

Rickleton Primary School



Health & Safety Policy

Dates of previous revisions: November 2024

Latest revision: November 2025

Approved by Governors: November 2025

To be reviewed: September 2026

Signed by Chair of Governors Date.....

Signed by Head Teacher..... Date.....

Review Date	Changes made	Ratification Date by Governing Body
September 2020	Reference made to COVID within the policy	November 2020
November 2021	Names of fire warden in fire/disaster section updated.	November 2021
November 2022	COVID removed from summary on pg1 and pg 8 Molly Course removed as a fire officer Contact phone numbers & emails updated throughout the policy.	November 2022
November 2023	Names of fire wardens in fire/disaster section updated. Name of safeguarding governor updated in safeguarding section.	Nov 2023
November 2024	Names of designated first aiders, EVCs, fire wardens, designated safeguarding leaders updated. Information re DBS update service added to Single Central Record section. Information re medical needs of children updated. Both update are highlighted in yellow.	Nov 24
November 2025	Names of designated fire wardens updated. Updated details regarding the storing of emergency first response medication and the checking of medical travel kits for visits. All amendments highlighted in yellow. Additional section now included regarding nutrition and minimising choking hazards in Early Year's provision	Nov 25

Summary and Checklist

All staff should:

1. Be familiar with the School's policy and responsibilities regarding Health and Safety and know where to find further information (see sections 1, 2, 3 and 22). Also be aware of the link to access Health and Safety Codes of Practice on the council intranet <http://cityweb/directorates/corporate-services/personnel/health&safety-website/codesofpractice.shtm>
2. Be aware of safety responsibilities as an employee (see section 3).
3. Remember their role in ensuring the safety of others (see section 3).
4. Report all accidents, incidents and hazards (see section 6).
5. Be aware of First-aid and Fire Policy/Procedures (see sections 7 and 8).
6. Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles (see sections 11, 12, 13 and 14).

7. Observe special safety procedures relating to specialised tasks (see section 9, 10 and 15).
8. Where appropriate read and apply the COSHH Regulations (see section 9).
9. Wear Personal Protective Equipment (PPE) when required to do so (see section 11).
10. Take particular care when working alone or outside normal school hours (see section 17).
11. In compliance with current legislation note that the school buildings and grounds are 'no smoking' areas.

Do not put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.

1. Notice to all employees

This policy has been produced, and will apply:

- In accordance with the requirements of the Health and Safety at Work etc. Act 1974 Section 2 (3) and other relevant statutory requirements; and
- In line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.
- In addition to this Health and Safety Policy, there is a series of more detailed guidance notes relating to specific rules and procedures, copies of which are available at various locations in School.
- Health and Safety requirements specific to individual academic subjects are detailed in curriculum plans within Departmental documentation and supplement this Policy.

2. Policy Objectives

- To provide and maintain safe and healthy conditions in School, and encourage a Health and Safety culture for all our employees, pupils, and visitors.
- To provide and maintain safe systems of work and a safe working environment.
- To ensure that all employees, and contractors working in School, are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.
- To educate pupils in good health and safety practices.
- To monitor and, where necessary, improve the management of Health and Safety in School.

3. Responsibilities

The responsibility for Health and Safety at Rickleton Primary School extends through the whole School, with specific responsibilities apportioned as below:

- Governors should ensure that an appropriate Health and Safety Policy is in place in the School and that arrangements are made for its effective implementation;
- The Headteacher has ultimate responsibility for the implementation and management of this Policy and will support the deputy head, SBM and site manager in this respect;

- The head teacher is responsible for the effective implementation of this Policy and for the management of Health and Safety matters and will liaise with relevant personnel such as the Site Manager.
- The Headteacher is the 'responsible' person for Fire Safety and Water Regulations;
- The Headteacher is responsible for liaising between the Deputy Head, Bursar and Site Manager and staff to enable effective implementation of this policy;
- Department Leaders have direct responsibility for ensuring that this Policy is implemented within their Department;
- Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. sports, DT, ICT, science external visits and events).
- Support staff have various designated responsibilities, including ensuring that:
 - all plant and equipment under their control is properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
 - a high standard of housekeeping is maintained;
 - any contractor working in the School observes good Health and Safety practice;
 - if a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard;
 - employees, including themselves, do not carry out tasks for which they are not trained or competent; and
 - Personal Protective Equipment is provided and used.
- All teaching and support staff have a statutory duty as employees:
 - to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
 - to co-operate with the School as employer, so far as necessary, to enable the School to meet statutory requirements;
 - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
 - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.

4. Health and Safety Team within School

The Health and Safety Team consists of the Headteacher, Deputy Head, Site Manager, School Business Manager and other key staff particularly involved with Health and Safety. The Head Teacher and key staff meet to discuss and review Health and Safety matters under the Chairmanship of the Headteacher and report to Governors. The School also receives guidance from its Health and Safety advisors. This includes audits, advice and up-dates concerning new regulations.

5. Safety inspections

- The School (through the Headteacher) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the SBM and Site Manager regarding any action required.
- All portable electrical appliances in the School must be inspected on a regular basis by the competent persons who have been trained for this purpose; each Department Leader must ensure that all such equipment is made available for inspection, and that any equipment without a current test label is brought to the attention of the SBM and/or the site manager.
- The Site Manager is responsible for ensuring the regular testing of fire alarms and fire equipment. He also has overall responsibility for legionella and asbestos monitoring.
- In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it.

6. Reporting accidents and incidents

- If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.
- The School provides Accident Books for reporting purposes, which can be found at the school office.
- There is also a process through use of an IR1 incident reporting system for alerting health and safety department to any incidents of a particular serious nature. An IR1 form is usually completed in hard copy form and then submitted online via the electronic reporting system.

7. First-Aid Policy (see separate policy)

- The School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable first-aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed after refresher courses at regular intervals.
- First-aid boxes are provided at the locations throughout the school: only approved first-aiders should use or issue items from the first-aid boxes.

- In the event of an accident involving injury, one of the first-aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives. Staff know to report any serious accident via the IR1 and electronic reporting system online.

8. Fire Policy/Procedures (see separate document)

- It is very important that all staff familiarise themselves with fire procedures, including:
 - escape routes and means of escape;
 - calling the emergency services;
 - the location of fire fighting equipment; and
 - any particular local special considerations.
- Details of fire procedures are printed on notices close to the door in each room
- There is also a detailed fire evacuation plan.

9. COSHH

- Control of Substances Hazardous to Health Regulations 1999 (“COSHH”) encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.
- COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.
- The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it.
- All substances and materials used in departments must be checked with the Site Manager before use.

10. Special considerations in Science and Technology areas

School will undertake any risk assessments in relation to these particular areas if necessary.

11. Personal Protective Equipment (PPE)

For carrying out certain tasks, staff may require PPE to protect head, eyes, hearing, hands or feet. Staff who have received instruction to wear PPE must do so as directed.

12. Ladders and steps and Working at height

Ladders and steps should not be used without training. Staff must undertake working at height training prior to using kick stools in school.

13. Manual Handling

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, an assessment must be carried out. Staff are also asked to undertake online training in this respect

14. Use of Display Screen Equipment (DSE)

- Most staff and pupils will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations: the Regulations should be regarded as good practice for all users of DSE.
- An assessment is carried out for all staff and updated every 2 years.

15. Gas and Electricity

No current member of the School staff is qualified to work on mains gas or electrical installations: the Headteacher will arrange for any necessary work to be carried out by qualified contractors.

16. Working alone/outside School

- Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety in accordance with the school's lone working policy and risk assessment.
- It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities away from School.

17. No Smoking

In compliance with current legislation the school buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering school premises.

18. Other safety issues affecting staff and pupils

Brightly coloured notices will be displayed in strategic places around the school to alert staff to any Health and Safety issues (including infectious/contagious illnesses).

Staff with particular responsibilities need to be aware of additional regulations regarding:

- Sports safety;
- Pupils on Work Experience;
- Visits

19. Early Years Foundation stage feeding

The DfE issued new guidance to schools from September 2025 which covers nutrition requirements and minimising choking hazards for children aged 0-5 years. As a result of this advice the LA catering department has issued its' own guidance to school catering teams and staff within Early Year's provisions. This guidance details how best to serve fruit and vegetables to pupils by cutting, peeling, slicing, etc to minimise the risks of choking and from a nutrition perspective to avoid serving foods such as juices, sweetened yoghurts. starchy fried carbs high in saturated fats, limit processed meat and include wholegrain starchy food in pupil diets.

20. Risk assessments

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching.

21. Stress

Stress is recognised as a Health and Safety issue: any member of staff requiring advice in this respect should contact the Headteacher or a senior member of staff whom they feel most appropriate under their particular circumstances.

22. Consultation

Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union: in DHS this consultation is via members of the Health and Safety Committee.

23. Further information

Staff requiring further information or clarification should refer to:

- full sets of Health and Safety documents which are kept on the health & safety staff noticeboard
- Health and Safety Codes of Practice on the council website
- Health and Safety Information page which can be accessed on the council website

Lead advisers for Children's Services are:

Paul Elliott (Senior Health and Safety Adviser) 07443202531 or paul.elliott@sunderland.gov.uk

Lisa Scott (Health and Safety Adviser) 07767434842 or lisa.scott@sunderland.gov.uk

**John Mountford (Health and Safety Technical Assistant)
07860 523 112 or john.mountford@sunderland.gov.uk**

Asbestos Management

Designated person: Brian Melvin Site Manager

Designated person: Gillian Walker School Business Manager

Role & Responsibilities:

The Site Asbestos Monitoring Officer (SAMO) is responsible for ensuring that the school's asbestos register is kept fully updated and that contractors read and sign the register prior to commencing any work on school premises.

The SAMO must also ensure that any planned works that may disturb any asbestos should be reported to Property Services using **Form 3** at least **21 days** before work commences.

The SAMO undertakes periodic inspections and completes a checklist **Form 2**.

If during that inspection they encounter any disturbed asbestos they should complete **Form 4** and contact property services immediately for advice.

In the event of a fire (or drill), the asbestos register must be taken outside to show the emergency services

More detailed guidance as to the responsibilities of a SAMO can be found in Section 5 of the asbestos register.

The school SAMO undertakes initial face to face training and refresher training is then undertaken annually on line.

The school SAMO is also responsible for ensuring that **all** staff employed at the school are given a pack giving full details/information regarding asbestos and its whereabouts within school and any precautions which may be necessary. The pack is circulated to staff and they are requested to sign to acknowledge they have fully read and

understood the contents. New staff will be given this pack to read as part of their induction process.

The school's asbestos register is kept in the school office at the main reception desk and is readily available. The asbestos information packs are maintained in a register in the cupboard in the main school office.

Contact: In case of queries these can be directed to Caroline Bage Asbestos Manager 07557 938966 or Caroline.Bage@sunderland.gov.uk

Children Looked After

Designated Person: Jan Price Head teacher

Roles & Responsibilities:

- Preparation of and updating Personal Education Plans for each child.
- Tracking progress – academic and social
- Liaison with relevant Children's Services (Local Authority holding Care Order)
- Attending Core Group (Care Planning) and LAC review meetings.
- Attend training delivered by Sunderland Authority.

Timescales:

- PEP is reviewed within six months with all agencies involved with the child's care.
- Core Group meetings are attended every 6 – 8 weeks as arranged by the Children's Services key worker.

Administration:

- Tracking of academic progress via school tracking system.
- Targets for social skills development agreed, monitored and evaluated with class teacher.
- PEP targets prepared in liaison with class teacher.
- Reports to be written for Core Group meeting by the Designated Teacher.

Display Screen Equipment

Designated Person: Gillian Walker School Business Manager

Role & Responsibilities:

Ensures that all school staff who use display screen equipment i.e. laptops and computers undertake a display screen assessment. The assessment is required under the Health and Safety (Display Screen Equipment) Regulations 2000 and is to ensure that staff are using the equipment in accordance with specific guidelines.

Timescales:

A new member of staff including any long term supply staff who may use display screen equipment will be asked to undertake an individual on-line assessment shortly after they commence employment. Assessments are then reviewed every two years.

Administration:

Once the assessment has been undertaken it will be reviewed by the co-ordinator who must ensure that any issues/recommendations are addressed. In particular this may require purchase of specific equipment such as chairs, keyboard tilts, wrist supports, anti-glare screens etc. Staff are also offered the option of vision screening by Occupational Health.

The co-ordinator keeps information/guidance and a printed record of all assessments in a display screen equipment assessment file which is maintained in the main school office cupboard.

Emergency School Closure

Designated Person J Price Head teacher

Nominated Deputy Alan Baker D. Head teacher

Roles and Responsibilities:

Should a problem occur which necessitates the closure of the school, then the decision must be taken by the head teacher or the nominated deputy. If possible the head teacher must contact the Director of Children's Services representative (details below) before announcing any decision to close the school so that alternative arrangements can be considered.

A decision to close will usually, but not always, arise as a result of a structural or mechanical services defect. Such problems often only become apparent at the beginning of a school day.

In the event of such an occurrence, the head teacher will take the following actions:

Procedures

- **Inform the Director of Children's Services representative:**
Alan Rowan 07917504203 or alan.rowan@sunderland.gov.uk

Stuart Hodgson 07789878841 or Stuart.Hodgson@sunderland.gov.uk

- **Inform the Council's Contact Centre 520 5555**

The contact centre can help schools by fielding telephone calls from parents. Give regular updates. Inform when the school is due to re-open

- **Contact local media so that announcements can be broadcast to parents and the local community**

An updated list of radio stations with their telephone numbers, which also include the relevant passwords needed for each is held within the school's business continuity plan. Timing and wording of announcements should be discussed with the director's representative.

- **Report any emergency building defect or mechanical services problem**

General office 561 2715 or building@sunderland.gov.uk

Rob Rowe 5614553 or rob.rowe@sunderland.gov.uk

In the event of a serious emergency or an event occurring out of school hours, then the headteacher should contact the Emergency Services and the Civic Centre Control Room 5531998

Fire & Disaster - evacuation

Designated persons:

B Melvin	S Hubbick	Office
A Baker,	J Price	area/whole
		school
		Admin
C Meredith/H Ebdon	L Johnson	Area 1
K Carter, D Quinlivan/S Hallimond		Area 2
H Couling	K Burn	Area 3
G Banks	T Booler	Area 4
D Smith	S Bell	R Plus

Role & Responsibilities:

- Debrief of procedure to any new member of staff, students, work experience, visitors upon day of arrival.
- Check use of fire information power point on hall screen for any performances, meetings in hall.
- Ensure that everyone in the vicinity is aware of the fire alarm and has begun to evacuate the building.
- Check individual rooms, toilets, walk in cupboards, then evacuate the building closing doors behind them.
- Feedback to department team from any fire evacuation drill or disaster alert drill.

Timescales:

- Debrief of procedure when new member of staff, students, work experience, visitors on day of arrival.
- Evacuation drills one per term
- Feedback one per term.

Administration:

- Check information posters are clear and in place

Fire Procedure

Designated person: Premises Manager

Role & Responsibilities:

Responsible to the Head Teacher and Governors for the implementation of Fire Safety procedures and equipment / systems testing throughout the school for the following activities:

Fire Risk Assessment

- Annual Review with Head Teacher.
- Periodic review when any changes of condition within the school are to be implanted, contractors working on site, major building modifications.
- Update file on Relevant Fire Safety Legislation
- Fire Hazards and their elimination or control (PAT testing of equipment, good housekeeping to eliminate build up of combustible materials, general and chemical waste etc).

Fire Log Book

- Records of Fire Instruction and training
- Records of Maintenance and Testing of Fire Protection Equipment.
- Fire Evacuation Drill is carried out once per school term (various situations)
- Fire Instructions given to students, work experience school leavers, contractors etc in their starter pack / debrief
- Fire alarm testing (weekly by Site Manager) (quarterly & annually by CCS)
- Emergency Lighting testing (Monthly by Site Manager) (6 monthly and 3 yearly by CCS)
- Fire Extinguisher Inspections (monthly by Site Manager) (Annually by Safe & Sure)
- Active Fire Warden (training renewed every 3 years)
- Ensure contractors working on site are instructed in Fire Evacuation Procedure)

Overall objective

To ensure the above activities are carried out monitored and recorded. Report any deficiencies to the Head Teacher and prioritize / action work to rectify the problem.

FIRST AID / ACCIDENT PROCEDURES

STATEMENT : It is our intention to ensure the health and safety of all pupils in our care and to support children with medical conditions / needs with reference to health and safety and other legislation.

Designated First Aiders :	Alan Woodhead, Alan Baker, Maxine Young, and Brian Melvin
Administration of treatment for long term medical conditions :	After identification, advice and training will be given by medical practitioners for relevant staff by special agreement.
First Aid Posts :	<ul style="list-style-type: none">• Medical Room (Area 4) and areas 1 & 2
First Aid Box :	<ul style="list-style-type: none">• Sited in school office• Sited area 1, 2 , 3, 4
Blank Incident Report Forms IR1	<ul style="list-style-type: none">• Retained in school office
Copies of completed Incident Report forms	<ul style="list-style-type: none">• Retained in school office and in electronic format
General Accident book	<ul style="list-style-type: none">• Retained in medical room for use throughout the day.

POLICY FOR ADMINISTERING TREATMENT

SHORT TERM MEDICAL CONDITIONS

If children require medication for a short period (days) staff can administer medication providing that parents have completed a protocol giving authorisation. Medicines will be stored securely by our designated first aider and must be collected by a parent at the end of school. Parents are also allowed to come into school to administer medicines, creams etc. usually at lunchtime or break. They need to complete a protocol and admin staff will monitor and record any medication that is administered to the child by the parent.

DESIGNATED FIRST AIDER

It is the responsibility of the Designated First Aider to:

- Ensure first aid boxes are sited in areas (including those areas used by lunchtime supervisors) and are fully equipped.
- Ensure staff on school visits know to take a Travel First Aid kit. These will be checked termly to ensure they are kept fully stocked with the relevant kit.
- Monitor the accident book and records archiving when necessary
- Inhalers and medication are all kept up to date

ADMINISTRATION STAFF

It is the responsibility of the Administration staff to:

- Ensure contact forms are sent out to all new parents in September and update school records with contact and medical information.
- Collect information about children in Nursery and Reception classes and about new admissions from the admissions forms concerning medical conditions / treatment needed in school e.g asthma, inhalers, give out treatment forms and liaise with the deputy head who will arrange care plans if necessary
- Ensure record of staff with first aid certificates is kept updated on the training matrix.
- Review annually the expiry dates of first aid certificates and arrange refresher courses as and when necessary.

ROLE OF STAFF

There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. However, swift action would be needed to be taken by a member of staff to assist any pupil in an emergency.

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises and this might in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.

This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. Section 3 (5) of the Children Act 1989 provides scope for teachers to do what is reasonable, for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting responsibly in emergency situations such as on a school trip.

It is the responsibility of staff to ensure they are aware of the medical conditions of children in their class and to safeguard the health and safety of such pupils.

ACCIDENT REPORT PROCEDURE

Ref: Sunderland Corporate Health & Safety Policy section 3.11

An accident occurring on school property should be reported on form IR1, whether it involves a pupil, employee, or anyone else on the premises. It should be sent electronically to health and Safety Section. Accidents should also be recorded in the school's accident book. This is a statutory requirement.

LONG TERM MEDICAL CONDITIONS

Some pupils have medical conditions that if not properly managed, could limit their access to education. These children may be epileptic, diabetic, asthmatic or have severe allergies which may result in anaphylactic shock. Such pupils are regarded as having Medical Needs and may require a health care plan to ensure school staff have sufficient information to understand and support a pupil with long term medical needs. This should be drawn up in conjunction with parents, medical carers, deputy head, setting out the measures needed to support a pupil in school including preparing for any emergency situation.

Any information contained within the plans should be treated in confidence.

Many pupils with long term medical conditions will not require medication during school hours. When they do, many will be able to administer it themselves. The school will support and encourage them to do this by ensuring the following:

1. No medicines, tablets or inhalers should be given unless prescribed by the child's doctor.
2. Staff should ensure they are aware of the medical needs of children. The deputy head passes on to each year group a folder outlining any children in either class who may have medical needs. The folder is passed up to the next class each year. Also the deputy head and office manager are able to access information via SIMS

in case staff such as lunch staff need details regarding any medical needs of children at any given time.

3. All medicines etc must be sent to the medical room. No medicines should be kept in classrooms unless agreed beforehand. There may be cases where children need to carry their meds at all times and this will be arranged beforehand.
4. Inhalers, bottles of medicine, etc should be clearly labelled with the child's name.
5. Medication will be kept in a locked cabinet or fridge in the medical room
6. Emergency response medicine e.g. antihistamine, epi pens, etc. are kept in medical bags in relation to the relevant pupil and are kept in the pupil's area and/or taken with the class throughout school as the pupil moves for activities such as PE etc...
7. School office also hold emergency epipens and inhalers in case of need.

MINOR INJURIES

Any minor injuries will often be attended to by the designated first aider who have received training. If not available, teaching assistants will deal with the injuries within the area.

Cuts, scratches and minor wounds should be cleaned and bathed with water.

Gloves should be worn when dealing with cuts etc. and any waste should be disposed of in the medical waste containers.

As a general rule all injuries/bumps to the head should be recorded and a phone call made to the parents/carer.

Should any accidents occur resulting in major injuries such as fractures, etc. an IR1 Form will need to be completed and forwarded to the Health & Safety team electronically.

Legionella Management

Designated person: Brian Melvin Site Manager

Designated person: Gillian Walker School Business Manager

Role & Responsibilities:

The premises manager in every premises must ensure the legionella risk is managed at a local level.

The Premises Manager may delegate some tasks to other managers at the site, for example some elements of monitoring and maintenance; however, the responsibility for ensuring that these duties are properly discharged remains with the Premises Manager.

The specific duties are to:

- Attend legionella awareness training and complete biennial awareness refresher training.
- Manage the local legionella management scheme for their premises and implement the local arrangements.
- Ensure that all records associated with legionella control are stored in the site specific Legionella log book and maintained for a minimum of 5 years.
- Communicate the details of the local arrangement to all relevant people.
- Ensure the Monitoring and Maintenance Regime for the premises is carried out.
- Monitor the local arrangement to ensure they remain effective.
- Report any issues to the Legionella Manager as soon as practicable.
- Notify the Legionella Manager of any planned maintenance or refurbishment works that may impact on water systems.
- Follow any advice received from the Legionella Manager.
- Ensure only work approved by the Legionella Manager is permitted on water systems, unless work is arranged through Property Services (where this will be checked as a matter of course).

Contact: In case of queries these can be directed to legionella team on 07812361808 or andrew.elsdon@sunderland.gov.uk

Outbreak of infectious diseases

Designated Person	Jan Price	Head teacher
Nominated Deputy	Alan Baker	D Head teacher

Roles and Responsibilities

Should there be a pupil with a suspected or confirmed case of a disease such as meningitis, the Head teacher will take the following action:

- Contact Public Health England 0300 303 8596 and ask for advice.
- Contact the school nursing team for guidance
- After taking advice from those sources the head teacher should consider sending a letter to parents which lets them have brief details of the case, increases awareness about the disease and its symptoms and is generally reassuring. A model letter is usually available from the health commission and the LA.
- Maintain regular contact with the school doctor, nurse or health visitor

When dealing with a cluster of cases, Children's Services will nominate a contact officer to help organise the school's and LA response.

The school displays a poster in the school office and in nursery "Guidance in the Infection Control in Schools and other Childcare Settings."

Premises Management

Designated person: Premises Manager

Role & Responsibilities:

Responsible to the Head Teacher and Governors for the safe and efficient running operation of the school for the following activities:

- Service Level Agreement with Property Services. To ensure that the list of annual service maintenance items / repairs are carried out.
- Fire Fighting Equipment.
- Intruder Alarm
- Lightening conductor inspection / testing
- Boiler house control panel electrical and mechanical testing.
- M & J Heaters
- Fire Alarm
- Air Conditioning
- Water Hygiene testing
- Asbestos Control & Reporting

General

- Property Management File Documentation actions / updates
- Facilities maintenance (lights, toilets and floors etc)
- Building maintenance (roof, brickwork, windows, guttering, drains etc)
- Grounds maintenance (grass cutting, hedge trimming, weed killing etc)
- Grounds Equipment Maintenance / servicing
- Floor cleaning equipment maintenance / servicing.
- Stage Maintenance
- Gym equipment maintenance
- Portable appliance testing
- Annual budget spend plan with Head Teacher.
- Job related Risk Assessments.
- Contractor supervision on site
- Asbestos Samo.
- COSHH Assessments
- Site security
- Fire Prevention / auditing
- Ladder inspections
- Cleanliness of entire school
- Porterage duties
- Evening lettings
- Meter Readings
- Weekend Boiler House inspections

Overall objective

To ensure the above activities are carried out effectively. Reporting / recording of necessary data.

Educational Visits – Off Site

Designated person: Alan Woodhead
Alan Baker
Jan Price

Role & Responsibilities:

- Overview of visits
- Advice to staff
- Initial check of pro forma following City of Sunderland External Visits Policy
- Rickleton Primary School Policy – procedure using the Evolve System
- Pro forma passed to Head teacher for confirmation of permission
- International Visits need to be approved by Governors.

Timescales:

- Initial discussions to be **at least 10 weeks** before planned event.

Administration :

- Provide package of information including pro forma provided by City of Sunderland External Visits Policy Guidance
- Rickleton Primary School Policy - procedure

Events

Designated person: Alan Woodhead

Role & Responsibilities:

- Overview of visits
- Advice to staff
- Initial check of proforma following City of Sunderland Event Safety Plan Proforma passed to Head teacher for confirmation of permission

Timescales:

- Initial discussions to be **at least 14 weeks before** planned event.

Administration :

- Provide package of information including proforma provided by City of Sunderland Event Safety Plan

Safeguarding – Child Protection

Designated person: Jan Price Head teacher

Designated person: Sally O'Connor Assistant Head teacher
Sarah Wilson Assistant Head Teacher
Alan Baker Deputy Head
Debra Smith After School Supervisor

Role & Responsibilities:

All adults working with or on behalf of children have a responsibility to protect children. Within Rickleton Primary School the following individuals have special responsibilities:

Mrs Price (Designated Person), Mrs Smith who works in R Plus (Designated Person) and Mrs O'Connor or Mr Baker (Nominated Deputies) to co-ordinate all matters relating to safeguarding issues. These will include:

- Dealing with reports of abuse against children
- Dealing with complaints against staff
- Making referrals to safeguarding agencies if appropriate
- Nominated Deputy to keep designated person informed of all Safeguarding issues that might arise
- Ensuring all staff/governors (employees of Rickleton Primary school) receive training in Safeguarding annually.
- Ensuring that all new staff are properly inducted in safeguarding issues including the guidance outlined in "Keeping Children Safe in Education"
- Liaise with the school governor with special responsibility for safeguarding as appropriate

Mrs Michelle Thompson (School Governor with special responsibility for Safeguarding) to liaise with the Designated Person on matters relating to Safeguarding issues and participate in the annual review of policy.

Procedures

The designated person will be informed immediately by an employee of the school, parent of the school, other persons, in the following circumstances

- Suspicion that a child is being harmed
- That there is evidence that a child is being harmed
- The designed person will keep a full record of concerns raised and make referrals to Children's Service Social Care / police if necessary.

Safer Recruitment and Selection

Designated persons: J Price Head teacher
 K Ross Chairperson

Safer recruitment training has been undertaken by the designated persons and several members of the school governing body.

Role & Responsibilities:

- Ensure advert complies with safer recruitment
- Ensure interview complies with safer recruitment
- Ensure compliance with DBS's Code of Practice on the case of disclosure
- Ensure compliance with data protection
- Ensure compliance with LA Equal opportunities policy and work within the Equality standard
- Ensure compliance with LA Code of Practice
- This policy takes due regard of the safeguarding of all children, the scope and procedures of which are laid down in the schools Child Protection and Schools Safeguarding Policies. All policies refer to the Keeping Children Safe in Education. Staff are highly trained in line with these policies and are aware of the legislation in respect of Female Genital Mutilation, Child Sexual Exploitation, Forced Marriage and the Prevent agenda.

Single Central Record

Designated Person: Gillian Walker School Business Manager

Roles and Responsibilities:

To ensure that an accurate and up to date single central record is maintained at all times by requesting appropriate DBS information and ID from all of the following:

- Teaching staff*
- Non Teaching staff*
- Lunchtime staff*
- Cleaning staff*
- Catering staff
- Supply Staff
- Music Tutors
- Rickleton Plus*
- Coaches
- Students
- Parent Helpers/Volunteers*
- Governors

*Those marked with an asterisk have a DBS undertaken through the school and it is our responsibility to ensure a disclosure application is correctly completed accompanied by appropriate ID and forwarded to the City of Sunderland. Once the DBS has been completed the school is given information by the Council by email, in particular DBS number and date advised. We also have sight of the certificate to cross reference the details prior to a new staff member starting their employment. The necessary details are then recorded in the Single Central Record.

In the case of catering staff they are employed externally by City of Sunderland who are responsible for ensuring that appropriate DBS information and ID is presented prior to those staff working on school premises. Details are then recorded in the Single Central Record.

Music Peripatetic Teachers must produce DBS information and appropriate ID prior to commencing their duties. Details are then recorded in the Single Central Record.

All Governors will be cleared by Governors Section through the City of Sunderland and once completed the DBS information will be forwarded to the school to be recorded in the Single Central Record.

Coaches, supply teachers, enrichment visitors and students may have had a DBS undertaken by a registered body other than the City of Sunderland and will be expected to produce the certificate showing details, including number and date of issue, along with appropriate ID. Details relating to the DBS will be recorded in the Single Central Record.

Third party staff such as coaches, consultants and music peris who attend school on a regular basis are usually on the DBS update service. With the individual's permission, school runs a check on the update service at least annually.

A copy of the Single Central Record is maintained on computer accessed by members of the senior management team only.

