



Health and Safety Policy

Document Control

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Part One:

Partnership Statement of Intent

The Arthur Terry Learning Partnership (ATLP), are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies at least annually or when significant change occurs, to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1.1 ATLP Active Monitoring Protocols

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The Operations & Estates Team will be responsible for actively monitoring systems and procedures including:-

- **5 yearly** external audits, including fire risk assessments and health and safety audits.
- **Annual** internal audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Termly** reports and updates to the **Head Teacher**

External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Maintaining Equipment

Appropriately trained members of staff or external contractors will inspect and maintain records for the following health and safety equipment issues: -

- All electrical appliances – **Annually**
- All fixed gymnasium equipment - **Annually**
- All fume cupboards – **Annually**
- Any workshop equipment, e.g. lathes & kilns - **Termly**

1.2 Legal Framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for school children'
- DfE (2016) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

Part Two:

2.1 Duties of the ATLP Operations and Estates Team

The ATLP Operations and Estates team will support schools by:

- Ensuring familiarity with the requirements of the appropriate legislation and codes of practice.
- Creating and monitoring a management structure responsible for health and safety in the school.
- Ensuring there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assessing the effectiveness of the policy and ensure any necessary changes are made.
- Identifying risks through robust risk assessment procedures relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- By providing guidance to ensure safe and healthy working conditions that comply with statutory requirements and codes of practice.

2.2 Duties of the Headteacher

- The Headteacher also has responsibility for Health and Safety and will take all reasonable and practical steps to ensure the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- The Headteacher will liaise with their designated Operations and Estates Manger and the HSE where necessary on all matter of Health and Safety.

2.3 Duties of Supervisory Staff/Department Heads

- Supervisory staff will be responsible for the implementation and operation of the Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher. Supervisory staff will take a keen interest in Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.4 Duties of all Members of Staff

All members of staff will:

- Take reasonable care of their own Health and Safety , and that of others who may be affected by what they do at work.
- Ensure that all staff, pupils and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Exercise good standards of housekeeping and cleanliness.
- Report any defects in equipment or facilities to the designated Health and Safety Officer.

- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Be aware of the key Health and Safety performance indicators and how they are monitored.

2.5 Pupil Responsibilities

Pupils should:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards i.e. wearing appropriate school uniform.
- Respond to the instructions given by staff at all times.
- Observe the health and safety rules of the school.
- Not misuse or tamper with equipment that is provided for the safety of the premises and its users.

2.6 Register of Appointed Persons – William MacGregor Primary School

Role	Appointed person	Telephone number	Email address
Headteacher	Suzie Norton	01827 215600	snorton@williammacgregor.staffs.sch.uk
Director of Operations & Estates	Michelle Doughty	07976516098	michelle.doughty@atlp.org.uk
School Operations & Estates Manager	Joanne Berry	07761516679	joanne.berry@atlp.org.uk
Building Site Supervisor	Russ Sutton	01827 215600	rsutton@williammacgregor.staffs.sch.uk

Part Three: School Specific Arrangements – William MacGregor Primary School

The policy information detailed below summaries key issues to be addressed by all ATLP schools, including school specific emergency information. The full ATLP policies are provided in support of this document.

- **Accident, Injury and Near Miss Reporting Policy**
- **Severe Weather Policy**
- **Asbestos Management Policy**
- **Bomb Threat Policy**
- **Contractors Policy**
- **COSHH Policy**
- **School Sports Fixtures, Trips and Educational Visits Policy**
- **First Aid Policy**
- **Lettings Policy**
- **Lone Working/Home Visit Guidance Policy**
- **Manual Handling Policy**
- **Transport Policy**
- **Risk Assessment Policy**
- **Smoke Free Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Uniform Policy**
- **Working at Heights Policy**

Site Specific Policies, Plans and Procedures

- **Security Plan**
- **Lockdown Policy**
- **Fire Risk Assessment**
- **Personal Emergency Evacuation Plan**
- **Fire Evacuation Plan**
- **Visitor Policy**

3.1 Management Arrangements

The following procedures and arrangements have been established within the ATLP to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

3.1.1 Competent Health and Safety Advice

<i>The Academy obtains competent health and safety advice from:</i>	<i>ATLP Operations & Estates Team. External H&S Consultant</i>
<i>The contact details are:</i>	<i>Name of Operations & Estates Team Member: Jo Berry -07761516679 joanne.berry@atlp.org.uk</i>
<i>In an emergency we contact: Jo Berry</i>	

3.1.2 Health and Safety Poster

It is a legal requirement to display the approved Health and Safety Law Poster in a prominent location available to all staff and visitors to the school, such as reception areas, staff rooms and areas used for community hire.

The poster can be purchased from the Health and Safety Executive website.



3.1.3 Monitoring Health and Safety

The Operations and Estates Team has overall responsibility for the monitoring of Health and Safety in schools and will carry out formal evaluations and audits on the management of health and safety annually.

- How performance is measured and reported on e.g.
 - Accident/Near Miss Reports
 - Risk assessments
 - Critical Incident Planning
 - Audits

<p><i>School's ATLP Operations and Estates Manager is:</i></p>	<p><i>Jo Berry</i> joanne.berry@atlp.org.uk 07761516679</p>
<p><i>The last audit took place:</i></p>	<p><i>Date:</i> Nov 2019</p>

3.1.4 Staff Induction, Training and Development

The **Headteacher** will ensure there are suitably trained staff in accordance with the training matrix (APPENDIX C) and the guidance of First Aid Provision (APPENDIX A).

All staff will receive appropriate information and instructions about Health and Safety in school at induction and annually thereafter from the ATLP Operations and Estates team in liaison with their Line Manager or the school's appointed Health and Safety Officer.

Where appropriate training specific to a job role will be provided. This may include in house or externally accredited training

Staff members are expected to undertake appropriate CPD in order to further contribute to the success of the ATLP.

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Headteacher: Suzie Norton</i>
<i>Training records are retained and are located in: The School Office</i>	

3.1.5 First Aid

The school will ensure ample provision is made for both trained staff and first-aid equipment on-site following the guidance of the Assessment for First Aid Matrix (Appendix A).

Administration of medication will only take place where it has been prescribed by a medical professional or written authorisation has been received from a student's legal guardian.

The Headteacher will ensure that staff authorised to administer medication have received the appropriate training.

<i>School's First Aiders and expiry dates are:</i>	
<i>Leeann Fitzpatrick</i>	<i>02/24</i>
<i>Louise Woodhall</i>	<i>03/22</i>
<i>Becky Hobbs</i>	<i>01/22</i>
<i>Zoey Franks</i>	<i>10/22</i>
<i>Sophie Sutton</i>	<i>03/22</i>
<i>Annette McNerlin</i>	<i>02/23</i>
<i>Ginny Allen</i>	<i>02/23</i>
<i>Sarah Bannister</i>	<i>02/24</i>
<i>Donna Summers</i>	
<i>Sarah Archer</i>	<i>03/22</i>
<i>Lisa Ford</i>	<i>03/24</i>
	<i>03/21</i>
<i>Location of First Aid Box</i>	<i>All classrooms, Hall, School Office & Medical Room.</i>
<i>Location of Accident /Near Miss Report forms (to be completed by First Aider).</i>	<i>School Office</i>
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>Pupils</i>	<i>Parents/carers are contacted. Member of staff to accompany if parent/carer not able to</i>
<i>Staff</i>	<i>Next of kin/emergency contact</i>
<i>Visitors</i>	<i>Headteacher/company contact</i>
<i>Our arrangements for recording the use of First</i>	<i>Accident reports forms</i>

<i>Aid supplies is:</i>	
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Russ Sutton (monthly checks)</i>
<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name: Headteacher Suzie Norton</i>
<i>The First Aid Assessment is located</i>	<i>Location: ATLP H&S Policy Appendix A</i>
<i>Name of person responsible for arranging, monitoring and recording First Aid Training</i>	<i>Name: Headteacher – Suzie Norton</i>

3.1.6 Medication

Staff will be trained to administer complex medication by appropriate health care professionals e.g. management of diabetes.

Arrangements for pupils who administer and/or manage their own medication in school should be authorised by the school SENCO. Students will be provided with a suitable private location to administer their medication and access to appropriate storage facilities.

Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

Arrangements for staff who administer and/or manage their own medication in school will be provided with a suitable private location to administer their medication and access to appropriate storage facilities.

<i>Name of person responsible for the management of medication to pupils in school.</i>	<i>Name: Leeann Fitzpatrick</i>
<i>The members of staff who are authorised to administer/ support pupils with medication are:</i>	<i>Name: Leeann Fitzpatrick</i>
<i>Our arrangements for the administration of medicines and emergency medication (e.g. Asthma Inhalers/Epi pen) to pupils are:</i>	
<i>A record of the administration of medication is located:</i>	<i>Location: School office</i>
<i>Medication is stored:</i>	<i>Location: locked box in staff room fridge</i>

3.1.7 Infection Control

ATLP schools will endeavour to actively prevent the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Displaying appropriate signage
- Routine immunisation

The ATLP Operations and Estates Team will monitor and evaluate schools' management of infection control.

Staff, students and visitors displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a health care professional.

Outbreaks of such occurrences should be communicated to all parents, staff and visitors in line with the guidance from the Public Health Agency.

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

<i>The person responsible for the effective management of Infection Control is:</i>	<i>Suzie Norton</i>
<i>Our arrangements for the management of Infection Control are: Regular communication to parents following outbreak. ATLP RA for COVID-19, : SLA with external cleaning contractors. Health and hygiene instruction to pupil. Hand washing facilities, school absence monitoring for reportable illness and disease.</i>	

3.1.8 Housekeeping and Cleanliness

The ATLP will ensure contracts are appointed and clear standards are stipulated in all service level agreements in relation to cleanliness and waste management.

Contractors within school will be monitored by the ATLP Operations and Estates Team.

The ATLP Operations and Estates Team will ensure that all contracted staff have received appropriate information, instruction and training in relation to school specific information and in compliance with Health and Safety at Work Act 1974.

Waste skips are located and secured away from school buildings.

Staff who generate waste (e.g. catering/cleaning/curriculum areas) must familiarise themselves with any risk assessments and control measures that are relevant to their role.

All staff, students and visitors share the responsibility for keeping the school site clean, tidy and free from hazards and are expected to use the waste bins provided.

<i>Our school's site team are:</i>	<i>Russ Sutton rsutton@williammacgregor.staffs.sch.uk</i>
<i>Site cleaning is provided by:</i>	<i>The Clean Space arowan@thecleanspace.com.</i>
<i>Our waste management is provided by.</i>	<i>Lichfield District Council, Nigel Harris</i>

3.1.9 Schools Sports Fixtures, Trips and Visits

William MacGregor School Subscribing to EVOLVE

Schools Educational Visits Coordinator will ensure the full “EVOLVE” process has been completed by visit leaders before any sports fixture, trip or visit take place in accordance with the **ATLP Schools Sports Fixtures, Trips and Educational Visits Policy**.

No sports fixture, trip or visit will take place without prior authorisation of the Educational Visits Co-ordinator, Headteacher and County Educational Visits Co-ordinator (where appropriate).

Written documentation records will be maintained.

<i>The Educational Visits Coordinator is.</i>	<i>Name: Suzie Norton supported by Sue Baily and Jo Berry</i>
<i>If not EVOLVE - our arrangements for the safe management of educational visits are: N/A</i>	

3.1.10 Use of Transport – School Minibuses, Private Vehicles and Hired Coaches.

All schools will have procedures in place to ensure vehicles are safe, drivers are competent, and that all relevant legal and employer requirements are met in accordance with the **ATLP Transport Policy**.

Schools will maintain a list of certified drivers.

Where schools hire a vehicle, such as a taxi, minibus, coach or bus, from a company that also provides the driver the school will be responsible for ensuring that the company is reputable and for checking that it meets the required standards of the ATLP Transport Policy.

If privately owned vehicles are used, for example by a member of ATLP staff, a parent or a student. The school's responsibilities depend upon its role in the arrangements, and who is driving.

Schools that organise transport in private cars have a legal duty of care and may be liable in the event of a claim following an incident. Schools should check that the arrangements meet the required standards of the ATLP Transport Policy.

Parents are informed about the transport arrangements.

Parents Providing Transport: where parents are asked to help with transport to a venue.

Schools should be clear which of the following applies:

- Parents are being asked to volunteer as drivers, as part of the school's transport arrangements for the visit. The drivers should be engaged as volunteers and the considerations above should be applied.
- Parents are being asked to organise their own transport, the school should consider the need for:
 - Information from parents about what arrangements have been made
 - Communication with parents, in case of delays or 'no shows'
 - Clear handover of supervision from and to parents at the venue, depending upon the age of the pupils and other relevant factors.
 - The provision by the school of transport for any children whose parents are unable to make such arrangements.
- Parents are being asked to organise transport, which may involve some parents providing lifts for pupils other than their own. The school should make clear that it will not be involved in making these arrangements and will not have any responsibility for them.

<i>The school operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>No vehicles owned by William MacGregor School. Use of Arthur Terry Minibus can be arranged.</i>
<i>Name of person who has overall responsibility for the school vehicles.</i>	<i>Diana Cooke DCook@arthurterry.bham.sch.uk</i>

<i>Name of person who arranges servicing and maintenance of the academy vehicles.</i>	Diana Cooke DCook@arthurterry.bham.sch.uk
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who manages vehicle driver personal data and documentation checks.</i>	Diana Cooke DCook@arthurterry.bham.sch.uk
<i>Our arrangements for the booking safe use of school vehicles are:</i>	Diana Cooke DCook@arthurterry.bham.sch.uk

3.2 Accident and Incident Management

3.2.1 Accident Report

Accident, Injury and Near Miss Report Forms (Appendix B) must be completed by First Aiders or anyone to whom the accident, injury, near miss or dangerous occurrence is reported.

The Headteacher is responsible for ensuring that accidents and incidents, including near-misses or dangerous occurrences, are investigated and reported to the Central Operations & Estates Team using the standard **Accident, Injury and Near Miss Report Form**.

The Operations and Estates Team will review the accident report form and, where required, notify the Health and Safety Executive (HSE) in accordance with Reporting of Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR) 2013.

More in-depth information concerning reporting accidents and near misses can be found in the **Accident, Injury and Near Miss Reporting Policy**.

3.2.2 Reporting Hazards and Defects

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they believe has the potential to cause harm or injury.

Concerns should be reported as soon as possible to the site supervisor or Headteacher using the school's reporting system. ATLP employees are empowered to take appropriate action to mitigate against the risk of potential harm.

3.2.3 Accident Investigation

After an investigation takes place, a risk assessment will be carried out, or the existing assessment reviewed, to avoid reoccurrence of the accident.

The ATLP Operations and Estates team will review and evaluate accident reporting on a **termly** basis in order to take corrective action and minimise the reoccurrence of any incident/illness.

<i>The person responsible for recording and reporting accidents to the ATLP Operations and Estates Team is: Office Manager- Leeann Fitzpatrick</i>
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The Operations and Estates Manager responsible for investigating accidents is: Jo Berry

3.3 Emergency Procedures

3.3.1 Bomb Threat

The Headteacher is responsible for ensuring that all staff have read and understood the school's **Bomb Threat Policy**.

A bomb threat rehearsal will be held annually. Additional rehearsals may be held if the Police confirm heightened risk.

Any staff member receiving email, phone call or verbal notification of a bomb threat should attempt to gather the following information-:

- Time and type of initial notification
- Where is it located?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?
- And note down any other relevant information offered. Where possible caller ID

The above information should be reported to the Headteacher without delay who will liaise with the Police who will advise on the most appropriate course of action.

The Headteacher will inform ATLP Executive Team and instigate the Critical Incident Management Plan where appropriate.

<i>Our Bomb Threat arrangements are: ATLP Bomb Threat Policy</i>	
<i>Name of person responsible for ensuring staff are trained in bomb threat procedures.</i>	<i>Name: Headteacher – Suzie Norton</i>
<i>Name of person responsible for implementing bomb threat rehearsals is:</i>	<i>Name: Headteacher – Suzie Norton</i>
<i>Name of person responsible for liaison with the Emergency Services is:</i>	<i>Name: Headteacher – Suzie Norton</i>

3.3.2 Invacuation/Lockdown

The Headteacher is responsible for ensuring that all staff have read and understood the school's **Invacuation/Lockdown Policy**.

An Invacuation/Lockdown rehearsal will be held annually. Additional rehearsals may be held if the Police confirm heightened risk.

The invacuation/lockdown procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. These threats could be, but are not limited to: -

- Loose dog(s) on site
- Intruder on site
- Armed intruder on site
- Air Pollution
- Security breach/threat within the locality

Initiating and implementing “Invacuation/Lockdown” remains the ultimate responsibility of the **Headteacher** . However, **any staff member** is authorised to initiate the procedure should they become aware of a situation that may pose a threat to the safety and wellbeing of pupils, staff and visitors.

<i>Our Invacuation/Lockdown arrangements are: ATLP Lockdown Policy</i>	
<i>Name of person responsible for ensuring staff are trained in Invacuation/Lockdown procedures.</i>	<i>Name Headteacher – Suzie Norton</i>
<i>Name of person responsible for implementing Invacuation/Lockdown rehearsals is:</i>	<i>Name: Headteacher – Suzie Norton</i>
<i>Name of person responsible for liaison with the Emergency Services is:</i>	<i>Name: Headteacher – Suzie Norton</i>

3.3.3 Fire Safety

The Operations and Estates Team will monitor schools’ fire management records on a termly basis.

The **Headteacher** is responsible for ensuring that safety procedures including evacuation will be formulated and effectively disseminated to all staff.

All staff are required to ensure the effective implementation of the schools **Fire Evacuation Plan**.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

School should review their **Fire Risk Assessment** on an **annual** basis, supported by their Operations & Estates Manager, and forward this to the Operations and Estate Team.

A **Fire Risk Assessment** is an in depth look at school premises and activities carried out considering the likelihood of a fire could take hold and the harm/damage that may be caused.

Aims of FRA

- Identify known fire hazards.
- Mitigate to reduce the risk of those hazards to as low as is reasonably practical.

- To decide what precautions and management arrangements are necessary to ensure the safety of all personnel in the event of a fire (including PEEPS).

Fire alarms will be tested **weekly** from different 'break glass' fire points around the school, and records will be maintained.

The school will conduct at least one full evacuation drill at least once at term.

Fire alarm and emergency lighting systems should be checked on a six-monthly basis by an approved contractor, and records maintained.

Firefighting equipment will be checked on an annual basis by an approved contractor.

No member of staff should ever put themselves at risk. In the event of a fire the fire service should be contacted, once on site will take control of the situation.

<i>Name of competent person responsible for undertaking and reviewing fire risk assessment in addition to any associated action planning:</i>	<i>Suzie Norton & Russ Sutton supported by Jo Berry</i>
<i>The Fire Risk Assessment is located</i>	<i>School Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name Leeann Fitzpatrick – Office Manager</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name: Leeann Fitzpatrick</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	<i>Suzie Norton & Russ Sutton</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location – Displayed throughout school</i>
<i>Our Fire Marshals are:</i>	<i>Leave blank if Fire Marshalls are not appointed.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location: School Office</i>
<i>Name of person responsible for training staff in fire evacuation procedures is:</i>	<i>Name: Headteacher – Suzie Norton</i>

3.4 Workplace Health and Safety

3.4.1 Radiation

Schools using ionising radiation chemicals during science curriculum activities, should have a Radiation Protection (RP) Supervisor in school – usually one of the science teachers/technicians. – CLEAPPS (if you subscribe to it) will provide guidance on this.

Schools will also need access to an RP Advisor for any further guidance needed e.g. complaints of exposure etc. If school subscribe to CLEAPPS access to an RPA can be made through them.

School will need the advice of an RPA for help to manage any Radon present in the buildings. CLEAPPS cannot help with an RPA for this. An RPA can be sourced through Entrust services.

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>Not relevant</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Not relevant</i>

3.4.2 Stress and Wellbeing Management

All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this through the monitoring of absence management.

Individual stress risk assessments take place when a member of staff requires or requests additional individual support.

A team Health and Wellbeing risk assessment will be completed and reviewed **annually**.

Additional advice and support is available from the ATLP HR Team.

<i>The person responsible for conducting the team Health and Wellbeing risk assessment is:</i>	<i>Suzie Norton supported by Jo Berry</i>
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3.4.3 Display Screen Equipment

Display screen assessments will be carried out for all staff who regularly use laptops or desktops computers.

<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Suzie Norton & Russ Sutton supported by Jo Berry</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Suzie Norton & Russ Sutton & Jo Berry</i>

3.4.4 Personal Protective Equipment (PPE)

The Headteacher is responsible for ensuring that suitable PPE is available to staff and pupils where a hazard has been identified and a risk assessment indicates that the hazard cannot be controlled by other means.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults

Thorough risk assessments are carried out by the ATLP Operations and Estates Team to determine the suitable PPE to be used for each hazard and these are reviewed on an **annual** basis.

Equipment manuals will be available and warning signs clearly displayed in areas, and on equipment, where the wearing of PPE is mandatory.

Use of PPE

Staff and pupils will :-

- Use the PPE provided and care for it according to the to the instructions and training given. School uniform does not constitute PPE.
- Report any loss, defects or damage to their superior/class teacher.
- Expect that any equipment they use is suitable for its intended use and is properly maintained.

PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

When not in use, PPE will be properly stored, kept clean, and in good repair.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Suzie Norton & Russ Sutton</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Russ Sutton</i>
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Suzie Norton</i>
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Russ Sutton</i>

3.4.5 Control of Substances Hazardous to Health (COSHH)

The Headteacher is responsible for appointing appropriately trained personnel to ensure all products that may be hazardous to health are:-

- Purchased from reputable sources, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- Risk assessed before being used, taking into account the advice on the relevant Material Safety Data Sheet (MSDS) or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- Will keep an up-to-date register of all the hazardous chemicals and materials held at the school.
- Control measures including the hazardous materials register are checked and reviewed, in the event of an incident, change of circumstances (i.e. change of supplier or brand) or **annually** as a minimum requirement.

- Storage life will be considered in accordance with all COSHH and ionising radiations regulations.
- Stored in minimum quantities
- Hazardous substances will be labelled with the correct hazard sign and contents label
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations
- Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

<i>The person responsible for the management of hazardous substances is:</i>	<i>Suzie Norton, Russ Sutton supported by Jo Berry</i>
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3.4.6 Asbestos Management

The ATLP Operations and Estates Team will ensure all schools have an up to date Asbestos Management Survey detailing the location and condition of the asbestos within all buildings constructed before 2000.

All ATLP staff will be made aware of their responsibility for the safe management of asbestos in accordance with the **ATLP Asbestos Management Policy**.

No intrusive work to the structure of the school building including drilling or fixing to walls or surfaces is permitted to take place without referring to the asbestos register and obtaining approval from the Premises Manager.

Hazard Exchange records will be completed prior to the commencement of all authorised work.

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Suzie Norton & Russ Sutton supported by Jo Berry</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School Office</i>
<i>Staff must report damage to asbestos materials to:</i>	<i>Suzie Norton, Russ Sutton & Jo Berry</i>

3.4.7 Manual Handling

The ATLP will as far as is practicable, reduce the need for staff to carry out any manual handling tasks.

Staff should not attempt manual handling unless appropriately trained.

Where manual handling tasks cannot be avoided, a risk assessment will be completed, taking into account: -

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task.
- The individual's capacity for manual handling, including their age, skill, experience and strength.
- The environment and workplace conditions such as lighting, access, free space and floor surface.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Where manual handling involves the physical movement, lifting or restraint of another person a manual handling plan must be in place and communicated to all parties. E.g. Personal Emergency Evacuation Plan (PEEPS), Individual Health Care Plan (IHCP).

The manual handling of third-party individuals must only be carried out by suitably trained staff.

<i>The person responsible for carrying out manual handling risk assessment is:</i>	<i>Suzie Norton & Russ Sutton</i>
<i>The person responsible for organising and maintaining manual handling records is:</i>	<i>Suzie Norton & Russ Sutton</i>

3.4.8 Working at Heights

The ATLP will as far as is practicable, reduce the need for staff to carry out any working at heights.

Staff should not attempt tasks which involve working at height unless appropriately trained. And a full risk assessment has been completed.

Staff will follow the advice and guidance contained within the **ATLP Working at Height Policy**.

Working at height equipment must be used.

Working at height equipment must be regularly inspected and records of inspection maintained.

<i>The person responsible for managing the equipment used for working at height is:</i>	<i>Suzie Norton & Russ Sutton</i>
<i>Working at height equipment inspection records are kept:</i>	<i>Suzie Norton & Russ Sutton</i>

3.4.9 Lone Working

Employees Working in ATLP Premises

The ATLP will as far as is practicable, reduce the need for staff to undertake lone working.

Where lone working tasks cannot be avoided staff will: -

- Seek approval from their Line Manager prior to commencing any task involving lone working.
- Complete a lone working risk assessment.
- Identify a named individual who will act as the point of contact for the duration of the task.
- Agree a contact schedule i.e. every 2 hours.
- Agree action in case of non-contact or emergency

Employees Visiting Third Party Sites/Venues

The ATLP will ensure procedures are in place for all staff working alone to maintain direct contact with their usual place of work, detailing the following information:-

- Name of staff member
- Location they will be working from
- Ensuring mobile phone number is recorded
- Ensuring mode of transport is known and any car registration is recorded
- Ensuring it is recorded that a risk assessment re any family being visited has been undertaken.

3.4.10 Violence and Aggression

ATLP premises aim to provide a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. Under no circumstance will ATLP representatives be expected to tolerate aggressive, offensive, intimidatory or disrespectful behaviour.

All schools should carry out a risk assessment where there is an increased risk of an act of violence and/or aggression.

Training, information and instruction in the management of such incidents should be made available to those at risk.

<i>Staff, pupils & visitors must report all incidents of violence & aggression to the Headteacher.</i>	<i>Suzie Norton</i>
<i>Name of person who is responsible for informing Operations and Estates Manager:</i>	<i>Suzie Norton or Leeann Fitzpatrick</i>

3.5 Premises Maintenance and Management

3.5.1 Maintenance and Inspection of Equipment

Schools should ensure appropriate inspections are carried out and records maintained for all types of equipment used in schools e.g. Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. Arrangements must include equipment in kitchens, science laboratories or Design and Technology rooms.

Staff are empowered take appropriate action to mitigate against the risk of potential harm and report any concerns to the person named below.

The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Russ Sutton Jo Berry via Entrust Compliancy SLA</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Russ Sutton</i>

3.5.2 Lettings

All schools will implement the **ATLP Lettings Policy** to ensure Health and Safety considerations are agreed at the beginning of the contract and reviewed annually.

- Hirers have in place their own insurance, risk assessments, first aid, fire and emergency procedures.
- Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Suzie Norton – supported by Jo Berry</i>
<i>Our arrangements for managing Lettings of the school rooms or external premises are: Referral to the ATLP Lettings Policy and school specific booking form</i>	

3.5.3 Shared Use of Premises and Workplace

Where school premises are shared with another organisation e.g. contract caterer/public leisure centre, ATLP Operations and Estates Team will ensure that all third-party organisations have in place systems and procedures to maintain compliance in relation to recruitment, safeguarding, health and safety and emergency procedures.

<i>A list of the third-party organisations sharing our premises:</i>	<i>Named Contract Manager</i>
<i>Chartwells Midlands – Catering</i>	<i>Joshua Kelly</i>
<i>The Clean Space – Cleaning</i>	<i>Andy Rowan</i>
<i>North Warwickshire Football Club</i>	<i>Ben Mayne</i>

3.5.4 Electrical Equipment [Fixed and Portable]

The ATLP Operations and Estates Team are responsible for ensuring that contractors are appointed to undertake electrical testing every five years for fixed and annually for portable electrical appliances in all ATLP premises.

- All staff visually inspect electrical equipment before use
- The use of personal portable electrical appliances is not permitted without the approval of the ATLP Operations and Estates Team
- Any portable electrical equipment used by contractors or hirers on any ATLP premises must have a current PAT test certificate.

<i>The person responsible for maintaining records of fixed and portable electrical appliances is:</i>	<i>Name: Russ Sutton & Jo Berry</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name: Russ Sutton</i>
<i>Date of last Portable electrical equipment (PAT) The records are located.</i>	<i>23 Oct 2020</i>
<i>Date of last fixed electrical wiring test. The records are located:</i>	<i>15th Oct 2018</i>

3.5.5 Glass and Glazing

All glass panels on ATLP premises should be fitted (in accordance with building regulations and British Standards) with toughened or safety glass or covered with a protective safety film.

The ATLP Operations and Estates Team will be responsible for arranging a glass and glazing assessment and maintaining premises records.

3.5.6 Water System Safety

The ATLP Operations and Estates Team are responsible for ensuring that all water hygiene checks are carried out in schools monthly, six-monthly and annual checks by regulated contractors.

Water Safety Manuals are kept up to date and must be available for inspection.

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name; Monthly checks completed by Russ Sutton</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name: IWS – last RA completed 2nd March 2020</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name: IWS – last 6 monthly testing 20th July 2020</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location: School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: IWS Record book stored in school office, completion of HEF, management of contractors and intrusive works records</i>	

3.5.7 Security and Theft

Staff, pupils and visitors to all ATLP premises are responsible for their personal belongings and the partnership accepts no responsibility for loss or damage which may occur

All members of staff are expected to take reasonable measures to ensure the security and safety of all premises and their contents operated and owned by the ATLP.

Any damage to premises or equipment believed to be missing or stolen must be reported to the Headteacher, who will investigate, inform the ATLP Operations and Estates Team and the Police where appropriate.

Where CCTV systems are installed schools will have a clear policy in line with the General Data Protection Regulations 2018 to control the sharing of any footage in support of incident investigation. Such footage may be used to assist with criminal investigations.

3.5.8 Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the ATLP.

The ATLP's **Smoke Free Policy** will be read, understood and adhered to by all staff.

3.5.9 Swimming Pool Operating Procedures

Schools' normal operating procedure (NOP) will be displayed in the public domain and made available to all hirers/users of the pool.

Schools' emergency operating procedure (EOP) will be displayed in the public domain and made available to all hirers/users of the pool. All persons who supervise swimming activities must be trained appropriately in these procedures.

All persons supervising the use of the pool will be suitably qualified

The health and safety considerations within curriculum swimming must be planned, supervised, managed by staff and included in their lesson planning.

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Not relevant</i>
<i>Name of person/s responsible for day to day testing and maintenance of the swimming pool and its environment:</i>	<i>Not relevant</i>

3.5.10 Visitors to the School

All visitors will sign in at school's reception and be issued with an identity badge which must be worn and visible for the duration of their visit.

Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.

Staff members will challenge any individual on the school site who is not displaying a visitor badge, to establish their reason for being on school grounds. Such visitors should be escorted to school reception to sign in or off site as appropriate.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Volunteers are considered as a member of staff and therefore all health and safety arrangements including recruitment, induction and training will apply.

<i>Name of person who has overall responsibility for managing/coordinating visitor and volunteer working within the school:</i>	<i>Leeann Fitzpatrick Office Manager Louise Woodall – Office Support</i>
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3.6 Risk Assessments

The **Headteacher** has overall responsibility for ensuring the school has risk assessments in place for all identified risks and that control measures are in place to either eliminate or reduce risks to a minimum.

The list below provides examples where risk assessments should be completed but is not exhaustive.

- Premises and grounds
- Classrooms and curriculum including PE & Forest Schools
- Adventurous activities or events
- Lettings
- Contract work/maintenance
- Fire risk assessment
- Hazardous substances (COSHH)
- Maintenance equipment
- Manual handling
- Lone working
- Working at height
- Health and wellbeing
- Severe weather

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

All risk assessments and control measures will be communicated to all staff, students and visitors as appropriate.

Staff are responsible for ensuring the risk assessments are shared and control measures implemented in relation to their role and area of work.

Risk Assessments will be reviewed **annually** or following a significant occurrence or major change to operational practice.

The ATLP Operations and Estates Team will monitor and evaluate risk assessments to ensure effective risk management **annually**, following a significant occurrence or major change to operational practice.

3.6.1 Severe Weather

In the event of severe weather, the Headteacher will liaise with site staff and undertake a risk assessment and make a decision to remain open or to close school.

The school will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site.
- Staff numbers are insufficient for the school to be operated safely.

The Headteacher will inform the ATLP Director of Education and take appropriate action to publicise the decision.

3.6.2 Work Experience

Arrangements for ATLP students undertaking work experience or attending short term alternative education premises should follow the EVOLVE process.

Schools not subscribing to EVOLVE will have a robust procedure for the planning and risk assessment of ATLP students undertaking work experience or attending short term alternative education premises.

Written documentation records will be maintained.

Where persons are seeking placement/work experience within the ATLP organisation, appropriate recruitment, safeguarding and induction procedures should be completed and recorded.

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	Not relevant
<i>The name of the person responsible for the administration of persons on placement/work experience in the school is:</i>	Not relevant

3.6.3 Forest School

ATLP schools offering Forest School activities will ensure activities are led by appropriately qualified leaders and included in curriculum lesson planning. All safeguarding, Health and Safety considerations are met and all appropriate risk assessments are completed.

<i>Name of person in school who leads on Forest School activities:</i>	
<i>The venue/s for Forest School activities is/are:</i>	

3.7 Contractor Management

In line with the **ATLP Contractors Policy** no contractor will be appointed by the school without prior consultation with the Operations and Estates Management Team.

The Operations and Estates Management Team will provide Headteachers with documentation including: -

- Project scope
- Costings
- Contractors method statement
- Site access arrangements
- Hazardous exchange risk assessment
- Permit to work
- Intrusive work permit
- Hot work permit

The Operations and Estates Management Team will hold regular progress meetings with the Headteacher

<i>Name of Operations and Estates Manager responsible for project management.</i>	<i>Jo Berry</i>
<i>Named school contact for the duration of the project:</i>	<i>Russ Sutton</i>

Part Four

4.1 Monitoring and Review

The effectiveness of this policy will be monitored by the **Head of Operations and Estates**. Recommendations for necessary amendments will be submitted in writing to the ATLP Trust Board.

The policy is reviewed annually.

4.2 Key Performance Indicators

- All schools have received and understand Health and Safety Protocols.
- Compliance Certification recorded and current in all schools.
- Health and Safety Management Records are being submitted to Operations and Estates Team.
- Monitoring and evaluation data collected is used to support ongoing Health and Safety Management.

Appendix A

Assessment of First Aid Provision at William MacGregor Primary

Name of Assessor(s):

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
1. Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders.
2. Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment
3. Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment.
4. Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – type and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box.
5. Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment.
6. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.

7. Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work.
8. Is your workplace remote from emergency medical services?			You will need to: <ul style="list-style-type: none"> - inform local medical services of your location - consider special arrangements with the emergency services.
9. Do you have employees who travel a lot or work alone?			You will need to consider: <ul style="list-style-type: none"> - issuing personal first aid kits and training staff in their use.
10. Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers.
11. Do you have any work experience or other trainees?			Your first aid provision must cover them.
12. Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13. How many people are employed on site: <ul style="list-style-type: none"> - less than 25? - 25 to 49? - more than 50? 			You may need to employ first aiders – see table 2 below.
14 Is a first aid room required?			

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 25 employed at any location:</p> <p>at least one appointed person. (It may be appropriate to provide an EFAW trained first aider if large numbers of the public visit the workplace.)</p> <p>25-50 employed: at least one EFAW trained first aider.</p> <p>More than 50: At least 1 FAW trained first aider for every 100 employed (or part thereof).</p>
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.	<p>Fewer than 5: at least one appointed person.</p> <p>5-50: At least one EFAW or FAW trained first aider depending on the type of injuries that may occur.</p> <p>More than 50 employed At least one first-aider trained in FAW for every 50 employed (or part thereof)</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements,
- information for all employees about what they need to do in an emergency.

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Required ✓	Number
Appointed person		
First-aider with Emergency First Aid at Work certificate		

First-aider with First Aid at Work certificate		
First-aider with additional training (specify):		
First-aid boxes		
First-aid room		
Additional equipment e.g. eye wash, foil blanket (specify):		
Travelling First Aid Kits		

- 1.1 Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**
- 1.2 Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature & Name of Assessor(s):

.....

Date: **Review Date:**.....

Appendix B – Accident, Injury and Near Miss Report Form

- For accidents or injury complete sections 1.2.3 & 4
- For Near Misses complete sections 1& 2only
- **Once completed this form should be forwarded to the Operations and Estates Team within 24hrs and a copy retained on school files.**

1. Details of Casualty or Person involved in Near Miss

Forename: Surname:

Date of Birth: Age: Male Female

Address & Postcode: Tel:	Status			
	ATLP Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
	Student/Pupil	<input type="checkbox"/>	Member of the Public	<input type="checkbox"/>
	Visitor	<input type="checkbox"/>	Other (please state)	
	Volunteer	<input type="checkbox"/>	<input type="text"/>	

If the injured person is employed by someone other than ATLP state name, address, telephone number of employer and reason for being on the premises / site:

At the time of the accident was the injured person authorised to carry out the task being performed

Yes	<input type="checkbox"/>	If no, provide details.
No	<input type="checkbox"/>	

2. Accident/ Near Miss Detail

Name of school/ATLP premises where incident occurred	
State clearly where on the premises the incident occurred	

Is the casualty or the person involved normally authorised to be in this area?	Yes	No
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If No - Please state the reason the casualty or the person involved were in the location at the time of the incident.	
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Date of Accident/ Near Miss: Time of Accident/ Near Miss: am/pm

Date Reported : Time Reported: am/pm

Reported to: Reported By:

Description of how the accident / near miss occurred.

Accident Type (e.g. fall):

3. Details of damage, injury or ill-health

Damage or part(s) of body Injured: e.g. left leg or 1 st finger left hand	<input type="text"/>	Injury type(s): e.g. fracture or laceration	<input type="text"/>
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First-Aid Administered?

YES

NO

If yes by whom?

First-Aid Treatment Given:

Please ✓ one of the following where applicable:

<input type="checkbox"/>	Fatality		Person needed resuscitation	<input type="checkbox"/>	
<input type="checkbox"/>	Non-Employee taken from the premises / site to hospital		Major Injury to employee	<input type="checkbox"/>	
<input type="checkbox"/>	Person became unconscious		Dangerous occurrence	<input type="checkbox"/>	
<input type="checkbox"/>	Employee admitted to hospital for more than 24 hours		Over seven day absence	<input type="checkbox"/>	
<input type="checkbox"/>	Fall from height ...	Fall height (in metres):	<input type="checkbox"/>	Minor Injury/No Injury	<input type="checkbox"/>

If a non employee/service user has been taken to hospital was it due:

A) Solely to the injured persons medical condition

B) Sports Accident

Number of days lost

(includes weekends/non workdays)

Is the absence continuing?

(not yet returned to work)

Yes

1.1.2

4. Witnesses Details:

Witness statements attached.

YES

NO

Name, Address and Telephone.

1.	2.
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Details of the accident recorded school file; copy passed to Operations & Estates

Team?

YES

NO

For Operations & Estates team use only:

Date Received	
Name of Operations & Estates Manager receiving this form	
Investigation Date	
RIDDOR Reportable?	Y/N
RIDDOR Report Number	
Date reported to HSE	

From the investigation, what has been identified as the root cause of the incident?

Were there any defects to the premises/equipment that caused the accident?

Yes

No

5. Actions Necessary to Prevent or Remove the Potential for Accident

Prior to the accident/near miss had a risk assessment been completed for the activity?

Yes

No

Post Accident / Near Miss existing risk assessment reviewed or new risk assessment completed?

Yes

No

If NO, give reasons:

State what action has been taken or planned to reduce the risk of an accident / incident:

Type of near-miss (please tick most appropriate):

Unsafe equipment	<input type="checkbox"/>
Unsafe act	<input type="checkbox"/>
Unsafe condition	<input type="checkbox"/>
Unsafe use of equipment	<input type="checkbox"/>

Additional Comments received from H&S Advisor

--

Operations & Estates Manager Signature:

--

Date:

--

