appropriate, Fire Safety Education will be a feature of our curriculum.

Usually, two fire drills will take place each year. Forewarning will be given that drills will take place.

These procedures will be reviewed at least annually

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of Service Isolation Points

- The gas meter and emergency stop taps are located
    - Upper building – shut off valve in cellar below computer room
    - Upper building – cupboard under stairs in reception classroom
    - Lower building – cupboard adjacent to disabled toilet (combination locked)

- The water stop tap is located
    - Upper building – on wall in kitchen
    - Lower building – top of GCSE stairs

- The main electric meter/ fuse board is located
    - Upper building – cellar below computer room
    - Upper building – cupboard under stairs in reception classroom
    - Upper building – cupboard in the wings (key in office key cupboard)

- Lower Building – cupboard on senior stairs (key in office key cupboard)

- Switches to turn off boilers are located
  - SEND Room cupboard
  - Machine Room

Details of Chemicals and Flammable Substances on Site

An inventory of these will be kept by the Head Teacher, copies located with items in cleaning cupboard and COSHH cupboard in science room

Evacuation of School

In the event of the school being evacuated for a critical incident/emergency eg.Fire, Bomb threat, Gas leak, Chemical spill etc. We have a reciprocal agreement with Netherthorpe Primary School, on Netherthorpe Street (500m away) to use their premises as an evacuation point from where pupils can be collected.

Lockdown of School (Invacuation)

In the event of a need to stay safe inside the school building e.g intruder, police emergency outside, an incident in the neighbourhood, we have a lock down procedure in place which is outlined in separate guidance. See appendix B.

5. INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

The Head Teacher is responsible for ensuring that the school's fire logbook is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the 'Fire Checks log' in the office.

In the log we record:
- Fire Drills undertaken, including time for evacuation and any issues arising.
- Fire alarm maintenance – (Weekly in house testing, 6 monthly external contractor testing,)
- Fire Extinguisher maintenance. (monthly visual check, yearly external contractor testing)
- Emergency lighting maintenance. (monthly in house, 6 monthly external contractor testing)
- Details of staff fire safety training sessions.

6. FIRST AID, MEDICATION AND ALLERGY MANAGEMENT

Bethany School understands the legal duty to support pupils with medical conditions including allergy and holds separate First Aid and Administering Medication Policies for details of First aid training, procedures and management of healthcare needs. A standalone Allergy Policy is being drawn up in response to Benedict's Law and Allergy safety in schools statutory guidance

Allergy Management

Bethany School supports the approach advocated by Anaphylaxis UK towards 'nut free' schools. (www.anaphylaxis.org.uk).They would not necessarily support a blanket ban on any allergen as no school could guarantee a truly allergen-free environment. They advocate a 'whole school allergy awareness' and individual risk management using Individual Healthcare Plans which are included in our administering medication policy.

In cases of severe nut or other allergy, Bethany school will take appropriate steps to reduce risk such as introducing a ‘nut free’ class.

All food and drink produced and distributed by school e.g special celebration days, cookie club, school fair or meals will be clearly labelled and/or nut free.

7. ACCIDENT REPORTING PROCEDURES

At Bethany School we make every effort to minimise the risk of accidents, but we recognise that accidents will still occur. We recognise that we have legal responsibilities covered by the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

We recognise that:

- An unreliable accident / incident reporting system, or the under reporting of 'near miss' incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.
- A breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.
- Inadequate incident reporting procedures will inhibit statistical analysis of accident data.

Accidents

All accidents to pupils, staff, parents and visitors, no matter how minor, must be reported to the Head Teacher using the accident/injury record sheet.

The accident record file is located in the school office and is used to record all accidents, injuries and near misses. More significant incidents as detailed below must also be reported to the Head Teacher, who will make a report to the Governing Body, usually during the annual health and safety/buildings report unless a more urgent response is required.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises/equipment defects.

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Accidents will be monitored for trends during the annual health and safety/buildings review and a report made to the Governing Body annually or as necessary.

Parents / carers will be notified immediately of all major injuries.

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

Reporting to the Health and Safety Executive (HSE)/RIDDOR

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Head Teacher and Governing Body

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system within 15 days of the incident occurring.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Head Teacher and Governing Body

8. HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The asset manager works alongside the head teacher to monitor building maintenance logs and address issues that are raised. Reports are made to the full governing body annually within the health and safety/buildings report.

- Monitor accident and near miss reports
- Review buildings maintenance log
- Check risk assessment.
- Review health and safety checklist

Communication of Information

The Health and Safety Law poster is displayed in the staff/parent room.

The Governing Body as the employer provides access to competent H&S advice via the relevant responsible person who is the Head Teacher, as required by the Health and Safety at Work Act 1974.

(https://www.hse.gov.uk/simple-health-safety/gettinghelp/index.htm)

Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, working at height, manual handling etc.)
- Refresher training where required.

Training records will be kept in the staff training spreadsheet.

The Head teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of the training received.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

9. PERSONAL SAFETY/LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour towards its staff.

Staff will report any such incidents to the Head Teacher. The school will work in partnership with the police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone Working

Staff are encouraged not to work alone in school. If it is necessary, staff should always let someone else know if they are working alone in school. This may be a family member or another staff member who is available to check in after an agreed period of time. Work carried out unaccompanied or without immediate access to assistance should be carefully considered to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone.

Staff members are instructed not to use the lift when working alone in the school building.

Staff members or volunteers are not permitted to undertake home visits alone.

10. PREMISES AND WORK EQUIPMENT

All staff are required to report to the Head Teacher any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

The Head Teacher is responsible for identifying all machines and equipment (machine room, lift) in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Use of such equipment is restricted to those users who are authorised/have received specific training as required.

Planned Maintenance/Inspection

Regular inspection and testing of school equipment (Lift) is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Building File.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to the Head Teacher.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

Personal items of equipment (electrical or mechanical) should be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by a qualified contractor on a 5-year cycle.

External Play Equipment

All staff are responsible for noting faults in outdoor equipment and preventing use/alerting the Head teacher if there are any apparent defects. PE staff should inspect equipment to ensure it is in a fit state before use. Outdoor Play equipment will be included in the annual building survey and as necessary in between.

Gas Equipment

All gas equipment will be checked annually.

11. FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH Regulations).

Within curriculum areas (in particular science and DT) staff are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person responsible for substances hazardous to health is the Head Teacher

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children and all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

12. ASBESTOS

The school has no asbestos on site according to the most recent asbestos management survey which was conducted in 2005.

The report states that if any major refurbishment or demolition work takes place in future, a MDHS-100 Type 3 survey should be undertaken.

13. LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Manual Handling Risk assessment

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

There are currently no pupils who require moving and handling assistance. If the need arises, staff who move and handle pupils would receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving, and handling of pupils will be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

14. CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance, and good practice.

All contractors must report to the school office on arrival where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and any other related information.

The Head Teacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.

15. WORKING AT HEIGHT

Working at height can present a significant risk. Generic risk assessments for regular working at height operations are undertaken and staff provided with information on safe techniques.
Working at Height Risk assessment

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Basic instruction is provided to all staff that use ladders/stepladders using the following guidance:

Keep safe working at height.pdf

https://www.hse.gov.uk/work-at-height/ /index.htm

From time to time working at height may be required for significant maintenance tasks and in these circumstances the nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to appropriate users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;

- Any risks from fragile surfaces are properly controlled.

16. DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour or more at a time) e.g. admin/office staff are entitled to have a DSE assessment carried out. DSE checklist.pdf

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Working with display screen equipment (DSE)

17. MINIBUS AND TRANSPORT

See more information contained in the School Trips Policy. All drivers must submit to vehicle and driving licence checks and receive training information prior to driving for school trips. Trip organisers are responsible for notifying the relevant responsible person who can ensure that these checks take place in good time.

Bethany School holds a Section 19 Standard Permit which enables the hire or loan of a suitable 16 passenger minibus as required.

18. LEGIONELLA

See HSE document 'Legionnaires' disease - The control of legionella bacteria in water systems, Approved Code of Practice and guidance on regulations': http://www.hse.gov.uk/pubns/priced/l8.pdf

A water risk assessment of the school has been completed by The Head Teacher who is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's water logbook where necessary. Legionella Risk assessment

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Termly monitoring of water temperature at cold and hot taps. (Water is heated to 50 deg. C or above in a mains pressure closed system without the need for cold or hot water storage tanks).
- Termly disinfection of shower head
- Termly flushing of outlets and all showers during holidays
- Yearly testing of water for legionella bacteria by specialist laboratory

19. WORK EXPERIENCE

See work experience policy for further details

Where those students are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work-related learning, enterprise activities, study visits etc, then the school retains a duty of care for all students undertaking such activities.

The Head Teacher is responsible for managing and coordinating such activities. See the work Experience Policy for further details.

20. SAFEGUARDING AND CHILD PROTECTION

Our Safeguarding Policy outlines the procedures in place to identify children at risk of harm both within and outside the school.

Appendix A

Bethany School Risk Assessment

Organisation name: **Bethany School** Activity/Destination and date of visit:

Completed by: Countersigned by: Date:

What are the hazards?	Who might be harmed and how?	Control measures?	Action to be taken by (name)
e.g. Slips and trips/crossing roads/injury	Staff/pupils/helpers may be injured if they	General good housekeeping is carried out. Training/warnings completed Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	

Appendix B - Emergency Action Procedures

The Emergency Action Procedures indicate the action to be taken by all staff, parents and pupils in the event of a critical incident such as fire or flood, breach of school security such as a physical attack or intruder, potential threat such as a bomb scare or an incident in the neighbourhood.

Upon initial reports of an incident the Head Teacher or Deputy will be informed immediately and make decisions about coordinating the response, including whether to call emergency services and alert parents, staff and the chair of governors.

Evacuation Procedure

The evacuation procedure is given on the **Fire Safety Procedure** (attached). This summarises the evacuation procedure, and roles and responsibilities. Fire action signs are posted up at appropriate locations around the school.

The Fire Action Plan (attached) details the procedures to be undertaken by class teachers for their pupils.

The relevant escape routes for each part of the building are marked on **Escape Route Plans** (attached). These plans are posted up at appropriate locations around the school.

Evacuation of Disabled Pupils

The procedure for the evacuation of disabled pupils is to be overseen by their Support Worker.

The lift is not to be used in case of fire.

Some level access routes are available, but due to the age of the building, some exit routes have steps / stairways.

The Shelter/Lockdown Procedure Site security guidance - GOV.UK

Shelter (invacuation) - a security warning is received concerning an incident outside the premises, usually by police.

The school will go into invacuation as follows

- Instructions will be given via the two way radios if safe to do so.
- Call 999 if not already in contact with police
- Pupils who are outside in the playground must be brought into school quickly and accounted for in their classrooms
- External school gates and doors should be locked
- In 'shelter' circumstances (e.g. alert in the neighbourhood), lessons may carry on as usual with consideration taken for use of rooms with street facing windows

Full lockdown - incident on the premises

- Instructions will be given via the two way radios if safe to do so. - Anybody can raise the alert using the phrase 'LOCKDOWN' on channels 11 and 12.
- Staff whatsapp group to be used for continued communication, and radio volume reduced
- Call 999 if not already in contact with police
- Pupils who are outside in the playground must be brought into school quickly and accounted for in their classrooms
- Take note of any missing or injured pupils, staff or visitors
- External school gates and doors should be locked
- Pupils, staff and visitors should remain sheltering in place in their classrooms
- Keep away from windows and doors and sit quietly out of sight, on the floor or under tables as appropriate.
- Lights should be switched off and mobile phones turned to silent.
- Classroom doors should be bolted or barricaded
- Visitors to the building should remain in place and follow instructions as above
- The signal indicating the end of the lockdown incident is 'ALL CLEAR'

Communication

- Once in a safe location or the lockdown has been lifted, the communications officer will inform parents via email of the situation, including safety recommendations i.e. not to enter the premises.

Alternative Place of Safety

- Netherthorpe Primary School (Netherthorpe St, S3 7JA) is an agreed and pre-organised alternative place of safety in the event that it is considered necessary to leave the site. (0114 2726834)

Volunteer Staff

Volunteer staff who are in charge of a group of pupils in a separate location to the main class teacher are responsible for raising the alarm and/or instructing pupils, in place of the class teacher.

Post incident procedures

- Further communications with parents, police and other parties will be undertaken by senior staff only.
- Support for pupils, parents and staff will be given following advice from emergency services.

Bethany School – Fire Safety Procedure

1. Opening Up (Class Teacher):

Check that exit doors are unlocked and corridors are clear for your classroom.

2. Fire / Emergency Procedure:

Raise the Alarm - Set off a call point or shout “fire”.

Evacuate Building - Using the nearest exit. Teacher to instruct class, ensuring no pupils are left behind.

Collect: Emergency bags (containing emergency plans and class lists), and sign in sheets unless unsafe to do so.

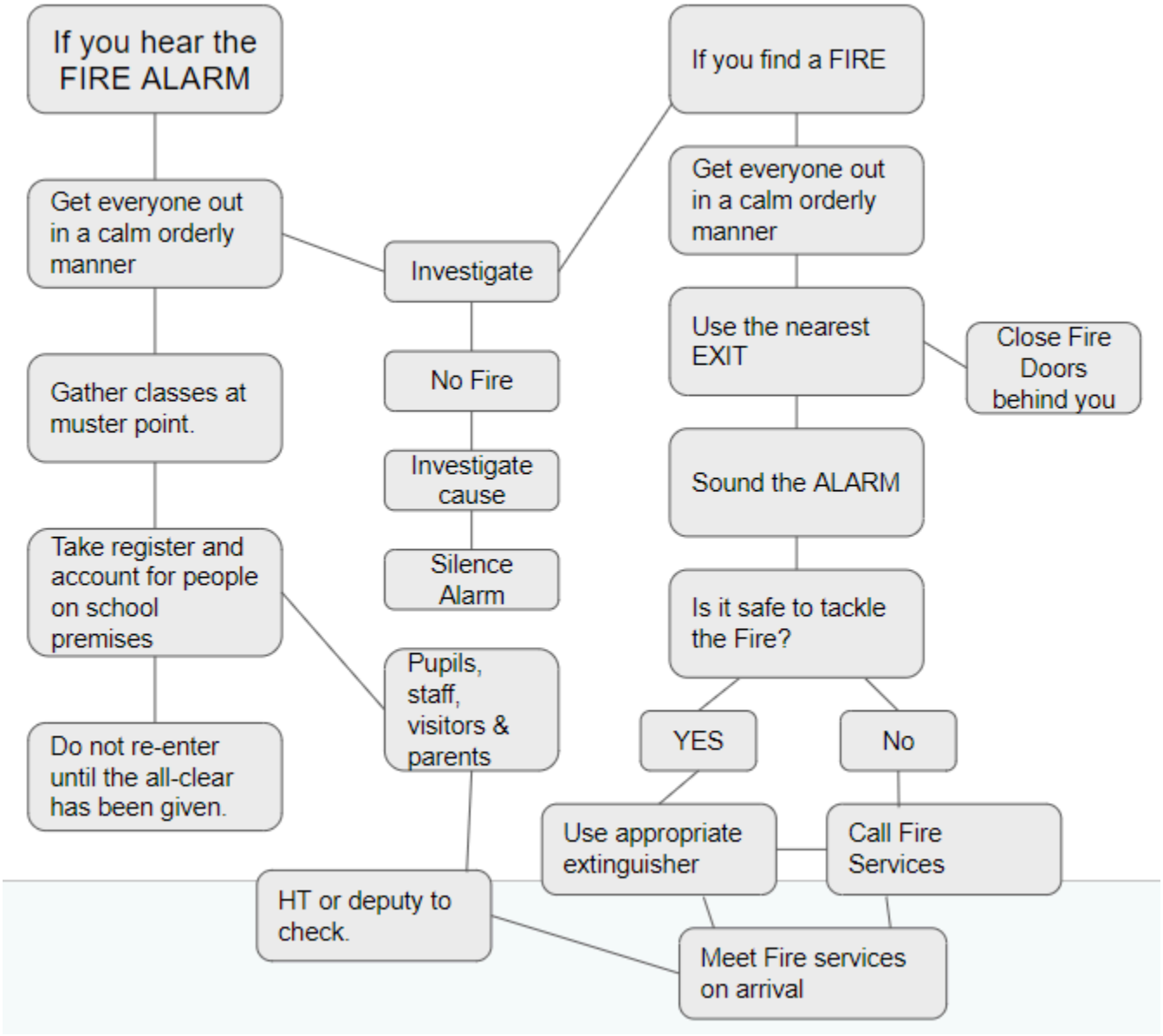
Go to Assembly Point - Located on the large paved area at the top of Finlay street.

- Do **NOT** use lift or stop to collect belongings, e.g. coats.
- **ONLY** attempt to put out a fire if the fire is small, localised and you are confident in using a fire extinguisher.
- Do **NOT** go back into an area where a fire is known to be.

3. Responsibilities in the Event of a Fire / Emergency:

Class Teacher:	Carry out **roll-call** of pupils at Assembly Point. (use class list)
Volunteer:	Support the class teacher or act in place of the teacher if in charge of pupils in a separate location.
Head Teacher:	● Call **Emergency Services**. Tell them whether rooms are clear or not and if anyone is not accounted for. ● If the Head Teacher is not on site then Deputy / Teacher in charge to carry out this role. A suitable alternative 'teacher in charge’ should be nominated if ever both are absent.
Support Worker: .	● Oversee evacuation of disabled pupils according to Individual Risk Assessment ● Determine the most appropriate escape route and summon help from the teacher to provide a carry down procedure for wheelchair users.

Bethany School - Fire Action Plan



Bethany School Escape Route Plans (in green)

