

Bishop Road Primary School



Health Safety & Wellbeing Policy

Document 2 *version three edited by the Systems and Services Manager*

“Our organisation and arrangements”

February 2019

Produced by the Risk, Property and Facilities Director, Delegated Services, as Competent Person for the organisation

Copyright notice: the contents of this and related documents are for staff and authorised others at the organisation which has purchased support from the Risk, Property and Facilities Director and only use for you specific establishment is permitted. Please DO NOT forward or relay the contents of this and similar documents without the explicit and prior written permission of the RM&R D.

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

Page 1 of 28

Contents

2	Organisation	
2.1	Governors	2
2.2	School Head Teacher	3
2.3	Systems and Services Manager	6
2.4	Deputy Head Teacher	8
2.5	Systems and Services Manager/Caretaker	9
2.6	Staff with subject Leader Roles	10
2.7	Staff with other Key Contributory Roles	11
2.8	Contract Managers	12
2.9	Employees	13
2.10	Safety Representatives	13
2.11	Specialist Advisers	14
3	Arrangements	15

2 ORGANISATION –who looks after what

2.1 Governors

The Governors of the Bishop Road Primary School recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.2 School Head Teacher

2.2.1 The Head Teacher is appointed by the governors. The Head Teacher is accountable to the Governors for implementing the School's HS&W Policy and for all matters relating to HS&W within the School. Safeguarding issues cross-relate to health, safety and wellbeing. Also included are the Early Years Foundation Stage Statutory Framework requirements which may be delegated to a Senior Leader.

2.2.2 The Governors require the Head Teacher to ensure that the School's HS&W policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

2.2.3 The Head Teacher delegates the management of HS&W matters to the Systems and Services Manager and also delegates management of curriculum orientated health and safety to the Deputy Head Teacher and relevant subject leaders.

2.2.4 The Head Teacher delegates the:

- Safeguarding Single Record (CRB/DBS) to the Office Coordinator reporting to the Head Teacher
- Special Educational Needs to a staff member holding the title Senco/Sendco who will report to the Head Teacher.
- Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) and who reports to the Head Teacher
- Student Placements and Work Experience will be coordinated by the Deputy Head Teacher

2.2.5 The Head Teacher delegates responsibility to the Systems and Services Manager as Asbestos Duty Holder for the School and will ensure compliance with the Control of Asbestos Regulations 2012 and 2018 and any update, in so far as they relate to preventing the release of asbestos fibres in the School.

- 2.2.6 The Head Teacher delegates responsibility for the potential risks from legionella bacteria, which may arise from work activities to the Systems and Services Manager as well as the Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations 2002 assist and support the assessment, prevention or control the risk from the bacteria by taking suitable precautions.
- 2.2.7 The Head Teacher delegates responsibility for Fire Risk Assessments to the Systems and Service Manager in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the School and its activities, and as a consequence appropriate Fire Precautions are put in place.
- 2.2.8 The Head Teacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines, Fire Wardens and PTFA Food Hygiene Coordinators. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the School's activities and responsibilities.
- ✓ Special requirements for Early Years' whether statutory or good practice will be implemented where necessary. These include the provision of first aiders with extra training for children in Reception classes.
- 2.2.9 The Head Teacher delegates responsibility to the Systems and Services Manager for ensuring that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties.
- The Head Teacher delegates the day-to-day co-ordination of all contractual and maintenance work carried out on School premises to the Systems and Services Manager and the caretakers, who will liaise with Lead Teachers and others to ensure safety procedures and policy agreements are observed.
- 2.2.10 The Systems and Services Manager is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are brought to the attention of the relevant pupils, employees, contractors, and members of the general public. The Head Teacher will liaise with the Systems and Services Manager on these matters.
- 2.2.11 The Head Teacher delegates the Office Coordinator to ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively.

- 2.2.12 The Head Teacher will be a member of, and participate in the Health and Safety Committee and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult.
- 2.2.13 The Head Teacher will, with the Health and Safety Committee, review at least once a year:
- i) Fire and Evacuation procedures;
 - ii) First Aid provision both in the School and on off site visits;
and from time to time, according to a proportionate plan
 - iii) all other HS&W policies, procedures, codes of practice, risk assessments, and guidelines.
- 2.2.14 The Head Teacher will seek advice, when appropriate competent person/s and outside agencies that are able to offer informed and expert opinions.
- 2.2.15 The Head Teacher and Systems and Services Manager will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.
- 2.2.16 The Head Teacher and the Systems and Services Manager will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.
- 2.2.17 The Head Teacher delegates responsibility to the Systems and Services Manager to ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the School to other duties.
- 2.2.18 The Head Teacher will ensure that appropriate HS&W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.
- 2.2.19 The Head Teacher, Deputy Head Teacher, Systems and Services Manager, Caretakers, the School's lead competent person and such other posts as identified by the Governors and appropriately minuted shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises.

In addition they are authorised to warn individuals, in the event of unacceptable behaviour, about the Section 547 powers available under the Education legislation, (or any successor legislation) and the risk of criminal procedures.

In the event of a ban being imposed, should there be an appeal, a panel of Governors not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities.

- ✓ The cross-cutting with safeguarding issues and the requirements of the early years' guidance will be integrated with policies and procedures. Particular attention will be paid to site security and integrity and the release of children to the correct authorised parents and carers.

2.2.20 The Head Teacher is responsible for the School's Wellbeing overall approach and risk assessment to put in place the controls needed to remove or reduce risks to health.

This will include the commissioning of a competent Occupational Health provider with a full range of services, which if necessary could include health surveillance to ensure compliance with the law and the protection of the staff team.

2.3 Systems and Services Manager

The member of staff designated as the School's Health and Health and Safety Coordinator is the Systems and Services Manager and the postholder will administer and manage day-to-day health and safety matters plus specific matters as identified in section 2.2 above on behalf of the Head Teacher by:

2.3.1 Acting as the day-to-day link between the School and:

- The Head Teacher;
- The Competent Person (or body) from whom support and advice is purchased;
- The Governors
- Other providers of HS&W services.

2.3.2 Working with personnel in the School, who have a lead role in HS&W e.g., the Deputy Head Teacher

Catering Manager (Autograph Catering); Special Educational Needs Coordinator (Senco); by:

- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the Health and Safety Committee;
- requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the School Health and Safety Committee. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to identified time scales/frequencies;
- disseminating HS&W Information e.g., passing on information from the competent person and professional bodies e.g. CLEAPSS, to appropriate persons and the School Health and Safety Committee, and
- arranging for Instruction and Training; ensuring training records are kept up to date; reporting training statistics to the School Health and Safety Committee.

2.3.3 Taking a pro-active interest in the HS&W aspects of all School activities including:

- joining with others to undertake inspections and risk assessments as appropriate;
- checking that welfare and wellbeing legal requirements are being met e.g. meal breaks, eating areas and provision for pregnant individuals.
- being involved in pre-start contract meetings with contractors;
- advising the Head Teacher and Deputy Head Teacher of potential breaches of legislation and or School Policy/ best practice, and
- prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the School's competent person or other Safety Advisor.
- Be the lead with school council health and safety walks around the school

2.3.4 Organising paperwork for the Health and Safety committee as frequently as appropriate to give time and full consideration to all aspects of School HS&W, and, in so doing arrange for the:

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

- attendance of occasional contributors
- management of the agenda to include:
 - accident and near miss incident monitoring;
 - receiving Inspection Reports and resultant Action Plans;

2.3.5 Recommending revisions to the School's HS&W Policy to the Head Teacher and Governors.

2.3.6 Referring irresolvable matters via the Head Teacher and to the Governors.

2.3.7 Representing the School on relevant HS&W Working Groups, professional bodies etc.

2.3.8 Being familiar with the content of local Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the

attention of the Head Teacher, Lead Teachers and others contributing to the safety system, as necessary.

2.3.9 2 Working with the school office ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, workshop or any other area for teaching and learning activity, are made aware of the School's arrangements and procedures, including risk assessments, relating to the work area, before commencing work.

2.4 Deputy Head Teacher

Will work primarily with teaching personnel in the School who have a lead role in managing high hazard activities such as Arts and Drama, DT, PE and Science and will:

- request advice from the Systems and Services Manager as appropriate
- request risk assessments; assist in the maintenance of the Risk Assessment Action Plan; reporting issues arising from risk assessments to the School Health and Safety Committee.
- Support and contribute towards Systems and Services Manager in maintaining a sub Risk Assessment file and ensuring Risk Assessments are reviewed according to identified time scales/frequencies;

2.5 Systems and Services Manager and Caretakers

The Systems and Services Manager will be responsible for both the line management of the cleaning team and for co-ordinating all contractual work and maintenance carried out on School premises. The Systems and Services Manager is aware of all contractors and/or third parties entering the School to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.

The Systems and Services Manager and Caretakers will have authority from the Head Teacher to check that contractors have adequate safety procedures in force and that they are aware of the School's HS&W Policy as it affects them and will:

- 2.5.1 ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.5.2 ensure that HS&W matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ grounds maintenance managers are aware of any implications of the School's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.
- 2.5.3 compile a School 'Buildings Register' identifying known hazardous substances and materials (e.g.: asbestos, Legionella, lead, flammable materials and substances etc).
- 2.5.4 ensure that (i) a seasonal inspection is completed three times a year by a representative team including staff and pupils, (the latter appropriate to their age) with defects reported accordingly and (ii) a property survey of the School's buildings/ premises is carried out annually.
- 2.5.5 keep a Premises Log Book up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention.
- 2.5.6 establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the School's site/premises and emergency procedures for lost or missing children.
- 2.5.7 ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 2.5.8 ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for School use are accompanied by appropriate

information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, prior to use.

- 2.5.9 take responsibility for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace.
- 2.5.10 ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas.

2.6 Staff with Subject Leader Roles

2.6.1 Subject Leaders are accountable to the Head Teacher for all matters relating to HS&W within their areas of activity. Subject Leaders will liaise on a day-to-day basis with the Systems and Services Manager and if necessary the Deputy Head Teacher regarding HS&W matters.

2.6.2 Subject Leaders must:

ensure that all staff under their control:

- receive information on their duties regarding HS&W matters
- are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
- are supervised appropriately according to their level of competence.

2.6.3 make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas eg, by applying guidance from appropriate professional bodies for example:

- Association for Physical Education
- Design and Technology Association (DATA)
- Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (and in particular it's Model Health and Safety Policy for Science Departments L223 or any update.

2.6.4 take responsibility for carrying out all risk assessments and for producing their own area of activity's safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.

2.6.5 take responsibility for consulting with Safety Representatives and Trade Unions/staff representatives on HS&W matters.

2.6.6 take responsibility for liaising with the Systems and Services Manager and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

2.6.7 take responsibility for ensuring that all plant, machinery, equipment, tools, materials, and substances etc received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, so that appropriate risk assessments can be undertaken prior to use.

2.6.8 carry out a seasonal safety inspection of their area of activity, (three times a year). Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.

2.6.9 first isolate, (take immediate safety action) then report to the Systems and Services Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent.

report and if appropriate make recommendations to the Systems and Services Manager on any practices, premises, equipment, etc, which give rise to risks to H & S concerns.

2.7 Staff with other Key Contributory Roles

2.7.1 The School recognise that its effective safety system is actively contributed to by a number of other key roles listed below and will ensure that those staff fulfilling these roles, whether appointed or voluntary, will receive the necessary and appropriate information, instruction and training to fulfil the requirements of the role identified.

- The Safeguarding 'single record' Office Coordinator, (Was CRB and now the Disclosure and Barring Service.);
- Senco;
- Office Coordinator, First Aiders and Emergency at Work certificate holders.
- Administrator of Medicines;
- Education Visits Co-ordinator for school trips and off site visits;
- Party Leader and Deputy Party Leader for school trips and off site visits;
- Lead SMSA;
- Foundation Stage Lead.

- 2.7.2 Staff fulfilling these roles have the responsibility of reporting back on their training and ensuring that they brief the Head Teacher and Systems and Services Manager on the content so that any updates or changes to procedures, guidance and best practice can be integrated into the School's approach and appropriately shared and cascaded to other staff and volunteers as necessary.

2.8 Contract Managers (Particularly Catering/Grounds Maintenance)

Contractually the Catering/Grounds Maintenance Manager(s) must:

- 2.8.1 be familiar with the School's HS&W Policy and its implications for catering/grounds maintenance activities and working arrangements for the staff.
- 2.8.2 work in accordance with both the School's HS&W Policy and the Safety Policy of the Catering/Grounds Maintenance Company(ies), and other appropriate guidance issued by the School and the Catering/Grounds Maintenance Company(ies), bringing any inconsistencies to the attention of the Systems and Services Manager.
- 2.8.3 be familiar with the Food Safety Act 1990 and any updates to that legislation and the implications of other appropriate regulations as far as the School is concerned.
- 2.8.4 provide the Systems and Services Manager with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports. The Systems and Services Manager must be informed of any potential hazard or defects.
- 2.8.5 provide the Systems and Services Manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH).
- 2.8.6 New employees and other persons involved with catering/ grounds maintenance provision must be inducted into the health and safety practices and procedures for their work activity.

2.9 Employees

- 2.9.1 Every employee has a responsibility under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
- 2.9.2 All employees:
will be given access to the School's HS&W policy and need to be familiar with all documents relating to HS&W in the School. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
- 2.9.3 must be familiar with the School's HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
- 2.9.4 are responsible and accountable to the Governors, Head Teacher and those delegated various responsibilities as described above for the implementation of the School's HS&W Policy in the performance of their duties.
- 2.9.5 must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
- 2.9.6 must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.
- 2.9.7 must first isolate, take Immediate Safety Action, then report, (verbally and in writing) all problems, defects and hazards to Systems and Services Manager as soon as they become apparent.

2.10 Safety Representative(s)

- 2.10.1 The Governors will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.

2.10.2 The Head Teacher will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Head Teacher to fulfil their roles, including being released for any appropriate training.

2.10.3 TU Safety Representatives will be entitled to inspect the School in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the School's Health & Safety Committee.

2.10.4. TU Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

2.10.5 In the absence of TU representatives the Head Teacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with Employees Regulations 99.

2.11 Specialist Advisers

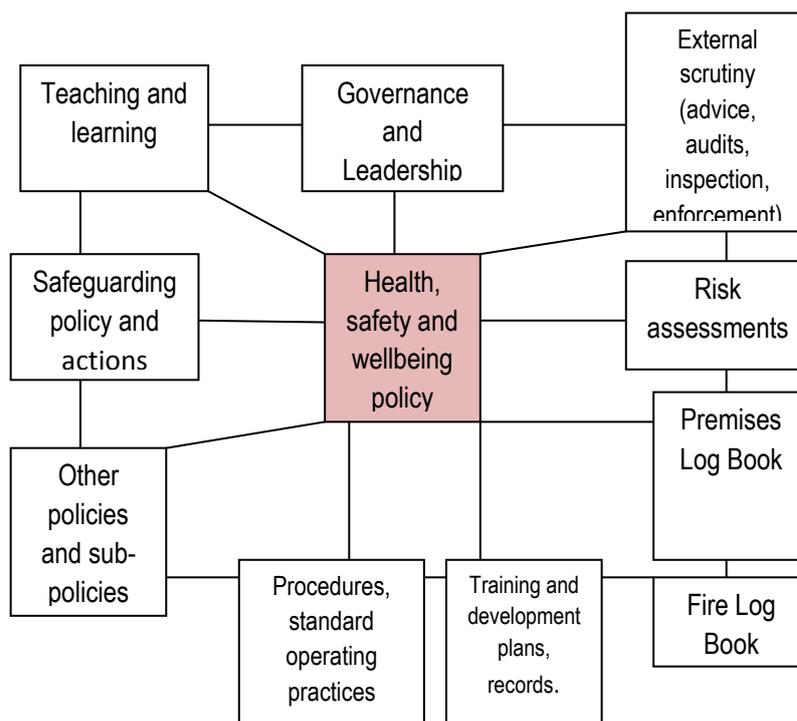
The Governors recognise there will be occasions when the School will require specialist advice from a competent person/s. The procedures

to be adopted and recommendations to obtain outside advice will be clarified and decided at School Health and Safety Committee level.

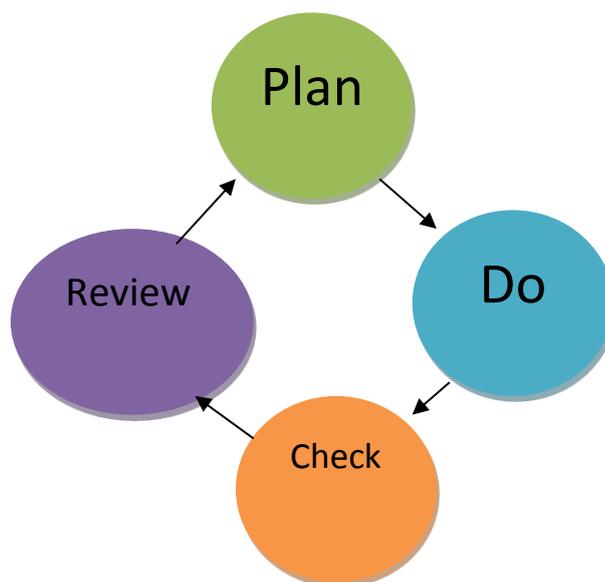
3. ARRANGEMENTS – what do people do?

When roles, titles, etc., change, they will be updated in this document at the *next* review.

This policy is part of the school's overall health, safety and wellbeing system and the graphic below illustrates how it fits with some other parts of the system.



The governors will follow the advice in HSE document HSG 65 “Managing Health and Safety” and in particular the approach summarised as “Plan, Do, Check, Act as illustrated below:



The following topics are listed alphabetically.

3.1 Accidents (Including Incidents and Violence) Reporting

All accidents are to be reported in line with the procedures contained in the ‘*Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences*’. Accident and incident forms, which are available from school office/school server, are to be sent to the Office Coordinator.

This procedure will be brought to the attention of all employees. All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

3.2 Administration of Medicines

Arrangements for the Administration of Medication in the School will be in accordance with the ‘*Policy for the Administration of Medicines*’. This is found in the governors approved policy on the administration of medicine.

This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication. Parents know they will be informed of medication administered and any additional information which will help in the longer term management of the medical condition.

The policy can be found at: <http://www.bishoproad.bristol.sch.uk/policies/>

3.3 Asbestos Management

There is asbestos on site and the school manages the risk in line with the report and risk assessment held in the premises log book and site management procedures. These procedures include the training of Systems and Services Manager and the caretaker. In addition there is supervision and management of contractor and volunteer activity to prevent damage to or exposure of asbestos containing materials. Furthermore an asbestos management plan in accordance with regulations 2018.

All contractors who operate are made aware of locations on the site that may contain asbestos through the asbestos register. All contractors undertake to observe the 'rules for contractors' and sign to confirm their compliance with school expectations relating to health and safety and specific consideration of asbestos. School take advice and guidance from BCC Property Services to ensure all major and minor works are in accordance with regulations (Health and Safety at Work Act 1974).

For more information see: The Asbestos register in the office of the Systems and Services Manager in a folder marked asbestos register

3.4 Buildings and premises

The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.

Key documents (paper or electronic) will include:

- ✓ A premises log book;
- ✓ Records of maintenance, inspections and repairs;
- ✓ Defect reporting procedure;
- ✓ Fire, Asbestos, Legionella and other key matters as required –if they are required;
- ✓ Insurance inspections;
- ✓ Defect reports;
- ✓ Other documents as needed.

3.5 Contractors

Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.

All contractors entering or working on school premises will do so only with the permission and authorisation of the Head Teacher and Systems and Services Manager.

Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.

The Systems and Services Manager will take overall responsibility for liaising with contractors. They will ensure safe working arrangements by providing:

- A copy of the school's Policies, Procedures, Codes of Practice and other guidelines; The school's Asbestos Register and management plan
- Basic Rules for Contractors;
- Other documents as needed;
- Checking contractors' documents and other details as necessary.
- DBS checking as appropriate
- Awareness of any conflicts of other works going on at the same time.

Contractors will be informed in writing regarding this contact post and will follow that guidance. The Governors will be made aware of any specific problems.

Day to day practice will be based on what is appropriate for each type of contractor.

For further guidance see: Health and Safety information in the Systems and Services Manager office.

3.7 COSHH (Control of Substances Hazardous to Health)

For the purposes of this policy the governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.

The Governors recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations and allocates lead responsibility for ensuring these items are in place across all school teaching and learning functions to the Lead Teacher for science.

The Systems and Services Manager actively manages the COSHH register, working with all relevant stakeholders.

Other COSHH related matters will be considered by the Systems and Services Manager

3.8 Computers (DSE)

Equipment related to information, technology and communications will be managed by the designated staff including the SSM and IT technician as well teaching and support staff as agreed.

Display screen assessments when required will be organised through the Systems and Services Manager

E-safety is managed by the Deputy Head Teacher. See the section on safeguarding/safeguarding policy/e-safety policy etc

3.9 Defect reporting

There is an agreed defect reporting procedure (email or speak to Systems and Services Manager; as appropriate) so that problems can be dealt with quickly and effectively.

3.10 Electricity

The use of electrical systems will follow the current legal requirements.

Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.

3.11 Emergency Procedures

The specific procedures are as contained in the following

Fire evacuation Procedures

First aid

Policy, Procedures and Guidance for Emergencies and Business Continuity Planning' or as subsequently titled.

For more information see: emergency plans in the emergency crate and the Systems and Services Manager Office

3.12 Extended Activity outside Core Hours

The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Playschemes etc. In addition to arrangements already in place for Lettings (see 3.11.1), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

For more information see: BRAC Control Agreement and risk assessments in the Lettings file in the Systems and Services Manager Office

3.13 Fire Precautions

The arrangements for general fire safety will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change.

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

The school's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc.

The school's Premises Log Book will hold the repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. The fire log book is in a separate file titled fire log book

3.14 First Aid Provision

The arrangements for first aid in the School will be in accordance with the policy as laid down in the '*First Aid at Work Policy*'. First aid boxes will be located in high hazard areas e.g., Science, DT, Sports and PE and kitchens.

The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board and at strategic locations within the school

3.15 Higher risk curriculum areas

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards such as:

- CLEAPSS for Science, DT and Art;
- DATA for DT and Art;
- ASE for Science;
- AFPE for sport and other PE activities;
- Royal Society of Biology;
- Royal Society of Chemistry;
- Institute of Physics;
- Delegated Services

For more information see: the files titled Health and Safety advice in the Systems and Services Manager Office

3.16 Housekeeping

The Systems and Services Manager and Caretakers and others will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points so far as possible.

Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

The Emergency crate will have

- a) Site plans;
- b) Key locations except where this affects security;
- c) Fire safety information such as how to turn off equipment;
- d) Important contacts and their details;
- e) The school asbestos register;
- f) Other relevant information.

3.17 Inspections and testing

Regular inspections and checks will take place to assist in the management of the school premises and to ensure compliance with statutory requirements.

For further information see: BI Termly Inspection folder in the Systems and Services Manager Office

3.18 Lettings

The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies.

All hirers of the school premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, all users must agree to take a mobile telephone for emergencies. The premises or grounds must be inspected and secured after use. All users briefed on emergency procedures and the Systems and Services Manager and Caretakers mobile telephone numbers for emergencies.

3.19 Lone Working

The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.

For more information see: Lone Working Policy on deputy server

3.20 Local Exhaust Ventilation and air extraction

(a) Optional for primary schools or where staff members may use relevant equipment

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the Premises Log Book.

(b): Air extraction in kitchens and other types of air extraction

Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

Other air extraction will be provided and maintained as needed around the premises in for example:

- Kiln rooms;
- Toilets and washrooms,
- Rooms where there are photocopiers or other equipment;
- Rooms that may become hot during parts of the year.

3.21 Manual Handling and the carrying of children or adults

Responsibility for organising the safe manual handling of loads, including when necessary the lifting and carrying of pupils, will rest with the Systems and Services Manager or Caretaker for objects; and with the SENCO for people. It will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place. This may include the use of appropriate equipment e.g., hoists, the issue of personal protective equipment (PPE) such as gloves, and suitable and sufficient training in safe lifting

The Systems and Services Manager /SENCO/DHT will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.

Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

3.22 Noise and Vibration (such as from machinery or possibly music)

The Governors recognise there may be problems experienced with noise and vibration. All staff will report all such cases to the Systems and Services Manager /Caretaker. If required,

specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

3.23 Off Site Visits

Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the '*Procedures and Code of Practice for Off- Site Visits*' and the school's '*Trips Policy*'.

3.24 Plant, Machinery, and Equipment

The provision and use of plant, machinery and equipment in the school will be in accordance with the policy as laid down in the '*Policy and Procedures for the Maintenance of Installations, Plant and Equipment*'.

The Governors recognise that specialist advice is required to determine the safety requirements for the:

- adequate and correct guarding of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc, and
- disposal of toxic and other waste substances and materials.

Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.

Systems and Services Manager will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book.

A thorough inspection of work areas will take place three times a year and reported to the H & S Committee.

New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the school's Systems and Services Manager and as part of consultation with staff.

Systems and Services Manager will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.

Systems and Services Manager will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

3.25 Playing Fields

An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the Systems and Services Manager and will include goal posts, goalpost/marker flag location sockets etc.

A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity.

At all times of use, including events where parent/carers are present, the school's smoking policy will apply and be users will be appropriately informed by school staff.

3.26 Playground Equipment

Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with:

- an annual condition inspection by a competent person ROSPA
- a risk assessment at least annually by a competent person
- an operational inspection to a frequency based on the risk assessment and agreed by the Systems and Services Manager, and
- Daily visual inspections by the Caretaker.
- Bi Monthly visual checks by Delegated Services (Approved playground inspectors)

3.27 Portable Electrical Equipment

Inspection reports will be kept in the Premises Log Book. Timely inspections appropriate to the type and use of equipment will be carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.

3.28 Risk Assessment

The procedure for assessing risks will be in accordance with the school *Risk Assessment procedures*

For further information see: Risk Assessments folder in the Main School Office

3.29 Security

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

The security management of the premises, staff members and pupils is set out in the school's security procedures found in the Systems and Services Manager office.

This is part of the overall safeguarding procedure as well as asset protection and personal safety.

For further information see: School safeguarding policy; school security procedures.

Some procedures are accessible only to authorised personnel including:

- Personal data;
- Cash protection;
- IT security.
- Emergency plans
- CCTV access and recording

3.30 Training

The Governors and Head Teacher recognises that:

- training is always a constant requirement, based on the ability to recognise who requires it and when, and
- new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.

There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training.

Induction Training

This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc.

Informative and Awareness Training

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

Specific Training

This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

Curriculum subjects may require particular competencies and support staff such as Caretakers may require others.

Examples are:

- i.) Art, Design and Technology (ADT);
- ii.) Science;
- iii.) Sports and PE;
- iv.) First Aid;
- v.) Administering medicines and supporting pupils with medical needs;
- vi.) Safeguarding roles;
- vii.) Fire safety duties

3.31 Transport

Use of transport will be in accordance with the '*Policy, Procedures and Guidance on the Use of Transport*' as per Local Authority Guidance.

For further information see: Trips procedures in the main School office

3.32 Unacceptable Behaviour

The management of unacceptable behaviour will be in accordance with the '*Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling*' and the most recent Local authority guidance.

For further information see; the Deputy server

3.33 Utility services

HSW Policy Document 2 of 2	Version 1.1	February 2016
HSW Policy Document 2 of 2	Version 1.2	January 2017
HSW Policy Document 2 of 2	version 1.3	February 2018
HSW Policy Document 2 of 2	version 1.4	February 2019

The provision and use of utility services in the school will be in accordance with the policy as laid down in the 'Policy and Procedures for the Safe Provision and use of Utility Services.'

For further information see: the Premises log book in the Systems and Services Manager Office

3.34 Water Hygiene/Legionella Management

Water Hygiene/Legionella will be managed in accordance with the report held in the premises log book and site management procedures including, senior staff/site manager/caretaker training, regular monitoring, flushing and cleaning regimes.

For further information see: the Premises log book in the Systems and Services Manager Office

3.35 Wellbeing

The Governors recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are:

- Increased staff morale, helping to encourage staff retention and recruitment;
- Lower supply costs and greater stability as a result of fewer staff absences;
- Improved emotional wellbeing, which has contributed to a reduction in staff members absence;
- Improved standards through increased stability and motivation;
- A contribution to self-evaluation processes through an online self-review of the organisation;
- Improved communication and school effectiveness;
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

3.36 Working at height

The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be done and the control measures put in place.

3.37 Work Experience

The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements.

Special requirements may be:

Language issues;

Adaptations for accessibility;

Other personal requirements.

For teaching and related trainees and secondary age pupils from other schools Senior Leaders will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.

For primary age pupils gaining work experience (for example helping out in an office environment within the school) the procedure will be similar.