

**CHRIST CHURCH**



**PRIMARY SCHOOL**

# **Health, Safety & Wellbeing Policy**

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Approved by the Governing Body on: September 2022

Signed: *S Marbrow*

To be reviewed on: September 2023

This policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

## **Part 1**

### **Health, Safety & Wellbeing Policy Statement Christ Church Primary School**

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

## Part 2

### Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community School	<b>Staffordshire County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

#### Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

#### Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteachers					
School Leadership Team					

<b>Assistant Headteachers and Inclusion Leader - SLT</b>					
<b>Health and Safety Coordinator</b>					
<b>Heads of Dept</b>					
<b>Teachers</b>					
<b>Managers</b>					
<b>Premises Managers</b>					
<b>Teaching and Classroom Assistants</b>					
<b>Learning Support Staff</b>					
<b>Admin Staff</b>					
<b>Site Supervisor or Caretaker</b>					
<b>Council Health and Safety Forum</b>					
<b>Health, Safety and Wellbeing Advisors and Occupational Health Professionals</b>					
<b>Other Assisters</b> <b>Council</b> Strategic Property Officers Insurance services <b>Entrust</b> Asbestos Management Team Property Services HR					<b>Excluding Entrust Assisters</b>

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>School Governors</b> <b>Headteachers</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<b>Headteachers</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Assistant Headteachers and Inclusion Leader - SLT</b> <b>Health and Safety Coordinator</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

<b>Heads of Dept Managers Premises Manager</b>	
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The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteachers from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

## Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteachers (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work

and receive health and safety reports from Health and Safety Representatives, responding as necessary.

- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;



17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

<b>Employees</b>
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 3**

### **Arrangements & Procedures for Health, Safety and Wellbeing**

#### **Christ Church Primary School**

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:

#### **1. Accident Reporting, Recording & Investigation**

The Headteachers, Victoria Anderson and Lee Archer, undertakes accident reporting, recording and investigation. The Health and Safety team are contacted as necessary. Minor accidents are recorded by a member of staff in the accident log or if an adult, the accident book.

#### **2. Asbestos**

V Anderson is responsible for the Asbestos Record System Manual, located in the office. Contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, however as a new build there is no asbestos in the fabric of the building.

#### **Contractors**

Contractors are selected from the Approved County List and hazard exchange/risk assessments are completed before work commences. The site manager also takes responsibility for monitoring the work of contractors, particularly over the holiday time. Any concerns on working methods are reported to the Headteachers who will liaise with the Councils Strategic Property Team and Entrust Property Services.

- 3. Curriculum Safety** [including out of school learning activity/study support]  
Staff must undertake written risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Cooking or Science Equipment.  
Staff must comply with policy and procedures in educational lessons and have received training in Safety in PE.  
Out of school learning e.g. sports trips and outdoor education have written risk assessments that are processed through 'Evolve'. These are scrutinised by the Educational Visits coordinator (V Anderson) before being formally approved and submitted to County.
- 4. Drugs & Medications**  
See Medicine policy.  
Parental requests for medicines to be administered must be in writing and signed by the parent or person with parental responsibility. Medicine is stored in the Medical room and must only be administered in accordance with the prescribed method. Medicines must not be decanted and any medicine dispensed must be recorded by the member of staff administering (usually Ms Douglas). The policy is available on the school website.
- 5. Electrical Equipment** [fixed & portable]  
Staff using electrical equipment are requested to conduct a visual inspection before use. Any defects must be brought to the attention of the Headteachers immediately and equipment not used.  
Personal items of electrical equipment may not be used in school unless approved by the Headteachers and having a PAT certificate (unless brand new).  
Portable electrical items in school are PAT tested each year.  
Fixed electrical items in school are tested every 5 years.
- 6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
The Headteachers and Assistant Headteachers are designated Fire Marshals.  
Staff have updated their understanding of precautions and procedures in September 2021 as part of a staff meeting.  
Emergency evacuations are undertaken each term including a lunchtime, to include lunchtime supervisors and kitchen staff in the practice and procedures of evacuating school.  
School has a panic alarm that is linked to the alarm centre if there is a problem or threat (intruder).  
The alarms are tested weekly by the site manager, varying the location of call points.  
The alarms and fire extinguishers have a schedule of maintenance (Trinity and Chubb). In the event of an emergency evacuation the alarm is linked to the call centre and the fire services alerted. The assembly points are marked to the front of the hall and children know where to assemble through training.  
In the event of a threat of bomb, staff will follow the emergency evacuation procedures as directed by SLT.

***Fire Risk Assessment***

The fire risk assessment was created with the Health and Safety Advisor – Wendy Sears, in February 2016. It was updated in May to reflect changes in the fire extinguisher provision. It is reviewed at least annually by the Headteachers and Governors or before if any changes occur. Staff have received a copy and it is available on the Intranet. Children requiring additional support in evacuating the building will have a personal plan drawn up.

**7. First Aid**

Names and locations of trained appointed first aid staff, location of first aid boxes are indicated throughout the school. In addition, notices are available in the medical room and staff room. First Aid boxes are to be found in the Medical room, Staff room, and Learning Laboratory. Mrs Charlton is responsible for checking and restocking First Aid supplies. In the event of an emergency a member of the office staff will summon an ambulance and

parent of the casualty. A designated member of staff (usually the Headteacher) will accompany the child (or adult) to hospital if the parent is unable to attend. There is a training schedule to ensure suitable and sufficient First Aiders are always available on the premises. In the case of the EYFS, paediatric First Aiders are available in school and when on a visit.

**8. Glass & Glazing**

As school is a new build (2013) all glass in doors and side panels is safety glass. All replacement glass will be of safety standard.

**9. Hazardous Substances (COSHH)**

School restricts the use of substances within school. Safety data sheets are obtained and COSHH assessments are made. These assessments are shared with staff and are available on the intranet. Substances must not be stored in the vicinity of children but kept secure under the direction of the COSHH assessment.

**10. Health and Safety Advice**

School can seek competent health and safety advice from Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

**11. Housekeeping, cleaning & waste disposal**

School uses a cleaning company to ensure premises are kept clean. All staff and pupils are required to help keep the school tidy by ensuring they dispose of waste in the bins provided and not allowing a build-up.

The site manager disposes of the waste into the bins and there are regular collections of refuse (weekly) and as required for recyclable waste. The external waste bins are secured and stored away from the school building in an enclosed shelter. The site manager is also responsible for general housekeeping such as replenishing stocks of toilet tissue and liquid soap. He is also responsible for site maintenance which includes litter picking, visual inspections, snow clearance, gritting.

**12. Handling & Lifting**

Staff are not required to lift or handle heavy loads. The site manager is responsible for moving light loads with a trolley and furniture. Staff have received manual handling training (2012). A lift is available for the first and second floor and a chair lift to the outer roof area.

**13. Jewellery (See school prospectus)**

Children are requested not to wear jewellery. Earrings are not to be worn for PE lessons.

**14. Lettings/shared use of premises**

(See lettings policy)

Currently the school is not let out. There is a written agreement between the school and the Burton Caribbean Centre next door, that they may utilise the car park at restricted times and they are responsible for the safe management of the premises at this time. This agreement may be rescinded by the school at any point.

**15. Lone Working**

Teaching staff are not allowed to work alone at school.

**16. Maintenance / Inspection of Equipment (including selection of equipment)**

There is a schedule of inspection for testing and maintenance (see log). PE equipment is formally checked each year and also outdoor fixed play equipment. Lifts and extraction systems comply with the Service Level Agreement schedules. New equipment is purchased according to latest legislation specifications.

**17. Monitoring the Policy and Results**

The Headteachers, together with the premises governors carries out the annual Health and safety Evaluation Checklist and Self Audit. They also conduct premises inspection (indoor and outdoor) to monitor implementation of policy by staff.

The office staff monitor accident reports and trends on a monthly basis. The information is shared with Governors and staff.

**18. Poster on Health and Safety Law**

The poster is situated in the entrance hall.

**20. Personal Protective Equipment (PPE)**

Gloves and aprons are available in the medical room.

**21. Reporting Defects**

Defects are reported to the Headteachers and to the site manager. Depending on the nature of the defect, remedial work is undertaken by approved person, arranged by the Headteachers.

**22. Risk Assessments**

Risk assessments were drawn up by the Health and Safety team in 2014. These are reviewed yearly or sooner if a change is made. All staff sign to say they have read and understood the necessary risk assessments pertinent to their role. New risk assessments are shared with staff through briefings and at induction.

**23. School Trips/ Off-Site Activities**

Parental permission is required for trips and off site activities. School seeks authorisation through EVOLVE, which includes emergency arrangements, supervision requirements and organiser.

**24. School Transport – e.g. minibuses**

School does not have a minibus. School purchases travel insurance and uses reputable firms when booking transport e.g. coaches.

**25. Smoking**

Smoking is not permitted within the building or within the school grounds.

**26. Staff Consultation and Communication**

There are termly Health and Safety Governor meetings. Health and Safety is a regular agenda item at staff meetings. The staff Health and Safety representative is Fiona Priestley who is also a Governor on the above committee. Any concerns can be raised with the Headteacher or through the representative. Health and Safety is part of new staff induction and Health and Safety information is available through the Intranet.

**27. Stress and Staff Wellbeing**

There will be a new staff well-being survey due in June 2016. Staff advice regarding managing stress in the workplace is available in the staffroom. School buys into the County Occupational Health scheme to support staff when necessary.

**28. Supervision**

Children must be supervised at all times in accordance with the legal teacher to pupil ratio. Children who require additional support must be included as part of risk assessments for external trips. Staff in regulated activity have undertaken enhanced DBSs and if working with pupils in the EYFS must declare that they, or anyone else living at the same address, are not barred from working with children. Governors are also subject to DBS clearance.

**29. Swimming Pool Operating Procedures (not applicable)**

- 30. Training and Development**  
New staff are briefed about Health and Safety arrangements at induction with either the Headteacher or Senior TA. A staff handbook is made available as well as signposting to where further information may be found.
- 31. Use of VDU's / Display Screens / DSE**  
Office staff have undertaken the DSE assessment.
- 32. Vehicles on Site-car park separate to children's playground**  
Car park is separate to main playground.
- 33. Violence to Staff / School Security**  
All staff must report all incidents of verbal & physical violence to the Headteacher. The appropriate paperwork must be completed. Staff will be offered counselling as appropriate as part of the post investigation process.
- 34. Working at Height**  
Staff must not work at height. Kick stools are provided for putting up displays on notice boards. The site manager must maintain his ladders to the appropriate standard.
- 35. Water Hygiene**  
Water hygiene checks and water hygiene manual inspection are undertaken routinely as part of the Service Level Agreement. The manuals are located in the school office. The site manager is responsible for weekly flushing of little used outlets and recording checks undertaken.
- 36. Work Experience**  
The senior TA is responsible for assessing potential work placements, providing training making arrangements for induction and supervision of students on work placement.

## **Part 4**

### **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

1. To run a desk top exercise of a business continuity plan

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.