Glenthorne High School
Health and Safety Policy

Date agreed and ratified by Governing Body: September 2023

Next Review: September 2025

This policy will be reviewed every 2 years or sooner according to the guidance of the Department of Education.

Contents

1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment that helps promote learning.

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.

Have robust procedures in place in case of emergencies.

Ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

☐ The Health and Safety at Work etc. Act 1974, which sets out the general duties' employers have towards employees and duties relating to lettings.

☐ The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

☐ The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

☐ The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

☐ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

☐ The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

☐ The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.

- [ ] [The Regulatory Reform (Fire Safety) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [ ] [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Willow Learning Trust as the employer has a duty to:

- [ ] Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- [ ] Inform employees about risks and the measures in place to manage them.
- [ ] Ensure that adequate health and safety training is provided.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils considering the pupils age, ability and need.
- Ensuring that the school building and premises are safe and regularly inspected..
- Providing adequate training for school staff
- Reporting to the governing body and the Willow Learning Trust Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal   protective equipment, where necessary
- Liaise with the school's competent health and safety advisors.
- Set a good personal example.

In the headteacher's absence, the Deputy Head responsible for curriculum assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Premises Manager and the Deputy Lead is the Assistant Site Manager.

The H&S Leads will liaise with the school's competent health and safety advisors.

3.4 All Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so and also ensure the pupils are supervised according to their specific needs. All staff are responsible and accountable to the Headteacher for the implementation of the school Health & Safety Policy in the performance of their duties and must:

- Take reasonable care for the health & safety of themselves, colleagues and others; observe safety rules where applicable to them; and co-operate in measures designed to promote health & safety at work. Action in accordance with the staff disciplinary procedure may be taken against a member of staff who disregards safe working practice.
- Be familiar with the school's Health & Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their particular department.
- Conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- Ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate.
- Report via the EVERY platform all problems, defects and hazards that come to their notice.
- Ensure supply teachers and other temporary staff are aware of the school Health & Safety Policy, and of any special arrangements, procedures, relating to their work area <u>before</u> commencing work.
- Attend/Complete relevant H&S related training.

All staff will be given access to the school's Health & Safety Policy and are required to make themselves familiar with all documents relating to Health & Safety in the school. They should pay particular attention to aspects of Health and Safety as they relate to their particular work activities.

Copies of the school Health & Safety Policy will be available at all times on sharepoint and the school website.

3.5 Subject Leaders/Heads of Year/Line Managers

Subject Leaders, Heads of Year and Line Managers are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas. In the exercise of this responsibility, Subject Leaders, Heads of Year and Line Managers must ensure that:

- All staff in their area receive instructions in their duties, regarding health and safety matters.
- All staff under their control are adequately trained to carry out their duties efficiently and effectively.
- They are aware of regulations; codes of practice and guidance notes appropriate to their specialist areas.
- They are responsible for producing their own departmental safety policy within their department handbook, defining safe working arrangements and bringing it to the attention of members of staff including new entrants and supply teachers.
- All statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- They undertake an annual risk assessment of their area, share it with departmental staff and send a copy to the Headteacher.
- All machinery, equipment, substances etc received from suppliers for their department/area is accompanied by adequate information and instruction prior to use.
- All plant/equipment is maintained in line with the manufacturer's guidance and legislation.

- They report via the EVERY platform all problems, defects and hazards as necessary.
- A copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- They carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances, risk assessments, use of substances. They should ensure that staff in their area are advised of correct manual handling procedures when lifting equipment etc and arrange training if appropriate.
- They report and, if appropriate, make recommendations to the Headteacher or Health & Safety Representative on any practices, premises, equipment etc which give rise to risks to health and safety.

3.6 Premises Manager

The Site Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of his/her activity. The Premises Manager must ensure s/he is familiar with the school's Health & Safety Policy and must:

- Report to the Headteacher (or delegated person), using the school's procedure, any defects/hazards that are brought to his/her notice.
- Ensure that everything received from suppliers (for caretaking use) such as machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use
- Ensure that staff under his/her control are adequately informed, instructed and trained in using all such items (as mentioned above) before actual use.
- Inform the Headteacher (or delegated person) whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
- Be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out and that he/she is aware of the HSE Guidelines regarding the control of Legionnaires Disease and the need to carry out a risk assessment of the premises.
- Ensure that all fire detection equipment is tested regularly.
- Ensure the prioritisation and timely completion of tickets raised via the EVERY platform

3.7 Health & Safety Representative(s)

The Health & Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Health & Safety Representative on Health & Safety matters.

- He/she will be entitled to inspect the school.
- The time scales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Governing Body.
- The Health & Safety Representative will undertake a thorough annual inspection of all areas of the school in conjunction with the Health & Safety link governor.
- The Health & Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.
- The Health & Safety Representative will be an associate member of the Governing Body and report any issues raised.

3.8 Pupils and parents

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any incidents to a member of staff.

3.9 Contractors

Only competent contractors will be used by the school. Contractors will agree health and safety practices with the relevant senior staff before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

The Code of Conduct for Contractors and Risk Assessments forms can be found in Appendix 6.

4. Site security

Associated Security/ Custodian Alarms are responsible for the security of the school site in and out of school hours. In the event of an out of hours call out, the onsite Site Manager will complete a visual inspection of the site. FAFS are responsible for the fire alarm system.

Premises Manager is key holder and will respond to an emergency. **Keyholders are reminded not to put themselves in danger unless person safety is at risk.**

5. Fire

The school as a fire risk assessment in place, which is followed.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place quarterly and during holidays.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire **or by the fire detection system** and emergency services contacted by an automated system and staff should call 999 from a safe location as a back up.
- Evacuation procedures will also begin immediately
- Fire extinguishers and fire blankets may be used in extreme situations and when the person is confident that they can use them without putting themselves or others at risk
- The fire warden will ensure staff and pupils do not use the courtyard as an exit route during an evacuation.
- Staff and pupils will congregate at the assembly points. This is in the playground, year 7 courts and basketball courts.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- HR will take a register of all staff and visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The highest ranking person onsite will act as the Fire Marshal and be the point of contact for the emergency services.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- ☐ Chemicals
- ☐ Products containing chemicals
- ☐ Fumes
- ☐ Dusts
- ☐ Vapours
- ☐ Mists
- ☐ Gases and asphyxiating gases
- ☐ Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Heads Department and communicated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Safety Data Sheets will be kept for hazardous chemicals and be easily available for the first aid staff. In the event of harmful exposure, the related Safety Data Sheet will be sent to the hospital with the injured party.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information in a locked cupboard. Hazardous chemicals are kept out of the reach of children unless required for their education. In this circumstance the students will be under supervision.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The COSHH Assessment template can be found in appendix 7.

6.1 Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation

Education areas such as Science classrooms with gas taps, will have a master switch/handle that can be used to turn off by staff.

In the event of a gas leak:

- The area will be evacuated
- If safe to do so, all ignition sources will be turned off in the area
- If safe to do so, site staff will turn off the mains gas
- In the event of a full school evacuation, the school will evacuate to the Daisey playing field at the back of the school.
- The emergency gas number will be called and their advice followed **0800 111 999**
- The site will not be re-entered until safe to do so

6.2 Legionella

- A water risk assessment has been completed and the Premises Manager is responsible for ensuring that the identified operational controls (water temperature checks, water flushing of showers) are conducted and recorded in the school's water- log book.
- This risk assessment will be reviewed every yearly and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following e.g., temperature checks, heating of water, disinfection of showers, this happens yearly. This is completed by **Geothermie.**
- In the event of an actionable level of legionella being discovered the school will follow their contractor's advice (or request a second opinion in some situations) and contact the school's management and health and safety provider

6.3 Asbestos

The Assistant site manager is the trained Responsible Person and acts on behalf of the Asbestos Duty Holder.

- **Site staff are briefed and trained** on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Staff will **not** carry out any invasive works without the consent of the Health and Safety Lead
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.
- In the unlikely event of an unplanned asbestos disturbance, the area will be evacuated, secured and the people that may have been contaminated will be recorded. The schools competent contractors will be contacted immediately. Staff and parents/carers will be kept up to date with the situation.

7. Equipment

Equipment will only be used as designed and by competent people:

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. Equipment is only purchased from reputable sources.

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Premises Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Staff and students using equipment are encouraged to carry out visual checks to ensure they are safe. If any issues are found, the equipment is not used until checked, repaired or replaced.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager via the EVERY platform.
- Play???? attend site annually to check fixed play and PE equipment
- If any faults are found with equipment, it will not be used until checked, repaired or replaced.

7.3 Science Equipment

- Pupils are taught how to use science equipment safely and efficiently. Staff check that pupils are confident and aware of science safety rules and monitor safety during practical lessons.
- Fume cupboards and pressure vessels such as autoclaves are checked annually by specialist contractors.
- Science technicians check science equipment ~~annually~~ in line with legislation, CLEAPSS guidance and manufacturer's guidance.
- Any concerns about the condition of the laboratories is reported to the Premises Manager via the Every platform.
- If any faults are found with equipment, it will not be used until checked, repaired or replaced.

7.4 Design and Technology Equipment.

- Pupils are taught how to use D&T equipment safely and efficiently. Staff check that pupils are confident and aware of safety rules and monitor safety during practical lessons.
- The D&T technician checks equipment annually or in line with guidance.
- Any concerns about the condition of the D&T rooms is reported to the Premises Manager via the Every platform.
- If any faults are found with equipment, it will not be used until checked, repaired or replaced.

7.4 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Any concerns are discussed with their managers to provide support.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Display Screen Equipment Self - Assessment forms can be found in appendix 8.

7.4 Specialist Medical equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders

Defibrillators are serviced regularly, and student office staff are trained in their use. The defibrillator can be found outside the student office and outside the ASD base.

8. Lone working

Where required a risk assessment will be completed.

Lone working includes any work where immediate support cannot be given and may include:

- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Home Visits Risk Assessment and Lone Working Risk Assessment forms can be found in appendix 10a, 10b and 11.

9. Working at height

Where require a risk assessment will be completed.

Working at height will only take place if working from the ground is not possible (e.g. using extendable tools.)

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Ladder safety training is available to all staff
- Working at height equipment is suitably checked/maintained and these checks are recorded.
- Pupils are prohibited from using ladders unless instructed and closely supervised by Staff. Staff also have access to low level steps
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own working at height equipment.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

Working from Stepladders and Working on a ladder Outside Risk Assessments forms can be found in Appendix 18 and 19.

10. Manual handling

Where required a risk assessment will be completed.

It is up to individuals to determine whether they are fit to lift or move loads and how much they can lift/move. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Where required, the school will use an external moving contractor.

Staff and pupils are expected to use the following basic manual handling procedure and where required complete a manual handling risk assessment first:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Manual Handling and Manual Lifting Risk Assessments forms can be found in appendix 12 and 13.

11. Off-site visits

When taking pupils off the school premises, we will ensure that the School's trips policy is followed:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed, and consent is obtained from parents/carers.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- Trip risk assessments will be completed and authorised through the EVOLVE platform.
- The Schools Education Visit Coordinator will receive training form the Local Authority.

Public Space Risk Assessments forms can be found in appendix 18.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. The school has the legal right to ban people from the site, which is enforceable by the police.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking/vaping

Neither smoking nor vaping is permitted anywhere on the school premises and outdoor areas.

15. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable and where required due to pandemics further information will be provided.

15.1 Handwashing

- Wash hands with liquid soup and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.

- Cover all cuts and abrasions with waterproof dressings.

15.2 Personal protective equipment (PPE)
- Depts such as D&T, Science and Science will ensure there is suitable PPE for their activities.
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy/ pad changing) and vinyl or latex free CE -marked gloves when assisting with or giving injections).
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Personal protective equipment is available via the school office

15.3 Cleaning of the environment
The school is aware of the importance of cleanliness and will ensure:
- The school has cleaners that ensure the site is clean and hygienic. Where required this will be in line with guidance and any enhanced cleaning due to pandemics etc.
- Staff and students are encouraged to report where cleaning is required.
- There are suitable waste disposal systems in place.

15.4 Cleaning of blood and body fluid spillages
Staff and first aiders have the necessary information regarding cleaning up of all blood and body fluids. They also have access to spillage kits. Staff should ensure to:
- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described under 15.6
- Waste materials will be suitably disposed of, in line with guidance.

15.5 Clinical waste
Always segregate domestic and clinical waste, in accordance with local policy
- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags and securely closed sharp bins when they are two-thirds full and store in a dedicated, secure area while awaiting their respective collection.
- Sharps bins to be returned to the child's parent/carer and the clinical waste bags put out for collection by the local authority clinical waste collection service on the named collection day.
  Waste materials will be suitably disposed of, in line with guidance.

15.6 Animals
School managed/owned pets/animals will be cared for in line with current guidance (via CLEAPSS)

During the school holidays members of staff will care for any school animals at their home.
- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils

- Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.7 Pupils and staff vulnerable to infection

Some medical conditions make pupils/**staff** vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children and staff. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

Where required pupils with an individual health care plan and staff vulnerable to infection will have a risk assessment in place.

15.8 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Coming into contact with certain departmental risks such as full contact sports in PE and chemicals and other harmful substances in the Science Dept.

The Pregnancy Risk Assessments forms can be found in appendix 17.

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads and staff can be referred to the borough Occupational Health Service as necessary. Staff also have access to an Employee Assistance Programme via the school's insurers this is called Workplace Options an anonymous and impartial service. This service can provide advice regarding mental wellbeing, financial and caring issues. Contact: www.workplaceoptions.com

The Mental Wellbeing and Stress Risk Assessment forms can be found in appendix 14.

18. Accident reporting

18.1 Accident record book / on line recording system

All staff are responsible for reporting an accident or injury for themselves, students and others and must ensure that any potential injury, however minor, is evaluated by a first aider.

- If a pupil reports or sustains an injury then the member of staff should use the On- call system to ensure the pupil is taken to the student office, or the first aider collects the pupil.
- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and recorded on Medical Tracker.
- In the event that there is a failure to access Medical Tracker an accident form template can be found in appendix 2.
- In the event of a serious incident, the school will contact their health and safety provider, who are currently the London Borough of Sutton's Health and Safety Team healthandsafety@sutton.gov.uk Tel: 0208 770 5023.

Recording Accidents.

The school has access to the Council's Accident Management System that is used to report, record and investigate accidents, incidents and challenging behaviour. Cases added onto this system are investigated by the school and reviewed by our health and safety provider, who will contact the school for additional information where required.

Manager Level Access Link: https://app.workrite.co.uk/SecureLogin/SecureLogin.aspx

Staff Level Access
Link: https://app.workrite.co.uk/SecureLogin/SelfSignUp.aspx?comp=c1CZAfONnyb+DN9qjxR7qMFPaFkDGPBM+NpPEnXWAZz1S/qzRe0pAg==

Staff creating an account **must** ensure they link their account to the school's name. When completing an accident form, staff should ensure that as much detail as possible is supplied.

Records held in the first aid and accident book / Medical Tracker will be retained by the school for a minimum of 3years for adults and for a child up until they are 21years old in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The student office will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the **RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).**

The school's health and safety provider reports RIDDOR cases to the Health and Safety Executive on our behalf.

Reportable injuries, diseases or dangerous occurrences include:

Death and Specified injuries. These are:

Needle stick/sharps injuries

Fractures, other than to fingers, thumbs and toes o

Amputations

Any injury likely to lead to permanent loss of sight or reduction in sight.

Any crush injury to the head or torso causing damage to the brain or internal organs

Serious burns (including scalding

Any scalping requiring hospital treatment.

Any loss of consciousness caused by head injury or asphyxia.

Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital. #
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a **RIDDOR** report is available here and should also be uploaded on Medical Tracker:

How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

18.3 Notifying parents

The relevant member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given as soon as possible on the same day via Medical Tracker. All head injuries will be reported to the parents and given advice regarding monitoring their children and to review the NHS guidance at htpp://nhs.uk/conditions/head-injury-and-concussion as well as information via a 'Head Bump' letter.

In the event that there is a failure to access Medical Tracker the parents should be advised by phone.

18.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care. Ofsted Guidance: http://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high- risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEND), are given additional specialist training in line with their requirements and role.

General health and safety training is available via our health and safety provider. Online and class based

20. Monitoring

This policy will be reviewed by the Chair of Premises Trustee every 2 years.

At every review, the policy will be approved by the Headteacher of Glenthorne High School, Chair of the Premises Trustee and Chair of the Board of Trustees for the Willow Learning Trust.

21. Links with other policies

This health and safety policy links to the following policies:

- Child Protection and Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Asthma Policy
- First aid Policy
- Risk assessments
- Accessibility plan
- Trips policy
- PEEP Policy

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Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire **Signage** prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place **and maitnained**	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm or see flashing beacons from all areas?	
Are there regular fire drills?	
Is Fire safety training available?	
Is there an up-to-date fire risk assessment in place?	

Name of person using checklist:
Date:

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	

Incident details

Describe in detail what happened, how it happened and what injuries the person incurred

Action taken

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

Follow-up action required

Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again	
Does this case need to be discussed the H and S provider?	
Name of person attending the incident	
Signature	**Date**

Appendix 3. Asbestos record

This is kept in the front office and in the Premises Managers office

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles, she should inform her GP and antenatal carer immediately to ensure investigation.

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Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.

Scarlet fever* **Strep A***	If well the child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (Parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e., have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

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Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC **Typhoid* [and paratyphoid*] (Enteric fever) Shigella (dysentery)**	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Coronavirus	In accordance with the most recent Government and DfE guidance which is made readily available to all school staff, parents and carers vis the School Website and Parent Mail.	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. Maintain hand, face and space prevention techniques See Covid Risk Assessment
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

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Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.

Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.

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Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* Denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

Appendix 5. Action in the case of a 'sharps' or needle stick injury

Definition:

A sharps injury is an incident which causes a needle or blade to penetrate the skin

Action needed in event of a 'sharps' injury:

- Encourage the wound to gently bleed ideally holding under running water
- Wash the wound using running water and soap
- Do not scrub the wound
- Do not suck the wound
- Dry the wound and cover with a waterproof plaster or dressing
- Seek urgent medical advice if the injury from the sharp may have exposed you to risk from blood, bodily fluids or tissue.
- Report the injury to the headteacher using the school's reporting system.

First Aid

The school will provide adequate numbers of trained first aiders, facilities and equipment to enable first aid to be given in accordance with the Health and Safety, First Aid Regulations 1981.

As per DfE recommendations first aid certificated training will be provided by a nationally approved and accredited organisation to ensure first aid competence as either a FAW (first aid at work) or EFAW (emergency first aid at work) first aider.

As a requirement the school will also ensure that at least one first aider will have a paediatric first aid certificate and be on the school premises at all times children are present.

The school will also have at least one first aider who has a Sport First Aid Certificate.

First Aiders will have annual updates with re- certificated training completed every three years.

https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

Appendix 6. Code of Conduct for Contractors

The code of conduct outlined in this document applies to all contractors and their employees working on school premises. This code is in place to protect you and those who might be affected by your work, such as our visitors, staff and pupils.

We expect all contractors to work safely and not put themselves, or anyone else at risk. You must always work in a safe manner, whether or not what you are doing is covered by the code of conduct below.

This Code of Conduct has been updated to take account of Covid-19 and the need for increased hygiene and social distancing arrangements.

The school reserves the right to require the removal from the premises of any contractor who does not comply with the school requirements, or who put themselves, or others, at risk.

Should any member of contractor staff become unwell, particularly showing any symptoms of Covid-19 they will be expected to leave the site immediately and inform their manager. The school reserves the right to require the removal from site of any member of contractor staff it believes to be showing signs of illness.

The school similarly reserves the right to require the removal of any plant, equipment, or material, which, in the opinion of the school representative, is dangerous when used in the way intended by the contractor.

Appendix 7. COSHH Assessment Template
Glenthorne High School
COSHH Assessment
Control of Substances Hazardous to Health Regulation (Amended) 2002

Introduction: COSHH risk assessments are required for all chemicals that have a hazard symbol displayed on the product/box/packaging. Minimising the different types of chemicals used will minimise the number of risk assessments required.

Department	Place of Work

Information from Safety Data Sheet

Product/Manufacturers Information	COSHH Substance/Composition

Intended Use	Hazards	Limitations

Action(s) to take if adversely affected by hazardous chemical (such as poisoning, burns, irritation, becoming dizzy/lightheaded etc.)

Risk Assessment

Circumstances of Use (How it is used)	Substitution (Can a safe, non-hazardous chemical be used)

Control Measures (such as ventilation and personal protective equipment (PPE), including type)

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Final Risk Rating (please mark which on the form):	HIGH
MEDIUM	LOW

Managers Confirmation of Control Measures

I………………………… confirm that I have read and understood the detail of this COSHH risk assessment and that the control measures listed above are in place.

Signature:

Date:

Employees Confirmation

I…………………………confirm that I have read and understood the detail of this COSHH risk assessment and agree to comply with the control measures listed.

Signature:

Date:

Assessed By:	Date of Re-Assessment
Signature: **Job Title:** **Date:**	Assessment to be reviewed annually or at such time when the circumstances of the assessment change. **Review Due:**
Controls Checked By:	Date of Re-Check
Signature: **Job Title:** **Date:**	Control measures are to be checked annually or at such time when the circumstances of the assessment change. **Re-Check Due:**

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Appendix 8. Display Screen Equipment Self - Assessment Checklist.

Glenthorne High School

Display Screen Equipment Self-Assessment Checklist

Name (please print): _____

Location: _____   Date of assessment: _____

% Of working day (likely to be) spent using computer: _____

Maximum time (likely to be) spent working with computer at one time: _____

and how often this (likely to) occur e.g., once a week once a month etc.:   _____

have you had an eyesight test if you are classified as a user?   YES / NO

do you regularly suffer aches and pains when at work?   YES / NO

Item	Characteristics	Good	OK	Poor
Screen	Swivel and tilt facility			
	Free from glare and reflection			
	Flicker free			
	Adjustable brightness and contrast			
	Clean			
	Suitable height (top of screen no higher than eye level)			
Keyboard / Mouse	Keyboard must be separate from screen			
	Tilt facility (look on the underside for legs)			
	Adequate hand and arm space			
	Clear, clean symbols			
	Document holder (if required)			
	Adequate space for the mouse and mat			
	Mouse runs smoothly			
Chair	Seat Height adjustable			
	Seat back adjustable (height and angle)			
	Stable (minimum 5 legs with castors)			
	Footrest (if required)			
	Controls easy and safe to use			
Desk	Suitable amount of surface for all equipment			
	Height of desk			
	Matt finish (minimum reflection)			
	Space underneath desk to allow free movement			
Environment	Suitable and sufficient lighting			
	Adequate temperature			
	Adequate humidity and ventilation			
	No excess noise from equipment			
	No excess glare from windows			
	Cables and wires secure			
	Position of workstation relative to windows (e.g., window facing/behind -poor, at right angles -best)			

	Blinds / curtains useable (if required)			
Working with the Equipment	Software suitable for the task			
	Adequate information from the software			
	Regular changes of activity and breaks			

**Display Screen Equipment Self-Assessment
Checklist Continuation Sheet**

Comments and Action Required

Signed Date

Supervisor/Line Manager's Comments and Action Taken	Target Date	Date completed
Name (please print)		
Signed Date		

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Information to aid self-assessment of DSE Equipment

When carrying out the assessment please refer to the guidance below to help in making your judgements as to the whether the workstation complies with the law or not.

Workstation adjustment and efficient working posture

Slouching, leaning and bending in a chair can lead to discomfort and long term pain.
Use this quick setup sheet to aid a comfortable environment.

Balanced head position

Shoulders relaxed

Upper arm vertical

Forearms approximately horizontal

Adequate lower back support at belt level

Adjustable backrest (height, angle)

Adjustable height chair (gas lift)

5 star stable base

Adequate illumination

Screen glare and reflection free

Screen can tilt

Balanced wrist position

Adjustable height swivel stand

Keyboard - detached, flat

Thin desk top for maximum thigh space

Feet flat on floor or footrest

No obstructions to leg movement

15°

Equipment

a) General Comment
     The use as such of the equipment must not be a source of risk for operators and all hazards shall be assessed before the equipment is brought into use.

b) Display Screen
     The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

     The image on the screen shall be stable, with no flickering or other forms of instability. The brightness and the contrast between the characters and the background shall be easily adjustable by the operator and also be easily adjustable to ambient conditions.

     The screen must swivel and tilt easily and freely to suit the needs of the operator. Modern computers use a separate base for the screen, if it is an older model then an adjustable table can be used.

     The screen shall be free reflective glare and reflections liable to cause discomfort to the operator or user. Where applicable the operator should be able to use window blinds/curtains to minimise.

c) Keyboard / Mouse
     The keyboard shall be able to tilt so as to allow the operator to find a comfortable working position avoiding fatigue in the operator's arms or hands. The space in front of the keyboard shall be sufficient to allow the operator to rest their hands and arms when not typing.

The keyboard will have a matt surface to avoid reflective glare. The arrangement of the keyboard and the characters of the keyboard shall make it useable. The symbols on the keys shall be adequately contrasted and legible from the designed working position.

There should be adequate space to position the mouse and mouse mat next to the keyboard. This is to reduce the likelihood of the operator adopting a poor posture, the wrist should be in a neutral position and the hand should not be bent to the left or right.

d) Work Desk or work surface
The work desk of work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement. Adequate space for operators will be provided to find a comfortable position.

e) Work chair
The work chair shall be stable and allow the operator easy freedom of movement and a comfortable position. It will have a minimum of five legs with castors.

The seat shall be adjustable in height. The seat back shall be adjustable in both height and tilt. Where necessary, a footrest shall be made available to any operator who wishes one so that they can rest their legs and feet comfortably whilst typing. There must be adequate space underneath the desk for free movement of the operator.

Environment
a) Space requirements
The workstation shall be dimensioned and designed so as to provide sufficient space for the operator to change position and vary movements, minimum space to be provided will be 11 m^3, to a maximum height of 3m, for each operator.

b) Lighting
Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

c) Reflection and Glare
The workstation shall be so designed that sources of light, such as windows or other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with blinds, curtains or something similar to control the amount of daylight so that display screen equipment may be used safely.

d) Noise
Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

e) Heat
Equipment belonging to any workstation shall not produce excess heat, which could cause discomfort to operators/users.

f) Radiation
All modern screens emit negligible levels of radiation from the point of view of the protection of an operator's health and safety. The sun emits significantly higher levels of radiation.

g)   Humidity
An adequate level of humidity, shall be established and maintained, the use of plants can increase humidity levels in a dry office.

Display screen equipment and operator/user interface
When designing, selecting, commissioning and modifying software, and in designing tasks using standard software packages, the following principles need to be considered:

a)   software must be suitable for the task.

b)   software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user, **no quantitative or qualitative checking facility may be used to monitor the performance without the knowledge of the operator/user.**

c)   systems must provide feedback to operators on the systems.

d)   systems must display information in a format and at a pace which are consistent to the use of the operator/user.

e)   the principles of software ergonomics must be applied, in particular to human data processing that reduces the strain on the operator.

f)   the operator/user should not be expected to work continuously on the workstation. They should have suitable breaks and task rotation that do not require the constant DSE use.

Appendix 9.   Driving Risk Assessment Template
Glenthorne High School

Driving Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	**Driving Safety** on Council/**School** business including "casual" or "essential" allowance drivers
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

Review Dates

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Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

No	Hazard/Hazardous *Event* (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1.	Potential new / agency employees not qualified to drive vehicles	Driver, passengers & other road users	Check of driving licence is carried out at time of employment to ensure they are competent to drive vehicle. Agency drivers are not allowed to drive Council vehicles without a valid and applicable driving licence.	Low
2.	Potential new / agency employees medically unfit to drive vehicles	Driver, passengers & other road users	A Pre-employment medical questionnaire is used to identify drivers with medical impairments and if they are able to drive vehicles safely	Low
3.	Driver unfit to drive for work	Driver, passengers & other road users	Referral to Occupational Health following ill-health that may affect ability to drive	Medium
4.	Employee's vehicle unfit for use	Driver, passengers and other road users	Car has annual MOT if more than three years old.	Medium
5.	Council Vehicle unfit for use	Driver, passengers and other road users	Nothing	High
6.	The vehicle – passenger safety following impact	Passengers	Front and rear seat belts fitted and passengers instructed to wear. Children carried in appropriate Booster Seats.	Low

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No	Hazard/Hazardous *Event* (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
7.	The vehicle – lack of insurance to cover driver liabilities	Driver, passengers and other road users	Drivers made aware through the Driving Policy of their duty to ensure they have the right business insurance to cover the use of their vehicle for Council business, including carrying clients. Council insurance does not cover staff vehicles for road traffic accidents.	Medium
8.	The journey – poor planning leading to driver tiredness and vulnerability	Driver, passengers and other road users	Journey only made if use of other options not suitable, e.g., IT for conference calls or emails. Safest route chosen (including use of motorways, which are statistically safer than minor roads). Train journey are considered instead, as it is the safest form of travel, particularly for longer journeys.	Low
9.	Travel to and from destination along with work day is over 9 hours	Driver, passengers and other road users	If using the car, long journeys planned to begin during working day with a warning of the additional risk from driving 2pm to 4pm when there is a post-lunch dip. If car journey + return in addition to the normal working day means nine hours is exceeded, an overnight stay is authorised. Drivers are recommended to break 15 minute every two hours of driving	Low
10.	The journey - road traffic accident - adverse weather conditions	Driver, passenger and other road users	Journeys only made if use of IT not suitable i.e., conference calls or emails Journeys flexible to avoid predicted frosts, fogs or snowstorms including starting earlier on the return. Staff aware that they are not pressured to complete journeys where weather conditions are exceptionally difficult.	Low
11.	Road traffic accident caused by distraction -use of mobile phone whilst driving	Driver, passenger and other road users	Refer to Mobile phone risk assessment, which includes the following: Staff have been instructed never to use a hand-held mobile phone whilst driving, as it is driving offence; LBS do not supply hands-free kits to staff. Staff should not use hands-free mobile phones whilst driving because of the distraction. Staff to be instructed to use message service and take regular breaks to call into office to collect messages (using landline if available).	Medium

Risk Rating: if High or **Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
5	Council vehicle is unfit for use	Drivers when booking out vehicles are provided with a daily and weekly checklist to complete and sign. Copies of the forms are kept on file	Low	Manager	On booking out vehicle		
3	Driver competency – unfit to drive for work	Staff made aware of the Driving Policy and their duty to inform their employer when no longer fit to drive through ill-health or because of driving convictions.

Annual driving licence checks to ensure driver still holds a valid driving licence. | Low | Manager

Manager | One month from RA date | | |
| 4 | Employee's vehicle – condition >unfit for use | Staff made aware of the Driving Policy including the guidance on driver checks before undertaking journeys. MOT is checked and record kept by manager | Low | Manager | One month from RA date | | |

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No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completio n Date	Complet ed By
7	The vehicle – lack of insurance to cover driver liabilities	Annual check of insurance documents to ensure staff have business related cover	Low	Manager	One month from RA date		
11	Road traffic accident caused by distraction - use of mobile phone whilst driving	Staff to be informed of the distraction risk of car hands-free devices and that the policy is not to use them whilst driving on Council business.	Low	CHSU Manager	January 2007 when RA is written		

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

4

Appendix 10a. Home Visits Risk Assessment Template

Glenthorne School Home Visits Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Home visits
Section(s) / Team(s) covered	
Location(s) covered	Various
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

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Significant Hazards and Current Controls

No	Hazard and what can go wrong	People at risk	Risk Rating **before** controls – H/M/L	What is currently being done to control the hazard	Risk Rating **after** controls - H/M/L
I	No one knows where member of staff are?	Visitors	High	Staff, especially new staff and agency workers, will be made aware of the teams visiting policy which includes: • Updating movement calendar • Following team's booking in/out system • Using a buddy system • Up to date contact details • Description/reg of car will be held by manager • Checking the Corporate Warning System and MOSAIC prior to visits • If required, being aware of the team's telephone (panic) assistance phrase AND response phrase **The Assistance Phrase for this team is……. (Example – "Please tell Mr Charles in H&S I will be late for our meeting")** **The Response Phrase for this team is……… (example – "Understood, I will also tell Miss Turner, his manager")** Staff made aware that not following the home visit procedures endangers themselves, others and may lead to disciplinary action.	Low

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2	Lone working takes place out of normal working hours	Visitors	High	Staff follow the "out of hours" booking out and calling in procedures. A buddy system for out of hours work has been agreed and there are at least two buddies for each lone worker	Low
3	There is unsafe access and egress to and from the workplace	Visitors	Medium	An assessment of the entry/exit conditions is made prior to any home visit and written procedures are put in place where necessary e.g., poor lighting take torch in evening	Low
4	Poor housekeeping and cleanliness in client's home	Visitors	Medium	Staff to take extra care moving around home, in particular stairs and to make sensible choices about where to sit e.g., dining room style chairs because less likely to hold hidden objects than settee style seating. Staff to make sensible decision about accepting drinks – if pushed, a glass of water never drunk is better than a cup of tea or coffee, the client has taken time to make and used items that cost. If staff feel a location is physically unsafe, they will discuss the location with their manager to consider if the visit can take place at a neutral location	Low
5	The manual handling tasks are outside the individual's capabilities	Visitors	Medium	Staff to consider what equipment and documents they need to take into the home/location. Where it is outside their capability further help is sought from their supervisor / manager / colleague. In this situation a separate manual handling risk assessment will be required.	Medium
6	There is cash handling involved	Visitors	Medium	None	Medium
7	Hazardous substances are to be handled	Visitors/Clients	Medium	COSHH assessments with suitable controls are in place prior to any work being undertaken with hazardous substances. This includes suitable training and personal protective equipment.	Low
8	The work involves using/ maintaining plant and equipment	Visitors/clients	High	Managers keep staff up to date with legal requirements and agree with employees what plant / machinery and equipment can be used / maintained by staff in their work at the client's home	Medium

9	There are serious implications of any equipment failures	Visitors/Clients	High	Where there are serious implications of any equipment failure, staff will have been fully trained on the safe use and what to do in the event of malfunction e.g., hoists. Where assessed as too dangerous, lone working will not be allowed.	Low	
10	Employees are at risk from potentially violent situations from clients	Visitors	High	There are local procedures that are developed from the corporate guidance on Lone Working, Home Visits and Personal Safety; these include checking client information on MOSAIC and the Corporate Warning System database and acting on any advice given.	Low	
11	The employee has medical issues which may be affected by lone working	Visitors	Medium	Employees keep supervisor / manager up to date with any medical condition that could have an adverse effect on their safety and their work routine is adapted to meet their needs. Managers remind staff of the need to report any medical conditions that may have an impact on their activities. Where there are medical concerns a separate risk assessment will be created and Occupational Health will be involved where required.	Low	
12	The employee has no training or instruction on safe lone working and/or personal safety	Visitors	Medium	None	Medium	
13	Staff are not aware of the procedures in place in the event of sudden illness, accident or other emergency	Visitors	High	Staff are instructed to seek relevant medical assistance. Staff should contact the office/colleagues as soon as possible to update them on the situation. Staff must always complete an accident / incident form and pass to their line manager for completion	Low	
14	There is insufficient supervision of the employee's work and movements	Visitors/Clients	Medium	Managers will attend visits with new/inexperienced staff to review their competence. There are regular one to one meeting between the manager and employee. There are also briefing and debriefing sessions where	Low	

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				employees come into contact with someone on the Corporate Warning System database	
				Staff are made aware of relevant personal safety related training that is available.	
15	Client has pets that are uncontrolled, staff are allergic or uncomfortable with	Visitors	Medium	Staff to request animals are moved to another room, or the meeting is moved to another, appropriate room.	Low
				If required, staff will cancel meeting and meet in a neutral location away from the animals.	
16	Client is smoking	Visitors	Medium	Staff can request client does not smoke while the meeting takes place.	Low
				Consider options available if they refuse e.g., open windows or moving outside to a neutral location	
17	Employee loses sensitive information	Visitor/Clients council	High	Staff to keep as much information as possible electronically and the device is password protected.	Low
				Staff to report this to their line manager immediately.	
				Employee retraces steps to see if it can be found	
				Employee to review what information was lost to see what further action may be required such as changing passwords etc.	
18	Employer must give tragic news to employee/client's family	Manager and employer	Medium	Employer must give tragic news to employee/client's family.	Low
				Where possible, the employer/manager will discuss issue with Occupational Health	
				Manager will have details for the employee assistance programme Workplace Options.	
				Where possible the case will be discussed with HR and the Comms Team prior to visit	
				Where required (for example a Head informing a family of the death of a student) the police will attend the visit and offer support to all.	

19	There is a risk of entrapment/staff not allowed to leave location	Visitor	High	If a member of staff is late, the office/buddy/manager will call them. It is likely the aggressor will allow them to answer the call, but will listen in. At this stage, the team's (panic) assistance phrase will be given. The caller will respond with the response phrase without so the entrapped visitor knows help is on the way.	

Risk Rating: if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring
Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
5	The manual handling tasks are outside the individual's capabilities	The Supervisor/manager must arrange training for staff in safe manual handling and making an assessment of the load before lifting.	Low	Manager			

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6	There is cash handling involved	Carry out a risk assessment using the Cash Handling template risk assessment and develop a procedure for safe cash handling that is easily accessible to relevant staff	Low	Manager			
8	The work involves using / maintaining plant machinery or equipment	The manager will ensure the employee is suitably trained/qualified for the task The safe systems of work are set out in writing and made easily accessible to staff that are using / maintaining plant / machinery or equipment Suitable maintenance records are kept for the equipment	Low	Manager			
12	The employee has no training or instruction on safe lone working and/or personal safety	An assessment must be carried out as to the competence of staff to safely work alone and make visits. Where there are training needs these must be met prior to any visits. All new/inexperienced staff initial visits will be attended by the manager or other experienced staff to review.	Low	Manager			

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 10b. Home Visits and Public Space Visits Risk Assessment Template

Description of Activity / Person / Area / Equipment being assessed	Staff carrying out home visits and visits to public spaces to meet clients - please note for COVID-19 considerations please **also** view our visits during COVID-19 risk assessment template.
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes x	No

Has action been taken	YES / NO / **ONGOING** / NONE REQUIRED
Confirmed by Line Manager?	**YES** / NO
Lead Assessors name (print)	
Lead Assessors' signature	
Date:	

Has action been taken	YES / NO / **ONGOING** / NONE REQUIRED
Manager's name (print)	
Manager's signature	
Date:	

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Significant Hazards and Current Controls

No	Hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	What is currently being done to control the hazard	Risk Rating after controls -H/M/L

1	Nobody knows where the employee is	Employees	High	• Staff are given work smartphones
				• Staff, especially new staff and agency workers, will be made aware of the team's visiting policy which includes:
				  ○ Updating online movement calendar
				  ○ In/out board in the reception office
				  ○ Staff WhatsApp group communication in place
				  ○ Up to date staff contact details accessible to team manager e.g., Itrent
				  ○ Staff have office contact details
				  ○ Car registration kept on Itrent
				• Consideration for the use of lone working devices when available
					Low

2	Visits take place outside normal working hours, when there will not be anyone in the office	Employees	High	• As above
				• Out of hours visits are avoided where possible
				• A buddy system will be used where:
				  ○ a colleague is called before and after appointments.
				  ○ the colleague is told what times they should finish their appointment. If this is passed, the colleague will call the visiting worker. If there is no response, the manager will be called and the team's procedures followed. This will include contacting the emergency services
				  ○ Consideration for the use of lone working devices when available
					Low

3	Client becomes verbally aggressive	Employee	Med	• Staff to follow training and deal with the aggression before moving on to the subject of the meeting	

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				- Staff should give the client a warning that they will postpone the meeting if their behaviour does not improve. It is essential if this statement is made, it is followed - Staff are reminded their safety is essential and they can leave if they feel endangered - Staff reminded to update systems regarding poor behaviour of clients. This includes reporting cases to the H&S Team where appropriate using the LBS accident/incident reporting system or the RBK accident/incident reporting system - Staff and managers will consider if the person should be added on to the LBS Corporate Working System or the RBK Caution before Contact System - Staff have access to online and face to face personal safety training Consideration for the use of lone working devices when available - Staff reminded they have access to the Council's employee assistance programme, LBS Workplace Options, or RBK Workplace Options who can offer anonymous advice and guidance - Staff to remain aware of escape route from the location. If in someone's home and they lock the door behind them, ask them to unlock the door while you are onsite	
4	Client becomes physically aggressive	Employee	High	- Staff are reminded they have the legal right to defend themselves and others as well as to stop a crime using physical force - Staff should immediately vacate the area - Staff to remain aware of escape routes from the location. If in someone's home and they lock the door behind them, ask them to unlock the door while you are onsite - Staff **must** update systems including reporting the incident to the H&S Team using the LBS accident/incident reporting system. or the RBK accident/incident reporting system	

			■	• Staff and managers will consider if the person should be added on to the LBS Corporate Working System or RBK Caution before Contact System • Staff have access to online and face to face personal safety training • Staff reminded they have access to the Council's employee assistance programme, LBS Workplace Options or RBK Workplace Options who can offer anonymous advice and guidance • Staff reminded they will be supported by the manager and the Council if they wish to report the incident to the police. Contacting the police is encouraged.	■
5	Worker kept hostage, or being threatened	Employee	High	• Staff who are late returning or have missed their call time will be contacted by their manager or another member of staff following the team's lone working procedures. • Staff will be given an assistance phrase to use on the phone, as it would be likely the aggressor will be listening in "Sorry I am running late. Can you please inform??????? I will be late for our meeting • The manager colleague will respond to ensure the visitor knows help is on the way "Ok I understand, I will also let ??? know you are running late." • Staff have access to online and face to face personal safety training • Consideration for the use of lone working devices when available	
6	Staff do not know the behaviour of the client	Employee	Med	• Staff have access to the person's/Family's case files on social care systems • Staff check the LBS Corporate Warning System or RBK Caution before Contact System prior to visits	Low
7	Staff meeting clients in public location	Employee	Med	• Staff ensure their calendar has address of public space, such as a cafe • Staff to remain aware of evacuation points	Low

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#	Risk	Who	Rating	Controls	Residual
				• The public space should have other people around such as a cafe, library or high street. It does **not** include meeting in the middle of a park or other isolated area/location	
8	Poor housekeeping, concerns with the condition of the property and hygiene	Employee	Med	• Staff to take extra care moving around home, in particular stairs and to make sensible choices about where to sit e.g., dining room style chairs because less likely to hold hidden objects than settee style seating. • Staff to make sensible decision about accepting drinks/food – if pushed, a glass of water never drunk is better than a cup of tea or coffee • If staff feel a location is physically unsafe, they will discuss the location with their manager to consider if the visit can take place at a neutral location	
9	Cash handling	Employee	Med	• Cash handling/payments will not be made in people's homes or in public areas	Low
10	Pets	Employee	Med	• Staff can request that dogs and other animals are moved to another room while you are conducting the visit. Animals can react on instinct if they feel their owner is upset/threatened • If the client refuses, consider moving the visit to an alternative location e.g., public space	Low
11	Smoking	Employee	High	• Staff can request client and others do not smoke during a visit • If they refuse, consider moving the meeting to a public space where smoking is not permitted	Low
12	Employee has medical condition	Employee	Med	• Staff are aware they should report any relevant illnesses/conditions that may affect them carrying out visits. If required, additional safety controls will be put into place (and recorded) to protect the member of staff. If the risk is too high, stopping lone working will be considered. • First aid kits are situated in the following locations. • If required, staff will contact the emergency services for assistance	Low

					• Accidents are reported via the LBS [Council's current reporting system](#) or RBK [current reporting system](#)	
13	Staff are inexperienced	Employee and Client	Med		• Managers will ensure suitable supervision on new/inexperienced staff • Additional training on dealing with clients may be given	Low
14	Employee loses sensitive information when visiting a client	Employee and related client	Med		• Employee will report loss to manager immediately and follow GDPR training carried out annually	Low

Risk Rating: if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

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Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		No additional controls required at this time					

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 11. Lone Working Risk Assessment Template

Glenthorne High School Lone Working Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Lone working
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Significant Hazards and Current Controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1.	No one knows where the lone worker is	Lone worker	Staff follow the Unit's "booking out", "calling in" and "booking back" arrangements when lone working. They use location boards where available to show destination, time out and approximate time back. A "nominated person" must check the location board or book at the end of each day, and suitably account for staff not 'booked back'	Low
2.	Lone working takes place out of normal working hours	Lone worker	Staff follow the "out of hours" booking out and calling in procedures. A buddy system for out of hours work has been agreed and there are at least two buddies for each lone worker	Low
3.	There is unsafe access and egress to and from the workplace	Lone Worker	An assessment of the entry/exit conditions is made prior to any lone working and written procedures are put in place where necessary	Low
4.	There is unsafe temporary access equipment required to perform the activity	Lone Worker	Staff assess the temporary access on site and where it is unsafe, they do not use it and arrange with their supervisor/manager for safe access	Low
5.	The manual handling tasks are outside the individual's capabilities	Lone Worker	Where it is outside their capability further help is sought from their supervisor / manager / colleague	Medium
6.	There is cash handling involved	Lone Worker	Nothing	High
7.	Hazardous substances are to be handled	Lone Worker	COSHH assessments with suitable controls are in place prior to any work being undertaken with hazardous substances.	Low
8.	The work involves using/ maintaining plant and equipment	Lone Worker	Managers keep staff up to date with legal requirements and agree with employees what plant / machinery and equipment can be used / maintained by lone workers.	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
9.	There are serious implications of any plant or equipment failures	Lone Worker	Where there are serious implications of any plant / machinery or equipment failure staff will have been fully trained on the safe use and what to do in the event of malfunction. Where assessed as too dangerous lone working will not be allowed.	Low
10.	Employees are at risk from potentially violent situations	Lone Worker	There are local procedures that are developed from the corporate guidance on Lone Working and Managing Violence and Aggression, these include checking of the Corporate Warning System database. (ASS&H service have their own guidance from 2005 Community Services Violence guidelines & procedures)	Low
11.	The employee has medical issues which may be affected by lone working	Lone Worker	Employees keep supervisor / manager up to date with any medical condition that could have an adverse effect on their safety and their work routine is adapted to meet their needs	Low
12.	The employee has no training or instruction on safe lone working	Lone Worker	None	High
13.	Staff are not aware of the procedures in place in the event of sudden illness, accident or another emergency	Lone Worker	Staff are trained how to look after themselves and deal with emergency situations. Staff are instructed to see their GP or go straight to hospital depending on the situation. Staff must always complete an accident / incident form and pass to their line manager for completion	Low
14.	There is insufficient supervision of the employee's work and movements	Lone Worker	There are regular one to one meeting between the manager and employee. There are also briefing and debriefing sessions where employees come into contact with someone on the Corporate Warning System database	Low
15.	The location of fire exits, first aid facilities, telephones, etc. has not been identified	Lone Worker	Staff are trained in the need to assess their surrounding when working alone and to identify where the emergency aids are	Low
16.	There are no emergency evacuation procedures in place	Lone Worker	Staff are trained in the need to assess their surrounding when working alone and to identify where the emergency exits are	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
17.	The activity is governed by specific legislation, e.g., Electricity at Work Regulations 1989, preventing lone working	Lone Worker	No lone working is allowed in these circumstances	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
6	There is cash handling involved	Carry out a risk assessment using the Cash Handling template risk assessment and develop a procedure for safe cash handling that is easily accessible to relevant staff Handling of cash where practicable should take place outside of the view of clients / customers / members of the public. This should be carried out in a locked room Taking monies to the bank must be carried out in an irregular manner, with the day, time and route being constantly changed	Low	Manager			
12	The employee has no training or instruction on safe lone working	An assessment must be carried out as to the competence of staff to safely work alone. Where there are training needs these must be met prior to any lone working	Low	Manager			
5	The manual handling tasks are outside the individual's capabilities	The Supervisor/manager must arrange training for staff in safe manual handling and making an assessment of the load before lifting.	Low	Supervisor / manager			
8	The work involves using / maintaining plant machinery or equipment	The safe systems of work are set out in writing and made easily accessible to staff that are using / maintaining plant / machinery or equipment	Low	Manager			

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 12. Manual Lifting and Carrying Risk Assessment Template

Glenthorne High School

Manual Handling – Lifting and Carrying Risk Assessment Form
Cover sheet

Assessment Date:		Form Number:	
Premises:			
Section:			
Task Description:			
Load Weight		Frequency of Lift	
Carrying distance (in metres)		Are other manual handling tasks carried out by these operatives?	Yes / No
Does the task fall outside the HSE guidelines for Lifting and Lowering of loads as detailed in the Corporate Health and Safety Manual under *Manual Handling*?			Yes / No
If yes, why?			
Is a further assessment required?			Yes / No

Copy of form sent to Trade Union/Employee Safety Representative: YES / NO   Date:

Risk assessment: Form A - attached: YES / NO,   Form B attached: YES / NO

Is action required? YES/NO   Confirmed by line manager? YES/NO

Lead Assessors Name (Print)………………………………………………………..……….

Signed: ……………………………………………………………………………..……

Date …………………………………………………………………………………………..

Is action required? YES / NO / NONE REQUIRED (Please circle)

Manager's Name (print)……………………………………………………………………….

Signed :……………………………………………………………………………………..

Date: …………………………………………………………………………………..

Review Dates

Set Review Dates	Review Completed Date	Were Changes Made?	Print Name	Signature

Risk Assessment Form A

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If **High** or **Medium** then use Form B
1. Do the tasks involve:			
1.1 holding loads away from the trunk?			
1.2 twisting?			
1.3 stooping?			
1.4 reaching upwards?			
1.5 large vertical movement?			
1.6 long carrying distances?			
1.7 strenuous pushing or pulling?			
1.8 unpredictable movement of loads?			
1.9 repetitive handling?			
1.10 insufficient rest or recovery?			
1.11 a work rate imposed by a process?			
2. Are the loads:			
2.1 heavy?			
2.2 bulky/unwieldy?			
2.3 difficult to grasp?			
2.4 unstable/unpredictable			

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If **High** or **Medium** then use Form B
2.5 intrinsically harmful (e.g., sharp/hot)?			
3. The working environment – are there:			
3.1 constraints on posture?			
3.2 poor floors?			
3.3 variations in levels?			
3.4 hot/cold/humid conditions?			
3.5 strong air movements?			
3.6 poor lighting conditions?			
4. The individual's capability – does the job:			
4.1 require unusual capability?			
4.2 pose a risk to those with a health problem or a physical or learning difficulty?			
4.3 pose a risk to those who are pregnant?			
4.4 call for special information/training?			
5. Protective clothing			
5.1 is movement or posture hindered by clothing or personal protective equipment?			
5.2 is there an absence of the correct/suitable PPE being worn?			
6. Work organisation:			

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If **High** or **Medium** then use Form B
6.1 do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks?			
6.2 do workers feel that there is poor communication between managers and employees (e.g., not involved in risk assessments or decisions on changes in workstation design)?			
6.3 is their sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?			
6.4 do workers feel they have not been given enough training and information to carry out the task successfully?			

Risk Rating:

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects

Low = current controls are adequate to minimise the risk so far as reasonably practicable

Risk Assessment Form B

No.	Hazard	Action required	Residual risk	By Whom	Target Date	Completion Date	Completed By

Please ensure the cover sheet and Form A are completed and attached.

Appendix 13. Manual Handling Risk Assessment Template

Glenthorne High School Manual Handling – Lifting and Carrying Risk Assessment Form

Assessment Date:			Form Number:		
Premises:					
Section:					
Task Description:					
Load Weight			Frequency of Lift		
Carrying distance (in metres)			Are other manual handling tasks carried out by these operatives?		Yes / No
Does the task fall outside the HSE guidelines for Lifting and Lowering of loads as detailed in the Corporate Health and Safety Manual under *Manual Handling*?					Yes / No
If yes, why?					
Is a further assessment required?					Yes / No

Copy of form sent to Trade Union/Employee Safety Representative: YES / NO   Date:

Is action required? YES/NO   Confirmed by line manager? YES/NO

Lead Assessors Name (Print)…………………………………………………………..………..

Signed: …………………………………………………………………………………..……

Date: …………………………………………………………………………………………..

Is action required? YES / NO / NONE REQUIRED (Please circle)

Manager's Name (print)……………………………………………………………………………….

Signed: ……………………………………………………………………………………….

Date: ……………………………………………………………………………………….

Review Dates

Set Review Dates	Review Completed Date	Were Changes Made?	Print Name	Signature

Significant Hazards and Current Controls

Risk Ratings:

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects

Low = current controls are adequate to minimise the risk so far as reasonably practicable

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If High or Medium then use Action Plan below
1. Do the tasks involve:			
1.1 holding loads away from the trunk?			
1.2 twisting?			
1.3 stooping?			
1.4 reaching upwards?			
1.5 large vertical movement?			
1.6 long carrying distances?			
1.7 strenuous pushing or pulling?			
1.8 unpredictable movement of loads?			
1.9 repetitive handling?			
1.10 insufficient rest or recovery?			

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Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If High or Medium then use Action Plan below
1.11 a work rate imposed by a process?			
2. Are the loads:			
2.1 heavy?			
2.2 bulky/unwieldy?			
2.3 difficult to grasp?			
2.4 unstable/unpredictable			
2.5 intrinsically harmful (e.g., sharp/hot)?			
3. The working environment – are there:			
3.1 constraints on posture?			
3.2 poor floors?			
3.3 variations in levels?			
3.4 hot/cold/humid conditions?			
3.5 strong air movements?			
3.6 poor lighting conditions?			
4. The individual's capability – does the job:			
4.1 require unusual capability?			
4.2 pose a risk to those with a health problem or a physical or learning difficulty?			

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If High or Medium then use Action Plan below
4.3 pose a risk to those who are pregnant?			
4.4 call for special information/training?			
5. Protective clothing			
5.1 is movement or posture hindered by clothing or personal protective equipment?			
5.2 is there an absence of the correct/suitable PPE being worn?			
6. Work organisation:			
6.1 do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks?			
6.2 do workers feel that there is poor communication between managers and employees (e.g., not involved in risk assessments or decisions on changes in workstation design)?			
6.3 are their sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?			
6.4 do workers feel they have not been given enough training and information to carry out the task successfully?			

Significant hazards to consider:	Yes / No	Further information including existing control measures	Risk Rating: If High or Medium then use Action Plan below

Action Plan

No.	Hazard	Action required	Residual risk	By Whom	Target Date	Completion Date	Completed By

Appendix 14. Mental Wellbeing and Stress Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	This Risk Assessment is designed to be a tool to record the school's general controls or to use with individual staff where mental health issues have been identified as an area of concern.
	When this template is used for an individual, it should be completed by the manager and the individual (who can have someone attend for support if needed), following open conversations together on current or emerging issues both in the workplace and outside that are causing the member of staff to feel they do not have the resources to cope, to find ways of supporting and also enabling the member of staff to build resilience.
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED

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Manager's name (print) (Member of the Stress Reduction Steering Group)	
Manager's signature	
Date:	

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Risk Rating:

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Significant Hazards and Current Controls

No	Hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	What is currently being done to control the hazard	Risk Rating after controls -H/M/L
	Demands of work and working practices including role of the individual				
1	There are unrealistic demands on the employee?	Staff	Med	• The school has a policy in place which is monitored by the Stress Reduction Steering Group • Regular meetings and communication with the line manager to monitor workload to ensure it does not become unrealistic. • Through the appraisal system the manager/employee jointly identify and agree training needs the employee needs to meet their objectives. • Adequate resources for the job are provided and employee is trained on their use. • Manager and staff to consider how tasks are undertaken when adequate resources are not available and what different ways of working can be put in place • The school follows DfE guidance on curriculum etc • There is an open-door policy where staff can raise issues with their managers. • New staff will have a mentor, who they can discuss issues with • Senior managers have a specific contact within the Trust/Governors who they can discuss their own mental wellbeing with	Low
2	The physical working environment is uncomfortable	Staff	Med	• The general work environment is kept tidy and safe by the Site Team • Where required, alternative work practices for pandemics and other events will be put in place for the safety of all	Low

				• There are robust arrangements in place for reporting site issues, particularly any safety hazards. Staff are made aware of these procedures. • Lighting and heating levels are suitable across the site, where possible • All relevant workstations are suitable for the employee and assessments have been undertaken, recorded and controls put in place, so far as is reasonably practicable. • Staff to discuss feasibility and possible benefits of working from home	
3	Working hours fixed and conflict with home needs	Staff	Med	• The school will discuss working hours with any staff that have issues, on a case-by-case basis. The school and staff understand that the majority of roles within the school require certain hours to be covered	Low
4	Staff deal with challenging students/parents	Staff	Med (mainstream) High (SEND)	• The school has a behavioural contract with students and parents, so they understand what is expected • Where required, individual students will have a personal risk assessment that notes behaviour, triggers to bad behaviour and controls • Where required, staff will have suitable training in line with their role, such as Team Teach - positive behaviour management • The school reserves the right to ban parents from site. This is enforceable under the Education Act • The school will provide support to all staff if they wish to make a criminal complaint. This will include a member of staff or Governor attending a police station with them. • All cases of aggression towards staff will be recorded, investigated by the school and reported to the H&S Team • All staff have access to an Employee Assistance Programme - Workplace Options • (SEND) The school has dedicated SEND staff to assist with students with learning difficulties and challenging behaviour	Low

5	Inflexible working hours conflict with home needs	Staff	Med	• The school will take into account the work and home conflicts of all staff and will consider what flexibility is available, while still allowing the school to operate in a suitable manner • Staff are encouraged to discuss this with their managers	Low
7	Bullying	Staff	Med	• The school will take all cases of bullying seriously. The school is a safe space for all and will protect that environment and the people in it • Staff are encouraged, where possible, to challenge any bullying they receive or see from others, with the people involved. If this is not possible it should be reported to a manager • Employees are made aware of the school's Grievance Resolution and Dignity at Work Policy	
Control over work and work routine					
8	Employee has little control over how they organise their work	Staff	Med	• Employees are encouraged, in consultation with their line manager, to organise their own workload to meet the priorities of the service. • Where there are external factors that do not allow the employee to set their own pace of work, they are given adequate training, support and given regular breaks. • Employees are encouraged to raise concerns with their line manager.	Low
9	Employee skills are under utilised	Staff	Med	• The school is aware that overwork and underwork can be a cause for concern • The annual appraisal identifies work activities for individuals and is there to ensure the skills of the employee are utilised.	Low

Support Networks						
10	Employees are unable to support their colleagues, e.g., caused by lone working, or home-working	Staff	Med		- Managers will ensure they remain in contact with staff working from home, to ensure they are supported - The school will ensure home workers have suitable equipment to carry out their work - Where required a lone worker risk assessment will be completed for/with staff	Low
11	Staff do not know how to access management support	Staff	Med		- As part of the induction process employees are made aware of how to access management support. - Employees have been made aware of the manager's "open door policy" - Regular team meetings are used to raise any concerns - There is information available on the intranet and notice boards on the line management structure of their section - Staff are made aware of the school's conflict resolution procedures - Managers are provided with the skills and guidance to allow them to support their teams and each other - Where available, staff are made aware of their Trade Union Reps	Low
12	Employees are only encouraged to seek support after illness	Staff	Med		- The school encourages staff to request support prior to it affecting their wellbeing - Staff have access to an Employee Assistance Programme, which they can directly access - Mental wellbeing related training is available online through the school's Health and Safety Contract	Low
13	Employee is not supported when undertaking new tasks, even when they are going wrong	Staff	Med		- The school will ensure staff have a suitable mentor/support - The task is discussed prior to starting so staff are aware of the situation and what is required. - Regular feedback and meetings are part of the management support for employees undertaking new tasks	Low

					• Where there are issues, these are looked at for possible solutions.	
14	Staff feel under-appreciated	Staff	Med		• The manager ensures employees/team have the opportunity to celebrate success • The employees/team receive regular and positive feedback	Low

Role of the individual(s) within the organisation

15	Conflicting demands are placed on the employee	Staff	Med		• The business plan is developed and agreed on an annual basis, which states targets. This is used to minimise conflict • Any conflicts can be raised with the line manager for help at supervision and in 1 to 1 meeting • Staff are given the opportunity to discuss workload and priorities • The school ensures all staff are aware of their role in the 'bigger picture'	Low
16	Employee has little/no job description	Staff	Med		• As part of the recruitment process new employees will receive an up-to-date job description. • In the event of a possible job description change, this is discussed prior to implementation	Low

Organisational Change

17	Change of software/hardware	Staff	Med		• The school's IT support will ensure system changes run as smoothly as possible • Staff will be given training, instructions and guidance where required	Low
18	Change of equipment	Staff	Med		• Change in hardware will be discussed at a team/departmental level • Staff will have input in the choice of equipment • Staff will be given suitable training and refresher training to use the equipment where required	Low

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19	Employees are not consulted as part of the change programme	Staff	Med	• Staff have access to all policies and procedures • The school understands their staff have great experience that can help ensure policies are suitable so staff are encouraged to be involved in any policy changes, particularly H&S related policies	Low

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

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Appendix 15: Playground Risk Assessement Template

Glenthorne High School

Playground Risk Assessment

Premises:	
Section:	Playground and Outdoor Spaces
Activity/Person/Area Assessed:	Playground Safety
Date of Assessment:	

Copy of form sent to Trade Union Safety Representative: YES / NO   Date:

Risk assessment Form A attached: YES / NO

Risk assessment Form B attached: YES / NO

Is action required: YES / NO   Confirmed by Line Manager: YES / NO

Lead Assessor's Name (please print): ....

Signed: ....……...

Date: ....……...

Review Dates

Set Review Dates	Review Completed Date	Were Changes Made?	Print Name	Signature

Statement

The school is aware of the need to provide educational playground areas for students to play and exercise, as a balanced part of the school day. The school encourages students to be active, to benefit them physically, emotionally and educationally.

This school will, so far as reasonably practicable safeguard the health, safety and wellbeing of students, staff and others by maintaining suitable play areas.

The school's playground includes areas for encouraging physical activity and space to meet make friends and hang out:

Area	Supervision in Area during Breaks	Supervision in Area during Lunch

Has action been taken: YES / NO / NONE REQUIRED (Please circle)

Manager's Name (please print): …………..…....…………………………………………………

Signed: ………………………………………..…....………………………………………………

Date: …………………………………………..…….....………………………………………

Risk Assessment Form A

No	Hazard	People at risk	Existing control measure	Risk Rating: **High** or **Medium** use Form B
Playground Surface				
	Playground surface has potholes or loose gravel	Staff, Students and Others	The condition of the playground surfaces are checked weekly by site staff. Where needed, faults will be repaired. If they cannot be repaired immediately the area will be cordoned off. Students and staff encouraged to report faults to the site staff.	Medium
	Playground surface is slippery due to leaves or plants	Staff, Students and Others	During Autumn, site staff will carry out daily checks near trees. At other times this will be done as part of the general checks.	Low
	Playground surface is slippery due to weather conditions	Staff, Students and Others	During adverse weather conditions such as snow/ice, site staff will grit key areas. This includes: • Evacuation routes including external evacuation stairs • Primary walkways (Entrance routes onto site and between building etc) • Car park Senior staff will decide if the playground(s) can be used by students and staff during bad weather. If not, indoor activities will be authorised.	Low
	Animal deposits and other waste materials	Staff, Students and Others	Site staff carry out morning checks of the playground before students are admitted	Low

No	Hazard	People at risk	Existing control measure	Risk Rating: **High** or **Medium** use Form B
	There are collisions of students and staff due to ball games	Staff, Students and Others	There are designated ball game and quite areas to minimise the risk of collision.	Low
Trees and Plants				
	Playground surface damaged by tree roots	Staff and Students	The school has a contract with (insert Name of Company) to monitor the condition of the onsite trees and their roots. These checks are carried out annually.	Low
	Overgrown plants	Staff and Students	The site staff monitor the condition of the foliage to ensure trip hazards are controlled. An external contractor (insert Name of Contractor) attends the site to (insert the list of works to be done) Staff and students are encouraged to report any issues they identify.	Low

Fixed Play Equipment, Gates and Fencing				
	Students use fixed basketball nets pre/after school	Staff and Students	Students are reminded that the basketball nets can only be used under staff supervision.	Medium
			The school sends regular letter/notices to parents/guardians to remind them about the school rules on equipment use and the need for adequate supervision	
	Fencing is damaged	Staff and Students	The school's fences are monitored for damage by the site staff. Any damage is fixed within a reasonable timescale.	Low
			Where necessary, areas near damaged fences are restricted to avoid injury	
	Non automated gates are damaged	Staff and Students	The school's non-automated gates are monitored for damage by the site staff. Any damage is fixed within a reasonable timescale.	
			Any damage to the gates are, reviewed to ensure they do not pose a threat to people or security.	
			If gates are taken out of use, the evacuation routes are reviewed.	
	Automated gates are damaged	Staff and Students	The school's non-automated gates are monitored for damage by the site staff. Any damage is fixed within a reasonable timescale by a competent contractor.	
			Any damage to the automated gates are reviewed to ensure they do not pose a threat to people or security.	
			If automated gates are taken out of use, the evacuation routes are reviewed.	
Posts (Basketball/Netball/Football Goals etc)				

	Posts are not secure	Staff and Students	All posts are suitably secured to the ground when there are students in the playground. This includes during PE/Games. The school follows the relevant guidance. Students are banned from swinging on goal posts If they are being moved, this only occurs under direct supervision.	Low
Playground Furniture				
	Faulty playground furniture causes injury	Staff and Students	Site staff carry out weekly inspections of all playground furniture (benches, picnic tables, table tennis tables). If any found faults are hazardous, the furniture is taken out of use until repaired/replaced. Staff/students encouraged to report faulty equipment.	Low
Staffing				

	There is no playground supervision	Staff and Students	The school's teaching staff patrol the playground during breaks and lunch break. The staff cover specific areas taking into account the higher risk areas. All blind spots are considered for the overall level of supervision required. Where needed, there will be roving staff to monitor blind spots.	Low
	The is no first aid cover	Staff and Students	There is always at least one first aid trained person onsite when the playground is in use.	Low

Visitors/Parents				
	Visitors/Parents smoke in the playground during pre/after school	Staff, students and others	Smoking onsite is banned and this is noted in the home/school agreement	Low
	Visitors/Parents bring pets into the playground	Staff, students and others	Pets are banned from site, unless they are 'seeing eye' dogs or for specific events agreed by the school in advance	Low

Risk Rating:

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects,

Low = current controls are adequate to minimise the risk so far as reasonably practicable

Risk Assessment Form B

No.	Hazard	Action required	Residual Risk	By Whom	Target Date	Completion Date	Completed By
	Playground surface has potholes	All checks are recorded for reference using the EVOLVE system	L	Site Staff			
	Students use fixed play equipment pre/after school	The rules for using external play equipment are set out in the home school agreement.					

No.	Hazard	Action required	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Please ensure the cover sheet and Form A are completed and attached.

Appendix 16. Premises Hazard Risk Assessment Template

Glenthorne High School

Premise Hazards Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Premises Hazards	
Section(s) / Team(s) covered		
Location(s) covered		
Date of Original Assessment		

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Significant Hazards and Current Controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Fire	Staff / visitors /clients	*Fire Risk Assessments – reviewed annually and updated by Premises Manager with assistance where necessary from Corporate Health and Safety. Individual schools have trained personnel to carry out their own* All other fire test certificates e.g., fire extinguishers, fire detection – renewed annually and previous discarded. Fire drills carried out at least twice a year or once per term in schools.	Medium
2	Electrical shock from equipment	Staff / visitors / clients	**Fixed Electrical Test Certificates –** certs kept for the life of the building **Temporary installations –** renewed every 3 months (by competent contractor – corporate buildings managed by Mitie) **Places of public entertainment –** renewed annually (by competent contractor – corporate buildings managed by Mitie) – record on Techforge **Offices –** renewed five yearly (by competent contractor – corporate buildings managed by Mitie) – record on Techforge **Schools –** renewed five yearly (by school or through Council buyback) *Portable Appliance Test Certificates – renewed annually (by competent member of staff or contractor (corporate buildings through Mitie) and previous discarded* *Lighting Conductor Certificates – renewed annually (by competent contractor – corporate buildings managed by Mitie) and previous discarded – record on TechForge*	Low

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No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
3	Gas – escape from equipment not maintained and serviced	Staff / visitors / clients	Annual servicing of equipment arranged through competent contractor (corporate buildings managed by Mitie) - previous certificates kept for two years.	Low
4	Asbestos	Staff / visitors / clients	Management survey conducted on property and details on the Asbestos Register and marked up plans. The location of confirmed or suspected asbestos is included when arranging works on the building. Asbestos regularly inspected • annually by Duty Holder – corporate buildings through competent contractor • formal re-inspection – competent contractor All contractors coming onto site and asked when they arrive on reception if they are aware of the asbestos on site.	Low
5	Substances hazardous to health	Staff / agency	All substances stored in locked cupboard. Staff given gloves and suitable clothing to handle.	Medium
6	Legionella	Staff / visitors / clients	**Risk assessments –** reviewed according to level of risk by a competent contractor (corporate buildings through Mitie – records on Techforge) **Chlorination Certificates –** renewed according to recommendations in water risk assessment by a competent contractor (corporate buildings through Mitie – records on Techforge) - discard previous **Water Treatment Test Certificates –** renewed according to water risk assessment by a competent contractor (corporate buildings through Mitie – records on Techforge) - discard previous	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
7	Lifts and lifting equipment	Staff / visitors / clients	**Lift maintenance documents –** by a competent contractor for passenger lifts (corporate buildings through Mitie – records on Techforge) - other lifting aids maintained on another contract are maintained by an outside company - keep for two years **Lift Insurance Reports** – renewed according to risk assessment by engineer, usually every six months for lifting equipment on people and annually for static loads – arranged by Insurance (records on corporate buildings kept on Techforge) – dispose annually	Low
8	Pressure Systems e.g., boiler plant **IInsurance Reports –** renewed annually by Insurance – discard previous	Staff / visitors / clients	**Written scheme –** reviewed every two years by competent contractor – discard previous	Low
9	Ventilation	Staff /visitors /clients	Annual inspection and maintenance by competent contractor (corporate buildings through Mitie – records kept on Techforge) – keep reports for three years	Low
10	First aid	Staff /visitors /clients	Suitable first aid provision for the location, number of people potentially present and level of risk. Names and contact details of first aiders made accessible to staff in the building. Staff trained through CHSU through their contract with appropriate training company.	Low
11	Hygiene	Staff/visitors/ clients	The site has cleaners that clean the area regularly. There is an enhanced cleaning of touch points to reduce the risk from various illnesses Hand sanitiser and sinks for cleaning hands are spread across the site. The site will follow the government's current guidance in relation to pandemics and communicable illnesses.	Low

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Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
3	Fire	Regular workplace inspections to ensure fire doors not blocked and flammable and combustible material not stored incorrectly. Fire call point testing to be carried out once a week on a different call point on a rota each time. Fire wardens identified and appropriate training given that is site specific i.e., how to clear the building. Staff to undergo fire safety training arranged by CHSU on their Training Programme	Low				
5	Substances hazardous to health	If substances marked with hazardous symbols, Control of Substances Hazardous to Health (COSHH) assessment should be carried out using information from the safety data sheet and the task being carried out – advice from CHSU. If cleaning carried out by an outside company, they should provide the COSHH assessments.	Low				
6	Legionella	Actions from water risk assessment programmed. Staff training to enable them to carry out actions from water risk assessment: - Water temperature tests on sentinel taps - Flushing of little used taps	Low				

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No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 17. Pregnancy Risk Assessment Template

Glenthorne High School
Pregnant Worker/Nursing Mothers Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Pregnant Worker / Nursing Mother
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)

September 2023

Manager's name (print)	
Manager's signature	
Date:	

Significant Hazards and Current Controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Manual handling of heavy loads	Pregnant worker/ Nursing mother	Reduce manual handling tasks and mechanical aids available e.g., sack trolley	Low
2	Fainting / dehydration /stress from extremes of heat and cold	Pregnant worker/ Nursing mother	Rest facilities + increased access / refreshments / provision of suitable clothing if provision part of job	Low
3	Increased blood pressure / stress / fatigue from posture at workstation	Pregnant worker/ Nursing mother	Ensure hours of work, volume and pacing of work are reduced e.g., increased breaks or re-organisation of tasks / provide suitable adjustable chair	Medium
4	Damage to foetus / stress / injury from aggression by clients / public	Pregnant worker/ Nursing mother	The control measures taken from "Dealing with clients in the workplace" and "Home visits" risk assessments is followed.	Medium
5	Damage to foetus / miscarriage from chemical substances / pesticides. Chemicals labelled with the following risk phrases R40, R45, R46, R61, R63 & R63	Pregnant worker/ Nursing mother	The employee will not be allowed to work with these chemicals for the duration of the pregnancy and for the first six months of being a nursing mother or whilst breastfeeding. Corporate Health and Safety Unit can help with a COSHH assessment if unable to complete one. LBS has a no smoking policy. However, pregnant workers or nursing mothers will be moved to non-smoking areas if in a designated smoking zone	Low
6	Damage to foetus / miscarriage from biological agents i.e., infectious diseases e.g., Rubella	Pregnant worker/ Nursing mother	Avoid exposure e.g., check client details for likelihood of infection or destination for any outbreaks (schools)	Low
7	Noise – stress / increased blood pressure	Pregnant worker/ Nursing mother	Reduce exposure to noise e.g., relocate	Low
8	Night working	Pregnant worker/ Nursing mother	None	High

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No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
9	There are specific working conditions, e.g., prolonged standing, slippery work floors, working in a confined space, nauseating smells	Pregnant worker/ Nursing mother	The work area and conditions are assessed and the work routine of the employee is adjusted to minimise the risks, e.g. provision of seating where prolonged standing is the norm; ensuring slippery floors are kept dry and adequate matting is provided at building entrances.	Low
10	Contagious illnesses (such as covid, slapped cheek syndrome, measles etc.)	Pregnant worker/ Nursing mother	The school follows current government guidance on protective measures against covid Staff are encouraged to be vaccinated against covid There is enhanced cleaning onsite and antibacterial had wash stations across the school The school will follow any recommendations from the pregnant woman's medical support in relation to illnesses Any illnesses that are reported to the school, that may have a detrimental effect on pregnancy, will be reviewed and suitable action taken, dependent on the type of illness	Low

Risk Rating: if High or **Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring
Immediate action required, may require task to be suspended until issue resolved
Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is
Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
3	Workstation	Review DSE workstation assessment on pregnant worker to ensure appropriate workstation set-up.	Low	Line manager	Once informed of pregnancy		
4	Aggression	All client / public contact work has been reviewed so that those cases with a higher risk of physical assault or stress have been re-assigned or additional measures taken to reduce the risk e.g. two person visits /meetings	Low	Line Manager	Once informed of pregnancy		
9	Night working	Review the hours and where practicable move to day shifts only. Where not practicable and the employee is concerned about night work, either find alternative work or suspend from work on full pay until it is safe to return to work.	Low	Line manager and HR	Once informed of pregnancy		

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No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 18. Working from Stepladders Risk Assessment Template

Glenthorne High School
Working from Stepladders Assessment

Description of Activity / Person / Area / Equipment being assessed	Working from Stepladders
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?			
Are staff covered by this risk assessment aware of the controls noted and understand them?		Yes	No
Copy of form sent to Trade Union Safety Representative		Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

September 2023

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Significant Hazards and Current Controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Stepladder overloaded	Staff	Ensure the ladder's weight limit is not exceeded by checking label Only one person on the ladder at a time	Low
2	Wooden ladder in poor condition	Staff	Wooden ladder is not painted. Ensure ladder is in good condition by pre-use checks for: • General condition • Cracks • Cleanliness (oil, mud & water etc) • Any paint hiding faults • Rungs • Stiles (uprights) • Warped wood • Corrosion of metal parts • Sharp edges or splinters • Rubber footpads	Low
3	Metal ladder in poor condition	Staff	Ensure ladder is in good condition by pre-use checks for: • General condition • Cracks • Cleanliness (oil, mud & water etc) • Paint hiding faults • Rungs • Stiles (uprights) • Corrosion or rust • Sharp edges or dents • Rubber footpads	Low
4	Poor maintenance of ladder	Staff & public	None	High
5	Ladder slips when erected	Public & staff	Stepladder only to be used on level floor. The floor can be levelled by use of equipment such as Ladder Stabilisers (example can be found at http://www.ladderstore.com/product_info.php?products_id=626) or a suitable temporary surface	Low

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No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
6	Ladder slips sideways	Public & staff	Worker must not overreach when working from ladder 3 points of contact should be kept on the ladder at all times Employees should not work 'side-on' from a stepladder, especially when drilling into a hard surface. The stepladder should be facing the area being worked on Maintenance workers should consider tying the stepladder in place to a suitably solid object	Low
7	Tools dropped from height	Public & staff	All tools should be secured in bag/belt when climbing stepladder Only the tool being used may be unsecured No tools can be 'perched on the top of objects or the ladder when not used Area to be segregated from public by using cones or barriers if necessary	Low
8	Debris dropped from height	Public & staff	None	High
9	Inexperience or lack of knowledge	Public & staff	Line manager to staff are competent to use equipment Line manager to train and assess new staff	Low
10	Using wrong ladder for task	Staff	Only use stepladder if it is the correct tool for the task and one that is tall enough. The top three rungs must not be stepped on	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
11	Ladder knocked over by pedestrians	Public & staff	Area of work to be segregated by using cones or a suitable barrier If doors or windows may open and knock the ladder, they should be secured if possible (except fire doors) Another member of staff may need to be stationed to redirect traffic	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

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Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
4	Poor maintenance of ladder	Monthly inspections carried out on the ladder and a record kept of the findings All ladders to be numbered so that the inspections can be recorded Any defects should be noted and the ladder taken out of service until repaired/replaced	Low	Manager	1 week	Ongoing	
8	Debris or materials dropped from height	Area to be segregated by using cones or a suitable barrier Heavy traffic times should be avoided where practicable	Low	Manager	Before next use		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

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Appendix 19. Working on a Ladder Outside Risk Assessment Template

Glenthorne High School

Working on a Ladder Outside Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Working on a ladder outside
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change

Significant Hazards and Current Controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Ladder overloaded	Public & staff	Ensure the ladder's weight limit is not exceeded by checking label Only one person on the ladder at a time	Low
2	Wooden ladder in poor condition	Staff	Wooden ladder is not painted. Ensure ladder is in good condition by pre-use checks for: • General condition • Cracks • Cleanliness (oil, mud & water etc) • Any paint hiding faults • Rungs • Stiles (uprights) • Warped wood • Corrosion of metal parts • Sharp edges or splinters • Rubber footpads	Low
3	Metal ladder in poor condition	Staff	Ensure ladder is in good condition by pre-use checks for: • General condition • Cracks • Cleanliness (oil, mud & water etc) • Paint hiding faults • Rungs • Stiles (uprights) • Corrosion or rust • Sharp edges or dents • Rubber footpads	Low
4	Poor maintenance of ladder	Staff & public	None	High

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
5	Ladder slips when erected	Public & staff	Ladder only to be used on level ground. Land can be made level through use of equipment or suitable temporary surface Ladder only to be leaned on stable/strong object Ladder should never be leaned onto plastic guttering	Low
6	Ladder slips sideways	Public & staff	Worker must not overreach when working from ladder 3 points of contact should be kept on the ladder at all times If possible, the ladder should be tied in place to a suitable object	Low
7	Ladder sips downwards	Public & staff	Ladder must be put up at an angle of 75^0, which equals 1 out for every 4 up Do not use ladder on sloping ground without the use of a footplate or suitable securing the footing	Low
8	Tools dropped from height	Public & staff	All tools should be secured in bag/belt when climbing stepladder Only the tool being used may be unsecured No tools can be 'perched on the top of objects or the ladder when not used Area to be segregated from public by using cones or barriers if necessary	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
9	Debris dropped from height	Public & staff	None	High
10	Working up ladder in adverse weather conditions	Public & staff	Worker should inform line manager of concerns and both should decide if task should be postponed	Low
11	Inexperience or lack of knowledge	Public & staff	Line manager to staff are competent to use equipment Line manager to train and assess new staff	Low
12	Using wrong ladder for task i.e., too short	Public & staff	Only use ladder if the correct tool for the task and one that is tall enough. The top three rungs must not be stepped on	Low
13	Ladder knocked over by transport or pedestrians	Public & staff	Area of work to be segregated by using cones or a suitable barrier. A member of staff may need to be stationed to redirect traffic if barriers alone are not sufficient. If doors or windows may open and knock the ladder, they should be secured if possible (except fire doors).	Low

Risk Rating: if High or **Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
4	Poor maintenance of ladder	Monthly inspections carried out on the ladder All ladders to be numbered so that the inspections can be recorded Any defects should be noted and the ladder taken out of service until repaired/replaced	Manager	1 week	Ongoing		
9	Debris dropped from height	Area to be segregated by using cones or a suitable barrier Heavy traffic times should be avoided where practicable	Staff	Prior to work being carried out			

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Appendix 20. PEEP Template

GLENTHORNE HIGH SCHOOL PERSONAL EMERGENCY EVACUATION PLAN

Full Name of Pupil/Student			
School	School		
Headteacher		Tel	

Nature of Disability ✓			
Mobility ✓	**Visual impairment**	**Hearing Impairment**	**Other**

Does this pupil have any problems with hearing, or recognising the significance of the fire alarm when it sounds?	
Has he/she been previously involved in evacuation drills?	
Do stairs or steps along the escape route(s) create any difficulty?	
Would he/she be able to identify the escape routes?	
Is the pupil likely to experience problems independently travelling to the nearest emergency exit at a safe speed?	
Can a temporary refuge be reached both independently and within a reasonable speed?	
Can the pupil transfer independently to an evacuation chair if required?	
Is there a member of staff designated to assist in the event of an emergency?	
Can staff offering assistance make contact with school office staff or site manager in the event of an emergency?	*Please confirm details*
Comments	

A copy of this plan has been provided to:	✓
Headteacher	✓
Parents/carers/ Pupil File	
School Office	
Site Manager /caretaker	

Date Completed & with whom (e.g., parent pupil etc):	Name of person completing the PEEP:
To Be Reviewed: (Beginning of next academic year)	Designation: Headteacher and Senior H&S Adviser
Action agreed by Headteacher	Signed:

SENCO's Assessment & Recommendations

Level of assistance required	✓	Additional Remarks
Orientation & way finding *All areas of the school?* *Signage adequate and suitable format?*		
Is an alternative alarm required *Would vibrating or visual alarm be appropriate?*		
Handrails, nosing contrast, two speed routes		
Refuge arrangements *Are refuges clearly identified?* *Does everyone know where these are in each building?*		
Assistance from staff *Identify trained staff who will provide assistance in an emergency*		
Back up arrangements		
Evacuation equipment *Has the equipment detailed above been tried & tested by the pupil?* *Where is it to be kept?*		
Transferring from wheelchair to Evac chair or other evacuation aid *Specify any individual requirements*		
Rehearsing the emergency fire drill *Has the route been travelled by pupil, SENCO and teacher?*		
Staff training needs *Use of evacuation equipment* *Emergency evacuation procedure*		

Evacuation Procedure:

(A step- by -step account beginning from the first alarm)

PERSONAL EMERGENCY EVACUATION PLAN

Curriculum Time Table

	Lesson	Lesson	Break	Lesson	Lunch	Lesson	Lesson
	Teacher / responsible person	Teacher / responsible person		Teacher / responsible person		Teacher / responsible person	Teacher / responsible person
	Location	Location		Location		Location	Location
Monday	maths Mr Smith **Chester building**						
Tuesday							
Wednesday							
Thursday							
Friday							

Evacuation Routes from Identified Rooms/Floors

Name of building Room / Floor	Refuge Point	Staff who will provide assistance	Emergency Exit Route / Assembly Point
			Date Checked **Signed**
			Date Checked **Signed**
			Date Checked **Signed**
			Date Checked **Signed**