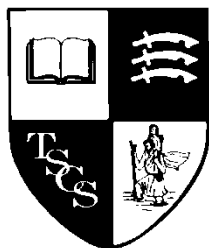


THE ST. CHRISTOPHER SCHOOL

SEN Trust Southend



Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Headteacher: Mr Dan Woodman

Deputy Headteacher: Mrs Elspeth Kirk

Telephone: (01702) 524193

E.Mail: office@tscs.southend.sch.uk

Web: www.thestchristopherschool.co.uk



HEALTH AND SAFETY POLICY

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The following pages contain the specific arrangements and organisational details for ensuring that The St. Christopher School's Health and Safety Policy is fulfilled.

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Statement of Health and Safety Policy

The St. Christopher School:

The St. Christopher School recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.

1. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the school and will seek to ensure that its legal duties and policy objectives are complied with at all times.
2. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
3. Will ensure that all employees are given sufficient information, instruction and training as may be necessary to enable the safe performance of their duties.
4. Will seek to inform students' parents/guardians of any health, safety or welfare issues relevant to their child or children.
5. Have detailed the arrangements for health safety and welfare in the organisation and arrangements associated with this policy statement.
6. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date and reviewed annually.
7. Requires all staff to have read the policy and to sign annually to confirm that they have understood the policy and will comply with it.

Approved and adopted by:

Stephen Budge

Dan Woodman

Chair of Governors

Headteacher

26/02/2026

This policy should be read in conjunction with:

- First Aid Policy (TSCS policy)
- Behaviour Policy (TSCS policy)
- Educational Visits Policy (TSCS policy)
- Personal Electrical Equipment Policy (TSCS policy)
- Intimate Care Policy (TSCS policy)
- Lone Working Policy (TSCS policy)
- Contractor Fire Safety Policy (TSCS policy)
- Volunteers in School Policy (TSCS policy)
- Safeguarding and Child Protection Policy (MAT policy)
- Supporting Pupils with Medical Conditions Policy (TSCS policy)
- Whistleblowing Policy (MAT policy)
- Pool Safety Operating Procedures (TSCS document)

Responsibilities:

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

The Employer

The employer in this school is SEN Trust Southend. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Trustees and Governors

The Trustees and Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. They will carry out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within schools are met. They will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health safety and welfare issues.

They will seek support and professional advice from external advisors as necessary.

The Trust have appointed a Health and Safety Trustee and Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Trust Board on health safety and welfare issues.

The Local Governing Body lead is: Chris Hebden and Andrew Stokes (Staff member)

Head Teacher

The Head Teacher has responsibility for:

- To lead by example;
- Day-to-day management of all health safety and welfare matters in the school in accordance with the Health and Safety Policy;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health, safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Ensuring that termly health, safety and welfare inspections are carried out;
- Submitting regular health, safety and welfare inspection reports to Governors;
- Identifying and facilitating employee training needs;
- Liaising with the Trustees, governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Health and Safety Policy;
- Co-operating with and providing necessary facilities for trade union safety representatives;
- Providing necessary facilities for all employees to be consulted on health, safety and welfare matters;

- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Taking action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. At The St. Christopher School, the following functions have been delegated to:

Function	Delegated to
Day to day health, safety and welfare management	SLT Estate Manager
Employee training needs	SLT School First Aid Coordinator Estate Manager
Contractor management	Estate Manager
On/Off site risk assessments	All Staff / SLT
COSHH co-ordination	Estate Manager
Display Screen Equipment	School First Aid Coordinator (Estate Manager to review)
First Aid co-ordination	School First Aid Coordinator
Access and Work Equipment	Estate Manager
Provision of PPE	Estate Manager
Asbestos and Radon	Estate Manager
Outdoor Play Equipment	Estate Manager
Legionella and Water Testing	Estate Manager
School Swimming Pool	Estate Manager
Safety Glazing	Estate Manager
Tree Survey	Estate Manager
Mechanical Equipment	Estate Manager
Vehicle Maintenance and Inspections	Estate Manager
Regular inspections of school sites	SLT Estate Manager
Accident investigations	SLT Estate Manager
H&S reports to Governors	Headteacher

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in Health and Safety inspections if appropriate;

- Bringing problems/concerns to the relevant manager's attention in a timely manner;
- Ensuring all relevant training and preparation is carried out for all on and off-site activities;
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Take responsibility for good housekeeping in the area within which they work;
- Take responsibility for their own health and safety;
- Ensuring all accidents, incidents and dangerous occurrences are reported.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers:

Volunteers have the same responsibilities for health and safety as any other staff and must act in accordance with the school's policies and procedures for health, safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Staff are responsible for supervising their visitors and ensuring they comply with health and safety. Volunteers are also expected to act only under the supervision of a qualified employee.

Awareness raising and reporting concerns:

To ensure all potential concerns can be heard and arrangements reviewed, regular H&S reminders will be provided to staff alongside a reminder of how to report any concerns.

Stakeholders have the right to refer matters on informally via reception or through the Whistleblowing Policy if they are not satisfied that any serious concerns raised have been addressed appropriately.

1. Arrangements for the Supervision of Students

Opening times:

Students are expected to be in school between 8:45 am – 3.00 pm on weekdays during term time.

Between these times, continuous supervision will be provided in accordance with appropriate staff : student ratios.

Students will not be allowed on site outside of the above times unless specifically arranged activities/interventions are being facilitated.

Supervision arrangements:

Students arrive in the morning after Teachers/LSAs are on site and depart before Teachers/ LSAs leave in the afternoon. Most students travel via minibuses provided through the Local Authority Transport Department and are supported during travel by Passenger Assistants. Some students travel to school by car with a parent. The school car parks have been assessed to minimise risk from entry and egress of

vehicles. Students are always escorted to and from their transport by responsible adults (Teachers/LSAs/Passenger Transport Assistants). On arrival at school, students are taken immediately to their respective classroom for registration and commencement of the school day.

At lunchtimes, staff breaks are accommodated on a rota basis enabling the release of Teachers/LSAs, always ensuring that the staff:student ratio within the class or playground is adequate for the needs of the students.

In the rare event that a student is not collected at the end of the day (perhaps due to vehicle breakdown), appropriate member/s of the class team will remain with the student until alternative arrangements are made for the student's collection/transportation home. Members of the Senior Leadership Team will support as needed.

After school lettings:

Unless specifically agreed in the Letting Agreement, the School does not provide supervision of any groups using its facilities as part of a letting/hiring agreement. Hirers must familiarise themselves with the Health and Safety arrangements for the school.

2. First Aid

Assessment of Needs:

The school will ensure that it has the appropriate number of trained staff with first aid qualifications.

First Aid Coordinator:

The First Aid Coordinator is responsible for overseeing the arrangements for first aid within the school. The First Aid Coordinator's duties include ensuring that:

- First aid equipment is available at strategic points in the school and staff are aware of where the first aid boxes are located
- Oversee the controlled medication procedures on site
- The correct level of first aid equipment is maintained in each first aid kit
- First aid kits are available for school trips / visits
- First aid kits are available on all school mini-buses
- A sufficient number of personnel are trained in first aid procedures
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- The defibrillator is maintained (pads current etc)
- The First Aid Coordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders:

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, school-organised fund raising events etc) as deemed necessary by the organiser of the events.

First Aiders are responsible for ensuring that first aid logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

The school is not responsible for providing first aid cover for:

- Contractors
- Events organised by third parties (fetes, evening clubs, etc).

School Nurse:

The St. Christopher School has access to a school nurse on site employed by the Local Authority. Their role is to work with children and young people who have varying levels of learning disabilities and complex health needs. They support the school with training and practical advice to ensure we are supporting and meeting the complex medical needs of our learners.

The school nurse works with the designated school doctor, social care and other health professionals to ensure that the health needs of children and young people are met.

Treatment of Injuries:

The school will rely on the knowledge and experience of its First Aid Coordinator and trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the First Aid Coordinator will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the First Aid Coordinator will be expected to consult with the Health Service Helpline (111) and, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students:

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The First Aid Coordinator, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The First Aid Coordinator will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the First Aid Coordinator is expected to phone for an ambulance.

A written note will also be shared with parents/carers.

Other Significant Injuries:

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:

- A telephone call and/or face to face conversation
- A letter

Records of notification by telephone to parent/guardians will be recorded in the reception log book. The school accident book is located in reception by Wendy Millington's desk.

Escorting Pupils to Hospital:

When it is necessary for a student to be taken to hospital they will be accompanied by a member/s of staff (by ambulance if necessary) – unless the student's parent/guardian is in attendance.

The member/s of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Pupils with Medical Needs

The School recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Responsible Person:

The Headteacher and Deputy Headteacher supported by the First Aid Coordinator, are responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine:

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use, is in an original container and the pupil is named; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given and the medication must be in the original packaging

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the school day.

Self-Management of Medication:

The St. Christopher School does not allow students to carry or manage their own medication. Post 16 pupils are supervised by staff who support them to manage any medication independently.

Asthma Kits:

Staff authorised to dispense this medication have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The inhalers contain Salbutamol and will only be available to students who have been:

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

Parental consent must be obtained for use of the inhaler.

The school keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

Storage of Medicine:

- Medicines will be securely stored in a locked drawer with the First Aid Coordinator.
- Prescription medication must have been prescribed by a medical practitioner with written instructions for its use, is in an original container and the pupil is named.
- All medicines must be signed in in the Medicines Log.
- Any medicine given out or administered must be recorded in the Medicines Log.
- All medication handed to the school is signed for at the point of transfer.
- Medicines can only be given out by staff who have received medication training.

Facilities for Medicals:

A room is provided for the school doctor's use to undertake medicals on school site.

Training:

The First Aid Coordinator will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The First Aid Coordinator will keep a record of all medical needs training.

Sharing of Information:

The First Aid Coordinator will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

Individual Healthcare Plans:

The First Aid Coordinator will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plan where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

Risk Assessment:

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice:

To prevent unacceptable practice, the First Aid Coordinator will ensure that:

- Students have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints:

Parents/carers are encouraged to contact the First Aid Coordinator or the child's class teacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaints procedure.

4. Accidents/Incidents

Reporting Officers:

The Senior Leadership Team has access and authority to report accidents and incidents.

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

Accident/Incident Reporting Systems:

This school records all significant accidents and incidents. A significant accident is:

- Any incident resulting in an injury to a member of staff; it must include all incidents where external medical advice is sought, e.g. GP or hospital where a staff member is absent from school due to the injury.
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school site
- Any incident resulting in an injury to a student which was (or might be) due to:
 - The condition or layout of the premises or facilities
 - The condition of any equipment in use
 - The level (or lack) of supervision
 - The level or quality of instruction or training provided
 - Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - Any "Occupational Disease" as listed in RIDDOR.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive. The Headteacher will take the lead in this situation. The accident/incident will be reported to HSE as soon as is reasonably practicable and in any event within 10 days.

Any accident/incident which does not meet the above criteria will be recorded in the school accident book which is located in the school reception with Wendy Millington.

Near Misses:

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept – staff will complete a near miss form which is held in Assistant Headteacher's office.

All near miss reports will be reviewed by the Designated Safeguarding Officer and Deputy Safeguarding Officers. Near misses are discussed at the weekly safeguarding meeting which is attended by the Safeguarding Team (TC, DW, LL). Near misses are reported termly to the Local Governing Body, in order to identify any areas of concern which may require attention.

Reporting Timescales:

	Reporting Timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
SLT will review the report	Usually within 48 hours and in any case within 5 working days.

Accident/Incident Investigation:

All accident reports will be reviewed by the Headteacher and Deputy Headteacher who will decide if an internal investigation is necessary.

Investigation reports will be filed with the original concern or electronically on My Concern if appropriate. Significant incidents (as determined by the Headteacher and Deputy Headteacher) will be reported to the Health and Safety Local Governor, Trustees and the Trust CEO.

Slips and Trips:

Slips and trips are the most common cause of injury at work – and the most reported injury by members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time.

To prevent slip and trip incidents we:

- Ensure suitable cleaning regimes are in place including wet floor signs;
- Request staff wear appropriate footwear;
- Ensure there is appropriate lighting.

Working at Height:

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. Before working at height, staff are expected to do the following:

- Assess the risks;
- Avoid work at height if possible;
- Select the right type of equipment and ensure that it has been maintained and regularly checked.

5. Training

Identification of Training Needs:

The school will carry out an evaluation of the health and safety training needs of staff.

A prioritised plan for delivery of training will be put in place where the evaluation identifies a need.

The Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

Staff Responsibilities:

Staff must attend health and safety training provided by the school.

6. Risk Assessment

Risk Assessment:

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

It is impossible to eliminate all risk, but the school does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Risk Assessment Process:

Copies of all generic risk assessments are available from the school office. If a risk assessment has not already been carried out, advice and guidance must be obtained from the Senior Leadership Team before an activity/procedure takes place. The generic risk assessment will be used to develop safe working procedures which must be followed by all staff.

The Senior Leadership Team and Estate Manager are responsible for managing the risk assessment process which will inform relevant reports for the Governors and Trustees.

Additional Control Measures:

The school has implemented a class level risk assessment to complement/extend the generic risk assessment undertaken. The school recognises that there may be additional risks which need to be identified (dependent upon the nature of the learners undertaking a visit/activity).

The class risk assessment will outline the nature of the learners and the additional risk/control measures which will need to be implemented. The class teacher will ensure that the additional control measures assessment not only complements any generic risk assessment made but extends this accordingly.

It is the responsibility of the class teacher to ensure that all staff read both sets of risk assessments before any activity/visit takes place which requires the identification of additional control measures.

Staff Responsibilities:

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Class teachers / subject leads / educational visit leads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures:

Where appropriate, risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures.

7. Fire

The school carries out fire drills at least once a term. There are emergency exits located and signposted around the school and emergency procedure posters detailing what to do in the event of a fire are posted around the school.

Fire risk assessments are undertaken by an external contractor – Adena Fire, and recommendations are implemented according to the identified level of priority.

Fire Officer:

The person responsible for organising the school's fire precautions is the Headteacher. The Senior Leadership Team will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term. Recording and feeding back results.
- Maintaining and monitoring staff fire training.
- Taking responsibility for any emergency fire evacuation of the building.
- Ensuring that the Fire Log is kept up-to-date (arranging fire alarm tests every week, emergency lighting tests every month, fire extinguisher checks, etc.) These tasks have been delegated to the Estate Manager.
- Ensuring that a fire risk assessment is carried out, periodically reviewed and that any issues of significance are reported/addressed.

All Staff:

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:

- Do not smoke on school premises. Smoking is strictly prohibited.
- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Wardens:

The school has approximately 45 identified Fire Wardens across the school.

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically the Site Team will carry out inspections across the school site to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:

- Checking that their assigned areas have been evacuated (if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

Fire Fighting Equipment:

Firefighting equipment has been positioned at appropriate positions around the school's sites.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment.

Evacuation and Registration Procedures:

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Rise the alarm
- Evacuate
- Identify a place of safety
- Nominate competent, responsible people to take control
- Have appropriate equipment / first aid supplies available
- Communicate and regularly update key individuals

8. Electricity

Fixed Wiring:

The school will arrange the 5 year Electrical Condition Survey of Fixed Electrical Wiring to BS7671 Certificates as required.

School Owned Portable Appliances:

The school will undertake to inspect and test all its portable electrical appliances by a competent person at a frequency in line with the code of practice of in-service inspection and testing of electrical equipment.

Tests will be arranged through the premises team.

All test certificates will be kept in the school office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances:

Personal items of electrical equipment should **NOT** be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off

event then permission must be sought from the Headteacher or Office Manager and the equipment must be used with a residual current device.

Coordinator:

The Estate Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises and that any remedial works are actioned.

Staff Responsibility for Electrical Equipment:

All staff will visually inspect electrical equipment for obvious defects before use. Defective equipment will not be used and will be reported to the Site Team for repair / replacement.

9. The Control of Hazardous Substances

Hazard Assessment:

A central copy of COSHH assessments is kept by the Estate Manager.

Staff Responsibilities:

Staff shall not use any hazardous substance without first having read the COSHH Assessment.

Staff shall inform the Estate Manager of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator:

The Estate Manager is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been produced.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use on site or where the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

10. Display Screen Equipment

Workstation Assessment:

The Headteacher, supported by admin is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment:

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users:

School employees who are defined as display screen equipment (DSE) users are entitled to a free eye test. DSE users are defined as:

- Employees who use display screen equipment as a significant part of their normal work; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

DSE users should request details of how to apply for the free sight test from the Office Manager.

11. Access and Work Equipment

Note: Access equipment is defined as all ladders and step ladders.

Work equipment is defined as power tools or tools likely to cause injury or harm if operated incorrectly.

The Estate Manager is responsible for:

- overseeing the purchase of all access and work equipment with ordering support from the Admin team
- ensuring that all access equipment for use when working above 1.5m is strictly controlled
- ensuring the safe storage procedures for access and work equipment
- ensuring that step ladders are only used by competently trained persons who have received appropriate training (working at height etc).

All access and work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase, consideration must be given to:

- The installation requirements
- The suitability for purpose
- The positioning and/or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use access or school work equipment without having been formally trained and passed as competent by the Estate Manager.

12. Management of Contractors

The Estate Manager is responsible for overseeing the management of all contractors on site.

Selection of Contractors:

The school will only select contractors to carry out work who have demonstrated:

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public liability insurance

Management of Contractors:

Supervision of contractors will, to an extent, depend on the type of work being carried out:

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of the school's staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.
- Permit to work will be issued where necessary.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works:

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

13. Personal Protective Equipment

School Responsibilities:

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need:

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary, PPE will be provided without cost to staff or students.

Examples – eye protection, hearing protection, gloves, masks, high visibility wear, helmets, footwear.

Purchase and Storage of PPE:

The Estate Manager is responsible for the purchase of PPE, ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, the Estate Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities:

When issued with PPE; staff and students are required to wear it correctly at all times.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly and report any faults so that replacements can be provided.

14. Lone Working

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or visiting families in their home.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the Lone Working Policy to control these risks will be kept in the school office.

Any staff member wishing to work outside normal school hours must have prior agreement/permission from the Senior Leadership Team and the Premises Team should be made aware, and a risk assessment should be completed.

Staff are advised to:

- Where possible, work in pairs or as a group
- Sign in and off site
- Carry a mobile phone at all times when lone working
- Let someone know where you will be, how long for and when you are leaving

Unacceptable lone worker activities:

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons

15. School Security

The school's premises team are responsible for the security of the site at the start and end of the day by ensuring that doors, windows, skylights etc. are secured.

School Staff Responding to Call-Outs:

Named nominated key holders will be contacted by the security firm and may be required attend site following the activation of the security alarm.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is significant risk.

Following a security event, the risk assessment will be reviewed and further control measures implemented if appropriate.

16. Violence

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff:

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards Visitors:

Violence towards visitors will be reported to the police.

Violence towards Students:

Violence towards students from staff, visitors or members of the public will be reported to the police.

Challenging Behaviour Exhibited by SEN Students / Therapeutic Thinking STEPS:

Students at The St. Christopher School can at times exhibit behaviours that challenge. This behaviour is generally the result of communication difficulties linked to the students' special educational needs. Staff have therefore been trained in de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school we provide training for staff, previously through Team Teach and subsequently through Therapeutic Thinking STEPS techniques in order to help keep them safe and to understand and reduce risk to themselves and others. Through STEPS protocols the school will always endeavour to safeguard staff and students. Behaviour Management/Wellbeing plans are reviewed and updated to not only keep students safe but also staff. The school follows the Trust's Behaviour Policy and reports incidents via an in-house tracking system and records details in the bound log book in the staff room.

Responsible Person:

The Headteacher is responsible for ensuring that all:

- Staff are aware of the policy and procedures for dealing with violent incidents

- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the in-house tracking system which is collated by Dash Allum, Assistant Headteacher.

17. Asbestos & Radon

The Estate Manager is responsible for the premises management of Asbestos and Radon, ensuring compliance with Regulation 4 of the Control of Asbestos regulations.

18. Legionella & Water Testing

The Estate Manager is responsible for arranging the statutory compliances for Legionella and Water testing including:

- Annual water tank inspection
- Monthly water temperature testing of outlets and disinfections

The Estate Manager is also responsible for:

- Arranging for the water risk assessment to be carried out
- Arranging for water chlorination certification
- Identifying infrequently used outlets and flushing

19. Outdoor Play Equipment

The Estate Manager is responsible for the safety management of the outdoor play equipment. The Estate Manager is responsible for the following:

- Arranging annual safety inspections of the outdoor play equipment
- Carrying out visual inspections of the equipment as part of regular grounds inspection
- Monitoring and reacting to defects identified during formal inspection
- Contributing to risk assessments which are cascaded to staff
- Carrying out daily litter and damage inspections of the grounds prior to school opening.

20. School Swimming Pool

The Estate Manager is responsible for:

- Managing the day to day running of the school swimming pool
- Ensuring the school swimming pool is maintained to a safe standard and checked 3 times daily. The following tests are carried out during the daily checks: water condition (chemical testing), pool cleanliness, pool temperature and heating serviceability, pool plant equipment serviceability
- Ensuring that pool plant equipment is maintained and fully serviceable, liaising with local contractors where necessary to ensure this.
- Ensuring that the swimming pool temperature is maintained at the appropriate level.

DP Leisure Consultancy Ltd have been contracted to provide support with our swimming pool and legionella obligations and duties.

All maintenance issues must be reported to the Estate Manager.

21. Tree Surveys / Maintenance

The Estate Manager is responsible for liaising with the appointed maintenance company, Tree Fella, to arrange for the annual tree survey in line with statutory compliance regulations. All trees on site will be inspected annually by the appointed company. This ensures that the school's grounds and play areas are not at risk from unhealthy/dangerous trees.

22. Mechanical Equipment

The Estate Manager is responsible for ensuring that the premises mechanical and heating equipment is inspected and maintained as serviceable in line with statutory compliance regulations.

23. Manual Handling

Manual handling describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or a person. The school will provide information, instruction and training on safe manual handling for day to day tasks and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.