



HEATON MANOR SCHOOL Health and Safety/Premises Policy

REVIEW OF THE POLICY

This policy is reviewed annually. Those involved with the review are:

- **Students** – through the Student Council
- **Teachers**
- **Parents** – through the Governing Body Responsibilities
- **Local Authority**
- **Governors** – through GB meetings

Policy Written/Updated: September 2018
Annual review: September 2019
Governor Approval: 22.10.18
Responsibility of Review: Amanda Straker, School Business Manager and H&S Co-ordinator

Heaton Manor School recognise and accept its responsibilities, under the Health & Safety at Work etc. Act 1974 and other health & safety legislation, to ensure, so far as reasonable practicable, the health, safety and welfare at work of all employees, pupils, and other persons, including visitors, contractors, and the general public, who may be affected by the school's activities.

To meet this responsibility, the Headteacher and Governors will:

- Comply with all relevant Health and Safety Legislation;
- Adopt and follow all relevant Newcastle City Council Corporate Health and Safety Codes of Practice;
- Adopt and follow all relevant Local Authority Health and Safety Codes of Practice and Guidance;
- Follow all relevant Department for Children, school and Families guidance
- Draw advice from City Council Health and Safety Officers to establish suitable and sufficient precautions to ensure the health, safety and welfare of school employees, pupils and others;
- Ensure that all staff receive sufficient health & safety information, training and supervision to enable them to carry out their activities safely;
- Consult with employees on health and safety matters
- Review and revise this policy as necessary at regular intervals
- Bear in mind the 'Safeguarding of Young People and Staff' and that some people have additional needs or are vulnerable

Any new further legislation or directives will be incorporated into the policy as necessary.

Signed _____
Headteacher

Date _____

Signed _____
Chair of Governors

Date _____

Revision Date _____

Policy Statement: Health & Safety

This needs to be read in conjunction with Appendix B. Health and Safety Responsibilities in PFI Schools.

The Objectives of the Health & Safety Policy are to:

- 1 control risks to the health and safety as far as is reasonably practicable to all employees, students, and members of the general public who may be affected by the school's activities.
- 2 enable consultation with staff on matters affecting their health and safety
- 3 ensuring that all property, plant, equipment and facilities are maintained in a safe condition and suitable for use, and to ensure safe handling use and of substances and materials.
- 4 provide a system of joint consultation with the facilities management company; to enable workable standards of health, safety and welfare to be achieved.
- 5 ensure that effective arrangements and provision of facilities and training are in place to cope with all foreseeable emergencies.
- 6 ensure the creation of a safety awareness among all staff and to see that safety and welfare and any other facilities necessary to ensure the commitment of everyone to the attainment of good standards of health and safety and welfare.

ORGANISATION AND RESPONSIBILITIES

The Headteacher, through the Health and Safety Co-ordinator (Amanda Straker) will:

- Handle the day-to-day management of health and safety matters in school and monitor the effectiveness of the safety policy and the safe working practices;
- Ensure all members of staff (including new staff, supply staff, students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices;
- Ensure that risk assessments are carried out and recorded on all the school's activities (including those off site) which could constitute a significant risk to the health and safety of employees, pupils or other persons;
- Undertake regular inspections of the school premises, equipment and working practices and implement changes and improvements where necessary. Act on reports from staff; sanctioning expenditure where appropriate;
- Ensure staff receive appropriate training, information and instruction on health and safety matters applicable to their role, and that they understand and accept their responsibilities for health and safety. Ascertain that staff are carrying out the duties ascribed to them.
- Co-operate and consult with safety representatives and provide the necessary facilities to ensure they can carry out their role;
- Monitor and carry out periodic safety inspections /audits to ensure school are implementing appropriate standards
- Monitor purchasing and maintenance of equipment and materials to ensure it complies with current health and safety standards;
- Seek specialist advice on health and safety matters where appropriate;
- Provide frequent reports to Governors Finance and Premises Committee regarding safety performance and make recommendations to Governors where health and safety funding is required and advise on any safety policies that need to be introduced;
- Ensure effective first aid provision and accident reporting procedures are followed in accordance with the LEA Codes of Practice, to allow Newcastle City Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- Inform the Governors of any changes to the safety procedures.

The Governing Body will:

- Monitor and review health and safety issues through the discussions held with the Headteacher
- Ensure adequate resources for health and safety are available.
- Provide plant, equipment and systems of work, which are safe, and without risks to health.
- Make arrangements for handling, storage and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- Ensure sufficient funds are available and allocated for health and safety issues.

All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report any defects and hazards to the Engie helpdesk
- Not interfere with any health and safety provisions
- Report and complete 'Accident / Incident / Violence' form, available from the School Office or VLE, in the event of a significant accident, incident or near miss.
- Comply with this policy, risk assessment and instruction provided by the Health and Safety Co-ordinator

ARRANGEMENTS

Risk Assessment

The Health and Safety Co-ordinator will ensure school Risk Assessments are reviewed on an annual basis or as and when necessary to reflect any significant changes. Supplementary risk assessments will be drawn up for activities not covered by the General risk assessment and guidance for schools and community nurseries. Heads of Department are responsible for risk assessments within areas of their control and will provide evidence to show they are reviewed. These are specifically:

Faculty	Head of Faculty/Dept.	Risk Assessment	Review Date	Checked by
DESIGN & TECHNOLOGY	C Stephen	17/01/2018	17/01/2019	Amanda Straker
ART	C Stephen	19/01/2018	19/01/2019	Amanda Straker
PE	Leigh Underhay	07/02/2018	07/02/2019	Amanda Straker
SCIENCE	C Money	22/01/2018	22/01/2019	Amanda Straker
FOOD & TEXTILES	D Robinson	05/02/2018	05/02/2019	Amanda Straker
PERFORMING ARTS	K Jagroop	02/02/2018	02/02/2019	Amanda Straker
MAIN HALL	G Rule	24/01/2018	24/01/2019	Amanda Straker

Staff will undertake risk assessments for areas/activities within their control and provide evidence to the Health and Safety Co-ordinator.

Students who display behaviour or needs/vulnerability that may require a Risk Assessment are identified by the Year Teams or SENCO. These are communicated to the school community and year pages on VLE.

Plant and Equipment

For curriculum activities the Health and Safety Co-ordinator is responsible for ensuring that all plant and equipment are appropriate for school use and are inspected following manufacturer guidance. A maintenance regime will be required from the faculty, and monitored annually to ensure all requirements are met. This will be reviewed annually.

For plant and equipment pertaining to the operation of the buildings, e.g., heating and ventilation systems and building infrastructure; this will be managed and maintained by Engie the PFI partner.

Control of Substances Hazardous to Health

The Head of Science, through the Senior Technician completes COSHH assessments for hazardous substances used within school curriculum activities, compiling and maintaining a list giving details of these substances. All substances used should be used in accordance to supplier's instructions and The Head of the Faculty. This will be reported.

For cleaning materials, COSHH will be undertaken by Neighbourhood Services (Newcastle City Council)

Training

Faculty Heads, if relevant or the school Health and Safety Co-ordinator will be responsible for identifying training needs and will arrange the training of staff.

Records will be held and available by contacting the Health and Safety Co-ordinator

Accidents and Incident Reporting

Any pupil complaining of illness or who has been injured should be sent to the Well Being Centre (or, if closed, Reception) for the qualified First Aiders to inspect and, where appropriate, treat.

All accidents, incidents, ailments and treatment are reported in the appropriate report book/form available from the school office.

All accidents/ incidents will be recorded on the corporate accident or incident forms and signed by the Health and Safety Co-ordinator, copies of all completed forms will be sent to the Health & Safety section of the LA for follow up as required. All accidents that require more than 3 days' absence from school/work will be reported directly to the Finance and Premises Committee of the Governing Body.

Calling an Ambulance

If it is necessary to request the attendance of an ambulance, you must contact Reception as soon as possible. Try and do this yourself or get someone nearby to do it.

Please pass as much information as you can on to the Receptionist i.e. the nature of the injury, vital signs etc. and location of the injured person as the Receptionist will be asked these questions by the 999 Operator. The Receptionist will call the ambulance, giving as much detail as possible. The 999 Operator will give advice on how best to give emergency treatment to the patient (while the ambulance is on its way).

The Receptionist will also call the Engie Helpdesk on 08000320228, giving them the location of the injured person and ask them to contact the Caretaking staff urgently so that they are aware of the ambulance arriving and the location of the injured person.

The Receptionist will ask the ambulance to come to the front of the School (Newton Road), as the rear of the School is secured, unless the injured person is located at the rear of the school.

Jean Burn, Administration Manager ensures that adequate training is in place.

School Visits and Activities

Staff arranging trips must speak to the Head in the first instance for approval then pass all paperwork to Dawn Coffell.

For day visits Forms EV1 and EV2, itinerary, list of students going on the trip, insurance forms, letters to parents and risk assessments must be submitted to Dawn no later than 6 weeks to the visit taking place.

For residential and adventurous visits, Forms EV1, EV2 and EV10 (signed by the provider), itinerary, insurance forms letters to parents and risk assessments must be submitted to Dawn no later than 12 weeks before the visit taking place.

Emergency Evacuation and Fire Precautions of the Building

Fire risk assessment carried out by LA will be followed and an evacuation plan is in place (Appendix A) and a fire drill is carried out each term. Key staff will receive appropriate training in fire management.

Fire precautions are checked by the FM Company (Engie), at specified times following LA guidance.

Contractors

Engie manages contractors for specific task functions, ensuring compliance to safety and legal obligations. Consultation with the Headteacher will ensure all works planned are organised without risk to staff and pupils on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of relevant hiring and Health & Safety information pack from Engie/School Reception.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked every 2 years (responsibility Engie). All alterations to electrical equipment should only be made by a qualified electrician. When a fault is suspected, the Health and Safety Co-ordinator should be informed and action will be taken to have the item checked.

Manual Handling / Working at Height

Pupils, staff and any other supervising adults should only lift objects within their own individual capability. Training is provided where identified by risk assessment and required. If there is a need to work at a height, this should only be performed by a suitably trained adult. Stephen Beecroft, Gavin Rule and Faith Thompson have been trained.

All Staff who need to move the Netbook Trolleys have received manual handling training.

Health and Safety Monitoring and Site Inspections

The Headteacher is responsible for the monitoring of Health and Safety practice within Heaton Manor School. The Health and Safety Co-ordinator will discuss health and safety procedures and their implementations with each Head of Faculty. The Headteacher, Governors and Health and Safety Co-ordinator inspect the site on a half-termly basis through Learning Walks.

Anti-bullying/Safeguarding

The school does have a number of students who are 'vulnerable' this includes students with SEN and those who have been bullied. Safeguarding is also important. For full procedures, see Anti-Bullying Policy and Safeguarding Policy.

Site Security

This is the responsibility of Engie who ensure gates and security fences are currently monitored and secured at the times designated.

Appropriate security is now in place at the front and rear of the School.

Vehicles

Vehicles no longer have access to the front of the School from 2.15pm to 3.00pm.
This is to ensure the safety of the students.

HEATON MANOR SCHOOL

Fire Evacuation Procedure (November 2018)

PLEASE NOTE: ALL EMERGENCY EVACUATIONS OF THE BUILDING MUST FOLLOW THIS PROCEDURE, e.g. fire, gas leak, bomb alert.

IF YOU DISCOVER A FIRE: Immediately operate the nearest fire alarm call point.

ON HEARING THE ALARM:

Reception Staff – immediately ring 999.

Delegated Fire Staff from English and Maths Departments will open side gates (Reception staff will check that this has been actioned).

NB. All staff have a key to the padlock. If you are there before one of the Fire Staff please open the gates.

All Staff – immediately evacuate the building, taking all children in your charge through the nearest exit.

Student Reception Staff and Sixth Form Staff – pick up Fire Evacuation Registers and distribute to a member of the Head of Year.

Reception Staff, Admin Manager and Sixth Form Staff will print off a Fire List from the EntrySign system then leave the building through the nearest exit. The printout will be a list of all staff, sixth form students and visitors who are on site. This can also be accessed remotely as a backup.

- **Always use the nearest exit and close doors on leaving**
- **Do not stop to collect personal belongings**
- **Do no re-enter the building**

Assembly Areas:

When the **Fire Alarm** sounds the school will evacuate to the Assembly Areas situated on the West Yard (Basketball Courts/Far Yard, Jesmond Park West). These areas are clearly marked.

- Reception Staff will verify that the Fire and Rescue service has been called.
- Heads of Year will distribute registers to Form Tutors who will check the registers and confirm their students are safe.
- In the event of a missing person from your Tutor Group, report this immediately to the Head of Year who will inform the Deputy Head Teacher or the School Business Manager. **DO NOT GO BACK INTO THE BUILDING.**
- In the event of a missing person thought to be still in the building, the person in charge will aim to locate their whereabouts from outside the building in order to inform the Fire and Rescue service.

In the event of it being impossible to return to the building, the whole school will evacuate to Cragside Primary School.

Assembly Points

Years 7/8/9/12/13 will assemble on the Basketball Yard.
Each Year Area is numbered 1-12 (or A-F for Sixth Form).

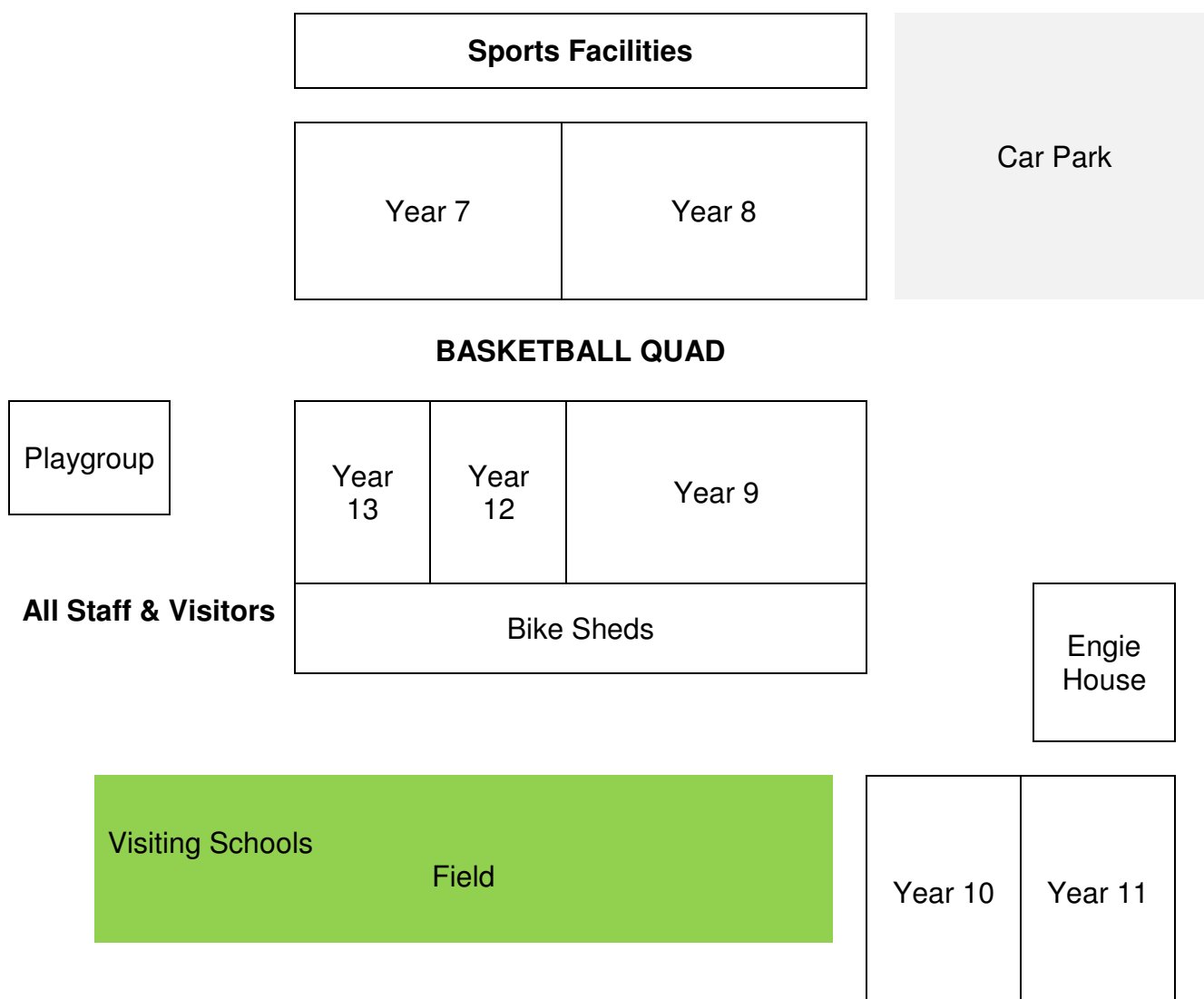
Year 10/11 will assemble on the Far West Yard (Near Engie Garage).
Each Year Area is numbered 1-12.

Each Year 7-13 will line up using their Tutor Group e.g. 8.2 or 12A (see Year Team Structure table).

ALL Non teaching/Support Staff, Visitors, Playgroup children /Staff, Cleaning Staff and Kitchen Staff will assemble at the Playgroup Refuge point outside of the fenced area.
The Admin Manger (or Deputy Admin Manager in her absence) will register all HMS staff. Once HMS Staff have been registered the Admin Manager will allocate them to a Year Group. They will then go to support the Tutors at the back of the lines.

Any visiting Schools will assemble on the field behind the bike sheds.

ASSEMBLY AREA PLAN – WEST YARD



<u>VERSION 6</u>	Tutor Group 1	Tutor Group 2	Tutor Group 3	Tutor Group 4	Tutor Group 5	Tutor Group 6	Tutor Group 7	Tutor Group 8	Tutor Group 9	Tutor Group 10	Tutor Group 11	Tutor Group 12
YEAR 7	7.2 Lab 1 (1st floor)	7.5 Lab 3 (1st floor)	7.3 Lab 4 (1st floor)	7.9 Lab 5 (1st floor)	7.4 Lab 7 (1st floor)	7.8 Lab 8 (1st floor)	7.10 Lab 11 (2nd floor)	7.7 Lab 12 (2nd floor)	7.6 Lab 13 (2nd floor)	7.11 Lab 14 (2nd floor)	7.12 Lab 15 (2nd floor)	7.1 Lab 18 (2nd floor)
SCIENCE	Mr G Richards	Mr JP Bradley	Mr D Giles	Mrs J Bradley	Kerry Johnson	Mr L Morgan Mrs K Johnson	Mrs H Hooker/ Mrs E Sutton	Mrs J Armstrong	Mr L Lawson	Miss C Money	Mr S Smith	Mrs S McKenzie
YEAR 8	8.1 H1	8.2 H2	8.3 H3	8.4 H4	8.5 H5	8.6 H6	8.7 H7	8.8 H8	8.9 H9	8.10 H10	8.11 H11	8.12 H12
HUMANITIES	Miss A Ellitson	Mrs D Robinson	Mrs R Marshall	Mrs M Robinson	Mr I Woodcock	Miss C Brown	Mr D Attrill/ Miss R Watson	Miss A Fraser	Mrs A Emami Mrs S Rogers	Miss J Metcalfe	Mr A Hodgkinson	Mrs R Shires
YEAR 9	9.1 L1	9.2 L2	9.3 L3	9.4 L4	9.5 L5	9.6 L6	9.7 L7	9.8 L8	9.9 L9	9.10 L10	9.11 L11	9.12 L12
MFL	Mrs J Maughan	Mrs S White/ Mrs A Kelly	Mrs C Stephen	Mr G Hall	Ms S Gilman	Mrs K Jagroop	Ms L Dixon	Miss P Curtis	Ms S Cruddas/ Ms Mayes	Mrs A Keyte	Mr A Cleland	Mr B Glazzard
YEAR 10	10.1 E1	10.2 E2	10.3 E3	10.4 E4	10.5 E5	10.6 E6	10.7 E7	10.8 E8	10.9 E9	10.10 E10	10.11 E11	10.12 E12
ENGLISH	Mrs K Tweddle	Miss G Anderson	Miss C Soulsby	Miss D Dawson Mrs A Cox	Miss Olivia Bucknall	Mr S Taylor	Miss S Tomes	Mrs N Stanger	Miss K Spence	Mrs Z Jones Miss K Thomsett	Miss L Orrick	Mr J Hall
YEAR 11	11.1 MA1	11.2 MA2	11.3 MA3	11.4 MA4	11.5 MA5	11.6 MA6	11.7 MA7	11.8 MA8	11.9 MA9	11.10 MA10	11.11 MA11	11.12 MA12
MATHS	Mr A Marshall	Mr J Thornton	Mr A Meadows	Mrs S Kennedy	Ms J Spires	Mr J Harrison	Mr S Phillips	Ms S Ahmed	Mr W Pryce	Mr C Easton	Miss R Barrett	Ms J Sharpe

Year 12 TT and G rooms (TBC)	Year 13 (Library UCAS)
Mrs C Heslop (12C)	L Nicholson (13B)
Mr S White (12F)	J Routledge (13A)
Miss N Olive (12E)	*J Broadwell
Mark Hubbard (12D)	A Costello (13C)
Katy Clementson (12A)	L Delaney (13D)
Ally Clewlow (12B)	E Wardle (13E)
C Anderson (tutor)	
Kirsty Giles (tutor)	

Attached to Sixth form	
Richard Campbell	
Alison Walker	
Miss A Tuite	

To Attach and replace	
Mrs A Tovey Y7	
Ms E Tarcy Y7	Nicholas Hinder Y10
Miss S Rodgers Y8	Ms L Charles-worth Kyle Y11
	Ms S Cruddas Y11
	Miss J Robinson
Jack Davenport (NQT)	Gemma Robson*
Mr J Edgoose	Maria Hulbert*
	Hayley McArthur*
Veronica Gonzalez Otero	Louise Sayers*
Hannah Hardwick	Dave Wright*
Mrs L Rule	Mrs C McGrath* Y9
Jane Lee	Mrs J Fleming Y8*

Attached Staff

All staff who are not directly involved with the registration of tutor groups: -

During evacuation of the building and specifically for assistance during assembly on the yard during Fire Drill, members of staff will support the Year Group they are currently attached to at the direction of the Year Manager.

Instructions

When the alarm sounds teaching staff should:

1. Stop activity
2. Instruct students to exit room
3. Close door and lock behind them
4. Escort students to nearest fire exit door
5. Exit building and make way to Assembly Area

Students will go to the Year Assembly Area and line up alongside their respective Team/Form number.

Form Tutors will join their form and supervise the group.

Registers will be given out and collected by Year Team (registers will be handed to the Year Team by the Attendance Team).

Registers will be taken by the Form Tutors.

Registers for ALL Non teaching/Support Staff, Visitors will be taken by the Office Staff.

Once the **registers** are taken staff/students will await instructions.

Return to the school building must be controlled and by Year Group – starting with Year 7.

Any problems/incidents must be reported to the Deputy Head Teacher or the School Business Manager immediately.

No member of staff should leave site during Fire Evacuation without permission.

NO ONE should reenter the building until informed to do so by the Deputy Head Teacher or the School Business Manager who will have confirmed the building is safe via Engie (who will be instructed by the Fire Brigade).

Visitors should have signed in at reception. They should be with accompanying staff.

Playgroup must exit to the area outside of the fence. A register must be taken to account for all children/staff.

Engie/Chartwells/Contractors must have their own evacuation procedures in place.

School Productions

A register of students involved in the production must be taken at the start of the session.

The audience must be given verbal instructions before the start of the performance about evacuation procedures and routes.

The students involved and audience should be ushered to the side doors of the hall and out into the **Memorial Quad**. A register of students should be taken by staff.

Please follow normal School Fire Evacuation Procedures.

NB: Register the students in your care and not your Tutor Group.

Staff/students should await instructions by Caretaker or Fire Service.

Disabled Evacuation

All students/staff with disability should be identified (formally on register).

Visual Impairment

All students should have received clear, verbal instruction from the class teacher and be physically guided safely to the assembly area.

Hearing Impaired

All students currently wear a pager which vibrates. Information is sent to the pager informing the student to leave the building following the usual evacuation procedures and to meet in the assembly area.

Wheelchair Users

Evacuation chairs are positioned on 1st and 2nd floor stairwells of all four main staircases.

The student must go to the nearest evacuation point.

Trained staff will meet students and evacuate them safely to the assembly area.

NEWCASTLE CITY COUNCIL Appendix B

CHILDREN'S SERVICES DIRECTORATE NEWCASTLE PFI 1 SCHOOLS HEALTH AND SAFETY RESPONSIBILITIES

All Schools must comply with the Health and Safety regulations. In PFI Schools the responsibility for some hazards or hazardous activities is transferred to the PFI Contractor (Engie) who is responsible for the operational management and maintenance services to the Schools. However, this doesn't lessen the responsibility of all individuals on School sites to be aware of potential risks to their own or others Health and Safety and to act accordingly.

As a general guide, responsibilities are shared as follows:

School responsibility	Contractor responsibility
Curriculum matters, including management of School employed staff and pupils	School buildings, grounds, sports facilities and management of Engie staff
All FFE transferred or purchased by the School outside the contract.	All FFE and installations provided within the contract or on the agreed transfer list.
Ensuring equipment is only used by appropriately qualified and trained persons.	Ensuring equipment is only used by appropriately qualified and trained personnel.
Using buildings, installations and FFE as designed and intended.	Maintaining buildings, installations and FFE as designed and intended.

The attached check list, which is based on the Newcastle City Council H&S General Risk Assessment and Guidance for School and Community Nurseries, is intended as a brief guide to the areas of responsibility. In line with the guidance, the check list is split into two sections: (1) Premises and (2) School Activities.

Head teachers should refer to the Council's Health and Safety Management intranet site for further guidance and links to relevant information.

Head teachers should contact the Council's Health and Safety Section and Occupational Health Unit for professional advice and support.

The FM Manager should refer to the Engie Operational Plan and Operational Guidance and to Engie' Health and Safety Officer.

The School Core Hours are 8.00 am to 6.00 pm Monday to Friday during term time.

Issue	School responsibility	Engie (E) responsibility
PREMISES		
Asbestos	There will be no Asbestos Containing Materials (ACM's) incorporated within the building fabric of the new PFI School buildings.	
	Any items bought by the School or transferred outside the contract agreement are a School responsibility e.g. ironing boards, kilns	Equipment such as kilns or ironing boards which may contain asbestos and supplied within the PFI contract is a E responsibility.
Electricity – Using Electricity and Portable Appliances	Items purchased by Schools should be inspected and tested every 2 years. Schools may procure this service from E.	E are responsible for inspecting and testing items provided in the PFI contract or agreed transfer items. E will provide a programme of work to Schools and report on compliance. E will PAT test their own equipment annually.
Fire extinguishers	Schools should report missing extinguishers to Help Desk.	E are responsible for installing, checking and maintaining fire extinguishers provided to meet contractual and legal requirements.
Accidents	<p>Report accidents and near misses to Council Health and Safety Officers, using the standard accident report form which can be found on the Schools home page of the Health and Safety management intranet site. Guidance on the completion of the form is also available on the web site.</p> <p>Schools should report accidents to the E Help Desk in the following circumstances:</p> <p>1 where part of the building or fabric and fittings/FFE are thought to be a contributory factor;</p> <p>2 where there may be a requirement for maintenance or repair work to prevent further incidents.</p> <p>3 Where there is any doubt about the cause of the accident.</p>	<p>The FM provider has a corporate responsibility to record accidents through the company reporting mechanism. This includes accidents to School staff, pupils and visitors as well as FM staff.</p> <p>E will investigate and, if necessary, act as appropriate to rectify any aspect of the building fabric or fittings which have contributed to or been damaged during an accident.</p>
Animals	<p>Dogs are not permitted on School property and signage should be erected to this effect.</p> <p>Dog fouling on School land should be reported to the FM Help Desk for removal.</p>	E will remove animal faeces within the contract timescale. This may be undertaken by E staff or another contractor, e.g. NCC's Envirocall.

Issue	School responsibility	Engie (E) responsibility
	Stray dogs may be reported to the Newcastle Dog Warden for removal.	
Body fluids, blood, vomit	All incidents should be reported to the Help Desk. Schools have been provided with emergency cleaning packs for immediate action e.g. if the caretaker is off site.	E is responsible for reactive and emergency cleaning
Bomb threats	Schools should contact the Emergency Services (999) and evacuate immediately to an area away from the Schools building. Schools should notify the Help Desk of the threat.	E is responsible for the building and evacuating their own staff and sub contractors. FM Manager should ensure School is aware of threat if received via E office.
Cleanliness	Schools should report requests for additional cleaning or failure to undertake cleaning (including outside School core hours) to the Help Desk which will forward them as appropriate.	E Helpdesk will forward cleaning requests to Neighbourhood Services for action. The contract specifies those areas to be cleaned by E e.g. gyms..
Clothing and rest facilities for staff	Head teachers are required to ensure rest facilities are available for School employees. Protective clothing should be provided where appropriate e.g. for lunchtime supervisors.	E are required to maintain School staff rest facilities in good condition. There is a requirement to provide rest facilities and appropriate clothing for E employed staff.
Contractors	All requests for work should be directed through the Help Desk. Schools should refuse access to unexpected Contractors and refer to Help Desk.	E must supervise their Contractors and notify Schools of planned or emergency work. All Sub Contractors and their workforce must be risk assessed, inducted and are required to validate their presence before carrying out any work.
Chemicals and Hazardous Substances	Schools should identify corrosive, abrasive or toxic substances which might be used in Schools. Schools should provide a list of hazardous substances used to E but School is responsible for management of use and disposal. Refer to NCC Health and Safety Management intranet site and to Corporate Code 'Safe Use of	E is responsible for safe management and disposal of hazardous substances which may be used in the repair or maintenance of the grounds and buildings. E should report to Schools on compliance with statutory inspection of LEV (Local Exhaust Ventilation) e.g.

Issue	School responsibility	Engie (E) responsibility
	<p>Cleaning Agents and Good Skin Care’.</p> <p>Schools are responsible for emptying of dust collection bags from CDT machinery.</p> <p>Spillages must be reported to the Help Desk immediately, identifying the substance.</p>	<p>fume cupboards at least every 14 months...</p>
<p>Display of safety notices</p>	<p>It is a legal requirement for all employers to display the ‘Health and Safety Law’ poster.</p> <p>Schools are responsible for completing details on fire safety notices e.g. muster points etc.</p>	<p>It is a legal requirement for all employers to display ‘Health and Safety Law’ poster.</p> <p>E will provide fire procedure notices.</p> <p>E will provide copies of liability insurance notices for display in each FM office.</p>
<p>Display screen equipment</p>	<p>Head teachers should ensure that habitual users of display screen equipment receive appropriate training and that workstations are risk assessed.</p>	<p>E has responsibility for FM staff.</p>
<p>Disposal of Sharps</p>	<p>Schools should notify FM Manager of sharps requiring removal.</p>	<p>E will provide sharps boxes for each School.</p>
<p>Drinking water</p>	<p>Any contamination of drinking water or other problems should be reported to the Help Desk.</p>	<p>The PFI contract requires the Contractor to provide safe drinking water.</p>
<p>Fencing</p>	<p>Schools should report problems e.g. breaches to the Help Desk.</p>	<p>E are responsible for maintaining fencing to the perimeter of Schools to meet their obligations on site security, and within the grounds e.g. around tennis courts.</p>
<p>Fire safety – general</p>	<p>All Schools should prepare a fire plan in conjunction with E.</p> <p>Refer to the School’s fire safety risk re-assessment report contained within the Fire Precautions File.</p> <p>For general issue contact Jim Forster, Health & Safety Officer, on 2116225.</p>	<p>E are responsible for checking and maintaining the fire safety and ensuring the protection of the buildings, contents and all users against fire.</p>

Issue	School responsibility	Engie (E) responsibility
Fire safety – functions in Schools halls etc	<p>Refer to the School’s fire safety life risk re-assessment report contained within the Fire Precautions File.</p> <p>Schools must adhere to the fire safety officer’s recommendations with regard to maximum numbers of occupants.</p> <p>For general issue contact Jim Forster, Health & Safety Officer, on 2116225.</p>	<p>E are responsible for maintaining the fire safety and ensuring the protection of the buildings, contents and all users against fire.</p> <p>Organisations leasing the School buildings must adhere to the fire officer’s recommendations with regard to maximum numbers of occupants.</p>
Fire NB	<p>Whilst E are responsible for the provision of physical fire safety requirements, Schools should agree a fire safety strategy with the FM Manager and follow the advice given in their Fire Precautions File. Advice can also be sought from NCC. For general issue contact Jim Forster, Health & Safety Officer, on 2116225.</p>	
First Aid	<p>Refer to First Aid Home Page of NCC Health and Safety Management intranet site.</p>	<p>E will make own arrangements for E staff</p>
Functions and Hiring of School Premises	<p>All requests for lettings outside the Core Hours should be directed to the Help Desk.</p> <p>Schools should use the NCC standard lettings agreement for any hiring of school premises within core hours.</p>	<p>E is responsible for providing a safe and clean building and equipment for and after all lettings. Lettings agreements will set out the responsibilities of lessees, including public entertainment licence.</p>
Furniture, storage racks, lockers etc	<p>Equipment must be used in a safe manner, e.g. avoiding overloading of fixed and freestanding shelving. Items stored at high level should only be reached using approved steps or ladders.</p> <p>Refer to Work at Heights home page on NCC Corporate Health and Safety Management intranet site.</p>	<p>E will assess condition and safety, and maintain storage equipment and display units provided within the PFI contract.</p> <p>E will check their ladder sets every six months. These are to be used by trained E staff only. Contractors are required to provide their own ladders and access systems</p>
Glazing	<p>Appropriate precautions should be taken in the vicinity of fixed and non fixed items such as display cabinets or when handling glass items e.g. bottles.</p> <p>Breakages should be reported to the Help Desk.</p>	<p>All glazing in windows, doors and door panels should conform to British Standard 6262 and Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1999. E are responsible for ensuring glazing is maintained in a safe condition.</p>
Hot surfaces and hot water	<p>All heating is underfloor in PFI 1 Schools.</p>	

Issue	School responsibility	Engie (E) responsibility
	Schools should report fluctuations in hot water temperature to the Help Desk.	Responsible for checking and maintaining safe temperature of tap water to prevent scalding.
Ice/snow	<p>Schools will decide if outdoor play areas need to be taken out of use during periods of severe weather.</p> <p>Schools should ensure that staff, pupils and visitors use the safe routes agreed with E during periods of snow or ice.</p>	E must comply with the service output specification and E Operational Plan to ensure safe access to and from the School building.
Jewellery	Refer to School policy.	
Lamp posts	School should report problems to the Help Desk,	E is responsible for maintenance of lamp posts and other 'street furniture' provided within the PFI contract.
Leaking roofs	School should report suspected leaks to the Help Desk.	E is responsible for maintenance and repair of the building.
Legionella	Not applicable.	E is responsible for legionella testing and responding to reports.
Lifting and handling	School employed staff only.	For E staff only
Lighting	<p>Schools should report failure of lights or inadequate lighting levels to the Help Desk.</p> <p>Christmas lights should carry the European CE mark. C recommend annual PAT testing of Christmas lights and that light sets should be fitted with a BS approved mains transformer. Lights should be switched off at the end of the school day. E can suggest simple check list for Christmas lights.</p>	The PFI contract sets out lighting standards which the Contractor has to deliver.
Machinery	Items purchased by the School are School responsibility. See Corporate Code' Managing the Safe Use of Potentially Hazardous Work Equipment' for general guidance.	E will inspect, maintain and PAT test items provided within contract.
Medication	Refer to DfES guidance 'Managing Medicines and Medical Needs in School and Early Years Settings'.	Not applicable
Noise	Schools should report problems through the Help Desk.	The PFI contract sets out noise transfer standards which the Contractor has to deliver.

Issue	School responsibility	Engie (E) responsibility
.	All items provided new or as transfer items within the PFI contract will be checked and maintained by E, including erection, storage and dismantling.	.
Outdoor play facilities and equipment	Refer to Association for Physical Education (afPE) 'Safe Practice in Physical Education and School Sport' Items purchased by Schools are School responsibility	E is required to check, maintain and assess safety of equipment provided as part of the PFI contract e.g. goal post, outdoor furniture.
PE activities and equipment	Refer to Association for Physical Education (afPE) 'Safe Practice in Physical Education and School Sport' Items purchased by Schools are School responsibility.	E is required to check, maintain and assess safety of items provided as part of the PFI contract.
Pest Control	Infestations should be referred to the E Help Desk.	E is required to provide a preventative and responsive service to eradicate any pests and vermin.
Ponds and water features	School is responsible for pupil management in areas where there may be a hazard.	Maintenance and provision of safety measures
Safety policies	Schools should refer to Schools home page of the Health and Safety management intranet site.	For operational aspects of School.
Slips, trips and falls	Refer to Corporate Code 'Prevention of Slips and Trips' and section Working at Heights. Hazards should be reported to E Help Desk for action.	E is responsible for rectifying hazards, e.g. wet floors, within agreed timescales.
Smoking	To comply with non-smoking legislation 'No Smoking' signage should be erected in appropriate locations i.e main entrances.	
Statutory inspections of lifting gear and pressure systems/plant	Items purchased by the School are School responsibility. School should discuss any requirements for specialised equipment for disabled staff or pupils with the LEA and the FM Manager.	E is responsible for equipment provided as part of the PFI contract. Test certificates should be retained on site. E is responsible for maintenance of passenger lifts.
Temperature	Schools should report fluctuations or excessive temperatures	The PFI contract sets out temperature standards which the Contractor has to

Issue	School responsibility	Engie (E) responsibility
	through the Help Desk.	deliver.
Toilets and washing facilities	Schools should report problems through the Help Desk	The cleaning contractor must meet the required standards of cleanliness. E will undertake reactive cleaning. E will ensure the prompt repair of any malfunction or damage of toilet and washing facilities.
Vehicles and Traffic Movement	Refer to Corporate Code 'The Safe Transport of Service Users' and 'Driving on School Business' policy.	E will manage traffic within the School grounds. Signs showing times when deliveries are allowed are displayed at all Schools and E will deal with contraventions.
Ventilation	School should report problems through the Help Desk.	The PFI contract sets out ventilation standards which the Contractor has to deliver
Violence	The head teacher is responsible for security during Core Hours. Refer to NCC Corporate Code 'Controlling the Risks Arising from Violence and Aggression'	E provides and maintains the security infrastructure and is responsible for all security, including CCTV monitoring, outside Core Hours.
Visits and trips	Refer to NCC guidance 'Safety in Educational visits and Schools Journeys Guidelines.	Not applicable

SCHOOL MINI-BUS DRIVERS PRE-JOURNEY CHECKLIST

Reg Number: **NJ58 NGO or SD170GL**
(delete as appropriate)

Mileage prior to journey: _____

Under the terms of the Road Traffic Act, it is the driver who is held responsible for the road-worthiness of the vehicle and not the owner. Therefore, it is in your personal interests that you check the following points before each journey.

- 1. Ensure that brakes and steering are operating safely
- 2. Check that all lights, instruments, horn and reversing buzzer are operating correctly
- 3. Check that there is an adequate supply of water in the windscreen wash reservoir and check that windscreen wash and wipers function correctly
- 4. Check for visible defects to the bodywork which may cause injury to others
- 5. Tyres should be checked for tread, punctures and damage
- 6. Oil and water levels must be checked
- 7. First aid kit should be checked and any items should be replaced without delay
- 8. Fire extinguisher must be capable of being used and mounted in an easily accessible position
- 9. All windows and mirrors must be clean in order to ensure good all round visibility
- 10. Entrance door should open and close correctly
- 11. Emergency exits should open correctly from inside and out

This is to certify that my licence authorises me to drive the Minibus, I have read the Notes on the school minibus in the staff handbook and am fully aware of my responsibilities.

I have recorded below any problems I found with the vehicle.

Name: _____ Signature: _____
Date: _____

The following problems were found:

This completed check sheet to be returned to Finance Office Prior to the start of the journey.