



Health & Safety Policy

And Fire Risk Assessment/Significant Findings/Action Plan

For

Chad Vale Primary School

Version 7 September 2008

"The Safety Action Group shall contribute to the strategic direction of Chad Vale Primary School and be active participants in the delivery of our school's objectives and mission statement.

The group shall achieve this by an ongoing commitment to the health, safety and welfare of all pupils, staff and visitors through the provision of appropriate and effective advice, support, information and guidance on health and safety matters.

This will facilitate a healthy and safe environment where everyone's potential can be maximised."
Safety Action Group (May 2007)

Signed  Chair of Governors (on behalf of G.B) Date *23/9/08*

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Chad Vale Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1** On behalf of the Governing Body, we accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
 - a. All persons employed at Chad Vale School whilst they are at work;
 - b. Persons other than Chad Vale School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Chad Vale School whilst they are at work.
- 1.2** To effectively achieve this, Chad Vale School will provide, so far as is reasonably practicable:
 - a) Safe premises, plant and systems of work;
 - b) Safe methods of using, handling, storing and transporting of articles and substances;
 - c) Information, instruction, training and supervision;
 - d) A safe working environment;
 - e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3** The Governing Body for Chad Vale School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Safety Services. Chad Vale School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety.

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

- 2.1** The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the Committee will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

David Morris	Governor Representative
Paul Sansom	DHT/Safety Co-ordinator
Anita Morris	Buildings Manager/BSS
Vickie Crombie	Staff Rep (Teaching)
Nicola Millward (HLTA)	Staff Rep (Non Teaching)

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at its AGM. The Group will meet every term (and more often at the request of one Group member, the Head Teacher or the Governing body.)

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Chad Vale School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Robin Haselgrove with the day-to-day responsibility of managing and enforcing Chad Vale School Health and Safety Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

The **Deputy Head Teacher** will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Paul Sansom is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator his role is to promote safety awareness so that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will also be responsible for convening

meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. He will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Chad Vale School conform to both current regulations and best known practice.

2.6 Senior Management Team (SMT)

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. SMT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any significant findings that will also be recorded and filed in the HT office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Coordinator.

2.7 Classroom Teachers/Office Manager

Are responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager and/or the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SMT member/Head Teacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety

regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.8 Buildings Manager

The Building Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Buildings Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. She will be responsible for undertaking/assisting in the risk assessment process in matters relating to her work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Buildings Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Buildings Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The Buildings Manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing body/Head Teacher.

2.9 Non-Supervisory Staff

The final level of responsibility for implementing the Chad Vale School safety plan is that of the individual members of staff who have a statutory duty to co-operate with the schools leaders and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as

restricting access to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Chad Vale Primary School's Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the Staff Handbook and/or Children's Services Safety website for guidance on specific safety topics.

The arrangements for managing health and safety within Chad Vale Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies are contained in the schools Staff Handbook. Further guidance can be viewed on Children's Safety Services at: <http://www.bgfl.org/services/safety/default.htm>

The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for advice.

3.2 Staff Induction

All teachers, new Teaching Assistants and Lunchtime Supervisors are assigned a mentor who guides them through the induction process. NQT's follow the induction process issued by the TDA as well at the Staff Induction process (to include Health and Safety) within school. (see appendix E) They are also issued with a Staff Handbook giving full details of school policies and procedures, including aspect of Health and Safety. All policies are available to everyone from the school website.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with The Reform Regulatory (Fire Safety) Order 2005. This assessment also considers detailed arrangements on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation will be retained in the Fire Risk Assessment folder in HT office and a copy of the audit/Significant Findings are enclosed in Appendix M.

3.4 Security

The security of the school is monitored continually by the staff and pupils, who report any issues directly to the Buildings Manager. The alarm system

is linked by phone to GBR Security and if the alarm is set off they attend the premises, check and reset the alarm system.

3.5 Safety Training

Please see attached Training List and Training Requirement Audit.

3.6 Dynamic Risk Assessment

Staff have been trained on Dynamic Risk Assessment (September 2008) and Risk Assessments for common tasks for staff and children are in the process of being written (Sept.08) Completed Risk Assessments are held in Health and Safety file in HT office and published on school website.

3.7 Good Housekeeping Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and recording findings on the Safety Sweep checklists every term.

Completed checklists will be handed onto the Health and Safety Co-ordinator to sign off and where necessary take appropriate action in compliance with their delegated responsibilities to resolve any safety concerns raised.

Any issues raised on the Safety Sweep forms will be collated into a 'Job List' (see appendix) and distributed to those people who are required to action them. Completed Job List sheets detailing any remedial action are kept in the Health and Safety Folder in HT office for future audit inspection.

These arrangements will be closely monitored and checklists inspected by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body. Grounds Safety Sweep will be carried out during the Premises Safety Sweeps as outside areas have been zoned throughout the school and include inside areas (see Zone Map).

3.8 Working at Height

Head Teachers/Department Heads/Managers/Supervisors/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials

- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

Access equipment (ladders) are available and checked on an annual basis, however, before use, staff must carry out a safety check to ensure they are fit for purpose. (appendix A) Additional guidance for Working at Height can be found in the 'Procedure for Safe Use of ladders, step-ladders and trestles' (appendix B). **Staff SHOULD NOT use ladders without another adult to assist.**

3.8 External Educational Visits

Paul Sansom has been appointed and trained as Educational Visit Co-ordinator (Mar 2008). Staff refer all visits through Paul Sansom who ensures that relevant checks have been made.

3.9 Stress

The school subscribe to the LA's Health Help service where confidential advice and consultation is available for any member of staff requiring it (0121 303 8200).

3.10 First Aid

Staff have been appointed and trained as first-aiders (4 day First Aid at Work). Nicola Millward is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The list of appointed first aiders is enclosed in the appendix C. Nicola Millward and Nutan Patel have also completed the Paediatric 1st Aid Course (for under 5's).

3.11 Accident Reporting and Investigation

Minor accidents to children are recorded on our Parent's Advice of Accident/Sickness on an 'Injury Slip' and are sent home. This record is monitored termly by Nicola Millward to identify any recurring issues or areas that may be causing accident or injury.

Any accident to a member of staff or accidents to children/visitors/members of the public requiring hospitalisation are recorded on form LCA104 and copies are sent to Safety Services.

3.12 Statutory Testing

Please see Statutory Testing Schedule in appendix L.

3.13 Asbestos Management

Asbestos is present on site and full details are available in The Type 2 Asbestos Survey (4/01/07). It has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Type 2 Asbestos Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary a Type 3 intrusive survey will be undertaken in areas to be disturbed before any work begins. Contractors working on site will be required to complete the Contractor Checklist with Site Manager before undertaking any work on site.

The designated person responsible for enforcing this arrangement is Anita Morris.

3.14 Substances Hazardous to Health

We follow the guidance issued in Control of Substances Hazardous to Health (COSHH 1999) and any hazardous materials are stored securely in the locked Buildings Managers cupboard within school and in the locked external store area. (see also Fire Risk Assessment) Teachers store all cleaning materials safely, out of reach of children, and any aerosols in metal filing cabinets.

3.15 Electrical Equipment

Is annually P.A.T tested by Hawkesworth Appliance Testing in February. This record is contained in the Fire Risk Assessment Folder in the HT Office.

3.16 Tools and equipment

Tools/equipment used by the Buildings Manager are safety checked before use and replaced where necessary. Tools/equipment used by the children (e.g. in science/DT) are checked before use and children are supervised. (see also Risk Assessments)

3.17 Visitors and Contractors

All visitors and contractors sign in when entering the site and sign out on leaving. They are issued with a Health and Safety Booklet for Visitors and Volunteers and are briefed with regard to Child Protection by the Head or Deputy Head Teacher.

3.18 Vehicle/Pedestrian Traffic

There is a 5mph speed limit on the drive which is signposted near the entrance. Parents/guardians are not allowed to use the drive to drop off/collect their children.

3.19 Holiday Shut Down

The school is often open during the holidays for staff. When open, appropriate fire exits are also opened in case of fire. There is also a break-glass key cabinet in every classroom to allow staff to open window shutters if they are locked and access the ground floor windows.

3.20 Matrix of H&S responsibilities

See appendix D

3.21 Safety Audit Arrangements

The Safety Policy and Risk Assessments are reviewed on the dates indicated. Dynamic Risk assessing by staff may also countermand any existing Risk Assessment if required.

3.22 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Next Review Date: 09/09/09

BASIC LADDER PRE-USE CHECKLIST: Appendix A

Employers and employees and all users of ladders should be able to answer 'Yes' to each of the questions, or to the alternative given, before a job is started.

Type of ladders: _____ Ref/Identification Number: _____

Description of where used _____

By whom: _____ Date: _____

- | | |
|---|----------------|
| (a) Is a ladder, step-ladder etc the right equipment for the work? | YES [] NO [] |
| (b) If so, is the equipment in good condition and free from slippery substances? | YES [] NO [] |
| (c) Can the leaning ladder be secured at the top? | YES [] NO [] |
| (d) If not can it be secured at the bottom? | YES [] NO [] |
| (e) If (a) cannot be achieved, will a second person stationed at the base provide sufficient safety? | YES [] NO [] |
| (f) Is the top rung level with the platform? | YES [] NO [] |
| (g) Is there adequate handhold at the place of landing? | YES [] NO [] |
| (h) Are there platforms at 9m maximum intervals? | YES [] NO [] |
| (i) Is the ladder angle correct? | YES [] NO [] |
| (j) Is the support for the ladder adequate at both the upper point of rest and the foot? | YES [] NO [] |
| (k) Is the ladder properly positioned? | YES [] NO [] |
| (l) If it is necessary to carry tools and equipment, has provision been made for carrying them so that the user can keep his hands free for climbing? | YES [] NO [] |
| (m) If an extension ladder is used is there sufficient overlap between sections? | YES [] NO [] |
| (n) On the step-ladders are the stays, chains or cords in good condition? | YES [] NO [] |
| (o) Can the step-ladder be placed sufficiently near the work on a firm level surface? | YES [] NO [] |
| (p) Is the ladder clear of overhead electric cables? | YES [] NO [] |



Chad Vale Primary School

Procedure for Safe Use of ladders, step-ladders and trestles

INTRODUCTION

Falls from height are still one of the biggest causes of death and injury in the UK workplace. Many of these accidents are due to the inappropriate use of ladders and step-ladders, because their simple design and ease of use and familiarity, it is possible that the safety implications of their use are overlooked.

PURPOSE

This procedure introduces safe working practices to minimise the risk of falls from height.

PERSONNEL

This procedure covers all personnel who in the course of their work may have cause to use a ladder to gain access to roofs, roof voids, racking or other high places.

EQUIPMENT

All ladders in the company, including those with working platforms and handrails.

RESPONSIBILITIES

Management

- (a) Find out how and where ladders are being used in your premises.
- (b) Check whether a safer system of work can be provided.
- (c) Provide means whereby portable ladders can be secured at the top.
- (d) If this is impracticable, provide means for securing them at the base.
- (e) Institute a system of periodical inspection, dependent on use, and keep records of purchase, repair and inspection. A pre-use checklist and 6 monthly inspection form are set out below.

Employees

- (a) Use only issued equipment
- (b) Check the equipment is in a good condition and being used safely by using the pre-use checklist
- (c) See that the ladder is firmly secured at the top.
- (d) If this is impracticable, see that it is firmly secured at the base.
- (e) Set the ladder at the correct angle – 1 out to every 4 up.
- (f) Stand the ladder on a firm level base and not on loose material.
- (g) Make sure footwear is in good condition.
- (h) Clean wet, icy or greasy rungs before use.
- (i) Clean off mud or grease from boots before climbing.
- (j) **Staff members using ladders must always have another person to 'foot' the ladder.**

PROCEDURE

Employees using ladders must be competent in recognising defects and any remedial work that may be needed before their use. A maintenance log of all inspections, defects found should be kept, as required by the Provision and Use of Workplace Equipment Regulations 1998. To aid this process all ladders should carry an identification mark/number.

All single stage ladders up to 5/6 metres in height and extension ladders must undergo a pre-use check using the form set out below before use. Copies of the forms are located in Headteacher's Office.

Any defects should be reported to Anita Morris and repairs requested. A notice should be pinned to the ladder informing potential users of the defect.

The completed forms should be filed and kept for a period of 6 months.

A six monthly inspection will be carried out by Anita Morris and the completed form will also be filed in the Risk Assessments folder.

All ladders with working platforms and safety rails should undergo a 6 monthly inspection using the form below. The completed form should be filed in the Risk Assessments folder.

Ladder Installation

Set rails on level, even and solid footing (use foot blocks or mud sills if necessary) at locations where there will be no danger of being struck by passing vehicles or equipment.

When ladders must be placed in passageways or other thoroughfares, they should be protected by substantial barricades around their bases.

The permissible pitch shall range from vertical to 1 in 4 depending upon site conditions and ladder rail sizes. The horizontal distance from the base of the ladder to the supporting surface shall not be greater than one-quarter of the ladder length.

Tops of ladders should extend 92 to 107cm above the top landing in order that workers getting on or off will have a solid handhold.

Secure ladders at both top and bottom if possible.

DO NOT

- (a) Use a make-shift ladder (e.g. a chair on top of a table)
- (b) Use a ladder that is too short for the job in hand.
- (c) Stand a ladder on a drum, box or other unsteady base.
- (d) Allow more than one person on a ladder at a time.
- (e) Overreach from a ladder; move it to a more advantageous position.
- (f) Use metal or metal reinforced ladders near electricity cables.
- (g) Use ladders with cracked or broken rungs or other defects.

REVIEW

This procedure will be reviewed annually on 9th September 2009.

LADDERS

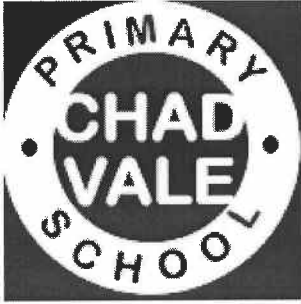
(6 – MONTHLY INSPECTION)

Department/Location	Ladder No:	TICK O.K.	
Inspected By:			
NO:	ITEM:	Condition	Condition
1	STRAIGHT LADDER		
1.1	Loose rungs (move by hand)		
1.2	Loose nails, screws bolts, etc:		
1.3	Loose mounting brackets etc		
1.4	Cracked, broken, split stays		
1.5	Splinters on stays or rungs		
1.6	Cracks in metal stays		
1.7	Bent metal stays or rungs		
1.8	Damaged/worn non-slip devices:		
1.9	Wobbly		
2	STEPLADDER		
2.1	Wobbly		
2.2	Loose/bent hinge spreaders		
2.3	Stop on spreaders broken		
2.4	Loose hinges		
3	EXTENSION LADDER		
3.1	Defective extension locks		
3.2	Defective rope pulley		
3.3	Deterioration of rope		
4	TRESTLE LADDER		
4.1	Wobbly		
4.2	Defective hinges		
4.3	Defective hinge-spreaders		
4.4	Stop on spreads defective		
4.5	Defective centre guide for extension		
4.6	Defective extension locks		
5	FIXED LADDER		
5.1	Ladder cage		
5.2	Deterioration in all metal parts		
6	GENERAL		
6.1	Painting of wooden ladders		
6.2	Identification		
6.3	Storage		



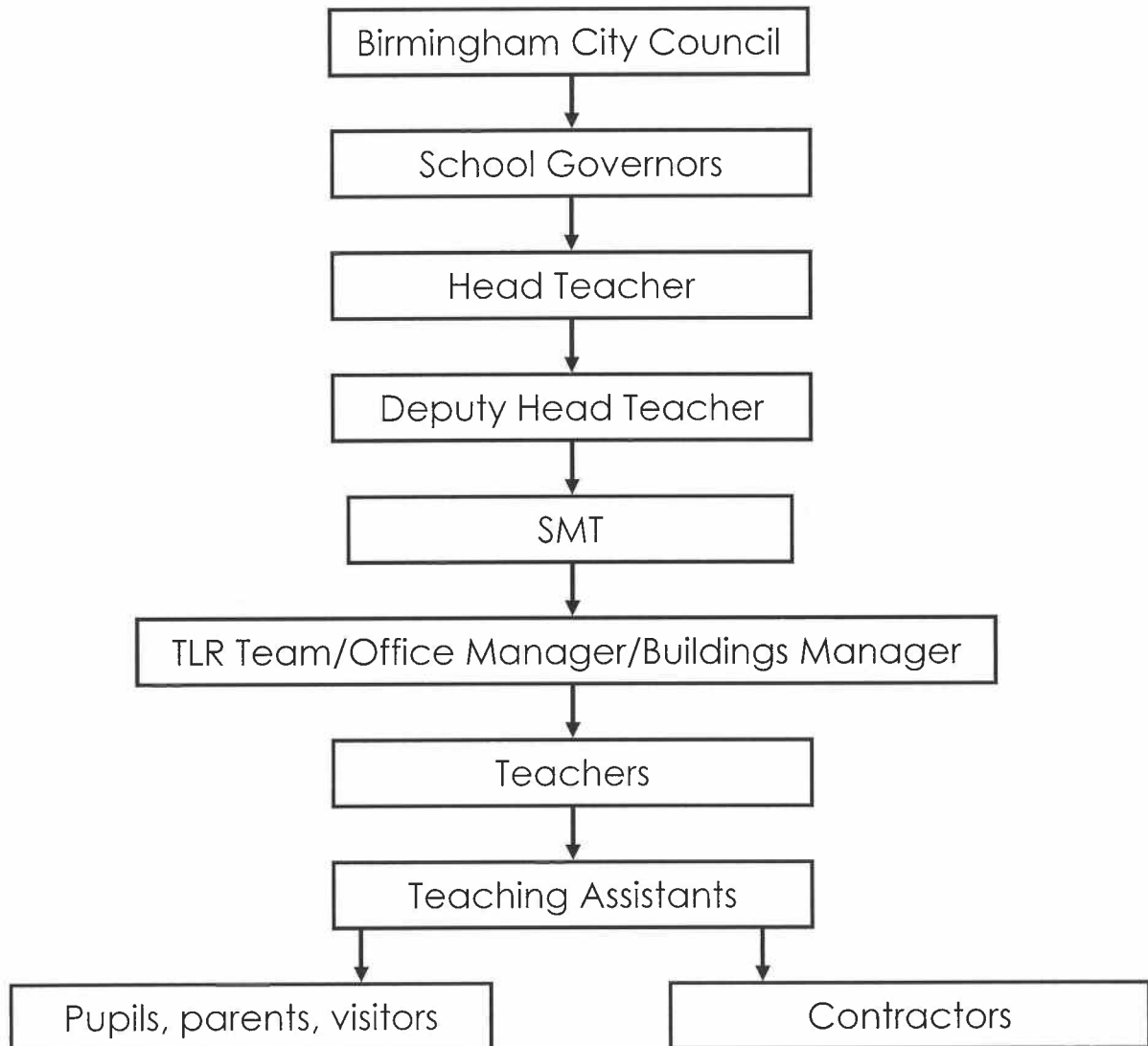
List of 1st Aid Trained Staff 2008-9

Name	Qualification	Course Length	Expiry Date
Paul Sansom	First Aid at Work	4 days	Nov 2009
Nutan Patel	First Aid at Work	4 days	Sep 2010
Nicola Millward	First Aid at Work	4 days	Oct 2010
Caroline Hanson	First Aid at Work	4 days	Mar 2010
Meena Saini	First Aid at Work	4 days	Mar 2010
Debbie Schofield	First Aid at Work	4 days	Sep 2010
Nutan Patel	Paediatric 1st Aid	2 days	Jul 2011
Nicola Millward	Paediatric 1st Aid	2 days	Jul 2011



Chad Vale Primary Health and Safety

Chain of Responsibility





Staff Training: Health and Safety

Name	Qualification	Course Length	Date
Nutan Patel	Dynamic Risk Assessment/WAH	2 hours	September 2008
Nicola Millward	Dynamic Risk Assessment/WAH	2 hours	September 2008
Caroline Hanson	Dynamic Risk Assessment/WAH	2 hours	September 2008
Meena Saini	Dynamic Risk Assessment/WAH	2 hours	September 2008
Debbie Schofield	Dynamic Risk Assessment/WAH	2 hours	September 2008
Carly Cashmore	Dynamic Risk Assessment/WAH	2 hours	September 2008
Bruce Warland	Dynamic Risk Assessment/WAH	2 hours	September 2008
Kate Smith	Dynamic Risk Assessment/WAH	2 hours	September 2008
Vickie Crombie	Dynamic Risk Assessment/WAH	2 hours	September 2008
Kerry Grosvenor	Dynamic Risk Assessment/WAH	2 hours	September 2008
Matthew Cham	Dynamic Risk Assessment/WAH	2 hours	September 2008
Katy Ayers	Dynamic Risk Assessment/WAH	2 hours	September 2008
Robin Haselgrove	Dynamic Risk Assessment/WAH	2 hours	September 2008
Paul Sansom	Educational Visits Coordinator	1 day	June 2008
Paul Sansom	Fire Safety and Procedures	1 day	March 2007
Bruce Warland	Fire Safety and Procedures	1 day	March 2007
Vickie Crombie	Fire Safety and Procedures	1 day	March 2007
Kerry Grosvenor	Fire Safety and Procedures	1 day	March 2007
Robin Haselgrove	Fire Safety and Procedures	1 day	March 2007
Rupinder Sohal	Fire Safety and Procedures	1 day	March 2007
Matthew Cham	Fire Safety and Procedures	2 day	March 2008
Carly Cashmore	Fire Safety and Procedures	3 day	March 2009
Paul Sansom	Foundation in Food Hygiene	1 day	Nov. 2006

Appendix G: Health & Safety Checklist/Status Map

Policy & Arrangements		✓ or x	1 2 3 4 5
1	Written Safety (plan) Policy in place	In prog	5
2	Clear and concise organisation & arrangements for carrying out policy	✓	5
3	Policy made available to all staff	✓	5
4	Policy reviewed regularly	✓	5
5	Management Regulations implemented including Risk Assessments	✓	3
6	Safety is a permanent agenda item at Governing Body meetings	✓	5
7	Safety Advisory Group established	✓	5
8	Law poster in place and filled in as appropriate	✓	5

Risk Assessments		✓ or x	1 2 3 4 5
9	Physical hazards identified	✓	3
10	Work Task hazards identified i.e. putting up displays!	✓	3
11	Significant risk assessment findings recorded	✓	3
12	Applicable staff informed of findings	✓	3
13	Risk assessments reviewed periodically, after accidents and change	✓	3

Accident Investigation/Reporting		✓ or x	1 2 3 4 5
14	Accident reporting guidance clearly understood and enforced	✓	5
15	Accident investigation procedures in place	✓	5
16	Accident (A1) report forms completed by line managers	✓	5
17	Post risk assessments carried out following accidents	✓	3

First Aid		✓ or x	1 2 3 4 5
18	Sufficient First Aiders appointed & trained	✓	5
19	Location of first aid box known by all staff	✓	5
20	Contents of first aid box checked regularly	✓	5
21	Procedure for summoning emergency medical services	✓	5

Fire		✓ or x	1 2 3 4 5
22	Fire Risk assessment in place. i.e. how can fire start and smoke spread	✓	5
23	Fire procedures and information passed onto all staff	✓	5
24	Evacuation plan in place and procedures for calling Emergency Services	✓	5
25	Fire alarm can be heard in all parts of the building	✓	5
26	Fire alarm checked weekly from different call point each time	✓	5
27	Fire drills carried out regularly	✓	5
28	Fire exit routes sterile and kept clear of obstruction	✓	5
29	Effective fire doors in place, inspected and maintained	✓	5
30	Stair wells sterile, properly protected to stop smoke and fire spread	✓	5
31	Where necessary pictorial fire exit signs displayed	✓	5
32	Flammables stored properly	✓	5
33	Personal Emergency Evacuation Plan considered or in place	✓	5
34	Special evacuation procedures for out of hours use of building	✓	5
35	Dead end corridors, single stair ways protected with auto smoke detectors	✓	5
36	Extinguishers checked regularly and staff trained in their use	✓	5

Hazardous Substances		✓ or x	1 2 3 4 5
37	School inventory of hazardous substances in place	x	2
38	Phase/department inventory of hazardous substances in place	x	2
39	COSHH Assessments undertaken	X?	1?
40	Flammable materials stored properly	✓	3
41	Control measures being complied with	✓	3
42	Assessments available to staff	x	1

1. No compliance or recorded evidence 2. Part compliance – no recorded evidence 3. Part compliance - some recorded evidence but room for improvement 4. Complies with minimum legal requirement – recorded evidence 5. Full compliance – evidence & records - a best practice model verified by Education Safety Services.

Appendix G: Health & Safety Checklist/Status Map

Tools and Equipment		✓ or x	1 2 3 4 5
43	Knowledge of Provision and Use of Work Equipment Regulations 1998	✓	5
44	School Inventory of all work tools & equipment in place	x	1
45	Phase/department inventory of work tools & equipment in place	x	1
46	'Authorised use only' arrangements considered and enforced	✓	1
47	Tools & equipment inspected before use	✓	3
48	Records kept of inspection, tests & service	✓	5
49	Technology workshop equipment fitted with guards	n/a	n/a
50	Home economics equipment stored safely	✓	3
51			

Electricity		✓ or x	1 2 3 4 5
52	School Inventory of all electrical equipment in place	✓	5
53	Phase/department inventory of electrical equipment in place	✓	5
54	Authorised staff instructed and trained to carry out visual checks	✓	3
55	Portable appliance testing (PAT) in place	✓	5
56	Records available	✓	5
57	Trailing cables managed	✓	3
58	Cables checked for wear	✓	3
59	Switch rooms signed and locked	✓	3
60	Power demand checked to ensure system is not overloaded	✓	3

Display Screen Equipment		✓ or x	1 2 3 4 5
61	Display Screen Assessments in place	x	1
62	Cables secure and properly managed	✓	3
63	Security arrangements in place	✓	3
64	Adequate ventilation for equipment	✓	3
65	Glare and reflection minimised	✓	3
66	Seating and footrests (where applicable)	✓	3

Access equipment		✓ or x	1 2 3 4 5
67	Step ladders and ladders regularly checked	✓	5
68	Erected by competent persons	✓	5
69	Staff fully instructed how to use	✓	5

Manual Handling		✓ or x	1 2 3 4 5
70	Manual handling risk assessments in place	x	1
71	Assessments available to staff	x	1
72	Mechanical aids available wherever practicable	n/a	n/a
73	Lifting and carrying animate objects	X	1
74	Staff trained in manual handling	X	1
75	Materials stored to minimise need to reach, stretch or climb	✓	3

Waste Management		✓ or x	1 2 3 4 5
76	All waste is collected and stored in proper location	✓	5
77	Waste is removed from site regularly	✓	5
78	Measures in place to minimise risk of arson	✓	5
79	Is there a waste recycle/sustainability plan	✓	5

Windows		✓ or x	1 2 3 4 5
80	Windows fitted with safety film or toughened glass up to 1.5metres	✓	5
81	Window opening mechanisms operate properly	✓	5
82	Are window cleaning contractors made aware of site safety rules	✓	5

1. No compliance or recorded evidence 2. Part compliance – no recorded evidence 3. Part compliance - some recorded evidence but room for improvement 4. Complies with minimum legal requirement – recorded evidence 5. Full compliance – evidence & records - a best practice model verified by Education Safety Services.

Appendix G: Health & Safety Checklist/Status Map

Security		✓ or x	1 2 3 4 5
83	Is the perimeter fence in good condition	✓	5
84	Is controlled access into premises and visitor registration in place	✓	5
85	Does intruder alarm covers applicable areas	✓	5
86	Unwanted intruder/threatening person plan and staff training in place	✓	5
87	Are adequate deterrent signs in place	✓	5

Grounds		✓ or x	1 2 3 4 5
88	Condition of playground	✓	3
89	Inspection procedures in place	✓	3
90	Cleaning Schedule in place	✓	3
91	Cold weather procedures in place	✓	5
92	Condition of playground equipment (BS EN 1176-1)	✓	5

Miscellaneous		✓ or x	1 2 3 4 5
93	Statutory Testing duties understood and implemented	✓	5
94	Asbestos management plan in place	✓	5
95	Induction procedures for new employees and temporary staff in place	✓	4
96	Regular review of safety policy to ensure all arrangements take into account children with special needs and any additional hazards faced by staff – such as lifting & handling and emergency evacuation.	✓	5
97	Considered opportunities within the educational curriculum to deliver a safety message and promote awareness of hazards.	✓	5
98	Arrangements in place for the effective control of contractors.	✓	5
99	Risk assessments are carried out for all Educational Visits	✓	5

Date Audit updated 9/09/08 by Paul Sansom

1. No compliance or recorded evidence 2. Part compliance – no recorded evidence 3. Part compliance - some recorded evidence but room for improvement 4. Complies with minimum legal requirement – recorded evidence 5. Full compliance – evidence & records - a best practice model verified by Education Safety Services.

Chad Vale Primary School Risk Assessment (Appendix H)

Lead Assessor

Date

Ref No	Identify the Hazard (Briefly describe the how the hazard is encountered and the type of harm that can arise)
1	
2	
3	
4	
5	

Who might be harmed? (Number of people)	Severity/worst case outcome?	Probability/ Likelihood?	Risk Factor (see key)
Employees <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Major injury 4 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Certain 4 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	9
Pupils <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	High injury 3 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Probable 3 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	
New/Expectant Mothers <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Moderate injury 2 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Possible 2 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	
Contractors(C) <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Minimal injury 1 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	Improbable 1 <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>	
Visitors <input style="width: 50px; height: 30px; margin-left: 100px;" type="text"/>			

Recommended Precautions and/or Risk Controls	Priority (see key)
Risk Factor with recommended Workplace Precautions and/or Risk Controls	Final Risk Factor

PRIORITY KEY: I = Immediate M = Medium L = long term (consult risk level evaluator)
ACTIONS KEY: Eliminate, Substitute, Reduce, Isolate, Control, Personal Protective Equipment, Discipline
RISK FACTOR: Likelihood x Severity = Risk Factor
It is strongly recommended that the section on Risk Assessment in the Safety Manual be consulted

Name person responsible for action (if required):

By when:

Date of review:

Signed:

Chad Vale Primary School Health and Safety Contacts		
Name	Service	Contact
Bradleys Industrial Services	Kitchen Gas and Electric Checks	01384-271911
Stuart Sturch	Direct Service	464-5156
Middleton	Previous Gas Annual Servicing	326 7777
Mitie	Gas/Electric Annual Servicing/testing	328 6181
Integrated Water Systems	Water testing	01543-445700
Mark Jeffers	Urban Design	303 6442
Hawkesworth	PAT Testing/small appliance testing	01845 524498
Universal	PE Equipment Testing	
Crown Cleaning	Kitchen Hood extractor cleaning/servicing	07778-700352
Dodd Group	Electrical Testing (building)	565-6000

Appendix K

Chad Vale Primary School Emergency Action Plan

1.0 Purpose

The following plan describes the actions to be taken in the event of emergencies. Staff must be aware of their duties and required actions, to safeguard themselves and those in their care.

Any event which is outside normally expected working conditions and is sufficiently serious to have major consequences for the safety of the school and its occupants or neighbours, will invoke this emergency plan.

Emergency events may take the form of:

- Fire.
- Flooding.
- Severe weather damage.
- Bomb threat / terrorist incident.
- Civil disorder.

2.0 Contact Details

Records of contact phone numbers are held on the school administration network (SIMS software) and are appended to this plan as a hard copy version or disc copy to include:

- Staff.
- Parents.
- Governors
- Service providers (gas, electricity, water).
- Regional Emergency Planning contacts.
- Maintenance / repair contractors (emergency / 24 hour numbers).
- Media (local radio, T.V. and newspapers).

These contact details are checked and updated annually, or as and when changes occur. A back-up is taken daily and stored in the fire proof safe of the Main Office.

3.0 Media

Dealing with the media is a task that has been planned for. Contact details for all local radio and T.V. stations are held on file (see 2.0 above) together with local newspaper offices.

Responsibility for issuing press releases and responding to media enquiries will rest with the Chief Education Officer of Birmingham City Council and the Head Teacher, who will adopt the role of media liaison. No other staff should answer requests for information without the guidance and approval of the nominated media liaison officers.

It will be their responsibility to prepare and circulate statements for general release. Interviews to the media will be given only by these individuals or by supporting officers from Birmingham LEA, who will have received appropriate training.

It may be appropriate to actively make use of the media, to circulate relevant accurate information to the local community. Efforts must be made to avoid rumour and speculation.

4.0 **Emergency Actions**

4.1 **Fire**

The Head Teacher (or Deputy) will be in charge and will liaise with the emergency services. The Head will be assisted by the Senior Management Team.

Any person discovering a fire, or suspecting a fire, will immediately operate a break-glass call point.

All staff will assist with evacuating all persons from the school via the **nearest** available exits, in line with practised fire drills and procedures. Please remember to remove from classrooms any medication belonging to the children (e.g. inhalers), and be aware of the children in your class who have Personal Emergency Evacuation Plans (P.E.E.P's).

Administration staff will call the Fire Service by dialling 9,999 and giving the following details:

“Fire at Chad Vale Primary School, Nursery Road,, Edgbaston, B15 3JU. Access for fire engines is at the front of the premises on Nursery Road.

Telephone Number 0121 464-7329

A member of the staff team will meet the Fire Service at the bottom of the drive.

The Office Manager will bring outside all of the attendance registers and signing-in book for visitors. These will be checked by the appropriate teachers and the Office Manager (visitors).

The Head Teacher/Deputy Head Teacher will take all emergency medication out of HT Office along with the set of space blankets, should the be required.

No-one will re-enter the building until the Head Teacher (or Deputy) gives the all-clear, in liaison with the Fire Service.

No-one will be allowed to leave the assembly points until permission is given by the assembly point supervisor. Record must be kept of all persons who have been allowed to leave the premises.

Parents and others must not drive onto the school premises. Access roads are to be kept clear.

4.2 Bomb Threat

Evacuation will proceed as for a fire. Office Manager/Head Teacher (or Deputy) will call the Police and Fire Service. **The use of mobile phones is forbidden and mobiles will be switched off.**

As soon as the registers have been called at the assembly points, all pupils will proceed to the secondary assembly point at Harborne Hill Secondary School.

The Head Teacher (or Deputy) will decide, in liaison with the Police, whether to release children for collection by parents, or return to the school.

4.3 Toxic Gas Release/Bomb in local area

If there is a warning of toxic or dangerous fumes in the atmosphere, or in the case of bomb threat in the local area the school will **not** be evacuated.

All doors and windows will be closed. Children will go to the hall.

The Head Teacher (or Deputy) will liaise with emergency services, if present, awaiting further instructions. Birmingham LEA is to be informed. Admin staff will listen to local radio station(s) to hear public information announcements.

4.4 **Flooding**

Affected part(s) of the school will be evacuated, with children assembled in the unaffected areas of school.

Site Manager (or deputy) will isolate local electricity supply, if necessary.

4.5 **Severe Weather**

The Head Teacher (or Deputy) will decide whether to evacuate the school (or parts affected) depending on circumstances at the time.

Fire Service will be called, if necessary.

Birmingham LEA will be informed of any actions taken to evacuate the school.

The decision to evacuate the entire school will only be made under extreme circumstances. Otherwise, children from affected parts of the school will be moved to unaffected areas or the hall.

4.6 **Civil Disorder**

If there is an incident involving rioting in the surrounding area, the Police will be called and advice sought.

All doors and windows will be secured.

No-one will leave the school until the Head Teacher (or Deputy) has been given the all-clear by the Police.

4.7 **Any Other Emergency Incident**

The Head Teacher (or Deputy) will decide on the appropriate course of action. Advice will be available from local emergency services, etc.



Chad Vale Primary School Statutory Testing Schedule

Statutory Test	Frequency	By Whom	Person Responsible	Evidence	Location
Gas Boilers	Annual	Mitie	Anita Morris	Fire Risk Assessment Log	HT Office
Oil-fired boilers	None on site				
Gas Appliances	None on site				
Electrical Appliance Testing	Annual	Hawkesworth	Anita Morris	Fire Risk Assessment Log	HT Office
Legionellosis	Monthly, Quarterly, Annually	IWS	Anita Morris	IWS Site Log Book	Main Office
Gas Catering Equipment	Annual	Hobart	Collette Shiner	Urban Design	0121-303 6017
Portable Catering Appliance	Annual	Bradleys	Collette Shiner	Urban Design	0121-303 6017
Electrical Catering Equipment	Annual	Bradleys	Collette Shiner	Urban Design	0121-303 6017
Kitchen canopy extraction	Annual	Mitie	Collette Shiner	Urban Design	0121-303 6017
Portable Fire Fighting Equipment	Annual	Walkers	Paul Sansom	Fire Risk Assessment Log	HT Office
Fixed Electrical Wiring Installation	5 yearly	Dodds	Anita Morris	Fire Risk Assessment Log	HT Office
RCD/RCBO (Residual Current Devices)	Quarterly	Dodds	Anita Morris	Fire Risk Assessment Log	HT Office
Fire Alarms	Weekly, Quarterly, Annually	Mitie	Paul Sansom	Fire Risk Assessment Log	HT Office
Emergency Lighting	None on site				
Lightning Conductor	None on site				
Passenger Lifts	None on site				
Non Passenger Carrying Lifts	None on site				
Dust and Fume Extraction	None on site				
PE Equipment	Annual	Universal	Matthew Cham	PE Co-ordinator File	Y6 Classroom
Design & Technology Equipment	Termly	Teaching Staff	Vickie Crombie	DT Co-ordinator	Y4 Classroom
Oil-storage tanks	None on site				
High Voltage Switch Gear	None on site				
Transformer Maintenance	None on site				



Chad Vale Primary School Contractors Pre-work Safety Assessment (Appendix M)

Client/School Chad Vale Primary School

Address Nursery Road, Edgbaston, Birmingham, B15 3JU.

Telephone Number 0121 464 7329

Contractor

Address

Telephone Number

Confirm Public/Employers Liability Insurances are in place Yes

Confirm Emergency/1st Aid arrangements in place Yes

CDM Regulations applicable ? Yes No

(Construction Design Management Regulations) (If yes Health & Safety Executive notification is required)

Note: Any demolition/construction taking more than: 30 days or, 500 person hrs or, 5 persons on site at one time

ASBESTOS Has possible disturbance of asbestos been considered Yes No

Under no circumstances is work to be undertaken unless this question has been determined and the asbestos policy guidance issued by CYPF Safety Services has been consulted.

FIRE RISK Does any work present any risk of fire? Yes No

If the answer is Yes, a 'Permit to Work' risk control procedure must be put in place

Location/Area of work activity & brief description of work to be carried out.

.....
.....
.....

Attach any additional information that may be necessary to fully describe the proposed activity

When do you expect work to commence? Date Time

When do you expect work to end? Date Time

Hours of work From To

Signed copies of completed documents must be retained by the client/school and contractors

Name Position Date

Name Position Date

Chad Vale Primary School Contractors Pre-work Safety Assessment

Part A All sections to be completed

The purpose of this section is to identify any issues, which may create danger to contractor employees engaged on work undertaken for the school or your staff and pupils that may be affected by the work. The contractor is obliged to provide evidence of safe systems of work and/or to demonstrate that suitable risk assessments have been carried out. Discussions with the BCC Engineers may be necessary before completing this form.

Person responsible for safety/liaison with contractor/s on-site

Name: _____ Position: _____

Name of Principal Contractors Representative/Site Manager/Supervisor

Name _____ Emergency Contact Telephone No. _____

Name/s of appointed Sub-Contractors.

Company name	Work Activity	Representative on site
_____	_____	_____
_____	_____	_____

Part B Complete only those sections relevant the work project

ACCESS TO PLACE OF WORK (Specify Equipment Involved) NA

Scaffold Extension/Step Ladders Tower Scaffold Mobile elevated platform

Other (Specify) _____

Outline methods for ensuring safe access (permanent and temporary) to and from the place of work

WORK SITE/LOCATION PRECAUTIONS (Specify equipment to be used) NA

Barrier Tape Fixed Barriers Look-out person

Warning notices Other (Specify) _____

Outline how work area is to be secured (attach sheet if necessary)

Chad Vale Primary School Contractors Pre-work Safety Assessment

Following a site survey indicate whether the work would involve working in/near/on any of the following high-risk areas.

Confined spaces Playgrounds Roof Gas risk area High voltage equipment
Machinery Mobile plant Roads Excavations Low Voltage equipment
Piped services Pressure systems

If any of the above are applicable will safe arrangements/ procedures be put in place Yes

Will there be any work at height? Yes No

Have risk assessments been carried out? Yes No

Where necessary adequate precautions are in place? Yes No

Will risk assessments/method statements available for inspection Yes No

POWER SOURCES – Specify what power source is to be used NA

Electrical Hydraulic Pneumatic Internal combustion

Who will supply the power source(s)?

Confirm that 110 voltage will be used. Yes No

MATERIALS/SUBSTANCES/AGENTS/COSHH REGULATIONS NA

Give brief details of all hazardous substances that will be used/produced or encountered and what safety precautions will be taken to ensure the safety of all personnel in or near the work area.

Flammable Toxic Corrosive Irritant or Harmful

Noise Fume

Others (Specify)

Have risk assessments been carried out? Yes No

Where necessary adequate precautions in place? Yes No

Are risk assessments available for inspection Yes No

DOES ANY ITEM OF PLANT NEED TO BE ISOLATED NA

YES NO If yes specify how is this to be achieved?

PLANT AND EQUIPMENT TO BE USED NA

Chad Vale Primary School Contractors Pre-work Safety Assessment

Cranes/lifting devices	<input type="checkbox"/>	Lifting tackle	<input type="checkbox"/>	Grinders	<input type="checkbox"/>	Mobile plant	<input type="checkbox"/>
Power/hand tools	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	LPG	<input type="checkbox"/>	Cartridge tools	<input type="checkbox"/>
Excavators	<input type="checkbox"/>	Heating	<input type="checkbox"/>	Burning	<input type="checkbox"/>	Welding	<input type="checkbox"/>
Site vehicles	<input type="checkbox"/>						

Others (Specify) _____

Have risk assessments been carried out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Where necessary adequate precautions in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are risk assessments available for audit/inspection	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have current testing/inspection certificates been verified	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

HOUSEKEEPING Have appropriate arrangements been made for:

Safe storage of materials and equipment	<input type="checkbox"/>	Removal of waste/surplus material	<input type="checkbox"/>
Maintaining clear walkways	<input type="checkbox"/>		

FIRE PREVENTION

NA

Is there any hot work (Burning/welding/grinding) to be carried out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have risk assessments been carried out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Where necessary are adequate precautions in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are risk assessments available for inspection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SAFE SYSTEMS OF WORK.

Method statements or 'permits-to-work systems for hazardous work have been completed and will be followed by operatives

Yes No NA

Signed on behalf of the Client

Date

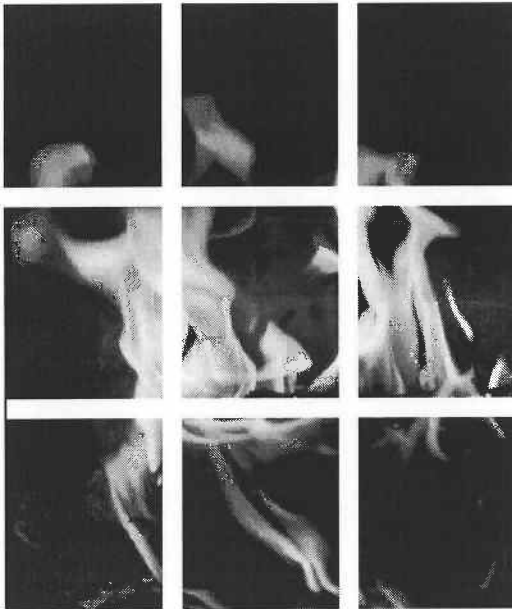
Signed in behalf of the Contractor

Date



Fire Risk Assessment Chad Vale Primary School

Reviewed September 2008



Fires are the most destructive, disruptive and costly causes of damage to property, that also present risks to the safety and lives of occupants and fire fighters. It is therefore, important to ensure that measures are put into place to prevent fire from occurring.

Contact Details

School Staff

Head Teacher	Robin Haselgrove	0121-464-2825
Deputy Head Teacher	Paul Sansom	0121-464-2827
Site Manager	Anita Morris	0121-464-7329

Corporate Support

Building Surveyor	B'ham City Council Andy Thurstan	
School Architect	Sapcote	
Electrical Safety; Fire Alarm;	Mitie (B'ham City Council Contract)	0121-328 6181 (B'ham City Contact : Mark Jeffers – 303 6442)
Fire Extinguishers	Walker Fire UK Ltd	0800 7313630
Health and Safety Advisors	B'ham City Council Health & Safety Dept	0121 303 2290
Health & Safety Consultant	B'ham City Council Rob Whiskens	0121 303 2290

External

Fire Alarm Supplier	Fire Access Security Ltd (B'ham City Council Contract)	02476 687628 (B'ham City Contact : Mark Jeffers – 303 6442)
Grounds Maintenance	Birmingham City Council (Patrick Tarry)	0121 464 0407



Significant Findings and Action Plan



Establishment:

Chad Vale Primary School

Risk Assessment Carried Out by:

Paul Sansom

Review Date:

Sept 2009

Signed:

I can confirm that all following action points will be included in the School's Development Plan.

Signed

Date

Head Teacher

Action Number	Action to be taken to manage down the risk or remove the risk completely	Target Date	Date Completed Name of Responsible Person	Signed Off by:
1	Fire Seals required for internal fire doors. (Q11)	Dec 08	Paul Sansom	
2	Georgian wired glass for fan lights in areas indicated in Risk Assessment (Q14)	Dec 08	Paul Sansom	
3	Good Housekeeping Safety Sweeps to be initiated throughout school	Oct.08 and ongoing.	Paul Sansom	
4	Monitor use of extension leads/multiplugs in school and try to reduce their usage in areas where they are not required. Replace older extension leads with newer leads with cut-out protection.	ongoing	Paul Sansom	
5	Ensure any 'new-build' proposals include sufficient power points for future use.	ongoing	Paul Sansom	

Other Actions Arising Requiring Attention: none

The Regulatory Reform (Fire Safety) Reform Order 2005
Risk Assessment

It is strongly recommended that the section on arson and fire safety in the safety manual be consulted

Your answers should be supported by additional documented evidence where appropriate. If the answer is NO then the reasons must be fully considered and any deficiencies rectified and recorded.

Combustible Materials and Sources of Ignition

Yes Evidence No N/A

1. Is there an effective plan to control the amount of flammable substances and combustible materials in **all** areas of the work place?

Evidence/Actions: Flammables/aerosols are not allowed in classrooms and are stored in locked cleaner's cupboards.

2. Are all flammable substances (including aerosols) and combustible materials stored safely?

Evidence/Actions: see above. Cleaning substances that may be hazardous to health are stored out of reach of children.

3. Is upholstered furniture and P.E. crash mats in good condition?

Evidence/Actions: Furniture is checked visually on a regular basis (informally) and PE crash mats are inspected annually by Universal Services.

4. Are critical areas such as **boiler** and **electric switch** rooms clear of flammable substances and combustible materials that could catch fire or set alight?

Evidence/Actions: Boiler/switch rooms clear.

5. Is there adequate separation between combustible materials and all sources of ignition i.e. between VDU monitors, electric fires, gas fires and wall displays?

Evidence/Actions: As far as is practical separation is ensured by staff using PC's. VDU's are switched off at night by teaching staff.

6. Are extension leads used safely, not overloaded or daisy chained?

Evidence/Actions: Extension leads around school are not daisy-chained for any use that may overload them. Multi-plugs are switched off at night in classrooms.

7. Are there adequate measures taken to protect against the risk of internal and external arson?

Evidence/Actions: We have 24hr monitored security with internal security bars on all external windows and internal gated access to corridors- locked during the night/holidays.

Means of Escape.

Yes Evidence No

N/A

8. Are there sufficient emergency exits for the number of people present? (seek advice from Safety Officer or guidance in pack)

Evidence/Actions: See building plan. No person has to travel more than 18 metres to access a fire door to ultimate safety.

9. Do designated escape routes lead to fresh air and away from the building?

Evidence/Actions: See building plan and Fire Signage on site.

10. Are corridors and escape routes kept free of combustable materials i.e. such as wall displays.

Evidence/Actions: Wall displays are present in some corridors and escape routes however all areas of the school have alternate escape routes. Where displays are in escape routes, independent smoke alarms are present.

11. Are all internal fire doors clearly labelled, fit correctly, are kept **firmly** closed and fully fire resistant above any false ceiling up to true ceiling?

Evidence/Actions: Internal fire doors are marked 'Fire Door Keep Shut'. Internal double fire doors require smoke seals and some classrooms require Georgian wired glass in the top panel of glass. (by Oct 08)

12. Are all exit routes clearly signposted, fire safety signs and fire exit notices text and/or pictorial and can be clearly seen?

Evidence/Actions: All signs in place.

13. Are vertical, horizontal ducts and pipe runs fire resistant between walled compartments and floors to prevent the spread of fire and smoke?

Evidence/Actions: As far as we know there are no ducts running throughout the building.

14. Is the glazing along the escape routes – including all fire doors, top and side screens – Georgian wired glass?

Evidence/Actions: Rooms-HT office, Main Office, Cleaners Cupboard, Hall, C3, C4, C5, C6, ICT [2] (require Georgian wired glass in the top panel of glass. Large panel required in one pane in library reading area. (see Q11)

15. Are self-closing devices in good working order keeping the fire doors

Fire Risk Assessment – Chad Vale Primary School

firmly closed to prevent the spread of fire and smoke?

Evidence/Actions; Internal doors are closed at all times.

16. Are emergency exits clearly indicated and understood by all and are all fire escape routes adequately lit?

Evidence/Actions: See signs/site plan.

17. Where appropriate, do doors used for means of escape open in the direction of travel?

Evidence/Actions: All fire doors open in direction of travel with exception of main hall entrance doors. See buildings plan.

18. Can doors used for means of escape be easily and immediately opened without the use of a key?

Evidence/Actions: All fire exit doors are unlocked at approx 7.00am and locked at approx 6.30pm when all staff have left by Site Manager. All exits have clearly marked push pads. Front electric doors have emergency release and all rooms with window shutters have a break glass box with a key to open shutters in an emergency.

19. Are corridors on escape routes kept free from obstruction, have good floor surfaces with no tripping and slipping hazards?

Evidence/Actions: Staff are advised not to store items/objects in the corridors. All corridors are carpeted.

20. Are final fire exit doors kept unlocked at **all** times while building is in use?

Evidence/Actions: see 18.

Lighting

21. Is the emergency escape lighting, where necessary, in working order and tested at least quarterly?

Evidence/Actions: Emergency torches are available in every room and emergency lighting in entrance is tested on a regular basis.

Fire Alarm.

22. Is the fire alarm system adequate, in working order and alerts all building users, including those with special needs?

Evidence/Actions: Annual inspection/testing of system. Strobe lights fitted to all bells for Hearing Impaired child. See Fire File for certificates.

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	Yes	Evidence	No	N/A
23. Is the alarm tested weekly from a different call point and records kept?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: See Testing schedule in Fire File.

Evidence				
24. Are the fire alarm call points clearly visible and free from obstruction?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: See site.

25. Are automatic smoke detectors installed in areas where early warning is required in case of fire. i.e. upper floor with one staircase?				
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: One automatic detector fitted in new staff room tea room. 2 battery operated smoke detectors are required in toilet corridors and 1 outside offices due to displays in toilet corridors and single fire exit from dead-end in office area.

26. Are all staff aware/trained how to raise the alarm?				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: Training was delivered by David Steele (Safety Officer) on Tuesday 13th March 2007. Further training to be booked for TA's.

Fire-Fighting Equipment

27. Is there sufficient fire-fighting equipment of the correct type and are staff adequately trained in their use?				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: Training has been undertaken with David Steele (Safety Officer) on Tuesday 13th March 2007. Further training to be booked for TA's.

28. Are portable fire extinguishers, fire blankets etc. suitably located and readily available for use?				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: Fire extinguishers are available throughout the school (see site plan)

29. Have the portable fire extinguishers been inspected in accordance with the periodic test guidance?				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: Walkers carry out Annual inspection- see stickers on individual extinguishers.

Fire Instructions

30. Have all staff been instructed and trained in fire safety procedures with accurate records of dates and attendance kept?				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence/Actions: Training has been undertaken with David Steele (Safety Officer) on Tuesday 13th March 2007.

31. Do all staff and other building users know what to do in the event of a fire ie. kitchen staff and evening users?

Evidence/Actions: Evidence of quick and successful fire evacuation practices kept in main office.

32. Are evacuation procedures practised regularly and records kept?

Evidence/Actions: Evidence of quick and successful fire evacuation practices kept in Fire File.

33. Is a personal evacuation plan required for anyone with physical, mental, hearing or sight impairments?

Evidence/Actions: Yes see PEEP's in Fire File/Class registers

34. Have secondary escape routes been identified in the event of fire or smoke preventing egress via the primary escape routes?

Evidence/Actions: See on-site fire signage and building plan.

Recording the Findings

35. If you employ 5 or more employees have you recorded the **significant** findings from the fire risk assessment?

[Evidence for Yes and any items indicated No on check list]

Evidence/Actions: see attached significant findings and Action Plan.

36. Have all the staff been informed of this assessment and its findings?

Evidence/Actions: completed Action Plan, significant findings and roles and responsibilities will be shared with staff in INSET/manual format.

37. If you share your workplace with others do they know about the risks that you have identified?

Evidence/Actions: Health and Safety Information booklet for Visitors and Volunteers given on sign-in.

38. Has a procedure been established to review the risk assessment periodically?

Evidence/Actions- see end of plan for review dates.

If you are unclear about any of these questions or need further support and advice contact your Safety Officer on 464 4645

Significant Findings and Fire Hazards (No Answers) discovered must be fully assessed to determine necessary remedial actions then recorded separately and appended to this assessment.



It is recommended that the above findings are progressed into a priority action plan specifying completion dates.

Date: 23/09/09

Names of other staff consulted: TEACHING STAFF, SITE MANAGER, HEAD TEACHER

Responsible Person: PAUL SANSOM (DEPUTY HEAD TEACHER)

Signature:

Risk Assessment Review Date:
September 2009 (Annually or following changes to or within the building)