



## Policy: Health and Safety Procedures

St George's Primary School is a Church of England school that promotes the spiritual, moral, cultural and physical development of each child.

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<b>Policy Title:</b>	<b>Health and Safety Procedures</b>
<b>LT Responsibility:</b>	Head of School
<b>Review Body:</b>	Executive Head Teacher
<b>Date:</b>	September 2018
<b>Review:</b>	September 2019

*We recognise that our pupils bring with them a wide variety of behaviours influenced by life experiences outside school. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan. We will also ensure compliance with the trust's Equality Policy taking into account pupils with protected characteristics and making reasonable adjustments for pupils with a disability within the meaning of the Equality Act 2010. Both the school and trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the trust's Equality Policy, the school seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.*

This policy should be read in conjunction with the Trust's Equality Policy and the Aquinas Trust Health and Safety Policy - <https://www.aquinastrust.org/about/policies>



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### HEALTH AND SAFETY POLICY STATEMENT OF INTENT

St George's Bickley Primary recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Aquinas Advisory Council members, staff and pupils will play their part in its implementation.



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### ORGANISATION

#### 1.0 INTRODUCTION

In order to achieve compliance with the Statement of Intent the Academy's leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

#### 2.0 THE HEAD OF SCHOOL

The Head of School has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He/she provides the final authority on matters concerning health and safety at work.
- c) The Head of School will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) He/she delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Administrator.

#### 3.0 THE SCHOOL ADMINISTRATOR



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The School Administrator working in conjunction with the Site Manager will advise The Head of School on health and safety policy. Acting for and on behalf of The Head of School, he/she has the responsibility for implementing and monitoring the policy.

The School achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.



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- n) A report to The Aquinas Advisory Council on the health and safety performance of the school is completed termly.

#### 4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Assistant Head Teachers, Curriculum Co-ordinators, Office Staff, and Site Manager. They must:

- a) Apply the school's Health and Safety Policy to their own area of work and are directly responsible to The Head of School for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to The Head of School.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to The Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for The Head of School.



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## 5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Head of School or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Site manager.
- i) Report all accidents, defects and dangerous occurrences to The Head of School, School Administrator or Site Manager.

## 6.0 OBLIGATIONS OF THE KITCHEN MANAGER

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.



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- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Site Manager or Head of School of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of The Head of School and Kitchen Manager.

### 7.0 OBLIGATIONS OF ALL EMPLOYEES

7.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by The Aquinas Advisory Council , Aquinas Trust or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.



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- g) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the Academy's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) from the Aquinas Trust
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

### 8.0 OBLIGATIONS OF CONTRACTORS, HIRERS OR COMPANIES

- 8.1 When the premises are used for purposes not under the direction of The Head of School e.g. the provision of school meals, then, subject to the explicit agreement of The Head of School under delegated powers from the Aquinas Trust, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors, people or companies that wish to hire or use the school premises or grounds need to complete an Application for the use of Educational Premises, please see Appendix 2.
- 8.3 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform The Head of School of any risks that may affect the school staff, pupils and visitors.
- 8.4 Contractors need to provide their Health and Safety Policy and documents, where appropriate, and provide their Public Liability Insurance before working on or using the school premises or grounds.



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- 8.5 All contractors must be aware of the Academy's health and safety policy and emergency procedures and comply with these at all times.
- 8.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, The Head of School or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

### 9.0 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



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### PROCEDURES AND ARRANGEMENTS

#### Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

#### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the School Administrator who will ensure that the accident is investigated and reported to The Aquinas Trust.

All incidents or near misses — i.e. something which has the potential to cause harm although it doesn't do so on this occasion — must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

#### Contractors

The Site Manager is responsible for the selection and management of contractors in accordance with the school policy.

#### Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.



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Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

### Display Screen Equipment

The Site Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff that regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### Educational Visits and Journeys

The Head of School and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

### Electrical Safety

The Site Manager is responsible for ensuring that a competent person inspects the hard wiring system every five years and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of The Head of School.

### Fire Precautions and Emergency Procedures

The Head of School is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every term.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.



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The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.



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### First Aid

The names of the school's qualified First Aiders are displayed on the notice board in the staff room.

First Aid supplies are kept in designated areas throughout the school and it is the responsibility of the School Administrator to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

### Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head of School. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

Spirit based marker pens

Corrective fluid

Aerosol paints

All the above should be used in a well-ventilated area.

### Inclusion



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All teaching and support staff should be familiar with the Inclusion policy and supporting guidance.

The Head of School is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN/D.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Manager and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN/D. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by The Head of School.

### **Lettings/shared use of premises/use of Premises outside School Hours**

The Head of School is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The School Administrator is responsible for managing the arrangements for lettings, e.g., staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.



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Any member of staff working after hours must notify The Head of School and Site Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

### Managing Medicines & Drugs

No pupil is allowed to take prescribed medication on the school site without a letter of consent from his/her parent/carer. Only prescribed medication can be taken on school premises.

Staff must notify the Head of School if they believe a pupil to be carrying any unauthorised medicines/drugs.

It is the parents/carers responsibility to ensure all medication for their child is 'in date' and is replaced by the parent/carer when nearing to end of life and not the Academy's responsibility to remind parents when this is.

Please refer to the Medical Needs Policy for more detailed information.

It is not the responsibility of the Academy to remind parents to collect medicines that are no longer required or are out of date.

It is the responsibility of the parent/carer to collect all medicine if a child leaves the school or the medicine goes out of date. If a child leaves the Academy or the medicine goes out of date and it has not been collected, the school will dispose of the medicine appropriately, without contacting the parent/ carer.

The school policy for Medical Needs provides detailed guidance and all staff should be familiar with this policy.

### Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.



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All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

### Manual Handling and Lifting

The Head of School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.



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### Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Site Manager undertakes weekly checks of the play equipment and play areas. Midday supervisory staff should make a visual check of all play equipment before use.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head of School or Site Manager immediately.

### PE Equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

### Personal Protective Equipment (PPE)



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Where the need for PPE has been identified in Risk Assessments, it is The Head of School's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head of School.



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### Risk Assessments

It is The Head of School's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head of School is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum Co-ordinators will undertake risk assessments for their specialist areas. The Site Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

### Security/Violence

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held with two members of staff present (One member should be a member of the Senior Leadership Team). The Head of School should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to The Head of School.

### Site Maintenance



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The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to The Head of School.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. His job book is kept outside his room, which is used when necessary, staff can also inform the Site Manager verbally or via email. Staff will contact him by mobile if the matter is urgent.

### Smoking

It is illegal to smoke anywhere on the school premises (The Smoke-free (Premises and Enforcement) Regulations 2006). Smoking and the use of electronic cigarettes are banned from anywhere on the school premises or grounds.

### Dogs

No dogs except Guide Dogs or those used for educational purposes are allowed on site.

### Staff Training & Development

The Head of School is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training and lockdown procedure training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.



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### Stress

The school, Aquinas Trust, Aquinas Advisory Council members and Head of School are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### Swimming

Children are instructed by ASA Qualified Instructors who are DBS vetted and health checked. The programmes take place in local authority pools, local schools and Sports Centres and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

### Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.



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### Working at Height

The Site Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small stepladder must be used. Standing on desks, chairs or other furniture is not permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### DATA PROTECTION

*St George's CE Primary School [The Academy] processes personal data, some of which will be sensitive personal data, in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions*



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**Appendix 1: Application for the use of Education Premises**

(Please use BLOCK CAPITALS)

Name of Hirer (person, body, association, limited company)	
Address of Hirer	
Contact Number(s)	
Email Address	

Purpose of Hire						
Attendees	Total No.		No. Adults		No. Children	
Single Booking	Date of Booking		Start Time		End Time	
Block Bookings	Frequency/ Days					
	Start Date				Start Time	
	End Date				End Time	

*Booking times must allow sufficient time for preparation and clearing away before and after the event.*

Facility Required	Dining Hall	Assembly Hall
Kitchen	Sports Hall	
Grounds		
Equipment Required		



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Other arrangements such as any disability access requirements:		
<i>St George's Bickley Primary does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.</i>		
Does the hirer have public liability insurance with an indemnity limit of not less than £5,000,000? If yes please attach a copy of the current schedule	Yes	No
<i>If the hirer does not have public liability insurance with an indemnity of £5,000,000 they will be included onto the St George's insurance policy for a premium equivalent to 10% of the hire fee.</i>		
Will the Hirer be using their own electrical equipment?	Yes	No
If yes, have all the electrical appliances been electrically tested and have a date of test clearly shown?	Yes	No
<i>St George's reserves the right to decline the hirer the use of the premises should it be deemed that the electrical equipment is not fit for purpose.</i>		
Will there be music and dancing?	Yes	No
Is admission to be charged for the function?	Yes	No
If yes, how much per person		



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Will refreshments be served?	Yes	No
Will alcohol be consumed?	Yes	No
If yes, will the alcohol be served or sold?	Served	Sold

*If permitted by St George's, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.*

The hirer is under obligation to:

- Contact parents of the pupil coming to the club or directly to the person attending the club promptly in the event of their club being cancelled.
- Complete a register of all attendees at each club session.
- If it is a club that children attend, ensure children are collected at the end of each session by a responsible adult, unless written permission has been received for alternative arrangements.
- Provide a copy of DBS and 1<sup>st</sup> Aid documentation for anyone coming into
- contact with children.
- To ensure that all documentation is kept up to date and all current



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I hereby make an application for the use of the accommodation and facilities stated above and upon application being granted, I undertake to pay in advance the charges in respect thereof and to accept and comply with the Conditions as stated above. I declare that I am over the age of 18.

I have read and understood the Conditions of Hire as set out in the attached terms and conditions and agree to be bound by them from the commencement of this agreement.

I am aware that the St George's reserves the right to cancel the hire at any time. St George's undertakes to give as much notice as possible if this situation should occur.

Our out of hours emergency contact, should you require it, is: Mr Lincoln Davies

Agreed Letting Fee per Session

£

Signed

(Hirer):

.....

Print

name:.....

Date: .....

*You will be sent confirmation of whether this application has been accepted or rejected via email. You will be invoiced the full amount for the term/half term.*

**Please return the form to:  
C Georghiades, Club Organiser**

**(St George's Bickley only)**



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This application for letting is: ACCEPTED/REJECTED

Signed:..... HoS St George's Bickley Primary

Date:.....

**Office Use :**

Evidence of own insurance cover supplied and approved	Yes No
<b>If no</b> , include in Academy's insurance cover	Yes No
Does the letting involve working with children/young people	Yes No
<b>If yes</b> , has the Academy followed their safeguarding procedures	Yes No



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### Terms and Conditions

#### 1. Interpretation

- a. Health and Safety Legislation:
- b. St George's Bickley Primary: means The Aquinas Trust, its employees and agents.

#### 2. Use and Access

- a. The Trust permits the Hirer to access and use the Premises on the times specified for the Permitted Use.
- b. The Trust does not warrant that the Premises are fit or suitable for the purpose of the hire.
- c. The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities in the Premises during the Hire Period and for the prevention of disorderly behavior.
- d. The Hirer will be responsible for obtaining and paying for any Public Entertainment Licence required.
- e. The Trust retains the right to access the Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by Trust staff.
- f. The Premises remain in the Trust's legal possession notwithstanding the Hirer's occupation during the Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy.

#### 3. Restrictions on Use

- a. The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Trust or any other occupiers within the Building or any owner or occupier of neighbouring property.
- b. Trust kitchens may only be used with the express consent of the Trust and may incur an additional fee to cover the attendance of a representative of any contractor and/or additional cleaning.



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- c. The Hirer shall not make any alterations or addition to the Premises, shall not affix any items to the Premises and no interference is to be made with Trust property/equipment or other parts of the building which do not form part of this hire agreement.
- d. Alcohol must not be sold on the Premises unless prior permission is given by the Trust and a licence obtained by the Hirer.
- e. Illegal drugs are not to be brought onto or consumed on the Premises.
- f. No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
- g. Smoking is not allowed on the Premises or the building at any time.
- h. No betting, gaming or gambling is allowed on the Premises without the written permission of the Trust and the relevant license from the licensing authority.
- i. Dogs, other than guide dogs for the blind, other assistance dogs or dogs used for educational purposes, shall not be allowed on the Premises.

#### 4. Hire Fee and Deposit

- a. The Hire Fee is due and payable 21 days prior to the Hire Period.
- b. The Trust reserves the right to require a deposit over and above the Hire Fee as a security against damage to the Premises (including any Equipment) or the Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

#### 5. Condition and Damage

- a. The Hirer will keep the Premises in a clean and tidy condition when in occupation. The Premises must be left in the same condition as before the Hire Period.
- b. Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or Trust property will be the responsibility of the Hirer and the Hirer shall pay to the Trust the cost of making good any such damage.

#### 6. Insurance

- a. The Hirer must hold public liability insurance in respect of their occupation of the Premises for a minimum of £5 million and will provide a copy to the Trust.



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- b. [The Trust may at its discretion waive the requirement to hold public liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold public liability insurance and who may find it difficult to obtain. In these circumstances, the Trust will arrange for the Hirer to be covered under the Trust's own public liability insurance and any extra associated costs will be reflected in the Hire Fee.

### 7. Indemnity

- a. The Hirer shall keep the Trust indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.

### 8. Loss

- a. The Trust does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person however caused.
- b. The Trust shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the Trust of access to or use of the Premises.

### 9. Assignment

- a. This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

### 10. Health and Safety



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- a. The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- b. The Hirer should, as far as possible, have an accurate list of those present. c. Any portable equipment to be used must have a current PAT test certificate.
- d. The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures. The Hirer is required to take any precautions necessary to ensure the safety of those attending during the Hire Period, including ensuring the means of escape from fire are not blocked or impeded.
- e. The Hirer will immediately inform the Trust of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the Head of School. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.

### 11. Safeguarding and Child Protection

- a. Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the Trust upon request.
- b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933.

### 12. Cancellation

- a. The Hirer may cancel the booking at any time by contacting the Trust. The Trust reserves the right to charge the Hirer a cancellation fee.
- b. This agreement will be cancelled immediately should the Hirer breach these Conditions of Hire at any time and no Hire Fee (or part thereof) shall be refundable.
- c. The Trust reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavor to give as much notice as possible.



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- d. In such circumstances, the Trust will refund the Hire Fee (and any deposit), but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay.

### 13. Advertising

- a. The Trust must approve all advertising and posters concerning the use of the Premises.



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### Appendix 2 – Acronyms for Health and Safety Policy

BS/EN	British Standard, European Norm
BAALPE	British Association of Advisors and Lecturers in Physical Education
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
DSE	Display Screen Equipment
EVC	Educational Visits Coordinator
PPE	Personal Protective Equipment
SEN/D	Special Educational Needs & Disabilities
SENCo	Special Educational Needs Coordinator



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## Appendix 3 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder

1. Educational Visits and Journeys
2. Medical Needs
3. Managing Contractors
4. Child Protection (safeguarding) Policy
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
8. Fire risk assessment and procedures
9. Supporting Pupils in Schools with Medical Conditions



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## HEALTH AND SAFETY POLICY

### Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: .....

Employees Signature: .....

Date of Signature: .....