

Children and Young People's Department



South Wirral High School

Wirral School Services Limited (WSSL)

**JOINT
SCHOOLS' FRAMEWORK HEALTH AND SAFETY**

POLICY & GUIDANCE

HS/ECS/002

DATED: September 2020

Replaces Document dated September 2017

School's Framework Health and Safety Policy and Guidance
HS/ECS/002 September 2020

Date	Amendments	Officer
27/08/19	Revised 3.26 Violence and Aggression	Jeanne Fairbrother
07/10/20	SPIE updated contact details	Nicola Podmore
17/01/20	Arrangements – added reference to covid 19 2.3 – HOD replaced with FPL, safety coordinator replaced with SBM 2.4 – Made school specific 2.5.2.1 – Changed reference to new governors model 2.7 – updated address for Chair of governors 3.9 – Added further detail regarding third party usage 3.10 – Populated fire marshal checklist 3.11 – Updated locations of first aid boxes and defibrillators, updated first aiders. 3.22.1 – summary of responsibilities populated 3.30.4 – List of equipment added	Tom Moseley

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Responsibilities of WSSL

3.1.3 WSSL / SPIE LTD Notification

Health & Safety Management system- introduction

Your school's health & safety policy is the start of your Health & Safety Management System (HSMS). The purpose of a HSMS is to ensure that all relevant health and safety requirements are identified and that there is a structure in place for carrying them out to the correct standard and the required frequencies.

The HSMS promotes a cyclical approach to health and safety management that operates over an annual basis and is then repeated, with the aim of continually improving health and safety in the school. This is in line with the Health & Safety Executive's *Managing for Safety HSG65*.

Health and safety management requirements and statutory inspection and maintenance requirements that need to be met by schools are presented in the various sections of the HSMS.

The diagram below shows a pictorial representation of the Health and Safety Management System or *management cycle*.

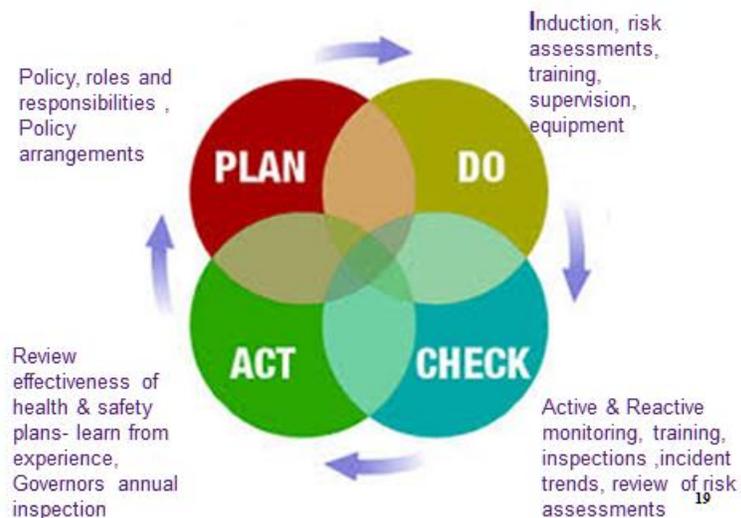


Figure 1: Health and Safety Management System (HSMS)

- In the **policy** (Plan) stage schools are stating what it is they are going to do with regards to health and safety and ensuring that they have a management structure in place to achieve this (roles and responsibilities). They are making a commitment.
- In the **planning and implementation** (Do) phase, schools are **doing** what they stated they would do.
- In the **monitoring** (Check) phase, schools are **checking** to ensure they are doing what they said they would do.
- In the **evaluating and reviewing** (Act) phase, schools are looking at their overall health and safety performance over the year (successes and failures) and then **acting** upon the findings to ensure their policy, arrangements and organisation are modified in order to build on successes and iron out failures.

SCHOOLS' FRAMEWORK HEALTH AND SAFETY POLICY

South Wirral High School

1. Introduction

1.1. Health and Safety at Work etc Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

The Governing Body retains the above responsibilities under local management of schools as an employer but, it is important to realize that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work. This local Statement of Safety Policy is not intended to replace the Wirral Local Authority's Policy but to detail individual schools' Arrangements and Organisation for Health and Safety, taking into consideration arrangements under the PFI contract.

1.2. General statement of intent

The Governing Body of South Wirral High School in partnership with WSSL will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties to provide a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Head teacher and Governing Body will take all reasonable steps to ensure that the Authority's Safety Policy is implemented and, that Local Authority's Policy and Guidance Documents are followed and monitored throughout the school.

WSSL will take all reasonable steps to ensure the health, safety and welfare of all those who attend, work in, visit and use the school premises, for which it is responsible.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of

themselves and other persons whilst at work. . It is also essential that there is co-operation and effective communication between the school and WSSL on all matters affecting health and safety.

The Health and Safety Policy will be reviewed on an annual basis.

Signed: (Chair of Governors) Date:

Signed: (Head teacher) Date:

Signed (SPC Manager on behalf of WSSL) Date:

2. ORGANISATION

As the employer, the Local Authority has overall responsibility for health and safety in Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and Pupil Referral Units.

In Foundation/Trust Schools, Foundation/Trust Special Schools, Voluntary Aided Schools, Academies and Independent Schools, the responsibility for health and safety rests with their employer, The Governing Body.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Head teacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.2. Responsibilities of the Governing Body

- a) Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- b) Reviewing the establishment's health and safety policy and performance annually, using the Governor's Inspection Checklist or similar and returning this and the resulting action plan to the Health & Safety Team;
- c) Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- d) Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- e) Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority or other body as necessary.
- f) Promoting a positive health and safety culture and high standards of health and safety within the establishment.

2.3. Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in the school rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, eg time, effort, finance.

The Head Teacher has responsibilities for:

- a) Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- e) Ensuring that the establishment has emergency procedures in place and has a Business Continuity Plan for emergency and crisis situations. The school will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.
- f) Reporting to the Local Authority (where they are the employer) any hazards which cannot be rectified within the establishment's budget;
- g) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- h) The provision of appropriate health and safety information to Governors;
- i) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility, e.g. Deputy Head Teacher, School Business Manager, Faculty Progress Leaders, Premises Managers, etc. WSSL, SPIE LTD FM, Chartwells Catering etc.

Guidance:

Itemise the functions and areas of responsibility delegated to management staff from the Head teacher that are appropriate in the circumstances of the school:

For example only

- *Apply the school's health and safety policy to their own department or area of work and be directly responsible to the head teacher for the application of the health and safety procedures and arrangements;*

- *Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;*
- *Ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and pupils for which they are responsible and that appropriate control measures are implemented. Ensure these risk assessments are shared with staff carrying out the activities.*
- *Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;*
- *Provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, Local Authority Guidance, National Standards and best practices should be referred to the Head Teacher;*
- *Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;*
- *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to carry out their activities in a safe manner.*
- *Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Local Authority's Incident Report Form (M13);*
- *Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.*

2.3. Responsibilities of Employees

Under the Health & Safety at Work Etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the Local Authority's and WSSL's reporting procedures,
- Report all accidents and incidents in line with the Local Authority's reporting procedures;
- Cooperate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager;
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety;

- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Wirral Council's statement of intent, organisation, and responsibilities are published on the Council Intranet.

2.3a Responsibilities of Wirral Schools Services Ltd. (WSSL)

Wirral Schools Services Limited is the Special Purpose Company set up to manage the Wirral PFI Schools Project. It does not employ any personnel, but has a management services contract with Semperian.

Chartwells is a direct contractor for Wirral Schools Services Limited and provides catering services and personnel to deliver the Catering Service to the PFI Schools and responsible for its employees and any subcontractor responsible for the delivery of the catering services.

SPIE LTD is a direct contractor for Wirral Schools Services Limited and provides the Facilities Management delivered through a combination of directly employed staff and specialist support and responsible for its employees and any subcontractor responsible for the delivery of the Facilities Management services. It is also responsible for all statutory and mandatory legislation and advice to any party carrying out or performing duties in relation to the Wirral Schools Services Limited assets within the school boundaries.

"Service Providers" - Together, Chartwells and SPIE LTD are the "Service Providers".

"WSSL" - Wirral Schools Services Limited and / or Chartwells and / or SPIE LTD are **"WSSL"**.

Their responsibilities in terms of Health and Safety are listed under the Management Chain section of this policy.

2.4.1 Summary of Duties and Responsibilities

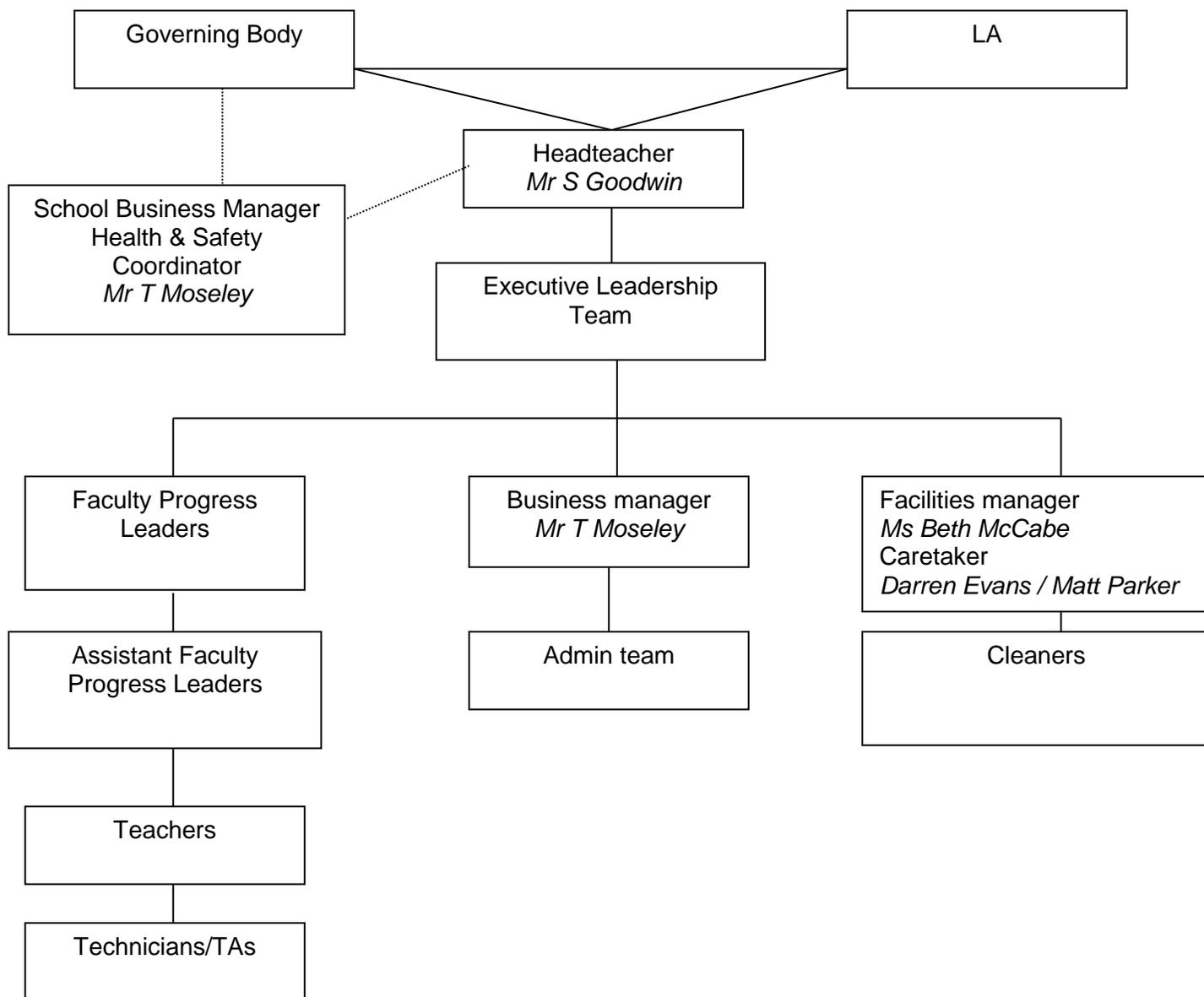
Level 1 SCHOOL/CYPD	Level 1 WSSL.
<p>School Business Manager (on behalf of the school) will:</p> <ul style="list-style-type: none"> • Liaise with Governors / CYPD on policy issues. • Chair school Health & Safety Committee and ensure policy is activated. • Ensure that problems implementing the Health & Safety policy are reported to the CYPD/appropriate authorities. • Develop Emergency Procedures • Arranging fire drills during school operational hours • Conduct fire drills * 2 per year to ensure the safe and speedy evacuation of all parties outside of school operational hours • Take day-to-day responsibility for all health and safety matters in school. • Fire Safety Training of school staff and students. • Appointing and training Fire Wardens and Fire Marshals during the school **day operational hours and during ALL Third Party Use. • Accident Reporting and investigation for school staff and students. • Manage risk assessment process – school activities • Developing and reviewing the safety training programme for school staff and students. • Statutory Inspections – see WSSL section • Safety tours of the premises • Regular safety inspections of departments. • Asbestos management • Fire Risk Assessment – school management and Third Party Lettings. • Display of Information i.e. Health & Safety Law Poster, Employers Liability Certificate of Insurance <p>"School Operational Hours" means each / all times that the school is using the facility for educational or training needs.</p>	<ul style="list-style-type: none"> • Safe provision of FM Services. Correct delivery of planned, preventative maintenance • Asbestos management • Develop Emergency Procedures • Assisting fire drills during school operational hours. • Arranging fire drills outside of school operational hours i.e. for Caretakers / Cleaners. • Fire Risk Assessment • Fire Safety Training of FM Staff • Appointing and training Fire Wardens and Fire Marshals for Core Hours • Accident reporting and investigation for Service Provider. • Manage risk assessments – Service Provider Activities • Legionella Management including assessments & control scheme • Testing local exhaust ventilation from fume cupboards and craft, design and technology equipment. Developing and reviewing the safety training programme for Service Provider staff • Safety tours of the premises • Statutory Inspections – will organise all but will recharge school if necessary e.g. pressure testing on curriculum equipment. • Display of information i.e. Health & Safety Law Poster, Employers Liability Cert of Insurance
Level 2 SCHOOL/CYPD	Level 2 WSSL
<ul style="list-style-type: none"> • Draw up departmental procedures and review annually. – Faculty Progress Leader (FPL) • Arrange for staff to be given training and information. – School Business Manager (SBM)/FPL • Ensure procedures are followed in the department. - FPL • Act on reports from Level 3 within agreed timescale and report problems to Level 1. - FPL • Providing and maintaining first aid kits for school staff – Office Manager • Conducting and reviewing risk assessments – school activities. – FPL/SBM • Conducting and reviewing COSHH assessments – school activities. - FPL • Assessing new and existing school equipment. - SBM • Electrical appliances (School Equipment) - SBM <ul style="list-style-type: none"> Compiling register Inspection Maintenance • Non-electrical appliances (School Equipment) - SBM <ul style="list-style-type: none"> Compiling register Inspection Maintenance • Representation at school Health & Safety Committee. - SBM • Assessment of PPE and work wear requirements for school staff. - SBM • Manage and monitor contractors under control of the school and Local Authority - SBM • School must obtain a Permit to Work - SBM 	<ul style="list-style-type: none"> • Providing and maintaining first aid kits for Service Provider staff • Conducting and reviewing risk assessments – Service Provider activities • Conducting and reviewing COSHH assessments – Service Provider activities • Assessing new and existing Service Provider equipment • Electrical appliances (Service Provider work equipment and items on the Project Agreement Asset Register plus School equipment by arrangement) <ul style="list-style-type: none"> Compiling register Inspection Maintenance • Non-electrical appliances (Service Provider work equipment and items on the Project Agreement Asset Register) <ul style="list-style-type: none"> Compiling register Inspection Maintenance

	<ul style="list-style-type: none"> • Assessment of PPE and work wear requirements for Service Provider staff • Provision and issue of PPE and work wear for Service Provider staff • Managing and monitoring contractors under the control of the Service Provider • Representation at school Health & Safety Committee • Monitoring Health & Safety standards in the provision of Services
Level 3 SCHOOL/CYPD	Level 3 WSSL
<ul style="list-style-type: none"> • Manage Fire Evacuation Procedures in line with joint Fire Safety Plan during school operational hours and during ALL TP Use. - SBM • Check classroom / work area is safe. – Member of staff in area • Check equipment used is safe before use. – Member of staff • Ensure health and safety procedures are followed. – Member of staff • Ensure protective clothing is used. – Member of staff • Report defects to Level 2. – Member of staff • Carry out special task e.g. first-aid inspections. – First aid trained staff • Administering first aid to school staff, visitors and students. - First aid trained staff • Conducting and reviewing risk assessments – school activities. – FPL/SBM • Conducting and reviewing COSHH assessments – school activities. – FPL/SBM • Ensure non-electrical equipment is safe and properly maintained. – Member of staff • Provide personal protective equipment to staff/pupils as identified through risk assessment. – FPL/SBM • Ensure personal protective equipment is used correctly by staff/pupils - FPL 	<ul style="list-style-type: none"> • Manage Fire Evacuation Procedures in line with joint Fire Safety Plan during Core Hours • Inspecting and testing emergency lighting system • Inspecting and maintaining fire fighting equipment • Periodic checks on means of escape, fire alarm, emergency lighting and fire fighting equipment. • Administering first aid to Service Provider staff and supplier partners • Conducting and reviewing risk assessments – Service Provider activities • Conducting and reviewing COSHH assessments –Service Provider activities • Ensure safe procedures for contractor attendance • Ensuring equipment is safe before use • Ensure Service Providers follow health and safety procedures • Ensure protective clothing is used by Service Provider staff • Carrying out routine premises checks. • Dealing with or reporting any premises related hazards

2.4. Management Chain- health and safety responsibilities organisation chart

Guidance:

Schools health and safety responsibilities organisation chart.



2.5. Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school;

2.5.1 Local Authority

APT&C JCC

Agenda items to be sent to Mrs A Houghton, HR Officer, Wallasey Town Hall, South Annexe. audreyhoughton@wirral.gov.uk

2.5.2. School

- i. SWHS Resources committee
- ii. Staff meetings
- iii. WSSL Keep In Touch Meetings
- iv. Faculty meetings

Guidance:

List all regular meetings at which health and safety is discussed, indicate frequency of meetings, outline mechanism for placing items on agenda and actioning health and safety issues, recommendations, etc.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept

w: drive / curriculum staff / swhs documents / Leadership and Management / Policies

2.6. Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	LA H&S Team
2. Accident Reporting, Incident Reporting	LA H&S Team
3. Management of Asbestos	PFI Contract Manager
4. First Aid:	School Business Manager
5. Fire Precautions; Drills, Exits, Extinguishers	School Business Manager/Caretaker
6. Building Maintenance (Control of Contractors)	PFI Contract Manager / Caretaker
7. Safety Inspections	PFI Contract Manager
8. Manual Staff (information, instruction)	PFI Contract Manager
9. Purchasing Equipment and Products	PFI Contract Manager / SBM
10. Security, Out of Hours Lettings	School Business Manager/Lettings Officer
11. Trips, Visits and Overnight Stays	Educational Visits Coordinator

12. Risk Assessment Management	School Business Manager
13. Management of water hygiene	PFI Contract Manager
Secondary Schools	
i. Departmental Health and Safety Policies	Head of Faculty / SBM
ii. Technicians; responsibilities, roles etc	Head of Faculty
iii. Purchasing; chemicals, art materials etc	Head of Faculty
iv. Protective Clothing	Head of Faculty
v. Disposal of Chemicals	Head of Faculty

Guidance:

The above list is not exhaustive, please add or delete responsibilities as necessary.

2.7. Emergency Contacts

In case of an emergency outside of school hours.

i) Head Teacher: S Goodwin

Address:
61 Lumber Lane
Worsley
Manchester
M28 2QN

Tel No: 07794 224969

iv) Site Manager/ Caretaker

SPIE LTD Helpdesk:

Tel No: 0161 749 6422

ii) Deputy Head: M Cloherty

Address:
56 Mill Lane
Upton
Chester
CH2 1BT

Tel No: 07718 249993

v) Chair of Governors: R Barker

Address:
207 Raeburn Avenue
Eastham
Wirral
CH62 8BH

Tel No: 07717 715588

iii) Business Manager: T Moseley

Address:
4 Bowness Avenue
Bromborough
Wirral
CH63 0EZ
Tel No: 07885234108

3. ARRANGEMENTS

3.1. Accident Reporting

In accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 and Local Authority guidance the governing body and headteacher will report :

- Accidents, dangerous occurrences, and near misses on the standard Local Authority Incident and Dangerous Occurrence Report (M13) form.
- Incidents of physical violence and verbal abuse on the standard Local Authority Incident Report (MV92) Form. **See 3.26** Violence and Aggression

Copies of these forms are available W:\CurriculumStaff\SWHS Documents\1. Leadership and Management\Health & Safety or WESCOM. *Printed copies are kept in the General Office*

The Head teacher/Centre Manager will countersign the report form before the original copy is sent to the CYPD's Health & Safety Section. A copy should also be retained at the establishment.

Individual accident report forms *General Office* are used to record all minor incidents to children and young people and school staff. More significant incidents and those involving visitors, contractors and members of the public must be reported to CYPD's Health & Safety Section using the forms described above.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Management Team, as necessary.

The Head teacher/Centre Manager or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence. Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned. Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

COVID-19

During the ongoing pandemic related to COVID-19 the school has completed a comprehensive risk assessment which is regularly reviewed and updated. The latest copy will be published on the school website at <https://kg0.f56.myftpupload.com/wp-content/uploads/2021/01/M34-COVID-19-Risk-Assessment-Tier-4-National-Lockdown.pdf>

All applicable guidance from the DfE, government and local authority has been used in establishing covid safe routines to ensure the site is covid secure.

3.1.2. Reporting to the Health and Safety Executive (HSE).

In the event of:

- a fatality or major injury;
- these incidents will be reported immediately to the Health, Safety & Resilience Team on 606 2364, who will notify the appropriate enforcing authority, Health & Safety Executive.

<p>RIDDOR (Staff) Certain injuries, absence MUST be reported to the Health & Safety Executive</p>	<p>Work related deaths, major injuries (<i>Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn</i>), work related diseases (<i>must have a doctors note which confirms the diagnosis</i>), a work related injury which results in hospitalisation (<i>whether for treatment or observation</i>).<i>Over 7 day injury category, where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the accident).</i> Contact Health & Safety Team for more information</p>
<p>RIDDOR (Non staff) Where a visitor, contractor or other non-employee is injured on council premises or elsewhere and is taken from the scene to a hospital.</p>	<p>The guidance requires <u>that in addition to being taken to hospital</u>, the accident must arise ‘out of or in connection’ with work. The factors determining this are whether the accident was caused by the manner of conducting our undertaking e.g. supervision, safe systems of work, competence of employees or was attributable to the condition of the equipment or premises. E.g. unsafe conditions, poor condition of premises.</p>
<p>Lost Time Accidents (Staff)</p>	<p>Accidents which prevent the injured person from continuing their normal work for more than seven days (not including the day of the accident but including weekends and rest days). Must be reported within 15 days</p>

See WESCOM guidance

- Health & Safety Management Arrangements for Accident and Incident Reporting and Investigation

- M13
- MV92

3.1.3 WSSL / SPIE LTD SPIE LTD Notification

1. Contact WSSL through the SPIE LTD FM Helpdesk immediately on 0161 749 6422, following the occurrence of accident, incident or near miss if accident is caused by a building or equipment defect, failure or damage.
2. Advise the Helpdesk of any health and safety issue that requires immediate attention i.e. damage caused by the incident/accident to the building or equipment.
3. Forward details of the incident, excluding personal details, to SPIE LTD staff immediately, who will complete the appropriate SPIE LTD accident report forms..
4. Attach or forward to both CYPD and WSSL any supplementary evidence relating to the accident/incident e.g. photographs, witness statements etc.
5. All correspondence from individuals, solicitors, etc, should be forwarded **unanswered** to both WSSL and the CYPD Health and Safety Section. Both parties will acknowledge receipt of the correspondence and reply to the claimant within specified legal guidelines.

3.2. Asbestos

In accordance with the control of Asbestos at Work Regulations 2012 the governors and head teacher will ensure:

- A current and valid asbestos management survey has been carried out via PFI Contractor, SPIE Limited
- The responsible person for asbestos within the school is PFI Contract Manager
- All remedial actions have been carried out.
- The asbestos register is held in *the caretakers office* and will be made available to all staff ,visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities This includes even small jobs such as installing telephones or computers, putting up shelving , display boards or installing security services.
- If following reference to the asbestos register works are to be carried out on a surface or area known to contain asbestos, staff or the contractor must not start work and inform their supervisor. The appointed asbestos manager will then review the method statement so as to ensure no fibres are released during the maintenance task and issue the authority to work. All such works will be recorded in the onsite asbestos plan.
- Managers minimise the potential for accidental exposure when work is to commence on assumed or identified asbestos that is not licensable works by controlling working methods of staff and contractors through the completion of a risk assessment and a permit to work.
- The asbestos log is maintained and that any changes are notified to Wirral Council, Asset Management Team immediately.
- The school and all employees are clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey
Areas such as those above 3m in height, ceiling voids, etc. will not have been

surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise.

- **All** work on the fabric of the building or fixed equipment by school staff or contractors is entered in the asbestos register and signed by those undertaking the work.
- Premises staff have received the information and training needed for them to understand the risks to health from asbestos exposure and keep records of the instruction and training given to staff, building users and contractors.
- An annual visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log and a copy sent to the Local Authority's Asbestos Management Team, Technical Services, Cheshire Lines, (0151 606 2353). Copies of these checks will be kept in the onsite Asbestos Register and be available for inspection.
- All completed signing in sheets will be retained for future inspection (Corporate retentions policy 40 years)
- Any damage to materials known or suspected to contain asbestos should be reported to *PFI Contract Manager* who will contact the Local Authority's Asbestos Management Team, Technical Services, 0151 606 2353).
- Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to *PFI Contract Manager*
- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person for managing asbestos in school** *PFI Contract Manager*

See WESCOM guidance

- Health and Safety Management Arrangements Asbestos in the Workplace

Please contact Asbestos Technical Officer for further advice 0151 606 2353.

3.3. Chemical Safety- Control of substances hazardous to health (COSHH)

Under the Control of Substances Hazardous to Health Regulations 2002 the governors and head teacher have a responsibility to ensure:

- Hazardous substances and cleaning materials are sourced from an approved supplier in order to ensure non-hazardous substances or substances that present the lowest level of risk are used.
- there is an inventory of chemicals (e.g. cleaning and maintenance products, hazardous substances kept on site including science, biology, swimming pools etc.), reviewed in annually.
- relevant Manufacturers Safety Data Sheets available for all cleaning/maintenance substances and these they been communicated to those employees who use them.
- Employees using the substances are appropriately trained.
- substances identified as presenting a significant risk with a hazard symbol (for example, swimming pool chemicals) have a specific COSHH risk assessment completed
- all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. flammable materials stored in appropriate flammables cabinet)

- Personal protective clothing (PPE) is issued, maintained, examined and replaced when required. Records will be kept of issuing PPE (PPE1 form)
- if required health surveillance is available .

Guidance

Secondary schools must insert information regarding the inclusions of Risk Assessments into lesson plans and for schemes of work, use of CLEAPSS Hazcard (Sciences), CLEAPSS Assessments for Design Technology and Art, and other safety texts used.

Details to be given re: fume cupboards and other local exhaust ventilations systems that require testing under the Regulations. Identify location of records of inspections, service and maintenance of equipment.

Insert names of relevant heads of departments, science, design technology, art, etc with links to relevant policy and guidance documents.

Primary schools must highlight lessons where hazardous products are used and mechanisms for carrying out lesson Risk Assessments.

See WESCOM

- Health and Safety Management Arrangements for Control of Substances Hazardous to Health (COSHH)
- PPE1 form

OBJECTIVE

To comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002

	WSSL	CYPD	School/CLC
Completion of suitable and sufficient risk assessments for substances used for work activities (e.g. adhesives, paints, cleaning agents) and substances generated during work activities (e.g. fumes from soldering and welding, dust)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completion of suitable and sufficient assessments for substances used in curriculum activities, i.e. DT, Sciences, Art, Textiles, etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensure that employees/users are properly informed, trained and supervised		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ensuring safe and secure storage facilities are provided for all substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensuring all products are labeled and contain adequate health and safety information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that control measures are used and maintained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carry out appropriate health surveillance for persons exposed to one of the substances listed in Schedule 6 to COSHH.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare plans and procedures to deal with accidents, incidents and emergencies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provision and maintenance of personal protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safe and correct disposal of substances in accordance with Waste Management Regulations and Local Authority guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.4. Contractors

The WSSL/Service Provider manager arranging works being carried out by contractors (Contract manager, Maintenance Manager or Regional Technical Services Manager) is responsible for ensuring that contractors' operations are planned so as to cause the minimum of impact on curricular activity.

The Head Teacher is responsible for notifying WSSL when planning to appoint contractors to work in the premises. It is the responsibility of the school to obtain Method Statements and Risk Assessments and appropriate insurances from the contractors for the work being carried out. Copies must be submitted to WSSL at least 3 working days prior to commencement of work.

School appointed contractors who are carrying out any works to, or that could affect the building fabric, services, grounds, fixtures or fittings for which WSSL are responsible must not carry out any work until authorised to do so by WSSL.

The governors and head teacher recognise that the use of contractors in the school environment has the potential to introduce additional hazards and risks that are not normally present. To control the risks we have followed the guidance contained in Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment and will ensure:

- The suitability and competence of the contractor is taken into consideration. (Constructionline and CHAS)
- Detailed risk assessments and method statements are provided by the contractor for the requested works (contact PFI Contract Manager)
- They obtain a permit to work or permission to undertake works which may involve hot work, asbestos removal, use of hazardous substances etc
- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be
- All contractors must report to [school office / reception] where they will be asked to sign the visitors book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.
- A Permit-to-Work must be obtained from WSSL via the SPIE LTD Helpdesk at least 3 working days prior to commencement of work.

The PFI Contract Manager / caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about [*see asbestos management*].
- They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
- They report and accidents/incidents or near misses which contractors are involved in.
- They challenge any unsafe working practices.

If undertaking the role of Client under Construction (Design Management) Regulations 2015 the governors and head teacher will ensure they have received suitable awareness training in the requirements of CDM 2015.

WSSL is responsible for ensuring that all contractors employed by the Service Provider are competent.

Managing Contractors

OBJECTIVE

To ensure that Contractors are competent and that risks to themselves and others are controlled

	CYPD	School/CLC	WSSL
Checking the competence of contractors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Records Bureau checks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contractor attendance arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monitoring contractors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

See WESCOM

- Health and Safety Management Arrangements for Selection and Control of Contractors Working on Council Premises.
- Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment

Planned and Reactive Maintenance

The CYPD is responsible for ensuring that WSSL provide the necessary levels of planned and reactive maintenance services in accordance with the Project Agreement.

WSSL are responsible for the delivery of the planned and reactive maintenance programme in accordance with the Project Agreement.

Hazard and Fault Recording

All School and Service Provider staff are responsible for reporting any building faults and hazards.

School staff should report building faults and hazards to the Business Manager who will report the faults to the help desk.

The SPIE LTD Facilities Management staff will respond to any faults or hazards, which are reported to make safe to the best of their ability.

WSSL are responsible for reacting to these reports in accordance with the service level agreements in the Project Agreement.

Building Maintenance

OBJECTIVE

To ensure that the premises are maintained in condition that provides the necessary standards for health, safety and welfare.

School/CLC	WSSL	CYPD		
Carrying out planned maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying out reactive Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazard and fault reporting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Plant and Equipment Monitoring

OBJECTIVE

To ensure that work equipment and environmental conditions apply with the relevant regulations

CYPD - School/CLC - WSSL

To ensure that regular testing of ventilation systems within the school, which includes kitchens, DT, Science and IT areas are carried out in accordance with statutory regulations.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure that testing of slings, hoists and roller shutters is carried out In accordance with statutory regulations.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure that testing and maintenance of fixed gymnasium equipment Is carried out in accordance with statutory requirements and CYPD

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Guidance.

Regular user checks to be carried out by the various faculty departments. This will include fume cupboards, local exhaust ventilation equipment, pressure vessels i.e. autoclaves, pressure cookers and steam engines.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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User checks to be carried out on woodwork and metal work machines.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Regular maintenance to be carried out on equipment i.e. kitchen equipment, woodwork and metal work machines, cleaning equipment

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Regular checks and maintenance to be carried out on all hand tools.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Regular inspection and maintenance of the electrical installation in accordance with NICEIC, Electricity at Work Regulations and Building Control Regulations and the requirements for an Entertainment License In accordance with Local Authority guidelines

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure regular inspections and maintenance of water systems are carried out in accordance with The Control of Legionella Bacteria in Water Systems Approved Code of Practice

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure regular inspection and maintenance of gas installation in

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Accordance with the Gas Safety (Installation and Use) Regulations 1998

To ensure that an Asbestos Survey is carried out, recorded and safe systems of work implemented for contractors working on premises in accordance with the Control of Asbestos at Work Regulations 2012

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure visual inspections are carried out of asbestos containing materials (as identified in the Asbestos Survey) every 6 months and findings recorded

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure that all contractors and caretakers undertaking maintenance/repairs are made aware of the Asbestos Register and presence of Asbestos Containing Materials in the area where work is being carried out and that a signature is obtained acknowledging sight of the register

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure regular inspection, testing and maintenance of fire detection systems in accordance with the Fire Precautions (Workplace) Regulations and the School's Fire Risk Assessment

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure regular inspection and maintenance of security systems i.e. intruder alarms, external CCTV, external lighting, Digital locks, fencing, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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To ensure regular inspection and maintenance of internal CCTV security systems.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3.5. DSE - Display Screen Equipment

The governors and head teacher are responsible for ensuring that all employees that are computer users complete the Display Screen Equipment Self-Assessment Checklist.

- Employees are considered to be computer users if DSE is normally used continuously for more than one hour every day as a significant part of their normal work
- Employees identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).
- It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

See WESCOM

- Health and Safety Management Arrangements for Display Screen Equipment

Display Screen Equipment OBJECTIVE

To comply with the Display Screen Regulations 1992 (amended 2002)

	CYPD - School/CLC - WSSL		
Adequate space provided for work-station	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suitable lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dedicated ICT room – notification if other rooms are used	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjustable covering for windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temperature and ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work surface low reflective	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suitable seating in good repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Screen size and adjustment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eye test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment of work station	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cable management

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Pupil/Staff DSE checklist/information

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3.6. Educational Visits

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

EVOVLE is in use in Wirral Schools and in accordance with the Local Authority's Guidance for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits, it is a requirement that all school's use the EVOLVE system.

The Educational Visits Coordinator will be required to implement the guidance as appropriate when the school undertakes offsite visits.

Outdoor Education Advisers' Panel <http://www.oeap.info/>

3.7. Safe use of Portable Electrical Appliances and Fixed Electrical Systems

Governors and the head teacher will ensure that portable and transportable (PAT) electrical equipment and fixed electrical systems are safe for use by employees and visitors. To accomplish this governors and the head teacher will ensure:

- There is an inventory of electrical appliances
- Portable and transportable electrical equipment is included in risk assessments
- All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with Local Authority Health and Safety Management Arrangements for Portable Appliance Testing and Inspection, conducted by *SPIE LIMITED / CALBARRIE*
- There are records of formal test/inspection results for all electrical appliances.
- Employees who operate electrical equipment carry out visual checks prior to use.
- Personal items of equipment (electrical or mechanical) will not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

- Manufacturer’s instructions are available for higher risk electrical equipment and these are shared with staff.
- The fixed wiring and electrical system is inspected by an electrical contractor on a five yearly basis and the inspection reports are available. All remedial actions are completed.

See WESCOM

- Health & Safety Management Arrangements for Portable Appliance Testing

Electrical Safety - Portable Appliance Testing

OBJECTIVE

To ensure that a fully comprehensive inspection and testing service for portable electrical appliances is managed

	CYPD	School/CLC	WSSL
Regular testing of portable appliances - School Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regular testing of portable appliances - Service Provider Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repair of faulty portable appliances - School Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair of faulty portable appliances - Service Provider Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arrangements for use of personal equipment - School Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrangements for use of personal equipment - Service Provider Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regular inspection of all equipment (including extension leads), prior to use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prohibit use of single multi-plug adapters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure safe and correct use of single/multi-socket extension leads, prevent overloading and potential risk of overheating and/or fire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.8. Emergency Planning

Definition: “An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is like to have emotional and organization consequences.”

Governors and the head teacher will ensure there is an emergency management plan in place which firstly considers various types of emergency and how the school is placed to deal with them, and secondly to give the school community confidence when faced with a crisis.

Staff will be briefed on the contents of the school’s emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.

Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur. The school will carry out a tabletop exercise, simulating an emergency situation, at least once per year.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify HR Manager immediately of any changes.

Guidance

w: drive / curriculum staff / swhs documents / Leadership and Management / Policies / Emergency Plan

The Local Authority has emergency plans that link in to a national strategy for dealing with crises and which include all the emergency services.

See WESCOM guidance

- Coping with a school emergency (DfE)

3.9. Extended Schools and Lettings

Governors and the head teacher will ensure any Lettings are managed by School Business Manager following Local Authority Guidance.

All lettings customers are issued with and required to return a signed copy of the school’s booking conditions document. This document outlines acceptable and unacceptable actions whilst onsite including health and safety arrangements around fire safety, evacuation and rules and procedures. All lettings customers are also issued with fire evacuation points including exit routes and assembly points.

A copy can be found in W:\SeniorManagement\TPI new\TPI\1 Booking conditions

See WESCOM Health & Safety SLA

- Local Authority Guidance Document HS/ECS/061 “A Management Guide to Extended Services in and around Schools version 2 August 2016

Guidance

To include details of any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc]

Lettings and Third Party Use

OBJECTIVE

To ensure that Third Party use of school premises is managed effectively so that persons using the premises do so without risk to themselves or others.

User	CYPD School TP		
Fire Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of first aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accident Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.10. Fire

Under the Regulatory Reform (Fire Safety) Order 2005 the governors and head teacher have a responsibility to ensure:

- Emergency preparedness has been covered within the school's health & safety policy.
- The school has an emergency plan which is shared with staff.
- A current fire risk assessment is located in *[the fire folder / log book]* and reviewed on an annual basis. Or when there are changes to the building.
- Remedial actions identified in the Fire Risk Assessment have been completed and signed off.
- School Business Manager is the Responsible Person for Fire Safety and for ensuring the fire risk assessment is undertaken and implemented .
- Written fire/emergency procedures are made available to all staff and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.
- Fire plans have been drawn up to assist the fire and rescue service on arrival. These are retained in the fire logbook.
- Emergency exits, fire alarm call points, fire appliances and assembly points are clearly sign posted with signs conforming to the "Health & Safety (Safety Signs and Signals) Regulations 1996. The locations of the above are identified on the school's site plan.
- Where activities are being provided by non-school/centre staff such as a third party provider, the school/centre will provide appropriate information, instruction and training on the establishment's emergency procedures and emergency contact details.
- All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge.
- Fire drills are carried out termly and performance recorded on the Fire drill evaluation sheet and retained in the fire logbook.
- The school will maintain an inventory of all substances on site within the fire log book and review this annually, indicating on plans their location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance. www.cleapss.org.uk
- Displays- the Fire Authority recommends a maximum of 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.
- All documentation relating to fire safety including inspection, service, maintenance and repair records will be maintained in the school's fire log book in the General Officer.
- Emergency contact and key holder details are maintained by *School Business Manager* and provided to Wirral Community Patrol / remote call centre.

School Business Manager is the Responsible Person for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#) and following Local Authority guidance.

- Governors and the head teacher are responsible for ensuring that the following local checks are carried out and logged by PFI Contractor
- Weekly fire alarm call point tests

- Monthly check of emergency lighting
- Half Termly Fire Marshal Inspection Checklist to include:

1.0	Fire Protection		2.2	Are Combustible Materials Correctly Stored	
1.1	Extinguishers in Place		2.3	Lighting Adequate	
1.2	Fire Exits Marked and Clear		3.0	Electrical Equipment	
1.3	Crash Bar/Key Box Fitted		3.1	Is All Portable Equipment Within Test Date?	
1.5	Fire Alarm Tested Weekly		3.2	Is It Visually in Good Condition?	
1.6	Can Fire Alarm be Heard By All Staff		3.3	Are Flexible Cables Positioned Safely?	
1.7	Fire Notices Prominently Displayed		4.0	Stairwells/Corridors	
1.8	Notices in Good Condition		4.1	Lighting Adequate and in good condition?	
1.9	Health & safety arrangements displayed		4.2	Fire doors in closed position	
1.10	Are They The Latest Issue?		4.3	Fire doors not obstructed	
1.11	Fire blankets in place /tea-rooms/snack bar etc		4.4	Fire doors Visually in Good Condition	
1.12	Are All Waste Bin Areas Regularly Cleared		4.5	Vision panels not obstructed	
1.13	Any Evidence Of Smoking In The Building		4.6	Fire doors fit fully into their rebates	
1.14	Staff Identified In The Use Of Evac Chair		5.0	Other equipment	
2.00	Storage Areas		5.1	Defibrillator	
2.1	Access/Egress Clear To emergency Exit				

Governors and the head teacher are responsible for ensuring that the following inspection and maintenance requirements are carried out by a contractor and inspection records/certificates are available:

- Maintenance and service of the fire alarm system
- Maintenance and inspection of the emergency lighting and batteries, including full discharge test.
- Annual firefighting equipment inspection
- 6 monthly testing of fire shutters and annual maintenance

See Wescom guidance:

- Health and Safety Management Arrangements for Fire Safety
- Coping with a School Emergency DfE
- model fire plan
- model fire risk assessment
- fire logbook list of contents
- Fire drill evaluation sheet
- Personal Emergency Evacuation Plan guidance
- [Fire Marshal checklist](#)
- [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#)

Fire Safety

OBJECTIVE

To comply with the Regulatory Reform, Fire Safety Order 2005

CYPD - School/CLC - WSSL

Completion of Fire Risk Assessment for premises (Reassessment in event of incidents and changes to structures, layouts, functions, etc)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Produce School Fire Plan for premises during school operational hours and activities.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Produce School Fire Plan for third party lettings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Identification of personnel with key responsibilities for fire safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The adequacy and maintenance of fire alarm and detection systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that the provision of fire fighting equipment is adequate and is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that the provision of means of escape is adequate and is maintained including emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide and maintain Zone Plan, showing a layout of the School and the Zones associated with the Fire Alarm panel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Display of Fire Safety Signs showing fire exits, escape routes, alarm call points and action to be taken in the event of a fire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintaining Fire Log Book	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monitoring of Fire Log Book to ensure all inspections, tests, repairs are carried out in accordance with WSSL and CYPD Policies and Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Instruction of school staff, contractors, visitors on fire safety procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ensure that regular fire drills carried out during school operational hours and recorded.

Ensure that regular fire drills are carried out outside of school operational hours for the benefit of staff, such as cleaners, who do not work during school hours and that they are recorded

Ensuring safe and speedy evacuation of all persons on site during Core hours

Ensuring safe and speedy evacuation of all persons on site during Third Party Lettings

Ensure that means of escape, fire safety signs, emergency lighting fire alarm call points and fire fighting equipment are kept free from obstruction at all times.

Ensure that all vision panels are kept free from obstruction at all times

Ensure suitable numbers of staff are appropriately trained in the safe and correct use of emergency evacuation equipment

Reporting of faults to WSSL through the SPIE LTD Helpdesk

3.11.First Aid

Governors and the head teacher are responsible for ensuring that adequate first aid provision and first aid facilities are in place in line with the requirements of the Health & Safety (First Aid) Regulations 1981.

First aid requirements must be determined through risk assessment and consideration given to provision during periods before and after the school day, during events, holidays and when lone working takes place.

The First Aid Coordinator, School Business Manager, is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

General Office
PE Department
Science Department
Food Technology Department
Design Technology Department
Art Department
Caretaker's Office
School Kitchen

The following staff are available to provide first aid-
First Aid Staff – as at January 2021

Name	Type of First Aider	Effective from	Renewal Date	Telephone Ext
Dave Bell	3 day	12/03/2020	12/03/2023	248
Suzanne Sheen	3 day	01/11/2018	01/11/2021	228
Andy Simms	3 day	01/11/2018	01/11/2021	218
Angela Duke	3 day	07/03/2019	07/03/2022	204
Fern Skeldon	3 day	30/01/2020	30/01/2023	
Colin Dougan	3 day	11/12/2020	11/12/2023	225
Steff Fidal	1 day	13/03/2018	13/03/2021	228
Daryl Harrison	1 day	13/03/2018	13/03/2021	245
Edite Woolham	1 day	14/06/2018	16/04/2021	277/258
Daisy Exell	1 day	30/10/2018	30/10/2021	277/258
Audrey Miller	1 day	15/11/2018	15/11/2021	209
Colin Morris	1 day	11/11/2019	11/11/2022	283
Janette Holt	1 day	12/11/2019	12/11/2022	200
Amy Barr	1 day	12/11/2019	12/11/2022	242

The Head teacher/Centre Manager WSSL Service Provider will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Defibrillator Training

All 3 day first aid staff are also trained in the use of defibrillator machines.

DEFIBRILLATOR MACHINES ARE LOCATED AT THE FOLLOWING POINTS:

General Office
PE Office

**Cabinets are not locked and have clear signage on them showing the location of the defibrillator machines. If office is locked keys can be obtained from the caretakers/lettings officer, business manager or members of staff.*

3.11.1. Transport to hospital

Where the first aider or Head teacher/Centre Manager considers that hospital treatment is required the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

Please note:

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the Head Teacher/Manager to check these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records. (Use CAR10 form or equivalent)

3.11.2. First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school.

3.11.3.Clinical Waste

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin. General Office

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the hazardous waste disposal unit. Disabled Shower

Items such as needles, syringes and other sharps will be placed in the "sharps bin"
General Office

Emergency Contact Numbers

NHS	111
Arrowe Park Hospital	0151 678 5111
School Nurse	0151 514 6683
Infection control Nurse	0151 604 7750
Public Health England	0344 225 0562 opt 1opt 1

See Wescom for further assistance and guidance:

- DfE First Aid in schools
- First aid in schools model risk assessment
- Health & Safety Management Arrangements for Infection Control
- Car 10 form

First Aid Provision and Incident Reporting

OBJECTIVE

To comply with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

CYPD - School/CLC - WSSL

To carry out risk assessment to identify First Aid needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide training for First Aiders and Emergency Appointed Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To maintain training records of first aiders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To provide adequate first aid materials and equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To provide suitable accommodation for the administration of first aid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Provision of Clinical Waste Units and regular collection of waste	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintaining high standards of hygiene and infection control procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure first aid boxes are stocked, regularly checked and refilled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To administer treatment in accordance with the first aid training they have received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that records are kept of all first aid treatment via Incident Report form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recording and Reporting of Injuries, Diseases and Dangerous Occurrences for school staff/activities and Third Party Users to CYPD.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recording and Reporting of Injuries, Diseases and Dangerous Occurrences for Service Provider, Staff and Contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review of accident statistics/ violence at work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.11a Health and Safety Monitoring

OBJECTIVE

To ensure that regular monitoring of Health and Safety of the workplace is carried out to ensure the safety of pupils, staff, visitors, contractors and third party users.

CYPD - School/CLC - WSSL

Regular daily checks to be carried out to classrooms, stairways, corridors, boiler rooms, kitchens, workshops, laboratories and grounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Regular inspections to be undertaken by management to all areas within the school.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Regular monitoring of activities carried out by the school's facilities staff, cleaners, caretaking staff and contractors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Regular monitoring of pupil and teaching staff's activities within the school,	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

as part of the Local authority SLA.

Health and Safety audits will be undertaken by the CYPD every two years to ensure safety compliance.

✓		✓
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Heads of Faculties will be responsible to ensure safety standards within their departments. This will include ensuring risk assessments are carried out and are regularly reviewed.

✓	✓	
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3.12. Housekeeping

Governors and the head teacher are responsible for ensuring good standards of housekeeping across the school, This will be checked by regular inspections of the site.

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the school.

- Floors and Gangways:
 - Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
 - Unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting
- Furniture and Fittings
 - Check circulation routes are not impeded by the arrangement of furniture.
 - Check furniture is not damaged or unstable.
 - Check no furniture is in a dangerous condition, (rough wood, splinters,
 - protruding screws, nails, loose components etc
- Storage
 - Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves egg kick stool or step ladder
- Waste
 - Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes
- Welfare Facilities
 - Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers
- Fire
 - Flammable materials will kept away from heat and ignition sources, stored in approved
 - correctly labelled containers.

- Fire exits, call points, fire extinguishers clearly marked, and free from obstruction.

3.12.2. Inspections

Proactive monitoring involves actively looking for hazards and identifying risks on a regular basis in order to rectify them before they can cause harm. Governors and the head teacher will ensure that a schedule of proactive monitoring is in place, which includes the following as a minimum standard:

- A general workplace inspection of the site will be conducted termly and be undertaken / co-coordinated by a group of stakeholders e.g. governors, head teacher, health & safety coordinator, staff representatives, site manager, business manager etc.
- The person(s) undertaking the inspection will complete a report and action plan in writing and submit this to the head teacher/centre manager
- Responsibility for following up items detailed in the safety inspection report will rest with *School Business Manager*
- Monitoring inspections of individual departments will be carried out by Faculty Progress Leaders or nominated staff. Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT)
- An annual inspection, using the Governor's Inspection Checklist or similar, by a named governor(s) will be undertaken and an action plan created, this will be reported back to the resources committee and full governing body meetings. **A copy will be sent to the Health & Safety Team, who will review the action plan and this will form the basis of the next audit of the school.**

See WESCOM for a range of inspection checklists (examples below)

- Governors H&S Inspection Checklist
- Fire Marshal inspection checklist
- Ladders
- Playgrounds and external checklist

3.13. Legionella check

In accordance with the requirements of the HSE's Approved code of Practice for the control of Legionella L8 the governors and head teacher will ensure:

- A current legionella risk assessment is in place and a management control programme implemented. Spie Ltd are the nominated competent persons appointed to undertake Risk Assessments throughout the Local Authority.
- Statutory monitoring will be covered by monthly checks undertaken by Spie Ltd and will address any issues that are highlighted by the Risk Assessment.
- Additional checks will be required particularly where there are showers and after periods of non-use eg summer holidays and these requirements will be addressed by PFI Contract Manager These should be recorded.

- Asset Management undertake the management of the contract with Hertel (for schools purchasing the Asset Management SLA) and any queries should be directed to Technical Services, 606 2388.
- Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.

A copy of the legionella checks are stored in the Caretakers Office

3.14. Lighting

The governors and head teacher will ensure that each room or other space within the school will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

3.15. Lone working

The governors and head teacher encourage employees not to work alone in the school. The school has a Lone Working policy for where lone working cannot be avoided.

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Obtain permission from the Head teacher/Centre Manager and notify him/her on each occasion when lone working will occur.
- Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **should not** be undertaken whilst working alone.
- Ensure employees do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

See WESCOM guidance

- Health and Safety Arrangements for Management of Lone Working
- Lone Working model risk assessment

3.16. Manual Handling

Under the Manual Handling Operations Regulations 1992 Governors and the head teacher ensure all manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by *School Business Manager*.

- Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable in accordance with the Manual Handling Operations 1992.
- Specific training will be provided to employees that are required to carry out manual handling of loads and manual handling of people.
- Employee's should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

See WESCOM guidance

- Health and Safety Management Arrangements for Manual Handling

Manual Handling

OBJECTIVE

To ensure that manual handling operations are carried out in accordance with School, CYPD and SPIE LTD FM policies and procedures

School/CLC	WSSL	CYPD		
Conducting manual handling assessments		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Providing manual handling aids		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Providing manual handling training		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planning manual handling operations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Servicing, maintaining, repairs of mechanical aids (trolleys, etc)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting defective equipment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.17. Management of Medicines

Governors and the head teacher ensure that an administration of medicines policy and procedures is in place in line with DfE guidance “Supporting pupils at school with medical conditions”.

Management of Medicines in Schools and Early Years Settings Checklist				
Insert Name of School/Setting				
Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?			Give date, location
2.	Has the school nominated responsible trained persons to administer medicines?			List nominated staff
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?			Location – extract issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures			List staff, date and training provider (parent, school nurse, other)
5.	Does the school have procedures for managing medicines on trips and outings			Risk assessments, consent forms, etc
6.	Has the school received a written agreement from parents for any medicines to be given to a child			Forms 3a (short term) or 3b (long term)
7.	Has the school confirmed, in writing, that they agree to administer medicines			Form 4
8.	Is there guidance for children carrying and taking their medicines themselves			Specify
9.	Does the school maintain records for the administration of medicines			Form 5
10. D	Do staff have access to the school's emergency procedures			Form 1
11.	Is a health care plan required for individuals			Form 2

Medicines Checklist

1.	Does the school have appropriate storage facilities taking into account temperature and security			Specify
2.	Is the medicine in the original container			
3.	Is the container clearly labeled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date			
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available			
5.	Does the school allow children to carry their own inhalers			

See WESCOM guidance

- DfE “Supporting pupils at school with medical conditions”.

3.18. Minibuses

- *SPIE LTD* is responsible for the undertaking checks on and the operation of minibuses in accordance with the guidance Local Authority Safety Arrangements. Contact Road Safety Team on 0151 606 2111
- Minibuses provided under the PFI Agreement will be maintained in accordance with the attached checklist.
- It is a requirement for all minibus drivers to attend and pass the Wirral Council's minibus training. They are not authorised to drive the vehicle without this certificate. In addition formal authority to drive is required from the authority's transport division.

Guidance – authorised drivers

Dave Bell

Martin Lawless

Dave Lewtas

Paul McLoughlin

Andy Neal

Suzanne Sheen – Panel van only

Minibus Safety
(Minibus provided by School)
OBJECTIVE

To ensure all vehicles are safe, fit for purpose and operated in such a manner that the safety of our pupils and staff is not at risk

	CYPD	School/CLC	WSSL
Insurance – School nominated drivers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Road fund license	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification (driver's license)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training (general maintenance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checking vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Servicing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pupil control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pupil records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Booking vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accident reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Breakdown membership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleaning Internal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleaning External	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adaptations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parking

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Delivery notification

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Minibus Safety
(Minibus provided through the PFI Agreement)

OBJECTIVE

To ensure all vehicles are safe, fit for purpose and operated in such a manner that the safety of our pupils and staff is not at risk

	CYPD	School/CLC	WSSL
Insurance – School nominated drivers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insurance – WSSL’s nominated drivers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road fund license	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certification (driver’s license)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training (general maintenance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checking vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Servicing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pupil control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pupil records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Booking vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accident reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Breakdown membership UK	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Breakdown membership overseas –	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleaning Internal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cleaning External	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery notification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.19. New and Expectant Mothers

The Governors and the head teacher ensure that risk assessments on new and expectant mothers will be undertaken by *School Business Manager*

- It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.
- The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

See WESCOM for guidance:

- Health and Safety Arrangements for Risk Assessment
- Health and Safety Arrangements for New and Expectant Mothers

3.20. Noise and Vibration

Governors and the head teacher, under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 will carry out risk assessments of any activities that expose their employees and others to the damaging effects of noise and/or vibration e.g. hearing loss or hand arm vibration syndrome (HAVS). Such activities might include use of machinery, power tools, or petrol strimmer's by premises/caretaking staff.

Risk assessments should be carried out to identify or eliminate sources of noise and vibration and to put in control measures where necessary. It may be necessary to commission a noise survey and/or have staff at risk of noise related ill-health undergo personal dose measuring.

See WESCOM for guidance:

- Health & Safety Management Arrangements for Controlling Noise at Work.
- Health & Safety Management Arrangements for Control of Vibration

3.21. Personal Protective Equipment (PPE)

The governors and head teacher in accordance with the Personal Protective Equipment Regulations 1992 (as amended) will ensure that the need for PPE is assessed and then made available to employees where required. Records of provision of PPE will be maintained.

See WESCOM for guidance:

- Health & Safety Management Arrangements for Personal Protective Equipment (PPE)
- PPE1 Form

3.22. Risk Assessment

The Governors and head teacher in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 will assess the risks to the health and safety of their employees while they are at work.

3.22.1 General Risk Assessments

The school risk assessments will be coordinated by School Business Manager following Local Authority Guidance.

All workplace activities, locations and equipment involving teaching and non-teaching (e.g. caretaking) staff, premises and one-off activities have been assessed and approved by the head teacher

Guidance: <i>School to list responsible persons and area of responsibility for carrying out risk assessments, e.g. heads of departments/faculties.</i>	
Description	Department/Responsible Person
Curriculum – e.g. sciences, DT, PE, Music, Drama, Art, ICT	Faculty Progress Leader
Non curriculum activities – e.g. movement around school, lunchtime supervision, open evenings, parents’ evening, school productions, before and after school clubs for both school and fire.	Headteacher Clubs are completed by the FPL for the faculty organising the club
Non-school operated including lettings	Third party user and School Business Manager
Location Hazards -playground and play equipment, gymnasium, classroom, hall, dining room, ICT.	Faculty Progress Leader
Equipment	Faculty Progress Leader
Lessons outside Classroom	Faculty Progress Leader
Job based risk assessments teaching	School Business Manager
Job based risk assessments non-teaching e.g. cleaners, caretakers, catering, office, volunteers, midday staff etc.	School Business Manager – SWHS employed staff SPIE FM for SPIE employed staff Chartwells Manager for catering staff

These risk assessments are available for all staff to view and are held centrally in: **___w: drive / curriculum staff / swhs documents / Leadership and Management / Policies**

Specific risk assessments relating to individual persons, e.g. employee with medical condition or young person/pupil are held on that person's file.

3.22.2. Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Faculty and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

WSSL and CYPD do have the responsibility to ensure that the premises are suitable for teaching purposes and their related specialisms e.g. Science, art, design technology, physical education etc. and to ensure that the environment meets legal requirements

Where equipment has been supplied under the PFI Contract, it is the contractor's responsibility to ensure that all equipment is suitable for purpose and that it complies with current legislation, CYPD Guidance documents and best practice.

The contractor has the responsibility to ensure that regular maintenance, inspection, testing and examination is carried out in accordance with statutory requirements, manufacturers recommendations and CYPD Guidance.

Curriculum Safety

OBJECTIVE

To ensure that curriculum areas and practices are such that a safe environment is assured for all pupils and staff.

	School/CLC	WSSL	CYPD
Access and emergency exits clear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suitable fire fighting equipment available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All vision panels clear and free from obstruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Storerooms tidy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSHH sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Electrical equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical storage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Furniture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heating and Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Housekeeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cleaning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statutory Inspections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lesson plans, schemes of work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.22.3. Non-curriculum Activities

Risk assessments for non-curriculum activities will be carried out by School Business Manager in accordance with local authority guidance. These will include: midday supervision, playground activities, access to school premises before the start of and at the end of the school day, movement around the school, open/parents' evening, school productions, etc. (This list is not exhaustive.)

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff carrying out activities should be made aware of risk assessments and any changes to risk assessments relating to their work.

School to detail means of disseminating information and updates:
 staff bulletins,
 email,
 staff meetings/briefings

See WESCOM for guidance:

- Health & Safety Management Arrangements for Risk Assessment
- M34
- M34.1 (reasonable adjustments form)

3.23. Security

Governors and the head will ensure that that security of the site is risk assessed in order to provide a safe and secure environment for children, employees and visitors to

The school will in conjunction with WSSL undertake a security audit at least annually or more frequently if incidents dictate.

The school will inform WSSL through SPIE LTD' Technical Service Centre of any breaches to security.

Governors and the head teacher will ensure:

- the school has a security policy and that this has been implemented. A copy of the school's policy is located :
w: drive / curriculum staff / swhs documents / Leadership and Management / Policies
- If necessary expert advice is obtained to determine the security risks and precautions required to deal with them.
- The intruder alarm is monitored and inspected and records are available
- Employee are provided with enough resources, information and training to implement the security procedures.
- Ensure that all visitors, contractors and agency employee adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Guidance: School to details how the above will be achieved, eg: by

The health and safety governor monitoring performance on their special interest visits

Via the Head teacher's Reports to Governors.

By all Governors observing its implementation when they visit the school.

By termly Keep In Touch (KIT) meetings with PFI Contractor

Please refer to the School's Security Framework Policy and Guidance :

w: drive / curriculum staff / swhs documents / Leadership and Management / Policies

See WESCOM for guidance:

- School's Security Framework policy

**Security
OBJECTIVE**

To ensure the safety of all pupils, staff, contractors and visitors through good security arrangements

	CYPD WSSL	School/CLC	
Written security policy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lone working arrangements		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervision of pupils		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrangements for visitors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Controlled access and egress points		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perimeter fencing (if used for school access)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash on premises		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CCTV		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security risk assessments		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.24. Stress Management

The governors and head teacher are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

- The school has a stress and wellbeing policy.
- The school will refer all employees who are absent from work to the OHU
- All employees have access to Occupational Health and counselling and advice. Where counselling is identified as a possible solution the employee is signposted to the Employee Assistance Programme (EAP) or equivalent.
- Stress risk assessments will be carried out by the Headteacher
- The school may need to take immediate action to review the employee's job role. Appropriate actions would be discussed with the employee affected to determine what work they feel they can undertake. Reasonable adjustments may be agreed and should be entered on form M34.1.

Detail system(s) in place within the school for responding to individual concerns:
Performance Management
Mentoring
employee able to speak to head teacher / senior management, occupational health support.

See WESCOM for guidance:

- Health and Safety Arrangements Stress Management
- M34
- M34.1 (reasonable adjustments form)

3.25. Training

Under Regulation 7 of the Management of Health & Safety at Work Regulations 1999, the governors and the head teacher have ensured that they have competent advice on health and safety e.g. Wirral Council's Health & Safety SLA. The governors and head teacher will ensure:

- that an appropriate member of staff is appointed to coordinate health & safety for the school, School Business Manager. If a person is not appointed the role falls to the head teacher by default.
- suitable health and safety awareness training is provided to those in management or leadership roles.
- essential health & safety and refresher training for different roles has been identified, the school will ensure this training is made available to identified employee at the required frequency.
- training records are available for all employees
- there is a formal induction for permanent /temporary/supply /volunteer employees to bring their attention to their health and safety responsibilities and the arrangements in place for health and safety. This includes risk assessments for the activities they will carry out in school.
- There is an induction checklist.

See WESCOM for guidance:

- Health and safety training matrix (expected core competencies)

3.26. Violence & Aggression

The governors and head teacher recognise that violence and aggression is a foreseeable hazard in a school environment and will ensure:

- Risk assessments are carried out to identify all possible situations and tasks during which violence and aggression may occur and what precautions are in place to reduce the likelihood. e.g. lone working, responding to intruder alarms, working with pupils with challenging behavior.

- Where it has been identified, employees will be provided with appropriate information, instruction and specific training for dealing with these situations e.g. Team Teach, MAPA, de-escalation training. Refresher training will be provided at a recommended interval.
- Suitable precautions are introduced e.g. zero tolerance notices, means of communication, CCTV, training.
- All incidents of physical assault from pupils where an injury is sustained by a member of staff or another pupil must be recorded on an M13 accident form.
- Any incidents of violence and aggression directed by third parties to staff are reported using form MV92 and follow guidance in the guidance below.
- Counselling is offered to employees following violent, aggressive or abusive behavior.

See WESCOM for guidance:

- Health and Safety Arrangements for Managing Violence and Aggression to Employees
- Form MV92
- Challenging Behavior risk assessment

3.27. Vehicles on site and use of private vehicles

The governors and head teacher recognise that the movement of vehicles presents a foreseeable risk in a school environment and will ensure:

- if pedestrian routes within the site are not clearly defined and segregated from vehicles a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.
- vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.
- school gates are kept shut between *8.40 am to 2.50 pm*
- children's and parents' access shall be kept clear of vehicles
- access from the road shall be kept clear for emergency vehicles.

The governors and head teacher recognise that employees who drive their own private vehicles while on work business or those that drive minibuses present a foreseeable risk in a school environment and will ensure:

- risk assessments have been undertaken to identify the hazards associated with driving private vehicles at work and the operation of school vehicles
- the validity of their licenses is checked annually and this information kept on file.
- Employees who drive their private vehicle for work(this includes any activity in which a private vehicle is driven for the purpose of work, including travelling from the normal place of work to another location for a meeting) must also have the following checked and recorded annually using the CAR 10 form (or equivalent).
- Vehicles should enter and leave the premises using the vehicle entrance only and drive no more than 5 mph (please inform parents/taxis of this).

- Vehicles should be parked at the rear of the school unless the driver needs to use their vehicle between 9.15 am and 3.00 pm
- Disclaimer: “Vehicles and content are left on school premises at owners’ risk”. Anyone who needs to leave their vehicle on site overnight should inform the general office/caretaker.

Guidance

[Detail any specific rules for the management of vehicles on site, restriction on vehicle movement at certain times, reversing vehicles, special arrangements for deliveries etc.]

See WESCOM for guidance:

- Health and Safety Arrangements for Management Driving for Work
- CAR 10

3.28. Work at Height –use of ladders and step ladders

The governors and head teacher, in accordance with Working at Height Regulations 2005 will ensure:

- Work at height will be avoided where it is reasonably practicable to do so.
- Where this is not possible e.g. putting up displays, changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. *School Business Manager*] will ensure a risk assessment is conducted and the risk reduced as far as is reasonably practicable.
- A copy of this assessment will be provided to employees authorised to work at height.
- Employees who are required to work at height will receive appropriate training. (See Health and safety training matrix (expected core competencies)
- Regular inspections of all work at height equipment will be conducted by *PFI Contract Manager / School Business Manager* All equipment must be tagged/numbered and a ladder register maintained. Records will be kept.

[Detail any specific restrictions on employees using steps and ladders, restrictions on use by pupils, contractors etc.]

See WESCOM for guidance:

- Health and Safety Arrangements for Management of Work at Height
- Model risk assessments
- Ladder inspection checklist
- Ladder register

3.29. Tree safety and grounds maintenance

The governors and head teacher recognise that the grounds of the school can present significant hazards if not managed and maintained in a safe condition. They will ensure that:

- Risk assessments are undertaken on the grounds and the maintenance activities that are carried out. e.g. leaf blowing, mowing, strimming
- Employees will only use equipment for which they are trained in line with the Provision & Use of Work Equipment Regulations 1999
- Professional tree inspections and maintenance are carried out where applicable and that records of this work are available.
- Visual grounds inspections and maintenance are carried out as necessary and that records are available.

See WESCOM for guidance:

- Workplace equipment risk assessment
- Playground inspection checklist

3.30. Work Equipment

Work equipment is almost any equipment used by an employee, pupil, and visitor whilst at work and includes:

- Machines such as circular saws, drills, photocopiers, mowers, strimmer's, leaf blowers
- Hand tools- screwdrivers, hammers, knives, chisels
- Lifting equipment- hoists, lifting slings, stair lifts, changing beds
- Other equipment such as ladder, trolleys, water pressure cleaners
- Includes equipment which employees provide for their own use at work.

The governors and head teacher recognise that even simple hand tools can cause serious injuries through misuse, lack of training or poor maintenance. In accordance with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998 they will ensure:

- a risk assessment of equipment is undertaken to take into consideration:
 - Appropriate selection of equipment for the task
 - Use
 - Inspection
 - Maintenance
 - Training
- Employees will only use equipment for which they have received adequate information, instruction and training
- there are documented local safe systems of work for the use of the equipment
- relevant warning signs are displayed by the equipment
- trained users carry out pre-use inspections
- there are documented periodical user checklists to inspect the equipment
- employees are required to report to School Business Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.
- defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

See WESCOM for guidance:

- Workplace equipment risk assessment

3.30.2.External play equipment

The governors and head teacher recognise that playground and sports equipment present foreseeable hazards in a school environment and will ensure:

- risk assessments are undertaken to identify all hazards and control measures
- external play equipment will only be used when supervised.
- Daily visual inspections are carried out by caretaker
- pre-use inspections are carried out by all users
- equipment should be checked daily by *PFI Contractor* for any apparent defects
- formal inspections are carried out by *PFI Contractor* and recorded *
- an annual inspection will be carried out by a suitably competent contractor arranged by SPIE Ltd
- Records of all inspections to be kept on site.

*Or as recommended by the installer/manufacturer of the play equipment.

See WESCOM for guidance:

- Playground inspection checklist
- Playground and external play equipment risk assessment
- Playground and external play equipment risk assessment checklist

3.30.3.Inspection and testing of plant and equipment

All plant and equipment requiring statutory inspection and testing under health and safety legislation (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors/insurance company.

Maintenance inspections are also required under the Provision and Use of Workplace Equipment Regulations PUWER

3.30.4.Curriculum

Heads of faculty are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

School Business Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine

maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, statutory inspections maintenance and testing.

Department	Equipment	Inspection / Maintenance
Design Technology	Laser Cutter	Inspection carried out annually by school contractor
	Band saw	Inspection carried out annually by SPIE
	3D Printers	Inspection carried out annually by SPIE
	Pillar Drill	Inspection carried out annually by SPIE
	Strip heater	Inspection carried out annually by SPIE
	Lathe	Inspection carried out annually by SPIE
<i>Training for all DT equipment is included in the induction to the department and staff are DATA assured for use of the equipment.</i>		
Science	Chemicals	Stored in accordance with COSHH, inspected by science technicians
	Extraction cupboards	Inspection carried out annually by SPIE
PE	Trampolines	Inspection carried out annually by SPIE
	Climbing frames	Inspection carried out annually by SPIE
	Benches and general PE equipment	Inspection carried out annually by SPIE
<i>PE staff undergo training which is monitored by the FPL and updated in faculty risk assessments for use of specialised equipment.</i>		
Food Technology	Ovens	Inspection carried out annually by SPIE

See WESCOM guidance

- Health and Safety Management Arrangements for the Use of Workplace equipment
- Work equipment risk assessment

Chartwells

Is a direct contractor for Wirral Schools Services Limited and provides catering services and personnel to deliver the Catering Service to the PFI Schools and responsible for its employees and any subcontractor responsible for the delivery of the catering services.

SPIE LTD

Is a direct contractor for Wirral Schools Services Limited and provides the Facilities Management delivered through a combination of directly employed staff and specialist support and responsible for its employees and any subcontractor responsible for the delivery of the Facilities Management services. It is also responsible for all statutory and mandatory legislation and advice to any party carrying out or performing duties in relation to the Wirral Schools Services Limited assets within the school boundaries.

“Service Providers”

Together, Chartwells and SPIE LTD are the “Service Providers”.

“WSSL”.

Wirral Schools Services Limited and / or Chartwells and / or SPIE LTD are “WSSL”.

4.0 Useful Contacts:

Wirral Council Services

Asbestos Management	0151 606 2353
Health & Safety Team	0151 606 2216
Risk and Insurance	0151 666 3413/3313/3104
Community Patrol	0151 666 5441
Wirral Council’s 24 Hour Emergency	0151 666 5265
Radiation Protection Officer	0151 346 6551
Health, Safety & Resilience Team	606 2364
Facilities Management Help Desk	666 5624

Health

Health Protection Agency	0344 225 1295
Infection Control Nurse	0151 604 7750
Public Health England	0344 225 0562 opt 1 opt 1
Arrowe Park Hospital	678 5111

Enforcing Authorities

Health and Safety Executive	0161 952 8200
Merseyside Fire and Rescue Service	0151 296 6208/6209/6210

Imagile Group (WSS Ltd)	01928 701770
SPIE LTD Facility Management Ltd	0161 749 6422
Custodian Guarding	0845 519 5890
	0151 201 6023

07960 959271

WSSL/SPIE

Custodian Guarding

0845 519 5890

0151 201 6023

07960 959271

Site security Scotshield via SPIE Helpdesk

0161 749 6422

SPIE Helpdesk

0161 749 6422

**South Wirral High School
Health and Safety Policy
HS-ECS-002**

Record of Employee Reading the Policy

NAME	SIGNATURE	DATE

SWHS staff are issued with the Health and Safety policy each year and asked to digitally sign. This record indicates employees have read the attached Health and Safety Policy for the school, agree to abide the school's health and safety policy and procedures and understand their roles and responsibilities relating to health and safety. A copy of the digital register is held by the school business manager.