Fulwell Infant School Academy
Health and Safety Policy

The Policy Statement of Intent

The Board of Trustees, Governing Bodies, Headteacher and Senior Leadership Team are fully committed to ensuring the health and safety of all employees, pupils and any other person who could be affected by its activities.

This policy document has been prepared in accordance with the requirements of the Health and Safety at Work Act and related legislation and is issued for the direction, guidance and information of all employees, pupils, parents, service providers and members of the public to whom it may apply.

The objectives, aims and targets of the policy are based on the following principles:-
"All injuries can be prevented and all accidental losses can be controlled".

This policy document covers the following sites:-

Fulwell Infant School Academy, Ebdon Lane, Sunderland SR6 8ED

This policy also applies to situations where employees are required to work, visit or supervise activities on other sites.

This policy was been updated in conjunction with parents May 2024

Wendy Angus
Signed:
Title: Head teacher
Date: September 2026

Signed
Title: Chair of Trust
Date: October 2026

To be reviewed summer term 2027

Fulwell Infant School Academy

The Health & Safety at Work Act places ultimate and overall responsibility for health and safety with the Board of Trustees. The Headteacher is responsible and accountable for the implementation and compliance of this policy within their Academy although health and safety roles and responsibilities can be delegated to other academy staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

All persons within the Academies must know the lines of communication and levels of responsibilities that exist to ensure that health and safety matters are dealt with efficiently.

- **Board of Trustees**
  The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust. The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.

- **Headteacher**
  The Headteacher has day-to-day responsibility for health and safety management of the Academy, and will take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the Academy premises or participating in Academy sponsored activities. The Headteacher may choose to delegate certain tasks to other members of staff.

- **Premises Manager (Competent Person Role)**
  The Premises Manager which incorporates the "Competent Person Role "is responsible for advice and overall strategies for health and safety and welfare within the School. This will be supported by specialist external advice where required. He is also responsible for managing health and safety arrangements pertaining to buildings and grounds – including building works, maintenance and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

- **Finance Director**
  The Finance Director is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

- **School Business Manager**
  The School Business Manager will support the Headteacher in the management of health and safety and will ensure there are suitable and adequate management systems are in place.

- **Teaching Staff**
  Responsible for the health and safety of all pupils under their control on or off site.

- **Teaching Assistants and Support Staff**

Responsible for the health and safety of all pupils under their control on or off site.

- **Lunchtime Supervisors**
  Responsible for the health and safety of all pupils under their control on or off site.

- **All Employees**
  To take adequate care of themselves, pupils and others who may be affected by their actions.

- **Pupils**
  In accordance with their age encouraged to follow School rules in particular the instructions of staff given in emergencies.

RESPONSIBILITIES OF THE TRUSTEES

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.

The Board of Trustees' responsibilities are to:

- Ensure each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes and in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

RESPONSIBILITIES OF THE HEADEACHER

The Headteacher shall have overall responsibility for ensuring the effective management of health and safety across the establishment and, in particular, shall:

1. Be responsible for ensuring full compliance with this policy in all areas of the establishment and all relevant activities.
2. Ensure that a system for the management of health and safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
3. Produce a plan for the continual management of health and safety as part of the School's objectives which will be regularly monitored reviewed and developed.
4. Ensure that training needs regarding health and safety are identified and such training is carried out at the earliest opportunity.
5. Ensure that all accidents and incidents causing injury or damage to health, or with the potential to do so, are fully investigated and any required action quickly taken to prevent a recurrence.
6. Review safety reports from the Premises Manager and/or outside agencies and to consider the action to be taken to address any issues or concerns raised.
7. Regularly inspect the premises to ensure compliance with the Policy and suitable standards of health and safety are being achieved.
8. Ensure that information on hazards and precautions relevant to materials and plant is available and communicated to employees as necessary.
9. Establish and maintain a system of communication and consultation of health and safety information.
10. Ensure the necessary prescribed notices, records and registers are maintained and/or displayed.
11. Consider any health and safety concerns or recommendations raised by an employee or employee representative.
12. Ensure all relevant health and safety legislation and rules are adhered to.
13. Ensure adequate staffing levels are provided or maintained, where required for health and safety reasons.
14. Evaluate investigations of accidents, recommendations to prevent recurrence and actions taken. An additional investigation shall be conducted where it is considered the initial investigation / action is insufficient.
15. Ensure any equipment or materials purchased meet appropriate safety standards.
16. Ensure that adequate first aid facilities are made available.
17. Where construction work is being carried out within the premises ensure that relevant duties as the 'client' under the Construction (Design and Management) Regulations are fully met, including, appointment of a CDM Co-ordinator and Principal Contractor for the project, where appropriate.

RESPONSIBILITIES OF THE SCHOOL PREMIES MANAGER COMPETENT PERSON

The Premises Manager will carry out the role of "Competent Person" along with external advice procured through a service level agreement with the Health and Safety team at the local authority. He is responsible for advice on overall strategies for health, safety and welfare within the Academy.

They will provide advice to the school as required in particular:

RESPONSIBILITIES OF THE PREMISES MANAGER

The Premises Manager is responsible to the Headteacher via the SBM and SLT. Duties include:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Alongside the SBM undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits
4. Ensure all relevant health and safety legislation and rules are adhered to.
5. Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Assist in the review of risk assessments, or areas that could influence changes to policies guidance and working practices
6. Taking appropriate action when necessary to prevent injury to others on the site, who might otherwise be exposed to unnecessary dangers, for example, erect barriers etc.
7. Participating in completion of health and safety checklists, for example, building structure, services, access to/egress from the School etc.
8. On opening up the premises, undertake a visual inspection to ensure no potential hazards exist.
9. Ensure that on a regular basis, emergency procedures and drills are carried out at the premises.
10. Daily inspection all parts of the site and relevant operations and prepare a report to the Headteacher regarding the findings of the inspection.
11. Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
12. Where construction work is being carried out within the premises ensure that relevant duties as the 'client' under the Construction (Design and Management) Regulations are fully met, including, appointment of a CDM Co-ordinator and Principal Contractor for the project, where appropriate.

RESPONSIBILTIES OF THE FINANCE DIRECTOR

The Finance Director is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The Finance Director must:

- Ensure sufficient resources are allocated and authorised within the School's budget to meet statutory procedures and standards for health and safety in the School.
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by School activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the School.
- Ensure there is an effective accident reporting and investigation procedure across the

School.
- Ensure that the School has an adequate Business Continuity Plan in place, including emergency plans and procedures for the safe evacuation of School premises.
- Monitor the programme of health and safety inspections.
- Monitor that all staff receive adequate health and safety training.
- Ensure that the arrangement with the School's appointed Health & Safety Advisor is fit for purpose and represents good value for money.
- Be responsible for overseeing the implementation of the Health and Safety Policy and monitoring the application of the Policy.
- Ensure that there is a system in place for the management of health and safety whereby all risks to health and safety are identified and measure taken to eliminate or adequately control them.
- Ensure that the quality of health and safety training is of a suitable standard.
- Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the establishment

RESPONSIBILITIES OF THE SCHOOL BUSINESS MANAGER

The School Business Manager will support the Headteacher and Finance Director in the management of health and safety and, in particular:

1. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
2. All risk assessments are maintained up-to-date and regularly monitored and reviewed.
3. All staff are aware copies of policies and risk assessment are centrally available.
4. The correct accident recording and reporting procedure is carried out.
5. Ensure that accidents and incidents are reported promptly and fully to the Headteacher.
6. Ensuring supply and works experience students receive relevant information regarding general health and safety matters.
7. Alongside the Premises Manager undertake pro-active monitoring such as workplace inspections / audits and health checks.

RESPONSIBILITES OF TEACHING STAFF

All teaching staff, including supply and trainee teachers, are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at

Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the company's Health and Safety Policy at all times.
4. Generally, conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are reported promptly to a First Aider, SBM and in extreme cases the Headteacher directly.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.

RESPONSIBILITIES OF TEACHING ASSISTANTS AND SUPPORT STAFF

All Teaching Assistants and Support Staff are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the school's Health and Safety Policy at all times.
4. Generally, conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are recorded in the accident file and reported to the SBM or Class Teacher.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.

RESPONSIBILITIES OF MIDDAY SUPERVISORS

All midday supervisory staff are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work Act etc. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the School's Health and Safety Policy at all times.
4. Generally, conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Ensure that accidents and incidents are recorded in the accident file and reported to the SBM or Class Teacher.
6. Ensure that their work area is kept clean and tidy.

RESPONSIBILITIES OF CONTRACTORS AND VISITORS

Contractors

1. All contractors will be expected to comply with the Health and Safety Policy and must ensure their own Health and Safety Policy is made available whilst work is carried out.
2. Any plant or equipment brought onto site by the contractors must be suitable and maintained in a safe condition.
3. Contractor's employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless to do so.
4. Information and assessment of noise levels by plant, equipment or operations brought on site by contractors must be provided before work commences.
5. Any injury sustained, or damage caused by contractor's employees, must be reported immediately.
6. All contractors must read and sign the asbestos register.

Visitors

1. All visitors must report to Reception and sign in on arrival.
2. Visitors must report any injuries to the School Office.

SECTION 3: GENERAL BEHAVIOUR

It is the responsibility of all employees, pupils and visitors to observe all health and safety policies, rules and procedures and to behave in a safe and reasonable manner whilst at work or otherwise present on School premises.

Failure to comply with such policies, rules and procedures will render employees liable to action under the established disciplinary procedure.

It should also be noted that a breach of relevant health and safety legislation by an employee is a criminal offence which may result in legal action against the individual.

It is recognised that it is not possible to prepare in written form every safety rule laid down by the organisation since circumstances may vary depending upon the nature of work. However, employees and pupils are expected to always act in a sensible manner and adhere to verbal instruction given by management.

Consultation

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this Policy cannot be achieved without the co-operation and commitment of employees at all levels, requiring the development and maintenance of effective means of consultation.

We will endeavour to promote consultation and to comply with the relevant legal requirements, as contained within the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations and with the associated guidance issued by the Health and Safety Executive.

Regular consultation and discussions with employees on health and safety matters is therefore given high priority in order to gain their continued support and co-operation.

In particular the following rules and procedures will be applied in relation to this area:

1. Employees and/or their representatives are encouraged to raise concerns about health, safety and welfare matters with their line manager and will receive positive feedback on any issues raised. Any unresolved issues can be raised at the next staff meeting and / or with the SBM or Premises Manager.
2. Suitable and adequate training and other information or resources will be provided for all safety representatives in order to allow them to take a full and effective part in consultations.
3. Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare, including relevant changes in procedures, equipment and working methods or the introduction of new technology. The feedback arising from such consultation will be considered before any decisions are made.
4. Employees and/or their representatives will be kept informed of risks associated with work activities and the measures required to be taken to control those risks, including copies of relevant risk assessments and safe systems of work or working procedures.

RISK MANAGEMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from activities are adequately managed.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. All risk assessments will be fully documented and recorded.
2. All risk assessments will be reviewed regularly.
3. All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

Definitions

Hazard: A "hazard" is something that has the potential to cause harm.

Risk: "Risk" is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.

Control Measures: Where work activities, items or areas with significant risks are identified the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc to be carried out safely.
These required measures or actions are referred to as 'control measures'.

Hierarchy of Control Measures

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether
- Evaluating the risks which cannot be avoided
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

Review and Revision

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

Health Surveillance

Health surveillance may be required in order to detect adverse health effects to employees at an early stage. Examples may include:

- Where there is an identifiable disease or adverse health condition related to the work activity
- Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Where surveillance is likely to further the protection of the health of employees.

Record Keeping

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment – those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled
- The levels of risk associated with the hazards
- The existing or required control measures
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk
- Decisions taken as a result of the assessment

Information and Training

All employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures. Any additional training necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced as a result of the risk assessment must also be provided.

Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the particular working environment or activities that they may be assessing.

Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.

SAFE SYSTEM OF WORK AND WORKING PROCEDURES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the considerations which will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work
- The skills and abilities of the people
- The level of control and supervision required
- The tools or equipment that are required
- The personal protective equipment required
- The associated training requirements
- Any isolation or locking-off requirements
- Any permit to work requirements
- Other activities being carried out concurrently
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements
- Review and updating requirements

The following rules and procedures will be followed in relation to this area:

1. All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with the Headteacher, Premises Manager and SLT.
2. All safe systems of work and safe working procedures will be documented in an approved format.
3. All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect.
4. Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
5. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.
6. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

Information, Instruction and Training

We recognise we have responsibility to provide a safe and healthy working environment and acknowledge this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction and training.
We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. We will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee.
2. We acknowledge the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.
3. We recognise that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or environment.
4. We also accept our responsibility for ensuring that all temporary employees are also given basic health and safety information, instruction and training appropriate to their work activities and environment.
5. The training needs for all employees (or groups of employees) and their related work activities will be evaluated and the results of the evaluation will form the basis of a training needs schedule.
6. Training needs assessments will be reviewed periodically and the training matrix updated as required.
7. Records will be kept of all training provided to employees and any relevant outcomes.

Training Arrangements

In order to safeguard the health and safety of employees, so far as is reasonably practicable, the following general provisions for training have been recognised:

Induction Training

Health and Safety induction training for new employees will take place on or prior to the first day of employment, but where this is not possible it will commence as soon as practicable after joining.

It will include:

- Presentation of the Health and Safety Policy and how it affects employees
- Accident reporting procedures
- Fire prevention and emergency evacuation procedures
- General safety rules and procedures
- First aid facilities

- Specific safety systems and procedures
- Identification of particular hazards which exist at the workplace
- Health and safety legislation appropriate to the organisation and the employee's obligations
- How to obtain advice or report any concerns regarding health and safety practices
- Identity of responsible person(s), first-aiders, fire warden etc.
- Welfare provisions

New Managers and Supervisors

New employees of a managerial or supervisory level will receive training regarding their responsibilities, including:

- The relevant procedures and policies which require implementation
- Sources that are available to them if they require specialist assistance or if they need to obtain further or professional advice
- Procedures are in place for addressing any problems which may arise.

Job Specific Training

Detailed and specific departmental health and safety training will be provided to all new employees to supplement their general induction training and will include:

- The relevant work activities / processes
- The work environment
- The work equipment
- Any particular risk(s) associated with their department work activity and/or processes.

Function Specific Training

It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include:

- First aiders
- Appointed persons for administering medication
- Fire wardens

Existing Employees

Further training will be provided, if necessary, to existing employees if:

- They transfer to a different job role
- They take on new responsibilities
- They are exposed to new or increased risks
- There is a significant change in the work equipment, environment or systems of work in use.

Temporary Employees

Temporary employees will be provided with general health and safety instructions (e.g. emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities.

Contractors

When not going through the local authority preferred contractor supplier list steps will be taken when selecting contractors to ensure they have a programme of training and all relevant employees have received suitable and adequate information, instruction and training. Contractors will be required to complete a contractor selection questionnaire.

PERSONAL PROTECTIVE EQUIPMENT

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes the provision, use and maintenance of personal protective equipment (PPE).

We will endeavour to provide and maintain such personal protective equipment as required or deemed necessary and to comply with the relevant legal requirements, as contained within the Personal Protective Equipment at Work Regulations and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We acknowledge that, as a means of hazard elimination, the use of PPE is the last consideration.
2. Where it has been established that PPE is the only means, or is required to supplement other control measures, we will ensure that adequate supplies of suitable PPE are available and maintained.
3. We will maintain a list of all tasks requiring PPE and specify the standard of the PPE required.
4. Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records.
5. Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive, or will be required to have the appropriate CE marking.
6. Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
7. All persons required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage, and the relevant risks it will avoid or limit.
8. All persons required to wear PPE must use it in accordance with the training and instructions provided and report any defects or loss to their manager.

FIRE SAFETY AND OTHER EMERGENCIES

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring procedures are developed and followed in respect of fire and other emergencies.

We will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) and the Management of Health and Safety at Work Regulations and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular the following rules and procedures will be applied in relation to this area:

- We will take such general fire precautions and will ensure, so far as is reasonably practicable, the safety of all employees, pupils and other persons that may be affected by its activities.

- Risk assessments will be completed for all parts of the premises for the purpose of identifying the general fire precautions required to be implemented.

- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.

- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.

- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.

- Where flammable substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.

- All parts of the premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.

- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.

- Suitable and sufficient emergency routes and exits will be designated for the School premises and selected in order for employees and any other persons to evacuate as quickly as possible.

- All emergency routes and exits will lead to a place of safety and will be indicated by signs.

- All emergency exits and the routes to emergency exits from premises must be kept

clear at all times.

- All emergency exit doors will open in the direction of escape and allow easy and immediate opening.

- All emergency exit doors must remain unlocked and unfastened at all required times.

- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.

- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals. A suitable record of such tests will be kept and maintained.

- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.

- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.

- All visitors to School premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.

- The Premises Manger will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his role and duties effectively.

- We will also appoint a sufficient number of Fire Wardens in order to implement and manage the emergency evacuation procedures. Duties of Fire Wardens will be as detailed below.

DUTIES OF FIRE WARDENS:

Appointed Fire Wardens will ensure that:

- All fire exits and fire escapes are kept clear at all times.
- Fire doors are unlocked during working hours or other periods of occupancy.
- Fire-fighting equipment is sited correctly.
- Fire-fighting equipment has been checked and serviced in accordance with requirements.
- Fire-fighting equipment used or found to be defective is reported immediately.
- An up-to-date list of personnel is maintained.
- All personnel are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
- Fire drills are carried out at suitable intervals after obtaining authorisation from management.
- Fire and emergency records are maintained.

Fulwell Infant School Fire Wardens listed below:

- Mrs Angus
- Miss Kelly
- Mr Forster
- Mrs Hope
- Miss Wilson
- Miss Storey-Coates
- Mrs Willis
- Mrs Pickford
- Miss Gandy
- Miss Robson
- Miss Middleton
- Mrs Tanaszi
- Mrs Brewerton
- Ms Leadbitter

FIRST AID

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

We will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations, and with the specific Approved Code of Practice issued by the Health and Safety Executive (HSE).

In particular the following rules and procedures will be applied in relation to this area:

1. We will ensure adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work.
2. The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved.
3. When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
    a. Any significant risks present as identified within a risk assessment
    b. Any specific risks present, for example, hazardous substances, dangerous machinery
    c. Areas where different levels of risk have been identified
    d. Records of accidents or ill health
    e. Numbers of employees and pupils
    f. Pupils / employees with special problems or disabilities

4. Suitable and sufficient first aid boxes will be provided in all workplaces and work situations.
5. All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment. Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
6. First aid boxes will be located in the Medical Room, Kitchen and Nursery.
7. We will ensure the appointment of suitable and adequate appointed persons and First Aiders.
8. A list of current First Aiders will be displayed around School.
9. All First Aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.

Duties of First Aiders

1. The First Aid Box Holder ensures the first aid facilities are available and boxes are stocked according to the issued instructions.
2. To maintain records of any child/adult they treat.
3. To inform the SBM of any matter relating to the provision of first aid that they deem necessary.
4. To maintain a current first aid certificate.
5. To take charge of situations where someone is injured or falls ill.
6. To call an ambulance and/or other emergency service.
7. To give any emergency first aid treatment to the level for which they have been trained.

Fulwell Infant School First Aiders listed below:

- Ms Middleton (Lead)
- Mrs Willis
- Ms Bertram
- Ms Stockwell
- Misss Gandy
- Mrs Robson
- Miss Vipond
- Mrs Brewerton
- Mrs Nicholson
- Mrs Pickford
- Mrs Willis
- Mrs Johnson
- Mrs Laverick
- Mrs Calvert
- Mr Routledge

INCIDENT REPORTING AND INVESTIGATION

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge, this includes ensuring that all incidents are reported and investigated.

We will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Management of Health and Safety at Work Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. All employees are required to report all incidents to the SBM or Headteacher as soon as possible.
2. For these purposes an incident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
3. All incidents involving injury must be recorded in the incident book or equivalent form of recording. This record can be made by the relevant First Aider, injured person or other suitable person e.g. manager, colleague or other appointed person and is a legal requirement if an employee is incapacitated for more than 3 consecutive days.
4. All incidents must be recorded by the First Aider and reported to the SBM/Headteacher on the Incident Report Form.
5. The completed incident report form must be forwarded to the SBM for further investigation.
6. If the accident involves any injury which involves immediate bruising or is an injury to the head, face or trunk the accident sheet should be highlighted and reported to the Office at the end of lunchtime for a text to be sent to the Parent. If the accident is of a more serious nature the Office will be informed and the Parent will be contacted immediately by telephone. In the case of a head injury, even if there is no sign of injury the parent and teacher will be informed. If necessary, arrangements will be made for parents to come in to school to establish a clear understanding of what happened.
7. If a child requires hospital treatment then the person with parental responsibility must be contacted, even if this means disturbing them at work (details in child's portfolio in Office). If a parent cannot be contacted by telephone a text will be sent immediately and if the child requires hospital treatment and the parent can still not be contacted a member of staff will accompany the child and parent will be asked to meet them there.
8. In the case of more serious accidents, the school will maintain contact with the parent. A senior member of staff (Headteacher or Deputy Headteacher) will make an initial follow up call (after the child has received medical treatment) and class staff will regularly check with parents on the child's wellbeing up to and as they return to school. This will include discussing any precautionary measures that may need to be in place to assist recovery.
9. If the incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within the School.
10. The SBM will be responsible for further investigation of all incidents and for the production of the reports.
11. Where an incident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by management.
12. Where an investigation reveals that immediate action is required to prevent a

recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

WHAT IS REPORTABLE UNDER RIDDOR

Death or "Specified" Injury

When an incident involves the following:

- An employee, or a self-employed person working on school premises is killed or suffers a "specified" injury (including as a result of physical violence); or
- A non-employee such as a pupil or member of the public is killed or taken to hospital from the site of the incident;

The relevant enforcing authority or Incident Contact Centre must be notified without delay (e.g. by telephone or by submitting an online form, available on the HSE website).

Reportable "Specified" Injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
- covers more than 10% of the body; or
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness or
- requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Dangerous Occurrences

If any type of incident that is classed as a dangerous occurrence must be reported immediately (e.g. by telephone) to the relevant enforcing authority and an online form completed on the HSE website. There are 27 different categories of reportable dangerous occurrences including:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in Schedule 2 to the Regulations and on the HSE website.

Reporting of Injuries, Diseases and Dangerous Occurrences

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent under RIDDOR to the relevant enforcing authority without delay.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

The full list of RIDDOR reportable diseases, and the work activities they are related to, can be found on the HSE website.

HSE Incident Contact Centre Details
Telephone: 0845 300 9923 (Monday to Friday 8.30am to 5.000pm)
Out of hours telephone contact number: 0151 922 1221
Internet: www.riddor.gov.uk or www.hse.gov.uk/riddor

The appointed person/s for reporting accidents/incidents under RIDDOR will be the Headteacher.

MANUAL HANDLING

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risk of injuries and other problems associated with manual handling.

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) (back strain, slipped discs, pulled muscles etc)
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries (e.g. tenosynovitis)
- Bruised or broken toes or feet
- Various other sprains and strains.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Manual Handling Operations Regulations, and with the specific guidance note issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
2. Where it is not possible or feasible to avoid potentially hazardous manual handling

suitable and sufficient risk assessments of the tasks involved will be carried out with a view to reducing the risk of injury by the implementation of control measures.

3. All manual handling assessments will be designed to look at all of the following areas:
   - The tasks involved
   - The individual capacities required
   - The loads involved
   - The working environment involved
4. Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
5. Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
6. Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
7. Employees will not be required to lift or move any loads which are beyond their individual capabilities.
8. Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.

WORK AT HEIGHT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations and the Lifting Equipment and Lifting Operations Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
2. Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work commences.
3. All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
4. All equipment (including ladders and stepladders) used in connection with work at height must be properly inspected and maintained.
5. All risks arising in connection with fragile surfaces must be properly controlled.
6. All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
7. When planning work at height account must be taken of emergency and rescue requirements.
8. Work must not be carried out during weather conditions that could endanger health and safety.
9. Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.

10. Reports must be kept of all required inspections of equipment used for working at height.
11. In interpreting the application of this part of the policy `work at height` is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

SLIPS,TRIPS AND FALLS

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the risks of slips and trips incidents.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations, and with the specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.
2. The selection of floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
3. Measures should be taken to prevent floors from getting wet or contaminated from activities or processes.
4. Spillage procedures must ensure the rapid removal of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
5. Where necessary suitable warning signs and barriers must be erected during the removal of spillages.
6. Steps and slopes on floors must have good foot and hand holds and have no sudden changes of level.
7. Adequate levels of lighting must be provided and maintained in all areas and walkways.
8. Where necessary suitable footwear will be provided for employees, taking into account the conditions, the work and the individual.
9. Trailing leads must be avoided in all working areas and walkways.
10. All incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence.
11. When carrying out risk assessments, account must be given to access to areas by members of the public and possible vulnerable groups (e.g. older people and disabled).
12. Suitable and adequate information, instruction and training must be provided to all employees regarding the avoidance of slips and trips accidents and in spillage removal and prevention.
13. Employees must report all spillages immediately to The Premises Team together with any building defects or other problems that are causing floors to be wet, slippery or uneven.
14. All maintenance work resulting in wet, slippery or uneven floors must be carried out as soon as possible, with barriers and warning signs being erected as a temporary measure.

15. All areas must be kept clear of rubbish and other obstructions likely to cause slips and trips.

DISPLAY SCREEN EQUIPMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe use of display screen equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back
- Eyestrain or similar visual problems
- Headaches
- Stress and fatigue
- Skin irritation or rashes

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Display Screen Equipment Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We will carry out an analysis of every work station in order to assess and reduce the risks involved.
2. Assessments will take place on the introduction of new DSE or on the movement or change of location of DSE.
3. Assessments may be carried out by the individual "user" using the appropriate self- assessment format in conjunction with adequate information, instruction and training.
4. "Users" are entitled to request appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any costs arising from these tests and appliances will be borne by the School.
5. Assessments will be reviewed on a regular basis and appropriate records will be kept.
6. Matters to be taken into account during the assessment will include:
   - The whole workstation including equipment, furniture and the working environment
   - The job or tasks involved
   - Any special needs of individual employees
7. Where the assessments reveal equipment or other issues that do not meet the minimum legal requirements, appropriate action will be taken to rectify such matters.

FIRE SAFETY

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Artwork must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and a different exit is blocked on each occasion. Please make time to familiarise yourself with evacuation routes and notices.

Inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Intelex and this is carried out bi-annually.

ELECTRICAL SAFETY

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The main hazards associated with electricity include:

- Shock
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries (e.g. falls from height following shock)

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

Fixed Electrical Installations

1. All fixed installations and systems will meet the required standard.
2. All fixed installations will be maintained in a safe condition.
3. All fixed installations will be inspected, tested and maintained in accordance with statutory requirements and the recommendations of the Electrical Installation Condition Report (EICR). Fixed electrical installations shall be inspected and tested at intervals not exceeding five years, or more frequently where recommended by a competent electrician.
4. Records of all inspections, testing, maintenance and remedial works shall be retained by the School.
5. Adequate socket-outlets will be provided to avoid overloading or the excessive use of extension leads.
6. Employees are required to report any defective electrical installations or systems.

Portable Electrical Equipment

1. All portable electrical equipment will be safe and suitable for the particular work in which it is used.
2. All portable electrical equipment will be maintained in a safe condition.
3. All portable electrical equipment will be subject to user checks, visual inspections and Portable Appliance Testing (PAT) at frequencies determined by risk assessment and the nature of the equipment.
4. PAT testing records shall be maintained and reviewed. The most recent PAT testing was completed in November 2025.
5. All portable electrical equipment brought on to Company premises or sites by employees (e.g. heaters, fans etc.) and contractors must be tested before use.

6. Employees must immediately report defective electrical equipment. Where safe to do so, the equipment shall be isolated, labelled "Do Not Use" and removed from service.
7. Defective equipment shall only be repaired by a competent person and shall not be returned to service until any necessary inspection and testing has been completed and the equipment has been confirmed safe for use.
8. Records of electrical defects, repairs and return-to-service checks shall be maintained

Information and Training

1. Adequate training and information will be provided to all employees regarding the safe use of electrical equipment.
2. All employees will be provided with copies of risk assessments and safe working procedures that are relevant to electrical installations, systems and equipment in their area or work activities.
3. We will only permit suitably competent persons to carry out any work on electrical installations, systems and equipment.
4. All contractors will be informed of, and are expected to comply with, our Health and Safety Policy and any relevant risk assessments or safe working procedures.

Record Keeping

The following records will be retained and updated as appropriate:

1. A register of all portable electrical equipment on the School's premises.
2. Details of instruments and testing equipment used for electrical work.
3. Copies of any permits authorising work on electrical equipment.
4. Safety information provided to and by contractors.
5. All information relating to individual competence and training of persons who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work.
6. Details of inspections and tests conducted on fixed installations, portable electrical equipment and personal protective equipment. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.
    - Pat testing carried out by AGG November 2025
    - 5 Year Fixed wire testing was carried out AGG 28.07.2022

HAZARDOUS SUBSTANCES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks associated with the use and/or storage hazardous substances are assessed and adequately controlled.

Hazardous substances could include:

- Substances used during cleaning operations
- Substances used during teaching experiments
- Substances generated during activities (e.g. fumes, vapours, gases)
- Substances used during building or repair works (paints, adhesives, cement etc)

The health effects of exposure to chemicals and other hazardous substances could include:

- Skin irritation or dermatitis
- Asthma or other allergic responses
- Loss of consciousness
- Bacterial infections
- Cancer

We will endeavour to comply with the relevant legal requirements, as contained within the Control of Substances Hazardous to Health Regulations (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP), and with the associated specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. An up-to-date register of all chemicals and other hazardous substances used or stored will be maintained together with the latest relevant manufacturer`s safety data sheets.
2. All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.
3. COSHH assessments will be completed and recorded for all chemicals and other hazardous substances. Hazcards are recognised as a COSHH assessment for chemicals used in science or technology.
4. All processes and activities will be designed and operated to minimise the emission, release and spread of substances hazardous to health.
5. When developing control measures account will be taken of all relevant routes of exposure (e.g. inhalation, skin absorption or ingestion).
6. Exposure will be controlled by measures that are proportionate to the particular health risks involved.
7. The most effective and reliable control options will be chosen which minimise the escape and spread of substances hazardous to health.
8. Where adequate control of exposure cannot be achieved by other means, suitable personal protective equipment will be provided, in combination with other control measures.
9. All elements of control measures will be monitored and reviewed regularly for their continuing effectiveness.
10. Where required all employees and other persons will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work or otherwise come into contact and the use of control measures developed to minimise the risks, including the use of required personal protective equipment.
11. When developing and introducing control measures care will be taken to ensure that it does not increase the overall risk to health and safety.
12. Suitable health surveillance will be arranged for any employee who may be exposed to any substance for which there is a disease associated with that substance (e.g. asthma, dermatitis or cancers) and where it is possible to detect the disease or any adverse health effect, and therefore reduce the risk of further harm.

General Precautions

The following general precautions apply to the use, handling and transporting of chemicals and other hazardous substances:

1. Products must never be allowed to come into contact with the eyes, skin or mucous membrane.
2. Personal protective equipment and clothing must be worn, if required.
3. Always observe good industrial hygiene practices.
4. Do not swallow materials or use in areas where food is being consumed.
5. Inhalation of chemical vapours or dust should be avoided.
6. Adequate ventilation must be provided.
7. Suitable respiratory protection must be worn, if required.
8. Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams.
9. Store all products in ventilated areas away from extremes of temperatures and environment.
10. Clean up spillages instantly and dispose of waste using suitable containers.
11. Except for transport in closed packages, materials must only be handled by authorised personnel.
12. Ensure the correct equipment for handling the products is made available.
13. Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice sort. Reference should always be made to the relevant COSHH assessment and hazard data sheet.

MACHINERY, PLANT AND EQUIPMENT

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (e.g. shearing, drawing in, and crushing)
- Impact
- Contact (e.g. friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire
- Noise
- Vibration

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations and the Supply of Machinery (Safety) Regulations, and with the specific guidance issued by the Health and Safety Executive.
In particular the following rules and procedures will be applied in relation to this area:

1. We will, as far as is reasonably practicable, ensure all equipment is suitable for the intended use or tasks.
2. All equipment will comply with the relevant British Standard and is CE marked, where appropriate.

3. All dangerous parts of machinery will be suitably and adequately guarded.
4. All equipment will be maintained in efficient order and in good repair.
5. Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturer's instructions or other recommended guidance.
6. All equipment will be maintained in efficient order and in good repair.
7. Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
8. Equipment users are required to only use equipment for the purpose or operations for which it is suitable or intended and to report any defective equipment immediately to the appropriate manager.
9. Every person who uses equipment will receive suitable and adequate information, instruction, training and supervision.

ASBESTOS

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes managing asbestos that may be present in our premises.

Common sources of asbestos in buildings include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids
- Moulded or preformed lagging on pipes and boilers
- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- Millboard, paper and paper products used for insulation of electrical equipment
- Asbestos pipe lagging
- Asbestos insulation board
- Perforated ceiling tiles
- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Asbestos at Work Regulations and with the Approved Codes of Practice issued by the Health and Safety Executive.

1. A non-intrusive asbestos survey was carried out in school. A copy of the Asbestos Register is held at the School Reception where staff and contractors may consult it for further information.
2. The local authority carries out a site specific asbestos management audit on an annual basis. A copy of the Asbestos Management Plan is included in the asbestos register. For the purpose of this policy Fulwell Infant School is categorised as a priority 3 for asbestos risk. A survey carried out 2025 identified 6 gaskets within the plant room. However the school still has management systems in place.
3. Staff, must not disturb asbestos containing materials in school and if you have any concerns you should report these to the Headteacher. Any contractor or any person carrying out work in School must consult and work in accordance with the Asbestos Register, before commencing work.

4. In the event that any member of staff/contractor comes into contact with asbestos they must carry out the following emergency procedures
    - Stop work immediately.
    - Keep everyone else out of the area.
    - Do not attempt to clean up any dust or debris, or remove any items/ tools etc. from the area. This would spread more fibres.
    - Leave the room you were in (if possible closing the windows) and close the door behind you.
    - Move to an adjacent unoccupied area, or if not possible, stay immediately outside the room you were working in.
    - If you have a little dust or debris on your clothes e.g. sleeve, shoes: don't brush it off – this will spread more fibres. You need to use a damp rag/paper towel to pick up the dust by patting yourself down. If there are 2 of you, you can help clean each other's clothes. The rags/towels must be left in the room for disposal as asbestos waste.
    - If you have a lot of dust/debris on you i.e. contaminated clothes, hair, footwear: after patting down, remove your outer clothing, turning it inside out (keep underwear on).
    - Leave your clothes in the room for disposal.
    - Use your mobile phone/ radio to contact your project manager / line manager and report that there has possibly been a disturbance of ACM.
    - Stay where you are and use your mobile phone/ radio to contact your on-site (premises) contact and report that there has possibly been a disturbance of ACM. Do not move around the building to find them. If the Responsible Person is not available, contact the SAMO. Make sure they make arrangements to keep everyone out of the area and turn off any air conditioning/movement or ventilation systems to the area.
    - If possible, have a shower, or a thorough wash including your hair, in the nearest available facilities. Put contaminated clothing, towels, etc. in a bag for disposal. Leave the washing facilities as clean as possible (rinse shower cubicle/ sinks after use).
    - Follow further instructions from your project manager / surveyor / line manager

Responsible Person – Wendy Angus Headteacher

Delegated Site Person – David Forster Premises Manager

Deputy Person – Theresa Hope Finance Director

Trustee – Doug Green

Corporate Health & Safety Team: Tel 0191 561 2311

LEGIONELLA

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the health risks associated with legionella bacteria in water systems.

The presence of legionella bacteria in water systems can, under certain circumstances, result in

the potentially fatal Legionnaires Disease in employees and other persons who breathe in the contaminated water droplets.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Notification of Cooling Towers and Evaporative Condensers Regulations, and with the specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We will carry out a risk assessment in respect of the risk of legionella within the water systems within our premises, including assessments of the water temperatures involved; the possibility of droplet formation and the presence of any particularly susceptible persons.
2. An up to date schematic plan of the water systems will be prepared.
3. The risk assessment and schematic plan will contain details of the precautions to be taken and instructions for the operation of the system.
4. Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
5. Regular visual checks will be carried out on the cleanliness and general condition of the water system.
6. Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
7. Records of all tests undertaken and maintenance to the water systems will be kept.

    - Legionella Risk Assessment is required every two years this was carried out by FM4U May 2026

LONE WORKING

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks associated with lone working.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approve Code of Practice and guidance notes issued by the Health and Safety Executive.

Lone worker is defined as `persons who work by themselves without close or direct supervision`.

Examples of lone workers would include:

- People who work in isolation in premises or areas of premises
- People who work outside normal working hours (e.g. cleaners & premises staff)
- Mobile workers

The following rules and procedures will be applied in relation to this area:

1. We believe that there is generally no reason why workers should not work alone subject to the special risks being assessed and control being implemented.
2. All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.
3. Where an assessment reveals that a task or job is unsuitable for lone working

measures must be taken to ensure that adequate supervision, help or back-up is provided.

4. Lone working must not be allowed in respect of tasks involving the use or handling of plant, substances or goods that cannot be carried out safely by one person.
5. All lone working activities or situations must have suitable emergency procedures and first aid facilities.
6. All lone workers must receive adequate information, instruction and training.
7. Assessments for lone working must take into account any possible risks of violence and any special risks to female employees and young persons.
8. Suitable and adequate safe working procedures and arrangements must be developed and implemented for all lone working activities or situations. Safe working procedures in respect of lone working may include:
   - Return to base/home checks
   - Mobile first aid kits

NEW AND EXPECTANT MOTHERS

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge this includes dealing with the risks to pregnant employees or those returning after maternity leave.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations, and with the specific Approved Code of Practice and guidance issued by the Health and Safety Executive and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We recognise pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.
2. When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.
3. Where hazards that could pose a risk to new or expectant mothers are identified we will take appropriate action to remove or reduce the risk, and will inform relevant female employees of childbearing age.
4. All expectant mothers must inform the School in writing of their pregnancy.
5. In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that we are informed of the pregnancy as soon as is practicable.
6. We reserve the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified Doctor.
7. Upon receipt of notification from a new or expectant mother we will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the Doctor.
8. Following the assessment specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breast feeding.
9. Where there are jobs or tasks that are considered to be unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child we will offer suitable alternative work or, where this is not possible, suspend the employee on full

pay for as long as is necessary to protect her and her child`s health. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.

10. We reserve the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
11. For these purposes we define a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
12. Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from her manager before undertaking the task about which she has a concern.

VISITORS AND CONTRACTORS

We recognise we have a responsibility to provide a safe and healthy working environment and acknowledge this includes controlling the safety and work of visitors and contractors when present on School premises.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and Construction (Design and Management) Regulations and with the specific Approved Code of Practice and guidance issued or approved by the Health and Safety Executive.
In particular the following rules and procedures will be applied in relation to this area:

1. Visitors and contractors will not be permitted on School premises unless specifically authorised to do so.
2. All visitors and contractors will be required to comply with the Health and Safety Policy.
3. Contractors undertaking hot works or other high-risk activities shall operate under the School's Permit-to-Work system.
4. Suitable control measures shall be implemented for all hot works, including removal or protection of combustible materials, provision of fire extinguishers and completion of a fire watch following the work.
5. The Premises Manager or delegated representative shall monitor contractor compliance with site safety arrangements, permit conditions and agreed control measures throughout the duration of the works.
6. Prior to commencing works, contractors must provide suitable and sufficient Risk Assessments and Method Statements (RAMS) which address fire risks associated with the work activities being undertaken
7. We will take all reasonable steps to ensure the health and safety of all visitors and contractors.
8. We will provide all visitors and contractors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations, including:
   - Safety policy
   - Relevant risk assessments
   - Relevant safe systems of work
   - Emergency response procedures
   - First aid facilities
   - Welfare facilities

- Site rules and procedures
- Safety plans
- Site induction training

9. All visitors and contractors must report to the School Reception upon arrival and leaving.
10. We will take account of the possible presence of visitors and contractors when developing, implementing and practising fire and other emergency procedures.
11. All visitors and contractors must report immediately any accidents or incidents resulting in injury or damage to the School Office.
12. We will record all accidents and incidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.
13. All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.

DRUGS AND ALCOHOL

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g. during School trips.
Staff members are instructed that they should not carry out their duties whilst under the influence of alcohol.

SMOKING POLICY

Smoking is not permitted in any part of the premises including all outside areas.

SAFE WORKING PROCEDURES FOR IN-HOUSE MAINTENANCE STAFF

The Premises Manager/Caretaker shall only undertake maintenance work that is within their level of competence, training and authorisation. Where work is beyond their competence or requires specialist knowledge, the work shall be referred to a competent contractor in accordance with the School's Control of Contractors Policy.
The following arrangements apply to all maintenance work undertaken by in-house staff:

1. **Competence**
    - Only undertake work for which appropriate training, instruction and experience have been received.
    - Seek advice from the Headteacher, School Business Manager or Trust Estates Team where there is any doubt regarding competence or safety.
2. **Risk Assessment**
    - Assess the risks associated with the work before it commences.
    - Follow existing risk assessments and safe systems of work and implement appropriate control measures.
    - Stop work immediately if unforeseen hazards are identified.
3. **Electrical Safety**
    - Electrical installation work shall only be undertaken by a competent and appropriately qualified electrician.

- Before undertaking maintenance involving electrical equipment, ensure equipment is isolated from the power supply where appropriate.
- Defective electrical equipment shall be removed from service immediately, labelled as unsafe and reported.

4. **Fire Safety**
    - Fire doors, fire-resisting walls, ceilings, fire stopping, emergency lighting, fire alarm devices and escape routes shall not be altered, obstructed or compromised during maintenance work.
    - Where work has the potential to affect fire compartmentation or fire protection measures, advice shall be sought from the School Business Manager or Trust Estates Team before work proceeds.
    - The Premises Manager shall undertake and record regular inspections of passive fire protection measures, including ceilings, compartmentation, fire stopping, fire doors and associated fire safety features. Defects shall be reported and remedial action arranged.
    - Fire escape routes shall remain unobstructed at all times.
5. **Hot Works**
    - In-house staff shall avoid undertaking hot works wherever reasonably practicable.
    - Where hot works are essential, they shall only proceed under the School's Permit-to-Work system and in accordance with the Control of Contractors Policy.
    - Suitable fire extinguishers shall be available, combustible materials removed or protected, and a fire watch undertaken following completion of the work.
6. **Work at Height**
    - Work at height shall be avoided where reasonably practicable.
    - Where required, suitable access equipment shall be used in accordance with training and risk assessments.
    - Ladders shall be inspected before use and used only for short-duration, low-risk tasks.
7. **Hazardous Materials**
    - No work shall be undertaken which could disturb asbestos-containing materials unless appropriate information has been obtained from the Asbestos Register and management arrangements have been followed.
    - Hazardous substances shall be used in accordance with COSHH assessments and manufacturers' instructions.
8. **Tools and Equipment**
    - Only suitable, well-maintained tools and equipment shall be used.
    - Defective tools or equipment shall be removed from use immediately and reported.
9. **Reporting Defects**
    - Any defects identified during maintenance that may affect the health, safety or welfare of staff, pupils or visitors shall be reported promptly to the Headteacher or School Business Manager.
    - Where an immediate risk exists, the area or equipment shall be isolated or

taken out of use until made safe.

10. **Records**
    - Significant maintenance activities, inspections and any safety-related defects shall be recorded in the school's maintenance records.
    - Where specialist contractors are required, work shall be arranged through the School's Control of Contractors Procedure.

These arrangements are intended to ensure that all in-house maintenance activities are undertaken safely, do not compromise the safety of building occupants, and maintain compliance with relevant health and safety and fire safety legislation.