**Health and Safety Policy**

**Penketh South CP School**



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| --- | --- | --- |
| **Version** | **Date** | **Action**  |
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| **2** | 23/10/2019 | Approved at Trust Board |
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# SECTION ONE: POLICY

## 1.1 The Challenge Academy Trust - Statement of Intent

This document sets out the Health and Safety Statement of Intent for The Challenge Academy Trust (TCAT). The purpose of which is to encourage the ownership, commitment and compliance at all levels of the trust and to provide a framework to establish and review Health and Safety polices, objectives and guidance across the academy schools. TCAT is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust t Board at TCAT fully recognises the importance of Health and Safety and is committed to both its legal and moral Health and Safety obligations. The Board will support this by demonstrating top level commitment to Health and Safety Policy, individual responsibilities and staff training whilst ensuring that Health and Safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the academies as an essential part of TCAT’s continued success.

TCAT Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to ensure that the commitments below can be met. All Trustees, Local Governing Bodies, Senior Leadership Teams, staff and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

1. Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities.
2. Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
3. Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable.
4. Make provision adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
5. To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
7. Ensure that this policy statement is communicated and maintained across all levels of the organisation.
8. Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with Health and Safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
9. Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every TCAT employee to:

1. Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition or occurrence at the earliest opportunity.
2. Co-operate with each academy Head Teacher, as far as may be necessary, to enable TCAT to carry out its legal duties in respect of Health, Safety and Welfare matters.
3. Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of Health, Safety or Welfare.

 

Signed:… Andy Moorcroft…………………… Signed:…Howard Platt………………………

(Chief Executive Officer) (Chair of Trust Board)

## 1.2 Academy – Statement of Intent

This section details the academy’s arrangements for the effective management of health and safety.

A copy of TCAT’s current general statement of Intent can be found in Part 1.1.

Academy is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Central Executive Team/Trustees.

The Governing Body’s monitoring of health and safety standards will include the scrutiny of accident statistics and reports, including reports on ‘near misses’, so as to ensure year on year improvement especially where *avoidable* accidents are concerned.

Academy recognises its duties under the Health & Safety at Work etc. Act 1974 and the subordinate regulations made under that Act. The Academy will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in the system’s operation.

Signed: …………………………… Signed:……………………………

 (Head Teacher) (Chair of Governing Body)

Date : Spring 2022

Review Date: Sept 2022

# SECTION 2: ORGANISATION

## 2.1 Trust Structure

Overall and final responsibility for Health and Safety is that of:

**The Trust Board**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**The Central Executive Team and Academy Head Teacher**

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

|  |  |
| --- | --- |
| **Name** | **Responsibility** |
| **The Trust Board** | Strategic Planning |
| **JCNC** | Strategic Planning & Monitoring |
| **Operations Director H&S Lead** | Strategic & Operational Implementation and monitoring |
| **Director of Finance** | Strategic Monitoring |
| **The Governing Body**  | Strategic implementation and monitoring |
| **Head Teacher / Head Teacher** | Strategic implementation and monitoring |
| **Academy H&S Lead** | Operational Implementation |

The simple organisational chart below shows the Trusts’ arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.

## 2.2 Organisational Responsibilities

The overall responsibility for Health and Safety in The Challenge Academy Trust is that of the Trust Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Central Executive Team and to the Head Teacher/ Head teacher of each academy.

Each Academy has its own Health and Safety Policy which ensures that the principles in this document are implemented within each school. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

To comply with the Governing Body Statement of Intent, health and safety responsibilities are assigned as follows:-

**The Trust Board**

The Trust Board maintain strategic oversight across the trust and set the trust’s vision and policies. They are accountable for the performance of all academies within the trust and have a responsibility to ensure that across the Trust:

* A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
* Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
* Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
* Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
* Competent health and safety advice is available in order to assist line management and comply with regulatory controls
* Health and safety performance of the Trust is monitored
* The Health and Safety Policy and performance is reviewed annually.

### The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

* Oversees the provision of health and safety leadership focused on the management of significant risk
* Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
* Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
* Establish downward communication systems and management structures
* Appoint responsible persons to organise, plan, implement, measure, review and audit The Haven’s Health, Safety and Welfare Policy and procedures.
* Adequate resources are available for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor.

### The Central Executive Team

The Central Executive Team is responsible for the implementation of the Trust’s policy and ensuring effective health and safety management systems within the Trust. They shall ensure that:

* The Trust policy is distributed and accessible to all employees and are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy
* A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
* All employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow
* Health and safety is a standing item on management meetings to monitor compliance / address issues arising
* The effectiveness of the Policy and action plans to remedy any areas for improvement / non-compliance are monitored
* Adequate resources are available for the effective implementation of the policy.

### Financial Director

In additional to the CET’s responsibilities, the Finance Director also has specific duties within their role. In particular:-

* The Finance Director has specific responsibility to support the provision of the most cost effective solutions for meeting appropriate Health and Safety provisions.
* The Finance Director will ensure statutory insurance and appropriate additional insurance cover is in place to meet the organisation’s needs.
* Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy

### Operations Director

In additional to the CET’s responsibilities, the Operations Director also has specific duties within their role. The primary task of the Operations Director is to advise the CET on health and safety matters and to assist Academy Head Teachers in coordinating, facilitating and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Operations Director, but delegated to local Facilities Managers and external contractors.

Health and Safety responsibilities for the Operations Director include:

* Responsible for the review and strategic implementation of the TCAT Health and Safety Policy.
* Working with the Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters on behalf of the Trust.
* Woking with the Head Teacher, Local Governing Body and Health and Safety External Advisor as appropriate to quality assure and monitor the Health and Safety systems in each academy
* The Operations Director oversees the development of procurement standards for goods, equipment and services that prevent the introduction of health and safety hazards.
* Leading the Trust-wide Estates Management and Health and Safety Hub meetings
* Oversight of Trust-wide and academy Health and Safety procedures and documentation ensuring they are updated periodically or when activities change.
* Delivery of [Construction](https://www.designingbuildings.co.uk/wiki/Construction) Design and Management ([CDM](https://www.designingbuildings.co.uk/wiki/Cdm) ) [Services](https://www.designingbuildings.co.uk/wiki/Services).
* Develop assessment and performance of the health and safety arrangements of partners, key suppliers, contractors and delivery sub-contractors.
* Acting as the main point of contact for all facilities management Health and Safety issues across all academies and provide suitable resources where appropriate.
* Ensuring that the Trust and academies work with facilities management suppliers as appropriate to proactively monitor the condition of the Trust estate including full condition surveys on a 5 yearly cycle supported through annual site reviews with academy facilities teams
* Reporting to the Trustees / CET on the Health and Safety performance of the academies as a whole
* Working with the Head of Human Resources:
	+ Establish effective ways of meeting health and safety responsibilities
	+ Ensure the employees fulfil their health and safety responsibilities at each academy
	+ Establish administrative procedures that encourage employees to report unsafe conditions and unsafe practices to their supervisors without fear of being disciplined
	+ Coordinate first aid training and the provision of first aid to employees;

Facilitate health and safety induction for new members of staff

### Head of Human Resources

Human Resources policies play an important role in ensuring employee health and safety standards are maintained. Responsibilities for the Head of Human Resources include:

* Understand the health and safety responsibilities of academy staff at all levels of employment.
* Implementation of personnel management policies to ensure everyone employed in the academy trust is aware of his/her responsibility.
* Integrating workplace health and safety in human resources management which include:
* Preventing work related injuries and illnesses;
* Developing appropriate hiring, training and performance appraisal practices;
* Recruiting and retaining the best employees who care about their own well-being and the well-being of co-workers.
* Ensuring that the health and safety policies and procedures conform with the applicable occupational health and safety legislation and accepted best practices in similar organizations;
* Ensuring that the organisation has processes in place to monitor sickness absence and provide support employees particularly in relation to workplace stress through the provision of occupational health and wellbeing services
* Establishing procedures for enforcing company safety rules;
* Helping reduce costs associated with losses due to absenteeism injuries, Workers' Compensation, disability, and health care;
* Maintaining records of injuries, illnesses and workers’ compensation;
* Providing advice to employees and the employer in matters of occupational health and safety.Facilitating health and safety induction for new members of staff.
* Guiding the Trust through various disciplines i.e. Discipline, Grievance, Capability/Performance to Absence Management and advising Headteachers/ Head Teachers on first steps of performance management process linked to above points
* Monitoring sickness absence of staff and highlight to Operations Director/Heads of school concerns linking to work-related illness and advising Headteachers/ Head Teachers on first steps of performance management process linked to above points
* Keeping the H&S Consultant and Operations Manager aware of absence that may be reportable to the HSE under RIDDOR
* Ensuring suitable processes are in place to eliminate discrimination and promote equality when dealing with academy staff.

### Central MAT Staff

Under the Health and Safety at Work Act etc. 1974 all central MAT staff (including consultants, volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions. All MAT staff have responsibility to:

* Comply with the Trust’s Health and Safety Policy and procedures at all times and the academy’s policy and procedures when on an academy site
* Report all accidents and incidents in line with the Trust’s reporting procedure TCAT Health and Safety Statement
* Co-operate with and support management on all matters relating to health and safety
* Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
* Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
* Take part in health and safety training and development and health surveillance programmes, as required

### Academy Health and Safety Representatives

* The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union, Health and Safety Representatives will be allowed to support the investigation of accidents and potential hazards, support employees in pursuing complaints and support school inspections within directed time, but wherever practicable and as far as possible, outside teaching time. They will be consulted on health and safety matters affecting all staff.
* They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Trust, Head Teacher or Local Governing Body.

### External Health and Safety Consultant

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant ato provide Health and Safety Competent Person advice. The role of the health and safety consultant is to promote a positive health and safety culture in the academy trust. The primary responsibility is for ensuring that risks in the trust are controlled and that each academy is successfully meeting safety standards. The health and safety consultant will advise and support each academy on matters of safety, health and hygiene at local level. TCAT trustees have appointed an external Health and Safety Consultant who will be involved with:

* Assisting each academy to organise their risk register and maintain suitable risk assessments for activities being carried out.
* Undertaking  [annual inspections](https://www.designingbuildings.co.uk/wiki/Site_inspection) of each academy to ensure that policies and procedures are being suitably implemented.
* Providing reports to trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the academy schools.
* Reviewing maintenance records to show that statutory compliance is suitably managed at each academy and feeding back findings to the Trustees on termly basis.
* Monitoring accident data and assisting the Operations Director with investigation of accidents in conjunction with academy staff

### Local Governing Body

The Local Governing Body has responsibility to monitor the health and safety performance for the Academy at a local level and to support the Head Teacher by ensuring:

* Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken in to account through liaison with the Head Teacher and the Trust’s nominated External Health and Safety Consultant.
* A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Academy.
* Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
* Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
* Health and safety performance of the Academy is monitored.
* The Health and Safety Policy and performance is reviewed annually.

### Head Teacher

The Head Teacher, with support from the Academy Health and Safety Lead, is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Board of Trustees within all areas of the academy’s undertakings. The Head Teacher shall be responsible for:

* Showing commitment to the Trust’s and Local Governing Body’s Statement of Intent.
* Promoting and implementing the Health and Safety Policy.
* Ensuring that the Policy is communicated to all relevant persons.
* Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
* Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
* Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
* Reporting on Health and Safety matters to the Local Governing Body and Central Executive Team.

### Academy Health and Safety Lead

The Health and Safety Lead is responsible for supporting the Head Teacher / Head Teacher in the implementation of the Policy and shall be responsible for:

* Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
* Making suitable arrangements for the identification of hazards and the completion of risk assessments.
* Ensuring safe systems of work are in place to protect staff, students and others affected by their actions.
* Ensuring that emergency procedures are in place and are tested on a regular basis.
* Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
* Ensuring records are kept of all relevant health and safety activities, for example, assessments, inspections, accidents, etc.
* Ensuring arrangements are in place to monitor Health and Safety performance.
* Ensuring that accidents are investigated and that remedial action is completed.
* Reporting to the Head Teacher on the health and safety performance of the Academy.
* Ensuring that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
* Ensuring the adequate provision of appropriately trained staff to support emergency evacuation.

### Contractors

Contractors are responsible for:

* Adhering to Academy’s policies and procedures
* Following Academy’s site safety rules at all times.
* Ensuring that any equipment used on Academy premises is in safe working condition and has up to date PAT testing.
* Providing documented risk assessments and safe systems of work including method statements or work instructions.
* Liaising with the Estates and Facilities Manager before work is commenced.
* Arranging site specific or Academy-required inductions prior to works commencing
* Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
* Reporting accidents on Academy premises to the Estates and Facilities Manager.

## Operational Responsibilities

Site Manager(s)

The Site Manager ensures school premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, learners and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lies with the Site Manager as will the Fire Risk Assessments.

The Site Manager will assist the Head Teacher and SLT by:

* Consulting with the Head Teacher and Deputy Head Teacher regarding schedule of works, including hazards, timescales, etc. that may impact on the school.
* Ensuring that risk assessments and method statements for any works are carried out, and risk control measures are put in place and monitored.
* Ensuring the compliance with the Control of Legionella.
* Ensuring security arrangements are maintained.
* Ensuring workplace inspections are undertaken to maintain health and safety standards.
* Maintaining safety across the school premises and regularly update the Head Teacher of site hazards which require remedial attention.
* Ensuring that contractors are competent for the work they carry out, operate an effective permit to work system, and to monitor contractor’s performance.

### Teaching/ Support Staff Holding Positions of Special Responsibility

This includes Headteachers, Deputy Headteachers, Heads of Departments, Clerical Managers/Supervisors, Maintenance Officers. They have the following responsibilities:

* Apply the school’s Health and Safety Policy or relevant national Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
* Carry out regular health and safety risk assessments of the activities for which they are responsible
* Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issues, for their area of work
* Resolve health, safety and welfare problems members of staff refer to them, or refer to the Health and Safety Coordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them
* Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
* Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
* Contribute to the investigation of any accidents that occur within their area of responsibility.

### Class Teachers

Class Teachers are expected to:

* Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
* Follow the particular health and safety measures to be adopted in the own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied
* Give clear oral and written instructions and warning to pupils when necessary.
* Follow safe working procedures
* Require the use of protective clothing and guards where necessary
* Make recommendations to their Head Teacher or SLT on health and safety equipment and on additions or necessary improvement s to plant, tools or equipment
* Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education
* Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
* Report all accidents, near misses, defects and dangerous occurrences in accordance with the school’s reporting procedure

### All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

* Comply with the school’s health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
* Co-operate with school management in complying with relevant health and safety law.
* Use all work equipment and substances in accordance with instruction, training and information received
* Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
* Report all incidents in line with current incident reporting procedure
* Act in accordance with any specific health and safety training received
* Ask for advice and guidance on and health and safety or welfare matters when in any doubt of difficulty
* To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards
* Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner
* Co-operate with appointed Trade Union Health and Safety Representative(s)

### Pupils/ Students

Pupils, allowing for the age and aptitude, are expected to:

* Exercise personal responsibility for the health and safety of themselves and others.
* Observe standards of dress consistent with safety and / or hygiene
* Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
* Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

# SECTION 3: CONSULTATION, MONITORING AND REVIEW

## 3.1 Consultation with employees

**3.1.1 The Trust**

The Trust recognises that a positive approach to Health and Safety consultation can add value to the organisation.

The Trust does offer an open door policy in relation to Health and Safety management and actively encourages employee and student contributions through meetings, talks, use of notice boards and one-to-one consultation.

The JCNC is a primary way of consulting with Union Representatives and the Trust holds this Committee in high regard. The Trust recognises that effective resolution of Health and Safety issues can be reached at these meetings. The committee meet on a termly basis and minutes are taken.

The JCNC meeting minutes are made available to all employees on the TCAT Website.

To allow the Trust to carry out this duty, consultation with staff will be the responsibility of:

The CEO

**3.1.2 The Academy**

The Health and Safety Committee is a primary way of consulting with employees and the Academy holds this Committee in high regard. The Governing Body recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow the school to carry out this duty consultation with staff will be the responsibility of:

Head Teacher

## 3.2 Monitoring

**3.2.1 The Trust**

This section outlines the measuring and reviewing process TCAT will adopt to monitor Health and Safety performance cross the group, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact.

**Measuring Performance**

Measuring performance has become a standard mechanism across all the Trust’s disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring at Trust level lies with the Operations Director in conjunction with the Academy’s teams.

The Operations Director will lead the Health and Safety Hub in the monitoring of performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the group.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

TCAT will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by the Operations Director / HR Manager in order to identify and control contributory factors so far as is reasonably practicable..

**3.2.2 The Academy**

**Measuring Performance**

Measuring performance has become a standard mechanism across all the Academy’s disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with the SMT members, faculty heads and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.

The SMT Member with H&S responsibility will report routinely to the Health and Safety Committee regarding performance, by way of records on accident and near miss reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

* Inspections, monitoring the health and safety performance of employees
* Identification on noncompliance via audits and inspections
* Evaluation of the effectiveness of accident, incident reports and subsequent investigations
* Monitoring of the operation and inclusion of policy and procedure
* Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

* Accident, incident and near miss analysis
* Analysis of ill-health situations with appropriate recommendations
* Responses to insurance claims and subsequent lessons learned
* Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

## 3.3 Auditing

**3.3.1 The Trust**

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

* Summary of significant matters raised at the JCNC together with the action taken to address these matters. Statement regarding policy implications and any suggested changes to the Health and Safety Policy. Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year. Summary report covering accidents, incidents and matters reported to the relevant authorities. Statement regarding Health and Safety inspections, audit reports and other monitoring activities. Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received. Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

The Annual report will be submitted to the Trustees in September of each year. Trustees will be provided with regular updates on a termly basis.

**3.3.2 The Academy**

The academy adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out health and safety performance reviews.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

* Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.
* Completion and review of risk assessments
* Actions implemented from risk assessments
* Numbers of employees trained in core Health and Safety
* Numbers of accidents, incidents and near misses reported
* Number of RIDDOR reportable injuries
* Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the academy accident and incident statistical trends over time.

## 3.4 Review

3.4.1 The Trust

There will be an annual report provided to the Trust Board which includes a summary of each Academy’s Health and Safety Management Systems performance and the action plan for each Academy.

Reviewing is based on information from ‘measuring’ and ‘auditing’ activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed by the Health and Safety Hub as improvements are made and achievements reached to maintain a consistent approach for effective planning.

3.4.2 The Academy

Each Academy systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from ‘measuring’ and ‘auditing’ activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of theHead Teacher / Head Teacher and the Governing Body.Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

## 3.5 Policies and Procedures

**3.5.1 The Trust**

In recognition of the wide range of Health, Safety and Welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Policies will be subject to consultation both with Trust Management and with employee representatives via the JCNC.

**3.5.2 The Academy**

Each Academy will introduce safe working procedures consistent with this overarching Trust Policy, and may be produced by any recognised function within the Academy, subject to guidance provided as required by the SMT Member with H&S Lead and Health and Safety Advisor.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.

# 4 HEALTH, SAFETY AND WELFARE POLICY ARRANGEMENTS

## Accidents and first aid

## *First Aid*

The School operates under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained. PENKETH SOUTH CP SCHOOLhas a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies.

**First Aiders**

First aiders are members of staff who have been appointed by the School after receiving training in first aid provision. First aiders only provide treatment in accordance with their training; matters outside of this are referred to a competent medical professional. Staff who wish to volunteer to become designated first aiders should contact their Line Manager.

**First Aid training**

First aiders are provided with the relevant training at least every three years.

Duties of a first aider are:

* To administer treatment in accordance with the training they have received.
* To provide written confirmation of first aid treatment given.
* To ensure first aid boxes are stocked, regularly checked and refilled.

**First Aid boxes and supplies**

First aid boxes containing emergency supplies are provided for use by first aiders and anyone dealing with an emergency. The S.L.T arrange for the procurement and distribution of first aid supplies to replenish first aid boxes available on the premises, for School External Visits and for School vehicles.

The location of First Aid boxes is listed in each room.

**Automatic External Defibrillators**

For the purpose of potentially preserving life the School has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient in order to deliver a shock. All authorised users have successfully completed a defibrillator training program and are identified on the first aid list in each room.

The AED is located in the Disabled Toilet. North West Ambulance is aware of the location.

## *First Aid and Medical Provision for individual pupils*

Schools have statutory guidance to follow in order to support pupils at school with medical conditions. Any member of school staff may be asked to provide pupils with medical support and the school must ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

There is a suitable first aid provision on the premises during the school day and staff competencies will be assessed in conjunction with the legal DfE requirements alongside the first aid risk assessment. The SLT review pupil medication needs twice per year and this includes, but is not limited to, use of epipen, response to epileptic fits or asthma attacks and gastrostomy feeding (refer to medication policy).

### Accident / incident recording and reporting

All accidents, near misses, diseases and dangerous occurrences are reported as legally required in the Social Security Regulations 1979 and the Social Security Administration Act 1992. All persons completing the accident record book must do so with a First Aider or nominated person.

**Accident and incident recording**

All accidents and incidents must be reported to the appropriate person on the day of the occurrence (or as soon as is practicable) by completing an official accident/incident recording form which complies with the Data Protection Act 1998.

If First Aid is required this shall be administered by a qualified School First Aider having completed the appropriate First Aid course, or by contacting the Emergency Services as circumstances dictate. The list of qualified First Aiders is available in every room.

All cases of incidents, occupational health illness, accidents, diseases, dangerous occurrences and near misses involving staff and/or pupils occurring, where they are located in off-site provision or are contractors (whilst working on School premises) must be reported.

Serious accidents must be reported within 24 hours to the TCAT Operations Director and an initial report attached to the IAM Compliant Database.

The School has in place inclusive and integrated safe practices which promote and ensure the safety and well-being of all pupils. Our duty of care extends where pupils require first aid treatment and the control measures to apply appropriate treatment and ensure their health and safety.

**Accident and investigation reporting**

The School adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 reporting appropriately as defined within the schedules.

Absence of any member of staff or pupils from PENKETH SOUTH CP SCHOOL as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All **records are kept** of any accident involving an employee who has been incapacitated **for more than 7 consecutive days.**

All accidents, diseases and incidents causing absence from work or in the case of pupils absent from School or receiving medical attention will be investigated. Managers will be responsible for acting on the findings of any investigation and for implementing any changes to current safe systems of work as a result.

The aims of the investigation are to find out:

* What happened?
* What caused the accident/incident?
* Who was involved?
* When did it occur?
* Where did it occur?
* How could it have been prevented and how?
* What needs to be done to prevent a recurrence?

The person responsible for investigation of accidents or near misses is:

**Head Teacher / Office Assistant**

**(Angela Grace / Laura Fletcher)**

### Communicable Diseases

**Control of Infection**

To control the risks associated with communicable diseases such as viruses’ from blood, faeces, and urine, detailed information is provided in the Staff Handbook.

**Dealing with spillages of blood and body fluids**

* Ensure arrangements are in place for the removal of blood and body fluid spillages.
* Ensure the clearing up of spillages is carried out by competent employees/contractors.
* Ensure COSHH assessment is in place relating to cleaning, and implement the control measures (see **COSHH** management procedure).
* Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
* Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
* Dispose of the waste material properly.

**Dealing with syringes**

* Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
* Make arrangements with a contractor to remove used sharp boxes.
* Keep the disposal box in a safe place, away from access by pupils.

**Exposure to communicable disease**

Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

### Drugs and Medicines

If a pupil suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and HE may require daily medication. If so, the parent should bring or send the medicine to school in a clearly labelled container which is given to a member of staff and recorded. The medicine will be administered by a trained member of staff.

A register of pupils requiring such medication is retained in the STAFFROOM. All medication will be accepted/stored/dispensed in accordance with the Medication Policy.

The persons responsible for the administration of Medicine are:

 **Office staff**

**(Laura Fletcher / Emma Tear or trained first aiders – see posters in school)**

## Control of Hazardous Substances

PENKETH SOUTH CP SCHOOL will work in compliance with the Control of Hazardous Substance to Health Regulations 2002*(as amended)* and reduce “so far as is reasonably practicable” substances hazardous to health in the workplace.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. M*aintenance, Catering, Cleaning and Art*. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

COSHH records are kept in appropriate areas, which are available to staff as required.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person and supported by any other staff as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed if there are any significant changes that affect the validity of the risk assessment.

The persons responsible for ensuring that the CoSHH assessments are carried out are:

**Site Manager**

**(Jamie Gilham)**

## Control of Contractors

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher / Deputy Head Teacher or Maintenance Officer can make necessary arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

* Groundsman
* Cleaners
* Tradesmen (plumbers, electricians etc.), i.e. supplied by MEARS
* Agency staff
* Extra Curriculum Activity instructors
* Caterers

And any other persons working on the premises and not directly employed by the School.

We understand that the controls must protect the contractor from any risk themselves and from any hazards that may arise as a result of our school activities.

Prior to contractors (excluding those supplied by MEARS) carrying out work at our school premises or elsewhere on our behalf, the contractor should produce or complete the following where possible:

* A copy of their current Employer and Public liability insurance.
* Copies of any accreditations applicable to the job they may have.
* A method statement for the task they are to carry out.
* Copies of all risk assessments relevant to the job.
* Any other information that may affect the health and safety of anybody involved.
* DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

Exclusions to the above may apply to the discretion of the Maintenance Officer with agreement from the Head Teacher. The person responsible for the control of contractors is the Maintenance Officer.

At all times maintenance work is carried out with consideration of employees and pupils where activity takes place. Contractors attending site will be appropriately scheduled “out of hours” and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

**Permit to work**

All maintenance work will be coordinated through the Maintenance Officer. Where applicable, permits to work will be issued, appropriately controlled and monitored by the Maintenance Officer or nominated competent person. All maintenance work will be assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are Head Teacher Contractors their permit to work system must work alongside that of PENKETH SOUTH CP SCHOOL.

## Display screen equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. We recognise that DSE users require training and will provide it as necessary.

DSE training is provided for employees which also produces a risk assessment allowing for improvements to be made and reasonable adjustments where required.

Employees who have declared a disability or existing upper limb disorder will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

The assessments will be reviewed annually or when any significant change occurs.

**Eyesight Tests and Corrective Glasses**

PENKETH SOUTH CP SCHOOLaccepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

PENKETH SOUTH CP SCHOOLwill not pay for any other type of eyewear, such as bi focal or varifocal lenses. If an employee requires these then they must pay the cost difference.

## Electricity

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 17th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008. All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

Portable Appliances

The Maintenance Officer is responsible for arranging Portable Appliances Testing, which is likely to be carried out during school holidays. Staff should ensure that any portable appliances that may be locked in cupboards during these times are made available when the Portable Appliances Testing is due.

Staff should not bring electrical items from home to use in the classrooms, unless they have been suitably checked beforehand. Staff are not permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the School PAT register.

All electrical defects must be reported to the Maintenance Officer, using the log book in the staff room, as soon as possible.

## Critical Incident Management Planning

**Critical Incident Management plan**

 This is in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc. It is reviewed annually

 The plan includes:

* The action to take in the event of an emergency or disaster.
* Out of hours cover.
* Evacuation procedure, Assembly Points and First Aid.
* Location of services and isolation valves etc. Shut down of services, where possible.
* Raising the alarm.
* Co-operation with the emergency services and surrounding businesses/homes.
* Handling the media.
* How to contact staff and Chair of Governors of the school.
* A search plan for the building in the event of a bomb threat.

**Bomb Threat**

The receipt or setting of explosive or other potential dangerous devices (bomb threats) is a potential hazard in all premises. The aim at all times must be to ensure that effective procedures are in place and are clearly understood to ensure, so far as it is reasonably practicable, the safety of all those on the premises and persons in the immediate vicinity. It is imperative that all staff understand what to do in the event of a bomb threat so that all persons in the building will evacuate to a place of safety. The appropriate staff will need to be given clear guidance on what action to take receiving a bomb threat either by phone or in person. The following action will need to be taken:

* Call the police on receipt of a bomb threat for advice and assistance.
* Decide whether to evacuate based on the police advice.
* Decide upon the evacuation route and assembly point dependent on the location of any device.
* Ensure effective communication with contractors, visitors, pupils and employees who may be affected by the incident.
* Prevent anyone returning to the building until the emergency services have given the all-clear.

## External Visits Working Management Procedure

PENKETH SOUTH CP SCHOOL in conjunction with the LA believe that educational visits are an essential component of good education. It recognises the importance of ensuring that outdoor educational activities and school trips are planned and organised in such a way to minimise the risks to pupils by:

* Ensuring journey planning is realistic, considering personal safety issues for all types of school visits.
* Ensuring suitable risk assessments have been carried out and recorded.
* Considering any specific control measures that may be required for children with known illnesses.

#### External Visits Coordinator

The head teacher is the nominated Educational Visits Coordinator (EVC). Nominated staff members will liaise with the EVC in the planning and management of educational visits including adventure activities led by school staff.

The External Visits co-ordinator is:

**Laura Fletcher**

# General Functions of the EVC are to:

* Assign competent people to lead or otherwise supervise a visit;
* Assess the competence of leaders and other adults proposed for a visit.
* Ensure relevant risk assessments have been carried out for each planned visit.
* Complete EVOLVE online to inform LA of visit details, where appropriate
* Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
* Oversee the emergency arrangements and ensure there is an emergency contact for each visit;
* Keep records of individual visits including reports of accidents and ‘near-accidents’ (sometimes known as ‘near misses’);
* Review systems and, on occasion, monitor practice.

**Responsibility of the Head Teacher for adventurous or residential activities**

Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes, travel arrangements or activities during the visit. The consent form should carry details of “plan B”.

* Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
* Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.

## Fire Safety

Under the **Regulatory Reform (Fire Safety) Order2005** and the **Management of Health and Safety at Work Regulations** **1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school’s undertaking.

A specific fire risk assessment has been undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

**Fire Prevention**

Fire prevention is part of everyone’s duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment electrical appliances should be switched off if possible, rather than left in standby mode. This should include closing down computers, ceiling mounted projectors etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

**Fire checks**

The following checks are carried out and recorded in the fire log where necessary:

Daily (all staff responsible):

* Fire escape routes are operating and are free from obstructions before opening.
* Goods and equipment, especially combustible items, are not stored in fire escape

 corridors.

* Final exit doors are operating and are not obstructed on either side.
* Fire doors are kept closed and are not held open by fire extinguishers etc.
* Maintenance Officer checks that heat detectors are not covered during maintenance, unless necessary to prevent false alarms.
* Firefighting equipment is in place.
* Call points are not obstructed.
* Sources of combustion and ignition are identified and removed.

# Weekly (Maintenance Officer):

* Test the fire alarms by activating different call points in rotation.
* Check that the emergency generator is functioning (if present).
* Check that Fire Action Notices and fire directional signs are present and not obstructed.

# Monthly (Maintenance Officer):

* Test the emergency lighting. (In accordance with BS5266 Part 1).
* Check Fire Doors are operational

**Flammable Liquids**

All flammable liquids are stored safely. Flammable liquids are kept in a flameproof locker and staff will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

## FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

There are a minimum of 3 fire drills per year with no warning in advance. The drills are at various times of the day

The alarm system is tested weekly with records maintained by the Maintenance Officer.

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Head Teacher.

A list of nominated fire marshals is displayed in the reception area.

### FIRE ACTION

The Fire Procedure is as follows:

**If you discover a fire:**

* Raise the alarm by the recognised method.
* Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

**Contact with Emergency Services:**

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

**Upon hearing the alarm:**

The person in charge of the pupils will instruct them to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point(s) in an orderly manner supported by staff.

Fire Wardens are responsible for checking all areas to ensure that no pupils are left behind and report to the head teacher.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

To ensure that no one is left in class bathrooms please follow this course of action:-

* Nominated staff to check toilets in each class area

The assembly points are situated at: School Field

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by the Office Staff.

**Once Evacuated from the building**

* Any missing persons must be reported to the Office Staff who will then feedback the information to SLT.
* The head teacher will inform the fire service of any known missing persons.
* The Head Teacher may direct that the pupils be moved to another place of safety depending on the circumstances.
* Do not re-enter the building until the Head Teacher informs the staff that it is safe to do so.

On occasions when the school premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures will be identified on an individual basis. The person in charge of the event will co-ordinate with the Maintenance Officer so that suitable evacuation procedures can be implemented.

**General Emergency Evacuation Plan (GEEP)**

A GEEP has been developed to safely evacuate staff, pupils and visitors from our school. The GEEP is written to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone’s prompt and safe egress in an emergency situation. The plan is robust and practical in order to accommodate individuals with disability or mobility impairment and regular drills are carried out to ensure both staff and pupils are suitably trained to carry out safe evacuation. The GEEP will be reviewed at least annually.

## Food Hygiene

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health, Safety and Welfare Policy. Guidance on food safety and food handling within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health, Safety and Welfare Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within school, including

* teaching areas, e.g. food technology room;
* Hall
* areas where packed lunches are consumed by pupils or staff;
* staffroom;
* food prepared outside school but eaten on school premises; and
* school visits and field trips.

Because the preparation of packed lunches often takes place sometime before they are consumed, food brought on to the premises should be stored in a cool place whenever practicable. Food should not be left in school bags in warm classrooms, next to radiators, hot water pipes or a sunny windowsill, as these are the ideal environments for the proliferation of food poisoning germs.

Pupils should be able to consume packed lunches in an environment which does not pose health risks. For example,

* pupils should be adequately supervised;
* tables on which food is eaten should be clean;
* pupils should be reminded about the importance of washing hands before eating.

The Catering Staff will clean the main school eating area before and after lunchtime. Cleaning records, temperature records and kitchen equipment maintenance logs will be retained by the Catering Manager. All staff working in the school canteen will have as a minimum, Food Hygiene Level II training certificate.

School staff who handle food at PENKETH SOUTH CP SCHOOL will be provided with training in food safety. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for consumption in the school and a duty to ensure a high degree of housekeeping is maintained.

**Food Allergens**

Food allergies can be life-threatening. It is the parents’ responsibility to inform the School of their child’s known allergies. PENKETH SOUTH CP SCHOOL will ensure there are designated staff that are trained to deal with an emergency in a manner agreed with each pupil’s parent or guardian.

Advice will be provided to all pupils by encouraging them:

• Not to swap or ‘trade’ food with other pupils

• To avoid eating foods with unknown ingredients or known to contain relevant allergens

• To notify an adult immediately if they think they may have eaten something they should not

The Catering Manager will retain lists of pupils and staff members who have Food Allergies. All menus will be provided to the Head Teacher on request. With the new food law, all food service organisations serving unpackaged food or food that is packaged on site for immediate consumption will have to supply details of the menu items that contain the EU Top14 allergens within the dishes they serve.

## Gas Safety

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is the Maintenance Officer. Gas equipment used in the Catering department owned by the School will be maintained by MEARS. Catering Equipment owned by Contract Caterers or caterers and used on our premises will need to be maintained independently and evidence provided to the Maintenance Officer to show that it is fit for use.

## Lone Working

PENKETH SOUTH CP SCHOOL has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of staff working in a group or under close supervision.

Staff must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

PENKETH SOUTH CP SCHOOL will manage the risks associated with lone working by the following means;

* Risk assessments are carried out for all lone working activities. This enables us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment takes into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment also considers the emergency arrangements such as first aid.
* We ensure that the required communication equipment and procedures are implemented to enable staff to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is the Maintenance Officer or Deputy Head.

## Manual Handling/Moving People

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

Management cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider

**The task** - What you are going to do

**The individual** – The person’s own capabilities

**The load** - The weight, size and shape of the load

**The environment** – The environment to which the task is being undertaken

**If in doubt get help**

All manual handling assessments will be reviewed at least annually or sooner if there is any significant changes that affect the validity of the risk assessment.

PENKETH SOUTH CP SCHOOL provides staff with relevant training if they are required to move pupils and carry out suitable risk assessments. Staff should:

* Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.
* Undertake relevant training if required to move pupils.
* Take responsibility for their own health and safety and that of others who may be affected by their actions including:
	+ Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
	+ Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
	+ Report any accident or incident to the senior leadership team and complete the school accident and/or incident form.

Staff should recognise the possible existence of emergency situations in which the moving and handling of pupils for life-threatening and potentially dangerous reasons might be necessary as part of their general duty of care.

* If the risks can be reduced or eliminated by the means of mechanical aids, then PENKETH SOUTH CP SCHOOLwill provide them.

## New and expectant mothers

It is important to PENKETH SOUTH CP SCHOOLthat the health, safety and welfare of all our staff is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16and realise that if any of our staff become pregnant they must inform their manager/supervisor. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

### This duty also extends to other persons not within our employment to whom we owe a duty.

Pregnant staff must not:

* Use or come into contact with any chemicals.
* Work at height (stand on stepladders, step ups etc.).
* May have restricted Playground duties

Pregnant staff must.

* Work to the controls put in place by the risk assessment.
* Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

## Occupational Health

## *PENKETH SOUTH CP SCHOOL is committed to ensuring that the potential for ill health or injury arising from school activities and/or premises is kept to an absolute minimum. It recognises that this duty of care for its staff extends to mental as well as physical well-being at work, together with a duty of care to pupils, contractors and visitors to the School.*

If the staff member suffers from ill-health they are encouraged to inform the Head Teacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing inform the Head Teacher immediately.

Should a staff member need to take a course of medication treatment, the school may require evidence from the employees GP to show that they are fit for work.

**Stress**

PENKETH SOUTH CP SCHOOLrecognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the schoolcannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities. This can be reported in confidence to the Head Teacher or Deputy Head Teacher.

**Positive staff health care measures**

School Management will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate.

**Stress**

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Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to the Head Teacher.

## Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the Art room, Food Technology, Kitchen area and for the Maintenance Officer.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a requirement under the Health and Safety at Work etc. Act 1974 section 7. For PPE supplied to pupils, the equipment is cleaned and stored in a suitable location to prevent damage and so that pupils can access it when required.

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

## Risk Assessment

PENKETH SOUTH CP SCHOOL complies with The Management of Health and Safety at Work Regulations 1999 to impose a duty on employers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

The risk assessments will be carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the Apprenticeships, Skills, Children and Learning Bill 2008-2009 the School recognises its responsibilities to ensure, “so far as is reasonably practicable” that all learning takes place in a safe, healthy and supportive environment. Risk assessments will be conducted in the following way:

* Identify the significant hazards involved in the activity being assessed;
* Decide who might be harmed and how.
* Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required.
* Record the findings of the assessment and communicate findings to all persons affected by the risk.
* Review the assessment when circumstances change, after an accident or when there is reason to believe that it is no longer valid. On all other occasions they will be reviewed annually.

 Each Senior Leadership Team member will ensure compliance and application of working practices and will:

* Undertake and document risk assessments.
* Carry out risk assessments as current and future legislation requires for all activities.
* Adopt the hierarchy of control measures.
* Ensure safe systems of work are implemented, adhered to and effective.
* Introduce new or reviewing existing procedures that ensure safe working practices.
* Provide appropriate and on-going instruction, information and training to staff, pupils and any others affected in consultation with the Manager for Health and Safety, Trade Union Representatives and Line Managers.

## Security management procedure

PENKETH SOUTH CP SCHOOL is committed to having appropriate security measures in place to create a safe environment for staff and pupils, and to protect school property. Security breaches associated with vandalism, arson and theft in schools severely disrupts the normal daily routine of schools, and results in the loss of valuable and irreplaceable personal resources, teaching materials and pupils’ work. PENKETH SOUTH CP SCHOOL has dedicated resources to protect staff and pupils from intruders with the provision of controlled access doors and fenced off external areas.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

The Maintenance Officer ensures that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

Restricted access

 **Identify all hazardous areas in the school including:**

* Roof areas.
* Canopies and other high level glazed areas.
* Plant rooms and boiler rooms.
* Storage areas where hazardous materials are present.
* Areas where hazardous equipment is stored

The following actions are taken to ensure unauthorised persons do not enter restricted access areas:

* Prohibition safety signs are provided at the entrance to all restricted areas.
* Restricted access areas are locked when unoccupied.
* Maintenance Officer periodically checks that doors to restricted access areas are kept locked.

**Visitors**

Visitors must:

* Sign in at Reception
* Be issued with a Visitors Pass / Label and wear it.
* Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate to the visit.
* Return to reception on completion of their business, sign out in the Visitors Book and return their pass.

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

Staff will challenge visitors they see on site without a visitor pass.

The Head teacher, SLT and governors regularly review the physical security arrangements for the site.

* Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
* Signs point out the main entrance and detail the need for staff, visitors and contractors to register with Reception.
* Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
* Pupils arriving late or needing to leave the school before the end of the day **must** be registered at Reception.
* Staff must look after their own property and use the correct storage facilities to keep personal items safe during the day.
* CCTV cameras are installed around the site.
* All postal mail will be delivered to the Reception area.
* Any suspicious packages that are received in Reception will be left unopened and the Head Teacher and / or Maintenance Officer will be called.

**However, the whole community is encouraged to keep our school safe and secure by**

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm siren is sounding.
3. Reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.
5. Challenging visitors on site without a visitors pass

## Traffic Management Procedure

#### General Head Teachers

PENKETH SOUTH CP SCHOOL will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

* Car parking facilities laid out so as to avoid pedestrians and vehicles from coming into contact as much as possible.
* Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways.
* A barrier during opening and closing times to prevent drivers without permission entering the car park.
* Providing designated parking bays for disabled drivers, near to the main entrance.

Artificial lighting is provided during darkness in car parks and loading areas.

**Management of car parks**

On site staff enforce the following:

* ‘No parking’ areas remain clear.
* Fire exit routes to remain clear.
* Grit or salt is available for treating traffic and pedestrian routes in icy conditions.
* Regular checks made of the road surface, gullies, drainage channels, pavements and lighting to minimise slipping and tripping hazards, potholes etc.

Where maintenance work is necessary, make sure:

* Where possible, work takes place outside normal school hours.
* The task is carefully planned to take account of traffic and pedestrian movements, busy times, and other work activities in the vicinity.
* The area where maintenance takes place is cordoned off using cones and warning signs.
* During larger projects, contractors will meet with school to arrange specific measures.

## Training

Senior Leadership Team will conduct a review of health and safety training needs on an annual basis using the school professional development system. Core training specific for health and safety and for role competency is detailed on a training needs analysis plan supported by a planning schedule.

Training needs will also be identified by:

* The evaluation of accidents, near misses and risk assessments.
* Specific job performance observations.
* Skill enhancement and/or refresher requirements.
* Evaluation of audits.

The Senior Leadership Team will identify from their training needs analysis what is required to ensure competency. They will monitor Health and Safety Training ensuring compliance is maintained and training delivered reflects changes in legislation where applicable.

The delivery of training will be assessed and will be delivered by:

* In house trainers.
* E-Learning packages.
* External specialised courses e.g. first aid.
* External contractors with specific specialism e.g. asbestos and legionella

Records will be held containing each employees training on a central matrix and individual training records. Admin Staff will maintain updates for individual personnel files where staff provide certificates of achievement. Office administrator will collate training achievements centrally and the Deputy Head Teacher will monitor training delivered and coordinate training requests.

### Health and Safety Induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the School health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager. All new employees will receive specific Premises, H&S induction from the School Business Manager and Safeguarding induction from the Welfare Coordinator.

In the first days of employment new staff will receive information about emergency procedures for example: the action to take on discovering a fire and upon hearing the fire alarm; the location of safety equipment and its use; safe working procedures; what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by the School Business Manager in the individual personnel files.

## Violence & Aggression

Violence and aggression in the workplace is unacceptable but is a potential hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

* Recognise the risk from violence.
* Give commitment to reducing the risks.
* State who is responsible for doing what.
* Provide an explanation of what is expected from individual employees.
* Provide support for people who may have been assaulted or suffered verbal abuse.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

## Water Safety

The Maintenance Officer will ensure the adequate and effective control of water systems throughout the School premises in order to minimise the risk of Legionellosis. The School attaches the greatest importance to the health, safety and welfare of staff, pupils and visitors. It is essential that management is effective to achieve an environment compatible with the provision of the highest quality where health hazards are minimised, so far as is reasonably practical.

Legionella proliferation is suppressed by thermal disinfection and by keeping the flow of water through the system consistent and to comply with the regulations to prevent bacteria growth within buildings and building services by:

* Appointing the Head Teacher as the nominated Statutory Duty holder.
* Appointing the Maintenance Officer as the nominated Responsible Person.
* Appointing competent accredited contractors to provide planned preventative maintenance.
* Systematic identification and assessment of risks associated with the proliferation of legionella bacteria.
* Allocating appropriate resources to maintain the reduction of risk.
* Implementation of recorded effective control measures.

## School Environment Management Procedure

#### General

Ensure the workplace is designed and maintained so as to avoid the risk of injury to staff, contractors and/or visitors.

Ensure the environmental factors (temperature, lighting and ventilation) are considered to enable staff to work safely and in comfort.

Workplace design and maintenance

Ensure all areas are organised to allow people to circulate safely. Ensure workstations are arranged to enable staff to carry out their tasks safely and comfortably. Consider the individual needs of the staff, for example:

* Seating.
* Access to classrooms
* Location of work materials (to be within easy reach).
* The needs of disabled persons.

Ensure floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards are cordoned off and repaired, or removed immediately.

Ensure there is an on-going arrangement to inspect the fabric of the building, including walls, architectural features and external cladding. Include the following:

* Regular observation.
* Annual visual inspection of the main elements of the building fabric under the supervision of a suitably qualified person.
* 5 yearly full inspection of the building fabric by a competent person.
* Procedure to record identified defects and their corresponding remedial actions.

#### Slip, trip hazards and head obstructions

Clearly highlight trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

Secure cables and route them so as to avoid tripping.

Provide anti-slip mats of sufficient size to remove moisture from feet at doorways.

Stock grit/salt boxes and treat external pedestrian routes in icy conditions.

Provide absorbent material, such as to clean up bodily fluids, accessible to staff.

Ensure a procedure is in place to promptly deal with spillages. This should include:

* Any spillages must be reported immediately.
* The affected area is cordoned off using cones or signs.
* Wet floor signage is provided in prominent positions.
* Cleaners or Maintenance Officer or staff to remove the spillage immediately using the correct equipment and cleaning chemicals.

### School Environment

Ensure all work areas and traffic routes are well lit, where possible by natural light. The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that during working hours, temperatures in workplaces (including schools) should be *reasonable*. The school must provide a suitable number of thermometers to enable the temperature to be checked throughout the day.

The approved Code of Practice states that the temperature should be maintained in the working environment at 16°C or above, or 13°C if considerable physical effort is required.

Where the temperature in a room used for teaching falls significantly below the above recommended standards, staff are advised to notify their Head Teacher or Maintenance Officer and to request that extra heating be provided.

Falls and falling objects

PENKETH SOUTH CP SCHOOL is committed to protected staff and pupils from being injured through falling objects or falling from height. In schools the risks associated with working at any height where a fall is likely to cause injury is often forgotten e.g.

* People using inappropriate equipment, (chairs or desks)
* Falling whilst getting books or files from high shelving
* Falling when hanging decorations during the Christmas period or changing wall displays
* Window cleaners falling when accessing high windows or roof lights
* Maintenance officers falling when retrieving items from rooftops.

Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.

The Maintenance Officer will monitor safety of contractors working at high level during the school day to ensure suitable control measures are implemented to reduce risk of injury to them or any of the school users.

**Windows, and transparent or translucent doors gates and walls**

Ensure windows, or other transparent or translucent surfaces in walls/partitions are constructed from safety material or otherwise protected against breakage, and are appropriately marked to make them apparent.

Restrict the extent (i.e. to 100mm) windows below waist height may open.

Ensure windows are capable of being safely cleaned. In determining this, consider the following:

* Glazing which can be cleaned from the inside.
* Providing a firm level surface for ladder access.

Doors and gates

Ensure self-closing devices are in good repair and operate at a suitable speed.

Install transparent panels in doors or gates that can be opened from either side or are on a main traffic route to give a clear view of both sides.

Ensure powered doors or gates open automatically should the power fail or they can be manually operated. Position control pads on manually operated power-assisted doors so that a person in a wheel chair is able to operate it easily.

**Staff welfare facilities**

Provide suitable facilities for all staff working on the premises and pupils, including:

* Clean, well ventilated washing facilities and toilet facilities for the number of staff and pupils.
* Hot water temperature at washbasins is between 45–50°C to prevent scalding.
If the temperature cannot be controlled, hazard warning signs are provided stating ‘Caution - Very Hot Water’.
* Storage for staff clothing.
* Rest facilities where staff can rest and eat.
* Rest facilities for expectant and nursing mothers. First aid rooms may be used for this.
* Wholesome drinking water with suitable drinking utensils. Non-drinking water should be clearly marked.
* Welfare facilities are clean and in good repair.

The Workplace (Health, Safety and Welfare) Regulations 1992 structure the legal requirements relating to provision of welfare facilities for UK employers. However, the Department of Education – Advice on Standards for School Premises (2013) have produced school washroom guidance to ensure that the provision of welfare facilities for all persons in and educational environment are suitable. The advice for nursery and primary schools will be adhered to by PENKETH SOUTH CP SCHOOL.

## Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

* The task that the equipment or machinery is to be used for.
* The environment where it is going to be used.
* Who is going to use it?

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Maintenance Officer.

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below:

All lifting equipment will be inspected at six or twelve month intervals as required by the Lifting Operations and Lifting Equipment Regulations 1998 as Amended, records will be retained by the Maintenance Officer.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage. All defects of any work equipment must be reported to the Maintenance Officer.

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, therapy equipment etc.) require such inspections.

Records of repair and maintenance are kept in Reception or the Maintenance Officers room.

## Business Continuity and Disaster Recovery Plan

The School ensures that adequate protections are established where required to assure the continuity and recovery of the School business following loss critical to the operations. This plan defines acceptable methods for business continuity and disaster recovery planning, implementing a risk-based analysis in order to prepare for and maintain the continuity of the School operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support business functions.

Business Continuity is the planning to keep all aspects of the business functioning. The plan includes moving and/or recovering operations to another location if a disaster occurs to allow relocation of employees and the business to a recovery site. This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long time recovery, to permanent loss of buildings and technology.