Sandwell
Metropolitan Borough Council

Health & Safety Policy & Procedures

2026 - 2027

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Contents

1 Health & Safety Policy Statement 4
2 Health & safety communication and monitoring model 6
3 Health & Safety Duties and Responsibilities 6
3.1 Responsibilities – introduction 7
3.2 The council (employer's duties) and councillors/school governors 7
3.3 Chief executive, Leadership Team, 'nominated' director, ... 7
3.4 Directors, DMTs, 'lead officers' for health & safety, head teachers 8
3.5 Assistant Directors, Service/Operational managers, Heads of department 9
3.6 Line managers/supervisors 10
3.7 All employees 11
3.8 Specific responsibilities 11
3.9 The corporate health & safety unit (HSU) 11
3.10 Corporate Health & Safety Board (CHSB), ... 12
3.11 Trade Union Consultation Forum/Health & safety committees/JCC 13
3.12 Safety representatives 13
4 Organisation – Health & Safety Management System 13
4.1 Policy development 13
4.2 Cooperation, consultation and communication 14
4.3 Planning & prioritising 14
4.4 Measuring health & safety performance 14
4.5 Auditing/inspecting health & safety performance 15
4.6 Reviewing health & safety performance 15
5 Arrangements 15
5.1 Accidents and aggressive/violent incidents 15
• *5.1a UMPS - Accident Reporting*
5.2 Asbestos management (for premises built before 2000) 17
• *5.2a UMPS – Asbestos Management*
5.3 Control of contractors/Construction Design and Management (CDM) 18
• *5.3a – UMPS - Contractors*
5.4 Control of substances hazardous to health (CoSHH) 19
• *5.4a – UMPS - COSHH*
5.5 Display screen equipment (DSE) 20
5.6 Driver & Vehicle safety 21

- *5.5a – UMPS – Vehicle safety and movement*

5.7 Electricity & Gas 22
- *5.6a – UMPS – details of isolation points*

5.8 Fire & other emergency evacuation procedures 22
- *5.7a – UMPS – Fire, Evacuation and Lockdown procedures*

5.9 First aid 27

5.10 Hybrid & Home Working 27

5.11 Infection Control 27
- *5.11a – UMPS – Infection prevention*

5.12 Legionella (water safety) 29

5.13 Manual handling 29
- *5.13a – UMPS – Manual Handling*

5.14 Noise and Vibration 30

5.15 Occupational health and work-related stress 31
- *5.15a – UMPS - Stress*

5.16 Open water 32

5.17 Personal Protective Equipment (PPE) 32

5.18 Premises, plant and equipment – maintenance, servicing and inspection 32
- *5.18a – UMPS – Equipment in school*

5.19 Risk assessment (RA) 33
- *5.19a – UMPS – Classroom and Curriculum*

5.20 Training & competency 34
- *5.20a – UMPS - Training*

5.21 Violence and aggression/lone working 36
- *5.21a – UMPS – Lone working*

5.22 Work at Heights 36
- *5.22a – UMPS – Working at Heights*

5.23 Zoonotic Diseases 36

5.24 *UMPS – Security 37*

5.25 *UMPS – Off Site Visits 37*

5.26 *UMPS – Lettings 37*

5.27 *UMPS – Smoking 37*

5.28 *UMPS – New and Expectant Mothers 37*

5.29 *UMPS – Sun Protection 38*

1 Health & Safety Policy Statement

Sandwell Council recognises the importance of ensuring the health, safety and welfare of our employees and fully accepts our statutory obligations both to employees and others who may be affected by our activities.

To meet these obligations, we've set the following objectives and will:

- Ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place,
- Ensure that suitable and sufficient risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
- Consult with our employees and their Trade Union representatives on matters affecting their health & safety.
- Promote a positive health & safety culture where employees and their representatives can raise health & safety issues and are empowered to work safely.
- Provide information, instruction, and supervision for employees to enable them to do their work safely.
- Ensure all employees are competent to do their tasks and are given adequate training.
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely.
- Ensure premises under our control are maintained and their condition does not give rise to health and safety risks and there are sufficient facilities and welfare arrangements.
- Regularly review our health & safety performance by monitoring, auditing and benchmarking

The council is committed to continuous improvement in health & safety and will develop a policy, systems and procedures to achieve this aim. The council is also committed to providing a safe and healthy environment for employees and all who use our services; this will be achieved by:

- Effective leadership by senior managers
- Participation of all employees
- Open and responsive communication channels

Overall accountability for health & safety and this policy rests with the Chief Executive and the Leadership Team. To ensure that the Leadership Team is kept informed of and alert to relevant health & safety issues, a 'Nominated Director', from within the Leadership team, will be charged with ensuring that health & safety risk management systems are in place and remain effective.

On a practical level, any strategic health & safety issues affecting the Council will, in the first instance, be considered by the Corporate Health & Safety Board (CHSB), which is also charged with ensuring best practice in health & safety across the council. The CHSB will be attended by the Nominated Director and each directorate will nominate a 'Lead Officer' from their directorate management team to attend the Board. The level of participant attending will allow direct input to both Leadership Team and Directorate

Management Teams (DMT). In addition, if appropriate, policy and reports can be considered by councillors through the executive decision-making process.

The council's core "arrangements" for managing health & safety are outlined in section 5 of this policy. Each Director/Head teacher must ensure that managers and employees are aware of these arrangements and put in place systems to implement them locally. In addition, directorates/schools should publish supplementary arrangements / procedures to help manage local risks not covered by corporate arrangements / guidance and must ensure appropriate risk assessments are in place. All systems, procedures and assessments must be kept up to date, monitored and regularly reviewed.

Assistance

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, competent persons have been appointed to support the council in meeting its health & safety obligations.

The corporate health & safety unit (HSU), based in Chief Executive directorate, will co-ordinate corporate health & safety matters, carry out audits, and provide an advisory service across the whole of the council. The team will work closely with directorates, and colleagues within those directorates, on all health, safety and welfare matters.

To support directorates, a range of health & safety management training is provided corporately. These 'core' courses will be identified through regular training needs analysis, based upon current legislation and the council's health and safety management system.

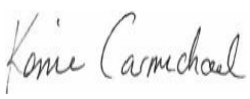
Co-operation, consultation and communication

The successful implementation of this policy requires total commitment at all levels. ALL employees are reminded that they have a legal duty to take reasonable care of themselves, those they work with and any other person that could be affected by their work. They also have a duty to co-operate with their employer on matters of health & safety to help ensure that we comply with our legal duties.

The council will co-operate fully in the appointment of safety representatives by recognised Trade Unions, and will provide them, where necessary, with reasonable facilities to carry out their duties.

Every employee will be made aware of this policy statement and it will be available on the council's intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.



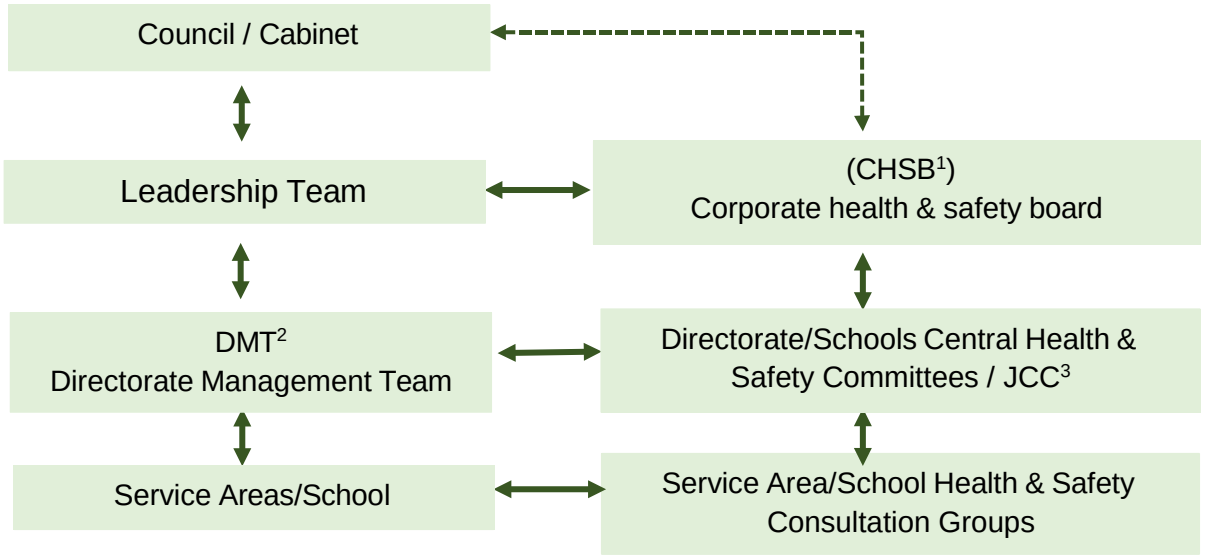


Shokat Lal
Chief Executive Officer
January 2024

Councillor Kerrie Carmichael
Leader of the Council
January 2024

2 Health & safety communication and monitoring model

The following diagram outlines the communication and monitoring model the council follows to help ensure relevant health & safety information is considered at the right level. See Health & safety duties and responsibilities section for further detail.



Notes:

1 Chaired by Leadership Team's "nominated H&S director" who keeps Leadership/Elected members informed of and alerted to relevant health and safety issues. Meets every quarter and supported by corporate health & safety manager/officer.

2 Or equivalent where no DMT

3 Chaired or attended by each directorate's "lead officer" for health & safety, who represents the directorate at CHSB and keeps their DMT informed of and alerted to relevant health & safety issues. Supported by corporate health & safety officer every quarter (termly for schools).

3 Health & Safety Duties and Responsibilities

This section of the health & safety policy outlines our legal duties (as set out in the Health & Safety at Work Act and associated legislation), both as an employer and as employees.

The next section outlines accountability/responsibilities for health & safety from the Chief Executive to front line employee

3.1 Responsibilities – introduction

Sandwell Council is a large organisation with a complex structure; consequently, any attempt to document all individual responsibilities in detail would tend to be both overly bureaucratic and out of date almost immediately.

For the purposes of health & safety, accountability/responsibilities have been grouped into logical levels, namely:

- The council (employer's duties) and councillors/school governors
- Chief executive, Assistant Chief Executive, Leadership team, 'nominated' director
- Directors, directorate management teams (DMTs) and head teachers
- Service/Operational managers, heads of department
- Line managers/supervisors
- All employees

Regardless of job title, the overriding principle is that work, and the workplace should be safe, and managers/supervisors must take responsibility for any people, premises, plant or processes under their control.

3.2 The council (employer's duties) and councillors/school governors

As an employer the council, as a corporate body, has the employer's responsibilities; that is to ensure the health, safety and welfare of its employees and others who might be affected by its activities. If it neglects those duties, it could face prosecution or, if anyone is injured, civil claims for negligence.

Councillors (and Governors in schools) also have an important role. While not in day-to-day control, councillors need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

The council acts through the collective decisions of councillors and those decisions may affect the overall safety management of the council and hence be relevant in any legal proceedings taken against it; however, it should be noted that councillors are not employees but elected office holders and as such have no personal duties under health & safety at work legislation. However, councillors have an important role in championing, and showing their commitment to, health & safety; to that end our policy statement is signed by both the chief executive and leader of the council.

3.3 Chief executive, Leadership Team, 'nominated' director,

Overall accountability for health & safety and this policy rests with the chief executive and the Leadership Team. More specifically, the chief executive and Leadership team are accountable for:

- Approving the Health & Safety Policy Statement
- Ensuring that the council has the necessary resources to successfully implement the policy and achieve the objectives
- Promoting a positive health & safety culture and leading by example

- Ensuring that there is effective health & safety communication
- Monitoring and reviewing the council's health & safety performance

To ensure that Leadership is kept informed of and alert to relevant health & safety issues, a 'Nominated Director', from the Leadership Team, is charged with ensuring that health & safety risk management systems are in place and remain effective. The assistant chief executive has been designated the council's health & safety champion. In addition to their general health & safety duties, they are responsible for:

- Co-ordinating the council's health & safety objectives
- Chairing the corporate health & safety board
- Reporting on health & safety performance to Leadership Team, Elected Members and other interested parties

(See also **Health & safety management model** above)

3.4 Directors, DMTs, 'lead officers' for health & safety, head teachers

Within each directorate/school the director, supported by their directorate management team (DMT) or head teacher has overall responsibility for health & safety and implementing the council's health & safety policy and management system.

More specifically, directors, DMTs and head teachers are responsible for:

- Implementing our health & safety policy & procedures (including any relevant local arrangements), to achieve the council's objectives.
- Ensuring that adequate resources are allocated to meet health & safety obligations.
- Ensuring that health & safety is embedded into all directorate activities and that the health & safety management system is implemented.
- Ensuring that health & safety requirements, reporting lines and monitoring arrangements are built into any partnership working.
- Promoting a positive health & safety culture and leading by example.
- Ensuring that there is effective health & safety communication and consultation with employees and their representatives.
- Monitoring and reviewing the directorate's/schools health & safety performance.
- Providing the nominated director with performance information as required.

Note: Directors/DMTs/head teachers must retain ownership of all health & safety issues within their control; whilst tasks can be delegated to competent employee's, accountability/responsibilities cannot.

To ensure that DMTs are kept informed of and alert to relevant health & safety issues, each directorate will appoint from their directorate management team a 'Lead Officer' for health & safety. The role of this lead officer is to champion health & safety

across the directorate; they will also represent their directorate at the CHSB and attend local health & safety consultative groups and other agreed forums.

In addition to their general health & safety duties, the lead officers are responsible for:

- Co-ordinating each directorate's health & safety activities, including any health & safety plans and/or objectives
- Chairing/attending local health & safety consultative groups
- Reporting on health & safety performance to DMTs, the CHSB and other interested parties

3.5 Assistant Directors, Service/Operational managers, Heads of department

As senior managers of the council, assistant directors, service/operational managers, and heads of department are responsible for health & safety matters within their areas of control.

More specifically, assistant directors, service/operational managers, heads of department are responsible for:

- Implementing the council's health & safety policy and procedures
- Ensuring that adequate resources are allocated to meet health & safety obligations
- Ensuring that health & safety is embedded into all activities and that effective health & safety management systems are in place for both normal and emergency situations
- Ensuring that their managers have suitable and sufficient risk assessments and controls in place to minimise risk and to prevent accidents and cases of work-related ill health.
- Ensuring that appropriate health & safety requirements and monitoring arrangements are included in all work carried out by contractors or in conjunction with partner organisations
- Promoting a positive health & safety culture and leading by example
- Ensuring that there is effective health & safety communication and consultation with employees
- Ensuring that employees have appropriate information, instruction and supervision to enable them to do their work safely
- Ensuring all employees are competent and are given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensuring employees are aware of their responsibilities and that employees with specific health & safety roles clearly understand them
- Ensuring that safe plant & equipment is provided, maintained and used correctly and that substances are handled and used safely
- Monitoring health & safety performance against council objectives
- Ensuring that their managers' report and investigate accidents, incidents and near misses

- Informing DMT/head teacher of any health & safety problems/concerns as appropriate
- Seeking professional advice as necessary
- Providing the lead officer and/or nominated director with performance information as required

Note: Assistant Directors, service/operational managers, heads of department must retain ownership of all health & safety issues within their control; whilst tasks can be delegated to competent employees, accountability cannot.

3.6 Line managers/supervisors

At all levels, managers must accept accident prevention, health, safety and welfare as part of their responsibilities.

More specifically, line managers/supervisors should:

- Ensure that suitable and sufficient risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health
- Regularly monitor and review working methods and inspect workplaces to ensure that controls remain effective and safe working procedures are being implemented
- Ensure that adequate resources are allocated to meet health & safety obligations
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent and given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensure employees are aware of their responsibilities - wherever practicable these should be included in Job Descriptions/Person Specifications. In addition, employees with specific health & safety roles must clearly understand them - and these must be included in Job Descriptions/Person Specifications
- Ensure that employees are made aware of health & safety issues (including control measures) and consulted on issues that affect them
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Ensure that appropriate safety equipment and personal protective equipment (PPE) is provided and used
- Ensure that health & safety is regularly discussed at staff meetings and employee appraisals
- Ensure employees report accidents, incidents and near misses
- Ensure that accidents, incidents and near misses are recorded, reported and investigated in accordance with internal procedures and RIDDOR
- Respond to any safety concerns raised by employees, trade union colleagues, or service users in an appropriate timescale

- Notify their line manager(s) of health & safety problems/concerns as appropriate
- Demonstrate commitment to health & safety by setting a good example
- Recognise their limitations and seek professional advice as necessary

3.7 All employees

As employees, we all have duties; these are to:

- Take reasonable care of ourselves - this includes having a tidy and safe work area, and maintaining reasonable standards of personal hygiene
- Not to put our colleagues or others who our work affects at risk
- Co-operate with our employer on health & safety matters
- Follow/adhere to verbal and/or written instructions, safe working procedures - including using any safety equipment or personal protective equipment provided
- Not to interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- Inform our employer about any health & safety problems or loss/damage to safety equipment
- Report any accident, incident, or near miss to our line manager immediately
- Not carry out any work unless we are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

3.8 Specific responsibilities

Over and above the general duties and responsibilities outlined above, managers must identify individuals/sections with specific/specialist health & safety roles and ensure that these roles are suitably publicised. This could include delegated responsibility for:

- Risk assessment (general and topic specific)
- Premise issues - including fire safety, asbestos and Legionella management, maintenance of plant & equipment - including co-ordination of statutory inspections, etc.
- Control of Substances Hazardous to Health (CoSHH)
- Providing information, instruction & supervision
- Assessing competency & arranging training
- Emergency procedures - including fire & evacuation, first aid (e.g. fire marshal, first aid personnel)

Note: managers must retain ownership of all health & safety issues within their control, they must also ensure that anyone assigned specific/specialist roles is competent to undertake them.

3.9 The corporate health & safety unit (HSU)

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, competent persons have been appointed to support the council in meeting its health & safety obligations.

The corporate health & safety unit, based in the Chief Executive directorate, will co-ordinate all the council's health & safety matters, carry out safety management audits, and provide an advisory service across the council. The team will work closely with directorates, colleagues within those directorates, and trade union representatives on all health, safety and welfare matters.

In addition to the above, the team:

- Maintains the council's health & safety management systems (HSMS),
- Develops, and assists directorates with, health & safety procedures, guidance and strategies
- Monitors the implementation of the corporate health & safety policy and management systems through a corporate HSMS auditing programme
- Reviews health & safety performance
- In conjunction with the council's learning and development team, design, deliver and/or commission a range of "core" statutory health & safety courses, both corporately and for schools.
- Assists in the investigation of accidents and incidents where appropriate
- Assists directorates in monitoring the health & safety performance of contractors on site
- Monitors (where appropriate) health & safety aspects of partnership working
- Supports and advises safety committees and CHSB, and report to Leadership Team as necessary
- Are authorised to stop any work where there is a serious or imminent danger

Contact details, policy, guidance and other useful resources are available on the council's intranet: https://intranet.sandwell.gov.uk/info/20169/health_and_safety[1]

3.10 Corporate Health & Safety Board (CHSB),

The council has a legal duty to establish safety forums and consult employees on matters of health & safety. The CHSB will be the primary forum where the corporate health & safety management system is consulted upon and approved.

The CHSB, chaired by the 'nominated' director, takes a strategic overview of health & safety issues affecting the council; it is also charged with ensuring best practice in health & safety across the council.

CHSB reports to Leadership Team and is charged with ensuring health & safety arrangements are managed effectively.

To ensure that health & safety is considered at the very highest level, CHSB chair has direct input into Leadership Team. If appropriate, issues such as new and revised procedures can also be considered by councillors/cabinet.

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[1] Schools resources can be found on the PPS website: Health and Safety | Payroll People Solutions (payroll-hr.co.uk)

3.11 Trade Union Consultation Forum/Health & safety committees/JCC The council has a legal duty to establish safety committees and consult employees on matters of health & safety. Due to the size and nature of the organisation, each directorate has established either Health & Safety Committee(s) or Joint Consultative Committees (JCC), to ensure effective communication

To ensure appropriate influence, directorate safety committee/JCC should be chaired/attended by each directorate's lead officer for health & safety (any other sub-committees should also be chaired by an appropriate level manager). The lead officer should be a member of the directorate management team and represent the directorate at CHSB.

Note: Directorate health & safety committees/JCC are established as a means of local consultation it is not their role to decide corporate policy, allocate or prioritise work. In this respect, they should not detract from managers' primary duty to manage health & safety.

3.12 Safety representatives

The council and directorates have a duty to consult Safety Representatives on matters/changes to working practices that will affect the health & safety of our employees.

In addition, safety representatives have a number of important functions; they can:

- Investigate potential hazards and dangerous occurrences in the workplace
- Examine the causes of accidents
- Investigate employee complaints relating to health, safety or welfare
- Make representations on behalf of employees
- Carry out inspections of the workplace
- Represent employees if the council is inspected by the Health & Safety Executive (HSE)

Safety representatives will be appropriately trained and are encouraged/will be supported to act as safety champions in the workplace.

Further advice can be obtained from your Trade Union.

4 Organisation – Health & Safety Management System

This section of the policy explains the council's health & safety management system, which is aligned to HSE's guidance "Managing for health & safety" (HSG65) and follows the **Plan, Do, Check, Act** approach to management.

4.1 Policy development

We will keep our health & safety policy (including organisation/responsibilities, and arrangements) and health and safety management system (including procedures and guidance) under regular review to ensure they remain current and effective.

When developing our policy and other health & safety procedures and guidance, we will have due regard to equality issues; for instance, guidance on fire safety will include reference to PEEPs (personal emergency evacuation plans for disabled people), and risk assessment guidelines will ask managers to consider any additional issues raised by a person's requirements under the Equalities Act.

The corporate policy, procedures, guidance, and revisions to them will, where appropriate, be authorised by the chief executive or, appropriate director (for any directorate specific documents). Documentation will be dated to help ensure effective document control and outdated documents will be removed from the HSU intranet pages/general circulation.

4.2 Cooperation, consultation and communication

We will consult with employees and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policy, procedures and risk assessments.

Our policy, procedures, guidance and template forms/assessments will be made available to employees via the intranet. Employees will be made aware of any policy/procedure/assessment appropriate to their post by their line manager.

Additional guidance for Sandwell schools is available on the PPS website.

4.3 Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including (where identified) health & safety objectives are in place.

Planning will be carried out at the relevant H&S consultation forums at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

4.4 Measuring health & safety performance

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

> **Active monitoring** – will include regular inspections of the workplace by managers to ensure our premises and systems of work are safe.
>
> **Reactive monitoring** – will include regular reviews of our accident, near misses, aggression and other incident reports by senior management teams and our health & safety committees/CHSB to ensure appropriate remedial action is taken to help prevent recurrence.

4.5 Auditing/inspecting health & safety performance

As part of our active monitoring, regular HSMS audits of our health & safety management systems will be carried out by the corporate health & safety team on a prioritised basis.

4.6 Reviewing health & safety performance

Our health & safety performance, including progress on our health & safety objectives, active and reactive monitoring outcomes and any policy or procedure reviews will be reviewed and evaluated by CHSB, JCC and health & safety committees as appropriate. The findings of our H&S reviews will be used to identify improvements and amendments to our HSMS.

5 Arrangements

The arrangements outlined below along with our policy, safety management procedures (SMPs), and safety management guidance (SMG), published by the corporate health & safety unit all constitute part of the council's safety management system. Directors/head teachers must ensure that management systems are put in place across their directorate/school to implement this system and ensure it is followed by all employees.

These arrangements cover most general issues applicable across the council. Each Directorate should develop, consult upon and publish supplementary arrangements/procedures to help manage any local risks not covered by corporate procedures/guidance and must ensure appropriate risk assessments are in place.

In some instances, corporate arrangements may need to be adapted to suit local needs or to comply with specific external requirements (e.g. CQC, OFSTED); however, this should only be with the agreement of the corporate health & safety unit, directorate management teams/service/operational managers, as appropriate, and should not lead to a reduction in the overall corporate standards of health & safety protection.

5.1 Accidents and aggressive/violent incidents

- All employees are made aware of the need to report all accidents and aggressive/violent incidents as part of their induction.
- Any incident subject to RIDDOR[2] (i.e. fatality, 'specified' injury, over-seven-day injury, hospitalised member of the public and specified occupational diseases/dangerous occurrences) will be reported to the Health & Safety Executive (HSE) without delay.
- Other, non-RIDDOR, incidents will also be recorded locally.
- Following any accident (excluding "rough and tumble" incidents in schools), aggressive incident or near-miss, an Accident and Incident Report Form will be completed, and a copy sent to the health & safety team for monitoring purposes.

2 The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

- All incidents will receive an appropriate level of investigation in accordance with our "Incident Investigation Responsibilities" matrix, found in the safety management procedure.
- Accident and aggressive incidents will be monitored and reported to Leadership Team and health & safety committees in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from the corporate health & safety team if required.

Uplands Manor Specific Information

5.1a Accident reporting

In accordance with the LA's/Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LA forms.

The reporting of accidents is the responsibility of all members of staff. Staff and the attending first aid personnel will be responsible for completing the first aid forms/Evolve System and this procedure will be checked and monitored by the Headteacher and School Business Manager periodically. The governors will review the procedure as part of their annual review.

Accident reporting procedure

- *Staff will always use the Sandwell MBC "Accident & Incident Report Form". Copies of these forms are available electronically on the staff portal, paper copies are available in the school office, and the completed form handed to the Assistant Head Teacher – SEND/Pastoral for staff injuries due to pupil behaviour etc. or the School Business Manager for other injuries, such as slips, trips and fall, on the same day.*
- *As much detail as possible will be supplied when reporting an accident.*
- *Information about injuries will also be kept in the pupil's educational record.*
- *A copy of the "Accident & Incident Report Form" will be securely e-mailed to the Local Authority, and a record kept in school.*
- *The Local Authority also keeps a record of all incidents and will report this to the Health and Safety Executive if applicable.*
- *A report of incidents is presented to Governors on a termly basis.*

Notifying parents

The designated First Aider or the pupil's teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable by means of a First Aid Slip or by means of a telephone call in the event of a bumped head. Should the emergency services be required parents/carers will be immediately informed.

Violence and Aggression at work

Uplands Manor Primary will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Uplands Manor Primary.

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

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- *Consider the working environment e.g. exits, space available*
- *Do not meet parents when colleagues are not in the near vicinity*
- *There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with Governors if this is the case.*
- *Always have another member of staff present.*
- *If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.*

5.2 Asbestos management (for premises built before 2000)

- For all our buildings built before 2000, an asbestos survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Any areas of our buildings that were not surveyed are presumed to contain ACMs and managed accordingly.
- The surveys/registers are reviewed regularly to ensure that it has been kept up to date (e.g. when ACMs have been removed).
- Risk assessments have been carried out and asbestos management plans have been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained employees. All monitoring is recorded.
- An asbestos management plan will be produced for each premise containing ACMs with assistance and guidance from the asbestos team/surveyor setting out how the risks identified from asbestos will be managed.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors. When ACMs are removed, our asbestos registers are updated, and evidence of air testing is kept showing that the area was safe for reoccupation.
- Premise managers and/or Facilities Management/facilities staff manage any ACMs on the premises they occupy or have responsibility for; these employees will have asbestos awareness training. Other employees who deal with ACMs or who may accidentally come into contact with them will also receive information / training as appropriate.
- Before contractors are allowed to work on our buildings, they are made

aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via premise managers/Facilities Management/facilities staff, as appropriate.

- A refurbishment or demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Uplands Manor Specific Information

5.2a - Asbestos

- *Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it*
- *Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work*
- *Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe*
- *A record is kept of the location of asbestos that has been found on the school site*

5.3 Control of contractors/Construction Design and Management (CDM)

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our employees or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via our Strategic Assets and Land (SAL)/Property Services/Urban Design arrangements, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where work is commissioned via other routes we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of health and safety performance, including supervision arrangements, on site.
- We will ensure that we notify HSE of any planned construction work that will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. We will carry out our own risk assessment based on the information provided.
- A Contractor Work Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved;

hazards on site; and general arrangements will be completed for all major works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractors must ensure that they share all relevant information with any sub- contractors they use.
- Regular site meetings will be held for larger projects.

Uplands Manor Specific Information

5.3a - Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school reception office where they will be asked to sign in using the signing in system. Contractors will be issued with an induction leaflet which gives guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must report to the Site Team to inform them of works to be completed, area of works etc. so the relevant Asbestos and H&S information can be issued.

- *When not in use, any equipment that contractors bring into school should be stored in a safe place.*
- *No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. (unless in an emergency and areas will be segregated from others)*
- *No work should be in progress in the playground/dining hall during break times and lunchtime.*

The Site Manager will be responsible for monitoring areas where the contractor's work and that may directly affect staff and children and for keeping records of all contractor work carried out.

Contractors will be asked to provide risk assessments, method statements specific to the site and works to be undertaken and a copy of their liability insurance. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site

5.4 Control of substances hazardous to health (CoSHH)

- Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, we shall ensure that such employees are given suitable health surveillance.
- Wherever possible, we will use non-hazardous products and substances.
- All hazardous substances used will have a CoSHH assessment undertaken before they are brought into use.
- Managers should ensure that an audit is carried out and an inventory kept ensuring that all hazardous substances used in their section/area have appropriate assessments that are reviewed

regularly.
- All hazardous substances will be stored appropriately and securely when not in use.

Uplands Manor Specific Information

5.4a COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances, a record of all substance and the data safety sheets are kept by the Site Manager. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and out of the reach of children.

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

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

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the school will be kept by the Site Manager, for consultation.

- Employee's will be informed how to use any hazardous products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, employees must use it.

5.5 Display screen equipment (DSE)

- A DSE assessment will be completed for all employees identified as "users" who use DSE (such as desktop computers and laptops).
- 'Users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

5.6 Driver & Vehicle safety

- We will develop and implement a driver & vehicle safety procedure.
- Any vehicles provided by the council as part of our fleet will be regularly serviced, inspected and maintained.
- Identified drivers of council vehicles will be assessed to ensure they are competent.
- Checks on drivers' licences (e.g. ensuring correct categories are held) will be carried out at regular intervals.
- We will carry out risk assessments of vehicle movements on our sites and the vehicle/pedestrian interface. Assessments will also cover maintenance activities where vehicles may need to access vehicle restricted areas. Other areas we will consider include:
    - Wherever practicable, there will be separate pedestrian and vehicle access on to sites.
    - If appropriate, designated pathways will be provided with suitable barriers (e.g. fencing) to protect pedestrians from vehicle movements.
    - Speed limit signs, limiting speed to 10 mph or less, will be displayed on our sites. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
    - Designated parking bays will be established on sites.

Uplands Manor Specific Information

Car Parking and vehicle movements

Car parking etc. is a concern at Uplands Manor Primary School, as it can be hazard for those who use the school and for those who live or work within the vicinity of the school.

Parents should not park in the school car park when dropping off or collecting children.

Vehicle movements are not allowed on site at the start and end of the school day. Suppliers of goods etc. are informed not the deliver at these times.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school crossing should be observed at all times.

There is regular liaison with Local PSO, who will talk to parents and children and provide literature to display and send out.

***Regular Newsletters to Parents Emphasise**:*

- *Our neighbours: consideration for those who live and work in the vicinity of the school*
- *Using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users*

- *Not parking on yellow lines*

Uplands Manor Primary School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

5.7 Electricity & Gas

- We will ensure that electrical and gas installations and equipment are safe to use and are suitable for the purpose and conditions in which they are used.
- Electrical and gas installations will be maintained in a safe condition for use so that people's health and safety is not put at risk.
- Electrical and gas installations will be regularly inspected to ensure that they are, and continue to be, safe for use.

Uplands Manor Specific Information

5.7a - Details of service isolation points

Water: *Cleaners store - (near visitors toilets by main reception office)*

Electricity: *Main switch room in the basement by the boiler house*

Gas: *The large green meter cupboard outside by the front nursery playground*

5.8 Fire & other emergency evacuation procedures

- We will ensure that a fire risk assessment is carried out by a competent person for all premises we own and/or occupy.
- The assessments will be formally reviewed by a competent person at regular intervals as determined by risk assessment. In some premises, e.g. schools, annual reviews will also be carried out by the premises occupier.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any employee or other person (e.g. pupil, customer) requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by fire risk assessments will be recorded in Fire Log Books.
- There will be weekly tests of fire alarm systems and all firefighting equipment will be checked annually by a competent person.
- Fire Evacuation Plans will be produced, and appropriate employee's will be appointed and suitably briefed to act as fire wardens if required.
- Where appropriate, suitable signs will be prominently displayed

around our premises giving details of fire wardens.

- Fire safety drills will take place at least twice per year or termly in schools.
- All employee's will be made aware of fire safety issues, and new employee's will be briefed when they join the council.
- Pupils/customers will be briefed on evacuation procedures as appropriate.
- Contractors will be given information on what to do in case of fire and employee's will assist visitors to exit our premises should an emergency arise.

Uplands Specific information

5.8a – School Fire, Evacuation and Lockdown Procedures

The Headteacher, School Business Manager and the Site Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.

The Site Manager will complete a level 1 Fire Risk Assessment on an annual basis (if works are being carried out a level 1 fire risk assessment will be conducted sooner)

The fire risk assessment is located in the statutory testing folder (and electronically) and reviewed every 12 months regularly by the Headteacher/School Business Manager and Site Manager.

A level 2 Fire Risk Assessment is carried out by the Elite Safety.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An Evacuation Route Plan is situated by the door of each room highlighting the Primary and Secondary Evacuation Routes from that room.

An outline of evacuation procedures is made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the school.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Site Managers inspection book.

Fire Fighting

*The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.*

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Fire Fighting equipment is serviced annually by City Fire Contractors.

EMERGENCY PROCEDURES Fire Evacuation

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- *Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available Red Fire Alarm call point. They will make their way to the nearest evacuation point.*

Fire Fighting

- *The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.*
- *Ensure the alarm is raised BEFORE attempting to tackle a fire.*

On Hearing the Fire Alarm:

- *All staff, pupils, occupants of building must respond to alarm activations*
- *The fire alarm is a continuous sound and flashing beacon lights in designated toilets, dining halls and main hall.*
- *The school will evacuate the building*
- *Fire Marshals will sweep the building*
- *The Site Team will investigate the activation and a call will be made to the fire service. The Site Team will not check the roof space, switch room or boiler house and a call will be automatically made to the fire service.*
- *Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point*
- *Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.*

Assembly Point

- *Pupils should leave with the staff in charge of the group. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should make their way to their assembly point area for their year group.*

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- *On arrival at the assembly area children must stand in their class groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by the office staff.*
- *One the registers have been taken and all accounted for Teachers will indicate (raising their hand) that all present.*

- *The Headteacher/SLT will liaise with the fire brigade on their arrival.*
- *The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Headteacher/SLT*
- *The Headteacher will notify the LA as soon as possible of a fire incident.*
- *The registers will be collected after roll call by the office staff and any discrepancies will be reported to the Headteacher or SLT.*

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head or SLT will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts

In the event of a fire or bomb, alert the Headteacher or SLT will sound the fire alarm to evacuate the premises. A member of the SLT will call the emergency services, if a bomb alert, and a call to the police if required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Emergency Evacuation of School Site

Should the school site have to be evacuated, we have an Evacuation Plan, summarised below:

In the event of a site evacuation, the Head or SLT will instruct everyone to leave the playground to their designated locations below:

Lead Staff Member	*J Durnall – EYFS Lead*	*P Chester – Inclusion and Pastoral Lead*	*J Flavell - Assistant Head*
Evacuation Location	*Dorothy Parkes Centre*	*Thimblemill Library*	*Brisnall Hall Academy*
Classrooms/Work Areas	*The Lodge* *Tiny Steps* *Nursery*	*Reception* *Year 1* *Site Team*	*Years 2, 3, 4, 5 & 6* *DSL and Attendance* *Mentors and SEND Assistant* *Cleaners*

Once at the designated location, a register will be taken to ensure all pupils are present.

Please check the Evacuation Plan for further info.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS *Mobility Impairment*

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire alarm testing takes place weekly, notices are put around school notifying site users in advance of a fire alarm test.

Fire exits and fire door operation is checked daily by the Site Team and any obstructions removed from fire escape routes.

The Fire Alarm and all firefighting equipment is maintained and inspected regularly by City Fire appointed contractor.

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

LOCKDOWN

Procedure in the event of a lockdown

- *On hearing a lockdown alarm sound: All staff and children return immediately to the nearest safe room. Pull all the fobbed doors closed after you go through them so that the corridors are secure.*
- *If the door has a lock on it, ensure the door is locked from the inside.*
- *Close all windows, if the room has blinds, close it so no one can see in from the outside.*
- *Keep all staff and children away form and out of sight from the windows and doors, be as quiet as possible.*
- *Stay claim and reassure the children about the situation.*

The school will remain locked and everyone will remain in their bases until the Headteacher/Deputy Headteacher signals that staff and pupils can be released. No one is to leave the rooms for any reason.

If any staff and /or pupils are offsite, they will be contacted and instructed not to return to school until they are safe to do so.

For more information, please see Emergency Evacuation & Business Continuity

5.9 First aid

- We will complete needs assessments to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- First aid provision will consider pupils, customers and service users who use our premises/facilities. In primary schools/early years settings, first aid will include an appropriate number of paediatric first aiders.
- First aiders will be appropriately trained, and first aid boxes will be kept appropriately stocked.
- Appropriate signs will be prominently displayed around our premises giving details of first aiders and the location of first aid boxes.
- All employees will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- *For more information, please see Schools First Aid Policy*

5.10 Hybrid & Home Working

- We will ensure that all employees are enabled to work in a safe & secure environment, wherever that may be.
- We will provide suitable equipment for the environment in which employees are working.
- Managers will ensure suitable & sufficient assessments are made prior to authorising their employees to begin Hybrid and/or Home working.
- Regular contact and support will be given to all employees who are working in a hybrid manner, to ensure their wellbeing.

5.11 Infection Control

- We will ensure that all our workplaces are operated/maintained in a safe manner to minimise the risk of transmitting infections and will ensure our employees are made aware of measures they must take to keep themselves and others safe.
- If there are instances where there is a pandemic / endemic outbreak of a pathogen, we will follow all UK Health Security Agency (UKHSA) / Government advice and guidance.

Uplands Manor Specific Information

5.11a - Infection prevention and control

We follow national guidance published by Public Health England when responding to

infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- *Wash hands with liquid soap and warm water, and dry with paper towels*
- *Always wash hands after using the toilet, before eating or handling food, and after handling animals*
- *Cover all cuts and abrasions with waterproof dressings*

Coughing and sneezing

- *Cover mouth and nose with a tissue*
- *Wash hands after using or disposing of tissues*
- *Spitting is discouraged*

Personal protective equipment

- *Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)*
- *Wear goggles if there is a risk of splashing to the face*
- *Use the correct personal protective equipment when handling cleaning chemicals*

Cleaning of the environment

- *Clean the environment, including toys and equipment, frequently and thoroughly*

Cleaning of blood and body fluid spillages

- *Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment*
- *When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface*
- *Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below*
- *Make spillage kits available for blood spills*
- *Bodily Fluid Kits are provided in each area, and are also available from the site office.*

Laundry

- *Wash laundry in a separate dedicated facility*
- *Wash soiled linen separately and at the hottest wash the fabric will tolerate*
- *Wear personal protective clothing when handling soiled linen*
- *Bag children's soiled clothing to be sent home, never rinse by hand*

Clinical waste

- *Always segregate domestic and clinical waste, in accordance with local policy*
- *Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins*
- *Remove clinical waste with a registered waste contractor*
- *Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection*

Animals

- *Wash hands before and after handling any animals*

- *Keep animals' living quarters clean and away from food areas*
- *Dispose of animal waste regularly, and keep litter boxes away from pupils*
- *Supervise pupils when playing with animals*
- *Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet*

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an outbreak of infection/viruses the area will be deep cleaned.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action. Please see the separate documents for Covid procedures which are updated more frequently as more guidance and information becomes available.

5.12 Legionella (water safety)

- Where required, Legionella risk assessments will be carried out by competent, suitably qualified contractors for all premises we occupy. Assessments will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed as appropriate.

Where necessary written schemes identifying the required controls to manage the risk from Legionella will be produced that include the following controls (detail of who undertakes the work to be confirmed locally):

- Weekly flushing of little used outlets.
- Monthly water temperature checks.
- Quarterly de-scaling of shower heads.
- Annual water sampling (or more frequent if required by risk assessment).
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Appropriate employee will receive awareness training.

5.13 Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is

reasonably practicable.

- Handling equipment, such as hoists, trolleys and pallet/sack trucks, will be made available.
- All appropriate employees will receive manual handling awareness training.
- Employees who are required to undertake hazardous manual handling tasks will receive specialist training.
- Employees involved in moving and handling of people, will receive specialist training.

Uplands Manor Specific Information

5.13a - Manual handling

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

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

Staff and pupils are expected to use the following basic manual handling procedure:

- *Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help*
- *Take the more direct route that is clear from obstruction and is as flat as possible*
- *Ensure the area where you plan to offload the load is clear*
- *When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable*
- *Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.*

Pediatric Moving and Handling

- *All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)*
- *All moving and handling of children has been risk assessed and recorded by a competent member of staff.*
- *Equipment for moving and handling people is subject to inspection regularly by a competent contractor. (Not including changing beds which will be subject to an annual inspection)*

Physical Intervention

- *At Uplands Manor Primary School there are a number of children with behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.*
- *Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.*
- *Please refer to the Physical intervention policy for more information on the school guidance and procedures.*

5.14 Noise and Vibration

- Where possible we will procure equipment that is below the action levels for vibration and noise.
- Equipment will be maintained and serviced at regular intervals.
- We will keep under review our equipment to identify if safer options are available.
- Identified employees will be offered a pre-health check, followed by regular health surveillance appointments.
- Where identified appropriate training and PPE will be provided.

5.15 Occupational health and work-related stress

- Where required/identified, we will provide pre-employment health checks.
- Employees can be referred to occupational health to help put in place adjustments to support them at work or to help them back to work following periods of absence.
- Support to employees includes support following sudden injury at work and also following long-term exposure to hazards/working conditions (e.g. upper limb disorders or stress).
- Managers will cooperate with occupational health initiatives to help monitor and reduce the incidence of occupational ill-health, and initiatives to help employees back to work following periods of absence (e.g. through access to the corporate Health & Wellbeing approach).
- We will adopt the HSE management standards for any identified work-related stress issues.
- All employees have access to the council's Employment Assistance Counselling service and occupational health advisers who can provide guidance and information to employees and managers on occupational health issues.

Uplands Manor Specific Information

5.15a - Occupational stress

Uplands Manor Primary and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE stress management tool questionnaire and analyse the results.

- *The Headteacher operates an open-door policy (work and home life issues)*
- *Performance Management Reviews are conducted annually*
- *Regular planning meetings to discuss any issues or concerns are held on a regular basis.*
- *New members of staff are supported by a range of people*
- *Staff will be supported through Occupational Health as and when required*
- *Staff well-being is included in the school's staff absence policy*
- *Return to work interviews.*

5.16 Open water

- We will ensure that any bodies of open water under our control are suitably assessed and that appropriate warning signs, lifesaving equipment, etc is provided and maintained where appropriate.

5.17 Personal Protective Equipment (PPE)

- We will only use PPE as a “last resort” option to mitigate the risk of harm to our employees.
- When identified by risk assessment, we will ensure that appropriate PPE to the recognised British Standard is provided to our employees at no cost to themselves.
- Where disposable PPE is provided, we will ensure there is an adequate supply made available to each employee.

5.18 Premises, plant and equipment – maintenance, servicing and inspection

- We will appoint (Headteacher in schools) and train a Premise Manager & deputy Premise Manager in each of our buildings to be responsible for/coordinating Premise related issues including the completion of a Premise risk assessment.
- We will ensure that there is safe access and egress to all our sites.
- Heating, lighting, ventilation, etc will be maintained by competent persons to ensure the working environment is comfortable so far as is reasonably practicable.
- All our plant and equipment are inspected and tested in accordance with statutory requirements and/or manufacturer’s recommendations as appropriate.
- Other plant and equipment will be inspected and maintained in accordance with our risk assessments.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded, and inspection certificates/evidence of inspections retained.
- Each directorate will establish formal defect reporting procedures for employees to report defects with premises, plant or equipment and must ensure that systems are in place to rectify faults promptly.

Uplands Manor Specific Information

5.18a - Equipment

- *All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place*
- *When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards*
- *All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents*

Electrical equipment

- *All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely*
- *Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them*
- *Any potential hazards will be reported to the Site Team immediately and the equipment in question taken out of use*
- *Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed*
- *Only trained staff members can check plugs*
- *Where necessary a portable appliance test (PAT) will be carried out by a competent person on a regular basis*
- *All isolators switches are clearly marked to identify their machine*
- *Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions*
- *Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person*
- *Staff and pupils etc are not to stare directly into projector beams users should try to keep their backs to the beam as much as possible.*

PE/Play equipment and Lessons

- *Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff checks that equipment is set up safely and is in good order and the area is safe before and during use.*
- *Any concerns about the condition of the gym floor or other apparatus will be reported to the PE Lead and the Site Team.*
- *Pupils and staff to be appropriately dressed for Sports activities and wear suitable footwear. Jewellery should be removed.*
- *Pupils to be supervised at all times.*
- *PE and Play Equipment is inspected on an annual basis by an approved contractor.*

5.19 Risk assessment (RA)

- Risk assessments will be carried out and recorded on the approved corporate pro-forma to identify significant hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate

precautions are in place to minimise the risk.

- Premise and Line managers will ensure that Premise, job/team and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Employee's will be made aware of any assessments that affect them.
- When undertaking risk assessments, line managers will look at any specific risks to young persons (under 18s at work or on work experience), and/or new and expectant mothers, and ensure they are adequately controlled.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any near misses, accidents or other serious incidents.

In addition;

- Where deemed necessary, the RA will be supplemented by method statements / safe systems of work.
- In extremely high-risk situations, or where required by specific Regulations/good practice, we will operate a permit to work (PTW) system.

Uplands Manor Specific Information

5.19a - Curriculum Activities

Risk assessments for curriculum activities (such as Physical Education, Design Technology, Science, Music and Food Technology lesson etc.) will be carried out by the subject leader using the relevant codes of practice and model risk assessments developed by National Bodies.

Classrooms

Teacher will carry out regular assessments of their classrooms for any hazards etc. and log any remedial works on the site portal.

5.20 Training & competency

- We will ensure that all employees, including temporary and agency staff, are competent and are given appropriate health & safety training/instruction to undertake their role safely and carry out duties assigned to them. This will be based upon corporate and localised training needs analysis (TNA).
- All employees will receive appropriate health & safety information when they first start work for the council.
- Key employees will receive appropriate training to help them manage health & safety and topic specific training e.g. accident investigation, asbestos management, COSHH, risk assessment, etc. Other training will be determined by regular training needs assessments.

Uplands Manor Specific Information

5.20a - Training

Our staff are provided with Health and Safety and Fire training on an annual basis.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Training records are held on the schools management system and the HR/Business Manager will be responsible for booking health and safety training courses. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the HR/Business Managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

5.21 Violence and aggression/lone working

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where employee's may be subject to aggressive incidents.
- A copy of our "violence notice" will be prominently displayed in the entrances/receptions to our buildings stating that we will not tolerate violence and aggression towards our employees.
- New employees will be made aware of any relevant lone working arrangements when they join the council.
- Appropriate front line employees and managers will receive personal safety and lone working training.
- Where appropriate, employee's will receive physical intervention training (e.g. "MAPA" in schools and children's residential services.)
- All incidents of aggression and violence to employees will be reported (see Accidents and aggressive/violent incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

Uplands Manor Specific Information

5.21a - Lone working

Staff, are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Staff should:

- *When working off site (e.g. when visiting homes) always attend in pairs.*
- *Home visits are planned in advance, and staff back at the school are aware of their whereabouts and the estimated time of return.*
- *The EWO will always leave her mobile number and calls the school prior to entering a family's home and again once left.*

- *Staff undertaking home visits must obtain as much background information as possible about the child/family being visited.*
- *Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Contact with a member of SLT who can monitor CCTV remotely and alert staff on premises.*
- *If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return, and make regular welfare calls.*
- *Report any incidents or situations where they may have felt "uncomfortable" whilst working in an isolated area of the school site.*

5.22 *Work at Heights*

- *We will plan our works to avoid (e.g. by using technology such as drones[3], reach poles, etc) the need to work at height wherever possible.*
- *Where we cannot avoid, then an assessment will be carried out for any work at heights. Appropriate access and where appropriate, fall arrest equipment will be provided and properly maintained. Where appropriate, employee's will be trained in safe work at height and safe use of access equipment.*

Uplands Manor Specific Information

5.22a - Working at height

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

In addition:

- *The Site Team retains ladders for working at height, these are to be regularly inspected and maintained, a register of access equipment kept.*
- *Pupils are prohibited from using ladders*
- *Staff will wear appropriate footwear and clothing when using ladders*
- *Contractors are expected to provide their own ladders for working at height*
- *Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety*
- *Access to high levels, such as roofs, is only permitted by trained persons*

Contact must be made with the council's risk and insurance team before using drones

5.23 *Zoonotic Diseases*

- *We will ensure that our employees and members of the public are suitably trained/informed to keep them safe when dealing with animals that carry infectious diseases.*
- *Suitable PPE and health surveillance will be carried out where risk assessment has identified the need*

Uplands Manor Specific Information

5.24 Security

Site Security

The Site Team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager, Assistant Site Manager and Caretaker are key holders and will respond to an emergency.

Alarm Activation Procedure

Where an alarm notification is received:

1. *The notification must **not** be ignored.*
2. *CCTV should be checked immediately where access is available.*
3. *If there is any indication of unauthorised access, suspicious activity or uncertainty regarding the cause of the alert, the police should be contacted without delay.*
4. *A physical site attendance should be undertaken as soon as it is safe and practical to do so.*
5. *The Headteacher or School Business Manager should be informed at the earliest opportunity.*
6. *A record of the notification, actions taken, and outcome must be maintained.*

See Appendix A – checklist

Out-of-Hours Attendance

Where attendance on site is required outside normal working hours, overtime will be authorised where appropriate. The expectation is that alarms will be investigated and escalated where necessary to ensure the security of the premises and the safety of those using the building.

Security of Children and users of the Site

- *Access to the building and site is restricted by means of electronic door access controls, the office staff are particularly vigilant to ensure that only children, staff and authorised visitors enter the building.*

  All staff and visitors are to sign in using the electronic signing in system and to wear ID badge and lanyard.

  - *Blue coloured lanyard – Staff*
  - *Orange coloured lanyard – Visitors with a DBS*
  - *Red coloured lanyard – Visitors without a DBS and need to be escorted*
- *Dogs are not allowed on the premises though exceptions are made for working dos, such as guide dogs and hearing dogs etc.*

5.25 Off-site visits

When taking pupils off the school premises, we will ensure that:

- *The Headteacher will appoint a group leader(s) to be responsible for running the activity who will co-ordinate, plan and manage the off-site activity, ensuring all relevant Risk Assessments, paperwork and permission are in place, obtained and recorded on EVOLVE.*
- *All off-site visits are appropriately staffed*
- *Staff will take the allocated trip mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.*
- *There will always be at least one first aider.*

5.26 Lettings

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

5.27 Smoking

Smoking is not permitted anywhere on the school premises.

5.28 New and expectant mothers

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

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

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

5.29 Sun Protection

Uplands Manor Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

At Uplands Manor Primary we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

- *Spend time in the shade between 11 and 3*
- *Make sure you never burn*
- *Aim to cover up with a t-shirt, hat and sunglasses*
- *Remember children burn more easily*
- *Use factor 15+ sunscreen*
- *We will talk about how to be sun smart at appropriate times of the year.*
- *Children have access to water at all times*

- *Parents are asked to apply sunscreen before school*
- *Sunscreen use will be encouraged on school trips*

Links with other policies

This health and safety policy links to the following policies:

- *First aid and Medical Policy*
- *Schools Fire Safety Policy*
- *Schools Emergency Evacuation Plan*
- *Moving and Handling Policy*
- *Accessibility plan*
- *Curriculum Policies*
- *Lettings Policy*

Appendix A

Uplands Manor Primary School
Site Team Alarm Response Checklist
To be completed whenever an alarm activation notification is received from Chubb or another monitoring provider.
Date: _____
Time Alert Received: _____
Staff Member Responding: _____

Step 1: Record the Alert

☐ Record the time the alert was received.
☐ Record who received the alert.
☐ Record which zone/sensor was activated.
☐ Take a screenshot of the notification where possible.

Step 2: Review CCTV Immediately

☐ Access CCTV remotely.
☐ Check the area where the alarm was activated.
☐ Check all available external cameras.
☐ Check all available internal cameras.
☐ Look for:

- ☐ Unauthorised persons
- ☐ Open doors
- ☐ Open windows
- ☐ Signs of forced entry
- ☐ Suspicious activity
- **Observations:**

Step 3: Assess Risk

Can the cause of the activation be identified?

☐ Yes
☐ No

Is there any indication of unauthorised access?

☐ Yes
☐ No

If **YES** or if there is any uncertainty:

☐ Contact the Police immediately.
☐ Inform the Headteacher.
☐ Inform the School Business Manager.

Step 4: Attend Site

☐ Attend site as soon as practicable and safe to do so.

☐ If out of hours/weekend, overtime will be authorised.

Upon arrival:

☐ Check all external doors.

☐ Check all windows.

☐ Check the activated alarm zone.

☐ Check for signs of entry or damage.

☐ Check all main corridors and communal areas.

☐ Check any rooms affected by the alarm activation.

Step 5: Secure the Building

☐ Ensure all doors are secured.

☐ Ensure all windows are secured.

☐ Remove any obstruction preventing doors from closing.

☐ Reset alarm if safe to do so.

☐ Escalate any faults immediately.

Step 6: Report and Record

☐ Notify the Headteacher of findings.

☐ Notify the School Business Manager of findings.

☐ Complete an Incident Record Form.

☐ Save CCTV footage where relevant.

☐ Save screenshots where relevant.

☐ Record all actions taken.

Immediate Escalation Required If:

☐ Unauthorised person seen on CCTV.

☐ Signs of forced entry.

☐ School accessed outside authorised hours.

☐ Missing property.

☐ Damaged doors, locks or windows.

☐ Access card/security concerns identified.

☐ Any safeguarding concern arises.

In these circumstances the Police must be contacted immediately and senior leaders informed.

Site Team Sign-Off

I confirm that I have completed the above checks and recorded all actions taken.

Name: _____

Signature: _____

Date: _____

Key Principle

No alarm activation should be ignored. If in doubt, attend site, check CCTV, escalate to senior leaders and contact the police.

Key Points:

Alarm Response Checklist

1. **Every alarm activation must be treated as a genuine security incident until proven otherwise.** No alarm notification should be ignored

2. **Review CCTV immediately.**

- Check the activated zone.
- Review internal and external cameras.
- Look for unauthorised persons, open doors, forced entry or suspicious activity.
-

3. **Attend site when an alarm activates.**
4.

- A physical inspection of the site must be carried out as soon as it is safe and practical to do so.
- Weekend and out-of-hours attendance will be supported through authorised overtime.

4. **Escalate concerns immediately.**

- Contact the police if there are signs of unauthorised access, forced entry or suspicious activity.
- Inform the Headteacher and School Business Manager at the earliest opportunity.

5. Complete security checks on arrival.

- Check all external doors and windows.
- Inspect the activated alarm zone.
- Check corridors, communal areas and affected rooms.
- Look for signs of damage or intrusion.

6. Secure and reset the building.

- Ensure doors and windows are secured.
- Remove any items preventing doors from closing properly.
- Reset the alarm where safe to do so.
- Report any faults immediately

7. Maintain a full audit trail.

- Record the alert received, actions taken and outcome.
- Save relevant CCTV footage and screenshots.
- Complete an incident report and share findings with senior leaders.

Golden Rules for the Site Team

☑ Check CCTV immediately
☑ Attend site when required
☑ Contact the police if in doubt
☑ Inform senior leaders
☑ Record all actions taken
☑ Never ignore an alarm activation