



HEADLEY PARK

PRIMARY SCHOOL

Policy Documentation

Policy: Health and Safety Policy

Responsibility for review: LGB
Date of last review: January 2021

Contents

1. Introduction	4
2. Health and safety – Statement of Intent	5
3. Organisational Chart for Health and Safety	6
4. Scope of this Policy	7
5. Purpose of this Policy	8
6. Definitions	9
7. Organisational Responsibilities	10
8. Management Arrangements	13
9. General Arrangements	24
10. Check list	34

Corporate Health and Safety Policy

1. Introduction

An Introduction by the Chair of Governors and the Headteacher

We are delighted to launch our revised management system covering the health, safety and well-being of all the people within Headley Park Primary School. Anyone who is working, studying or visiting our school can be confident we have done our best to prevent harm to them.

In this policy, we have included some items that may not be strictly health and safety (such as fire and food hygiene) as this is an effective place to administer our regulatory compliance from.

Good practice based on knowledge and experience means that we can do challenging activities safely. We can therefore encourage innovation, experiment and well considered risk-taking.

2. Health and Safety – Statement of Intent

The health and safety of all our staff, pupils, contractors, visitors are of paramount importance to Headley Park Primary School. The School aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees whilst at work, the pupils and of others who may be affected by our undertakings. This policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974.

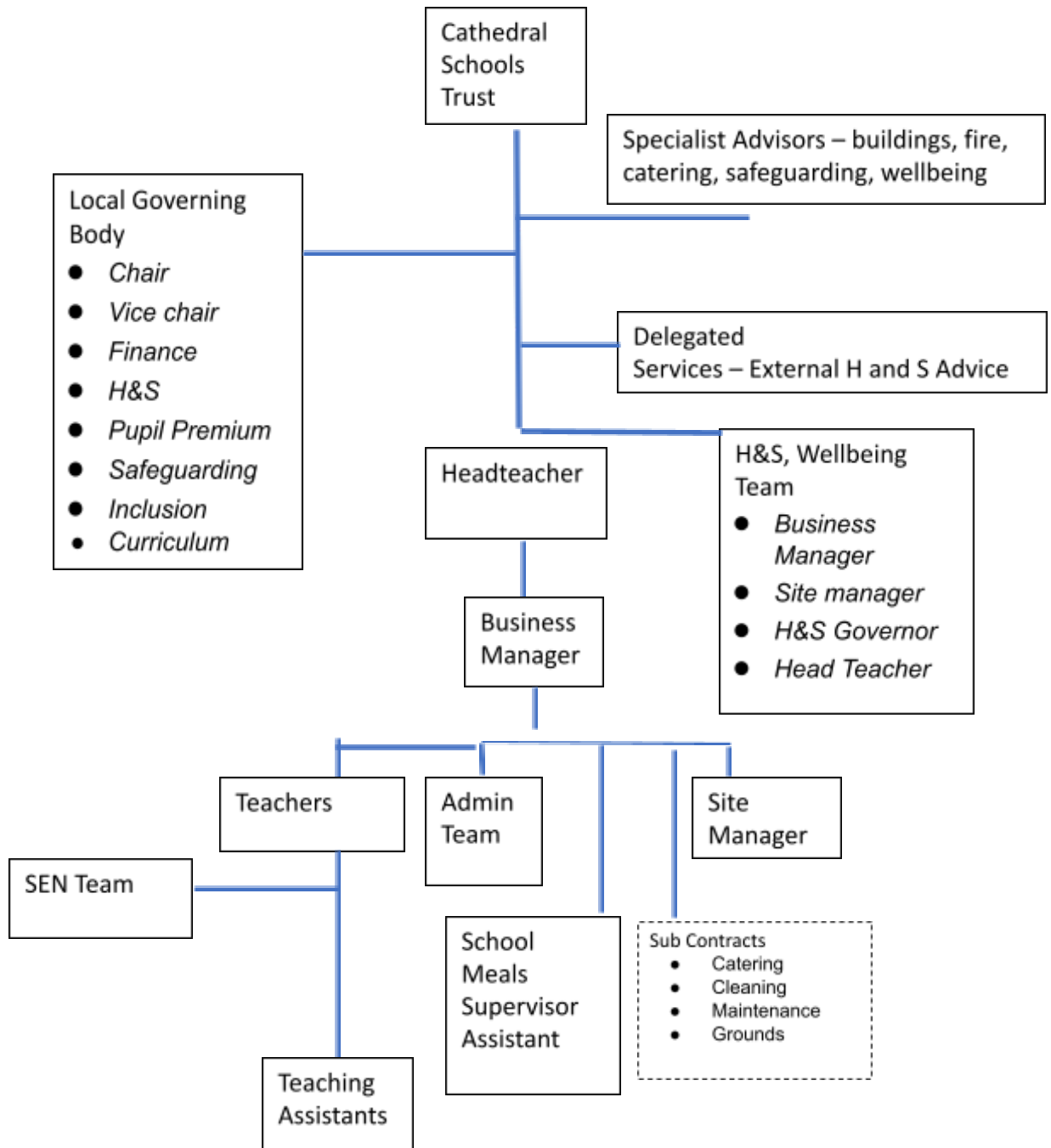
To ensure the principles of Health and Safety are clearly understood throughout the School, we will be committed to:

- Complying with relevant health and safety legislation and guidance and reflect excellent education sector working practices;
- Preventing work related injuries, incidents, ill health and disease;
- Effective communication of and consultation on health and safety matters throughout the School and within the Cathedral School's Trust;
- Assessing the risks to health, safety and welfare of our employees, pupils and others who may be affected by our activities and implementing controls to minimise those risks;
- Providing adequate and sufficient welfare facilities;
- Providing and maintaining a safe working environment with safe access and egress;
- Providing and maintaining safe plant and equipment and implementing safe systems of work and the safe use, storage, transport and handling of substances and articles;
- Recognising the importance of involving staff in the management processes and undertake both to involve them in issues that affect their health and safety and providing adequate and sufficient information, instruction and supervision with regard to their

responsibilities under current health and safety legislation and guidance. In this way, each and every individual has a vital and specific role in maintaining the School's safety standards;

- Providing necessary resources in the form of personnel, equipment, finance and time to ensure health and safety of our pupils, employees and others and seeking expert competent help where the necessary skills are not available within the School and Trust.

3. Organisational Chart for Health and Safety



4. Scope of this Policy

This is a Policy for Headley Park Primary School and is for their employees, pupils, visitors and contractors.

This Policy reflects the same structure and governance as for its parent organisation the Cathedral School's Trust.

5. Purpose of this Policy

The purpose of this policy is to demonstrate the School's commitment to comply with the general requirements of the Health and Safety at Work etc. Act 1974 and other statutory provisions. This means managing workplace hazards and providing a systematic approach and guidance to enable staff to effectively manage risk.

More specific policy details include:-

- o The Statement of intent – made by the Chair of Governors and Headteacher, commits to striving for high standards of Health and Safety in the School.
- o Organisation and responsibilities (people and their duties). This part outlines the management structure and health and safety responsibilities of managers and employees.
- o Arrangements (systems and procedures) include the significant findings of risk assessments in working instructions and practices (arrangements for ensuring that people work safely).

6. Definitions

Hazard – A hazard can be defined as anything with the potential to cause harm, loss or suffering and can relate to all kinds of situations including clinical treatments and the financial position as well as the traditional health and safety issues.

Risk – A risk is the likelihood that a hazard will cause a specified harm to someone or something.

Risk Register – A risk register is part of the process of recording how we will manage the risks within individual departments and the organisation.

Risk Management – Risk Management is the recognition and effective management of all threats and challenges to the Trust's objectives and values.

7. Organisational Responsibilities

7.1 The organisation of the School to achieve health and safety

The Local Governing Body and Headteacher will follow the published guidance from the Health and Safety Executive and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors such as CLEAPSS.

The school will regularly report to the Cathedral Schools Trust on H&S matters. The Cathedral Schools Trust supports the member Schools with the development of practice and procedure, risk assessment and guidance and the availability of internal and external advisors. Member Schools are encouraged to develop their own specific practice and procedure providing it is consistent with the trust objectives of achieving a high standard of health, safety and wellbeing.

Whenever appropriate, health and safety will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. Employees with duties will be recruited and trained to have the skill, knowledge and experience to carry out their work effectively.

The organisation of the school will provide the means to manage and supervise staff, report defects and arrange repairs, inform and brief employees, involve staff and consult with them and provide a means of whistle-blowing should the need arise.

The right of employees will be formally displayed using the Health and Safety Executive poster which will be put on a notice-board in the staff room.

7.2 The arrangements within the school to achieve health and safety.

The school will follow the industry best practise using published documents available from regulators such as the Health and Safety Executive. "Industry" includes education and all other relevant areas of work such as building maintenance, electrical equipment and catering.

It will use the advice of recognised organisations at national level such as CLEAPSS (for science design and technology), DATA (for design and technology) and AfPE (for sport and other activities), the outdoor advisors panel (for off- site activities) and national governing bodies.

The school will have employees trained in health and safety at varying levels for general awareness to specialist knowledge in certain fields.

The school will call on external help when needed whether as a contractor such as a qualified electrician or gas technician or as an advisor.

The school will develop their own practice and procedures, risk assessments and guidance and may use internal and external advisors, providing it is consistent with the Trust objectives of achieving a high standard of health and safety.

The school's Health and Safety team (Headteacher, School Business Manager, Caretaker and H&S designated Governor) will review the schools Risk Register and undertake internal and external inspections/ walkarounds every term (six times a year).

7.3 Trade union and staff representatives and a health and safety staff consultative committee.

The school will work with trade union representatives where they are in post and with staff representatives where they are present. The school supports both roles as part of employee involvement and consultation. *((Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations).*

Where there are Trust wide issues that are raised these will be shared between the schools so that good practice is promoted in all locations and activities.

The school has a Health and Safety Team. The Trust's Health and Safety Executive Director will attend a proportion of the meetings to listen to feedback which can be used by the Board of Directors to monitor and improve health and safety performance.

7.4 Monitoring and auditing health, safety and wellbeing by the Local Board of Governors.

The Local Board of Governors will ask the Health and Safety and Wellbeing Team to provide an annual report on all health and safety matters.

The report will include:

- (1) Statutory information the School has provided to regulatory bodies such as accident reports under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations*, food hygiene inspections by local Environmental Health departments and fleet vehicle MOTs;
- (2) Confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date;
- (3) Confirmation that the risk register is up to date;
- (4) The status of all risk assessments and that they meet industry standards;
- (5) The status of all policies and that they meet regulatory and industry standards;
- (6) Describe any educational attainment problems caused by health and safety issues and also educational successes thanks to informed use of health and safety principles;
- (7) The outcomes of in-house site inspections, off-site trip provider inspections, self –assessed audit and external independent audits;
- (8) Reports of staff consultations, stress risk assessments, and health and safety related matters;

- (9) Any other matters the board wishes to examine and any matter the Headteacher wishes to bring to the board's attention;
- (10) A section of the report will be provided so that trade union or staff reps can make a direct feedback to the board. They will provide the text themselves.

7.5 References:

DfE: Multi-Academy Trusts (MAT): Good practice guidance and expectations for growth:-

"Risk management"

Academy trusts are accountable for educational outcomes, financial management, safeguarding (including health and safety) and estate management in their trusts.

The boards of trustees are responsible for risk management –particularly setting the parameters of the process and reviewing and considering the result. Effective risk management underpins effective planning elsewhere like strategic finance. While they may choose to delegate the day-to-day management of some risk to staff or professional advisers, the trust's involvement should be such that within the trustees' annual report they can make the required risk management statement with confidence.

The following is an extract from the full document produced by the DfE and available from their website:-

10 ways effective MATS manage risk

MATs are organisations responsible for running multiple schools. As such it is imperative that they give due concern to managing risk at both school and organisation level. When asked, MATs described the following elements at key:-

- 1. Risks – and the impact if they materialise – are identified in a central register. They are monitored and mitigated effectively at both school and trust level, often by an audit committee.*
- 2. The MAT learns the effective risk management processes from the other sectors.*
- 3. It is clear which risks should be managed locally, and which are escalated to, or held by, the central MAT.*
- 4. Each risk is owned by a named person, so that no risk or issue 'falls between a gap'. Those accountable have the ability to act decisively to manage risks when needed.*
- 5. The trust is clear how risk management will need to develop and evolve as the trust grows in size.*
- 6. Effective due diligence takes place before the MAT agrees to a school joining the trust. This means the trust fully understands all the risk, assets, and liabilities they would take on, and either put appropriate plans in place, or decide that it is not appropriate for the school to join the trust at that time.*
- 7. Any due diligence is carried out by a person or persons with sufficient skills and experience. Specialists can be employed or contracted if those skills do not already exist within the trust.*
- 8. A Specific board member is responsible for managing their estates. In smaller trusts this could be the Chief Executive or Chief Operating Officer in small trust, while larger MATs may set aside a dedicated board position, such as a Director of Estates.*
- 9. Legal requirements relating to the estate, including requirements relating to health and safety, and specific potential threats such as legionella, asbestos and fire are well understood. (See DfE guidance for those responsible for the operation and maintenance of school buildings.)*

10. *Comprehensive knowledge of buildings and their condition enables the MAT to plan and prioritise maintenance and construction work. For MATs with at least five academies and 3000 pupils, they will receive a school condition allocation whereas smaller trusts will need to bid for funding through the Condition Improvement Fund.*

8. Management Arrangements

Roles within the School

8.1 Governors on the Local Governing Body (the LGB)

The Governors of Headley Park Primary School recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling H&S matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements, organisation and accountability.

The governors are committed to meeting the **safeguarding** requirements set out in the government guidance "Keeping Children Safe in Education and Working Together to Safeguard Children".

The Governors will make preparations to deal with:

Critical incidents at the school such as fire, flood, illness, threats of violence and terrorism, bereavement;

Continuity of business in the event of a threat such as that created by a critical incident;

The **Contribution** by the school to help the community at large cope with some kind of critical incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes.

8.2 Headteacher

The Headteacher is appointed by the Governors. They are accountable to the Governors for implementing the school's H&S Policy and for all matters relating to H&S within the school.

The Governors require the Headteacher to ensure that the H&S policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

The Headteacher may delegate the management of H&S matters to an appropriate competent member of staff.

The Headteacher will delegate the:

- Safeguarding Single Central Record (DBS) to a manager reporting to the Headteacher.

- Special Educational Needs and Disability issues to the member of staff holding the title Senco/Sendco.
- Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC).

The Headteacher will be designated the **Asbestos Duty Holder** for the school and will ensure compliance with the Control of Asbestos Regulations and any update, in so far as they relate to preventing the release of asbestos fibres in the school.

The Headteacher is responsible for managing potential risks from **Legionella bacteria**, which may arise from work activities. The management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulation assist and support the assessment, prevention or control the risk from the bacteria by taking the suitable precautions.

The Headteacher will be designated the **Responsible Person** for the school in accordance with the Regulatory Reform (Fire Safety) Order, 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.

The Headteacher will seek volunteers to take on the role of First Aiders at various skill levels, and Administrator of Medicines and Fire Wardens. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities.

Medical support for those pupils who need it will be provided in line with DfE guidance.

The Headteacher will ensure that the 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. This is part of their **client duty under The Construction (Design and Management) Regulations**.

The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager, who will liaise with the teachers and others to ensure safety procedures and policy agreements are observed.

The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health and Safety are brought to the attention of the relevant pupils, employees, contractors and members of the general public.

The Headteacher must ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements such as the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively.

Accidents involving pupils may need to be reported through safeguarding requirements as well.

The Headteacher will be a member of, and participate in, the School Health and Safety Team, consulting with them on all H&S 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.

The Headteacher with the H&S Team will review at least once a year or as appropriate:

- i) Fire and Evacuation procedures;
- ii) Lockdown and terrorism procedures;
- iii) First Aid provision both in the school and on off site visits;
- iv) All other H&S policies, procedures, codes of practise, risk assessments, and guidelines;
- v) When doing these reviews the links with **safeguarding** will need to be anticipated so there are no gaps in policy practise.

The Headteacher will seek advice, when appropriate, from the Health and Safety Coordinator and/or a competent person/s and outside agencies that are able to offer informed and expert opinions.

The Headteacher and the Health and Safety Coordinator (SBM) will have the authority to stop what is considered unsafe practises, or the use of any plant, machinery, equipment, tools, materials and substances.

The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery and equipment.

The Headteacher will 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.

The Headteacher will ensure that the 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.

The Headteacher, Health and Safety Coordinator, Site Manager, 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. Those not welcome are considered to be banned.

In addition they are authorised to warn individuals, in the event of unacceptable behaviour, about "section 547 of the Education Act 1996" and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.

In the event of a ban being imposed following the appropriate procedures, 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 Headteacher and the Health and Safety Coordinator are responsible for the school's approach to staff "Wellbeing". Risk assessment will be done when needed to put in place the controls needed to remove or reduce risks to physical and mental health.

This will include providing a confidential help line for staff to use as required should they be worried about issues such as stress. It is unlikely that the staff will require traditional health surveillance for exposure to noise or chemicals but if required this will be provided by a competent Occupational Health provider with a full range of services.

8.3 School Business Manager and Health and Safety Coordinator

The member of staff designated as the Health and Safety Coordinator is the School Business Manager and the post holder will administer and manage day-to-day health and safety matters plus specific matters on behalf of the Headteacher by:-

- Acting as the day-to-day link between the school and The Headteacher, Competent Persons (or body), Governors, contractors and consultants etc.
- Working with personnel in the school, who have a lead role in H&S eg. the Assistant Headteachers, the Educational Visits Coordinator, Site Manager, Kitchen Supervisor and Catering Manager etc.
- Taking a pro- active interest in H&S aspects of all activities,
- Organising the school's Health and Safety Committee and School Health and Safety meetings as frequently as appropriate.
- Managing the School's H&S Risk Assessment Matrix and ensuring that it is appropriately reviewed and or updated.
- Undertaking Risk Assessments where required.
- Being familiar with the content of local Policies, Procedures, Codes of Practice and their own responsibilities (area of work).
- Check that contractors are aware of the school's H&S policy and any other relevant H&S information as appropriate. Eg. copy of asbestos register.
- See that Emergency Procedures are in place for evacuation, lockdown or lost or missing children.

8.4 Role of EVC (the educational visits coordinator)

Be a champion for all aspects of visits and outdoor learning.

Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards establishment effectiveness.

Support / oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging , relevant , enjoyable and memorable visits / outdoor learning and ensure that planning complies with the employers requirements and that the arrangements are ready for approval within agreed time scales.

Support the head and governors in approval decision's so that all those with responsibility have the competence to fulfil their roles.

Ensure that activity is evaluated against its aims for learning and development, that good practise is shared and any issues are followed up and comply with statutory and employers requirements.

Keep the senior leadership team and governors informed about the visits / outdoor learning taking place and their contribution to establishment effectiveness.

8.5 Designated Safeguarding Lead (DSL)

The head teacher and the health and safety coordinator should liaise with the DSL so that any relevant activities or procedures will improve child protection.

Examples are:-

- First Aid
- Trips
- Coaching activities
- E-safety

Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.

8.6 Assistant Headteachers

The assistant head teachers will work primarily with teaching personnel in school who have a lead role in managing higher risk activities. There will be a variety of these. Most will have guidance available from industry, governing body or specific advisory organisations. These will be used by Headley Park Primary school.

The assistant headteachers should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits.

8.7 Role of Early Years Staff

The requirements of the EYFS framework will be met or exceeded in regard to health & safety and wellbeing. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family.

8.8 Role of SENCo

The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise when necessary on health and safety related matters. There will be links with the equality policy and similar documents and actions.

8.9 Role of the Site Manager / Caretaker

The site manager /caretaker will work with the School Business Manager to coordinate all contractual work and maintenance carried out on the premises. They must make the health and safety coordinator 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 site manager /caretaker will have authority from the health and safety coordinator to check that contractors have adequate safety procedures in force and that they are aware of the school's health and safety policy as it affects them.

The site manager /caretaker will together with the School Business Manager keep a premises log book up to date with results of repair and maintenance, taking action to organise work when equipment is overdue for attention.

The site manager /caretaker shall ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the school's use are accompanied by appropriate information, including in particular, manufacturers data sheets, COSHH guidance, instruction handbook's etc, prior to use.

The site manager /caretaker must be familiar with the school's health and safety policy and its implications for their activities and working arrangements for the employees.

The site manager /caretaker must carry out all relevant risk assessments in conjunction with the school business manager.

They should work in accordance with the health and safety policy and other guidance issued by the school. In addition, they should apply industry specific best practice.

All maintenance related contractors such as grass cutting and tree works using the school premises will be required to follow school health and safety procedures.

The school business manager should receive copies of maintenance and inspection reports/ certificates for all plant and equipment used on the school grounds eg ROSPA, boiler maintenance. This includes portable appliance testing (PAT) and vehicle safety checks, from the site manager / caretaker.

Defects and other problems should be reported to the School Business Manager **and via the relevant log book or reporting system**. The site manager /caretaker will be delegated with the authority to organise everyday repairs of equipment with the remit for this reviewed at least annually.

The School Business Manager and site manager /caretaker are responsible for a fire risk assessment for their activities to be done in the liaison with the school.

The site manager /caretaker is responsible for risk assessing their work and related activities such as vehicle and pedestrian interactions or the supply of new equipment. This covers both safety and health related issues.

The caretaker needs to ensure safeguarding best practise is followed.

8.10 Role of the Catering Manager (Sub Contractor)

The catering contractor and staff must be familiar with the school's health and safety policy and its implications for catering activities and working arrangements for the employees.

Whilst the catering contractor must be aware of the school's requirements they will normally follow their own health and safety procedures. If there is any conflict then this should be resolved by discussion.

The catering manager and staff are expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a hazard assessment and critical control point food safety management system in place.

The catering manager and staff are expected to achieve not less than four stars and move to five stars after an agreed period under the local government environmental health rating system. All inspections and inspection reports must be supplied to the School Business Manager.

The School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes portable appliance testing and gas safety checks.

Defects and other problems should be reported to the site manager.

The catering manager is responsible for a fire risk assessment for catering activities to be carried out in liaison with the school.

The catering manager is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues.

All employees in catering should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.

The catering manager and staff need to ensure safeguarding best practise is followed.

8.11 Role of First Aiders and Administration of Medicines

The assessment carried out under the First Aid at Work Regulations is that the school would expect to have a First Aider on site when open for pupils. The policy of the CST is that they will provide first aid for pupils and visitors which means that the school will have a number of first aiders and there will be an element of specialist paediatric and other training such as use of epi-pens.

During the holidays and after school as a minimum there will be an Appointed Person on site.

On site First Aid boxes are kept in the first aid room and each classroom. They are checked and replenished by the Lead First Aider/ Appointed Person.

Medications such as inhalers are kept in specified box/ cupboard in the classroom, epi-pens are kept in the specified box unless in another place as agreed with the parent. Other specialist items such as those requiring refrigeration are kept in the main office.

All school vehicles have a first aid kit within.

The First Aid training and Administration of Medicines training for staff is refreshed three yearly including Paediatric First Aid.

8.12 Role of the Fire Wardens

Fire wardens support fire safety procedures such as prevention, inspection, detection and alarm and evacuation. They may also help with other critical incidents such as gas leaks or water floods, lockdowns and terrorist type events.

Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the fire wardens have a defined list of tasks. They are appointed by the headteacher and have been given training on their roles.

As part of the fire and other emergencies plan they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors.

They will sweep the building where safe to do so and close windows and doors behind them.

8.13 Role of Trade Union Health and Safety Representatives

Trade union representatives have rights given to them under the Safety Representatives and Safety Committee's Regulations. The school recognises these and will include them within employee consultation.

The governors will encourage the appointment of trade union [TU] safety representatives from both teaching and support staff.

The headteacher will consult regularly with TU safety representatives on health and safety matters. Safety representatives will be encouraged by the head teacher to fulfil their roles, including being released for any appropriate training.

TU Safety representatives will be entitled to inspect the school in accordance with the agreed trade union procedures and agreements. The time scales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's safety committee.

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

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 the Health and Safety (Consultation with Employees) Regulations.

8.14 Role of Employees

Every employee has a legal responsibility under the Health and Safety at Work Act 1974 Section 7 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.

All employees will be given access to the school's health and safety policy when they start work through their induction and need to be familiar with all the documents relating to health and safety in the school. Established employees will be made aware of the policies and any changes as part of the update procedure. Employees must pay particular attention to the policy and risk assessments as they relate to particular work activities.

Employees must be familiar with the health and safety policy, its implications and any procedures, arrangements and practises as applicable to their roles and responsibilities.

Employees are responsible and accountable to the governors, the headteacher and those delegated various responsibilities as described above for the implementation of the school's health and safety policy in the performance of their duties.

Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.

The school's staff members 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.

If staff find a problem they must first isolate, then take immediate safety action, then report, [verbally and in writing] all problems, defects and hazards to their line manager or School Business Manager as soon as they become apparent.

8.15 The role of pupils

Pupils are expected to follow the behaviour requirements of the school and to cooperate in the health and safety management processes. Teachers and school staff generally are

responsible for making pupils aware of health and safety procedures whether during lessons, trips or more generally.

The school has an overall responsibility for safeguarding young people which includes health and safety issues. There are separate policies on safeguarding and child protection. Related policies and procedures are for example e-safety, food safety, use of school transport and environmental issues.

The school will encourage pupils to learn life skills which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.

Pupils will be encouraged to take part in the school community and contribute to health and safety initiatives.

8.16 Role of parents and careers

Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work act 1974.

Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the school in regard to health and safety.

The school hopes that parents, carers and all others connected with the work of the school will contribute to the high standard of health and safety required.

The PTA agrees to abide by the school's policies and procedures where these involved premises, facilities, staff and pupils.

If the PTA is generously offering to provide active help with construction and maintenance projects on the site the volunteers must be able to prove any necessary competence.

8.17 The role of external advisors

Where possible the school will have its own staff trained to provide advice and expertise.

External advisors will be used when necessary on health and safety issues such as gas safety, critical incidents, trips and health and safety management.

8.18 The role of external regulatory agencies

The school will make use of the statutory requirements and non statutory guidance published by regulatory agencies including:

- Avon Fire and Rescue service
- Bristol City Council
- Wessex water
- Department for Education
- The Environment Agency

- The Food Standards Agency
- The Health and Safety Executive
- Ofsted
- Public Health England

The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

8.19 Training Matrix

Role	Training	Frequency
Chair of Governors	H&S for Directors	Once then 2 yearly
Governors	H&S for Directors	Once then 2 yearly
H&S Governor	H&S for Directors Legionella Fire Asbestos Awareness	Once then refresher annually
Headteacher	H&S for Directors Legionella Fire Asbestos COSHH Stress	Once then refresher annually
Business Manager/ Health and Safety Co ordinator	H&S for Directors Legionella Fire Asbestos COSHH Manual Handling Working at Height Food Safety and Hygiene Stress Managing Contractors Lone Working	Once then refresher annually
Site managers /Caretakers	Legionella Fire Asbestos COSHH Manual Handling Power tools Working at Height Managing Contractors Lone Working	Once then refresher annually
Employees	Appropriate training as deemed necessary in risk assessments eg. Fire	As in accordance with risk assessments.

	wardens, DSE, first aiders etc.	
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This matrix is a guide only – other training may be required.

9. General Arrangements

9.1 Accidents and reporting

There is a requirement to report incidents that occur at work under the *Reporting of Injuries, Disease, Dangerous Occurrences Regulations*.

These are the most serious incidents and must be reported by the Trust. For school's there is clear and simple guidance produced by HSE in

<https://www.hse.gov.uk/pubns/edis1.pdf>

This guidance is clear and most incidents are not reportable.

Where a reportable incident occurs during school's activities (or at the Trust offices) the Trust Estates Executive Director and or their Advisors (Delegated Services) will be notified as soon as possible. They will then make further investigations and take action including reporting to the Health and Safety Executive.

All accidents that need first aid need to be recorded on Meditracker and head bumps needs to report to the school office.

9.2. Communicating information to employees and other persons who are not employees.

There will be staff notice boards, staff meetings, school and staff newsletters and email briefings as well as the health and safety committee. These will be supplemented as necessary by special meetings or focus groups. Parents and carers will also be on a text service.

Contractors will get briefings appropriate to their work or project. This will include a site induction.

Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public.

9.3 Asbestos

Headley Park Primary School has an asbestos register based on a Management Survey. The register will be checked before any work is carried out and where necessary a more intrusive Refurbishment or Demolition Survey will be carried out.

Teachers and school staff will be briefed if their work place contains asbestos that they can disturb.

Contractors who may disturb asbestos in their work must have a valid asbestos awareness training certificate before starting work. This will be checked at the induction.

Work with asbestos will only be done by trained and insured contractors. CST would normally use HSE Licensed Contractors. Where trades like roofers are working with non-licensed material then as long as they have EL and PL insurance and training for working with asbestos and provide and follow their risk assessments and method statement then this will be allowed.

9.4 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:

- o A premises log book;
- o Records of maintenance, inspections and repairs;
- o Defect reporting procedure;
- o Fire, asbestos, Legionella, and other key matters as required;
- o Insurance inspections;
- o Defect report;
- o Other documents as needed.

9.5 Contractors

All contractors entering or working on school premises will do so only with the permission and authorisation of the head teacher, health and safety coordinator or site manager / caretaker.

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

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 health and safety coordinator and caretaker will be overall responsible for liaising with contractors. They will ensure safe working arrangements by:

- o Providing a copy of the school's policies, procedures, codes of practises and other guidelines;
- o Providing a copy of the school's management asbestos survey;
- o Other documents as needed;
- o Checking contractor's risk assessment and other details as necessary.

9.6 Defect reports

There is a defect reporting procedure so that problems can be dealt with quickly and effectively.

All employees are expected to act as follows. If staff find a problem they must first isolate, then take immediate safety action, then report, [verbally and in writing] all problems, defects and

hazards to their line manager or the School Business Manager as soon as they become apparent.

9.7 Emergency procedures

The school has its own emergency procedures for matters such as fire, flood and utility failure. The Trust will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the school's Headteacher and Business.

Weather problems will be dealt with in a similar way in that local decisions will be made about remaining open in bad weather. The assessment process will be based on a Trust guidance policy agreed with school leaders. The Trust may however opt for a decision overall where weather forecasting indicates this is prudent.

Threats to people will be managed with local security and lockdown procedures.

9.8 Fire precautions

The arrangements for general fire safety as required under the Regulatory Reform [Fire Safety] Order will be in accordance with the outcome of a fire risk assessment and reviewed annually unless requiring revision due to substantial change.

The school's fire log book will be used to record weekly system tests, practise and unplanned evacuation drills, training on equipment, visit by the Fire and Rescue service, emergency crate inspections, etc.

The school's fire log book will hold the repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

9.9 Inspections

The CST central team or consultants will accompany school Headteachers and Business/ Estates Managers on inspections. Other inspections, audit and surveys will be run by the school with guidance and support from the CST central team.

9.10 Risk Management (Risk Register)

The school uses a Risk Register to identify and manage risks.

Where deemed required more detailed risk assessments will be undertaken.

Risk assessments to control the hazards and the risk of harm through School activities will be managed by the school with support from the Trust.

Risk assessment is about being risk aware rather than risk averse. Foreseeable risks must be controlled and the relevant best (or good practice) procedures followed. Challenging and interesting lessons and trips for example are most certainly not banned but must be carefully risk assessed and then if acceptable can be carried out.

9.11 Water hygiene including controlling the risk of Legionellosis

The Headteacher will be the overall duty-holder and the school's Business Manager will be duty holders for their schools. All schools must have a water system survey and Legionella Management Plan in place and regularly review.

9.12 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.

Other COSHH related matters will be considered by the health and safety coordinator and the caretaker.

The legislation involved includes:

- Control of Asbestos Regulations
- Control of Lead at Work Regulations
- Control of Substances Hazardous to Health Regulation The Dangerous Substances and Explosive Atmospheres Regulations
- Explosive Regulations
- Ionising Radiation Regulations
- Petroleum (Consolidation) Regulations

9.13 Display Screen Equipment (DSE) and workplace risk assessment

The Health and Safety [Display Screen Equipment] Regulations require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health in safety.

The school will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE.

9.14 Wellbeing (including the management of pressure and stress)

The Trust will monitor and manage the workforce and provide support and guidance to the schools.

Occupational Health, counselling and other HR and health resources are available to schools where appropriate.

The school will address the issues at local level where appropriate.

9.15 Food safety and food hygiene

The School or their contractors are expected to achieve not less than four stars and move to five stars on formal Environmental Health food safety and hygiene inspections.

9.16 Administration of medicines and support for pupils and other people with medical conditions

Arrangements for the administration of medication in the School will be in accordance with the 'Policy for the Administration of Medicines'.

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

9.17 Computers and other IT equipment and systems

Equipment related to information, technology and communications will be managed by the Trust's IT department.

Display screen assessments when required will be organised through the School Business Manager.

E-Safety is managed by the DSL and teaching of E-Safety is planned and monitored by the computing lead.

Data protection requirements are dealt with by the Trust.

All IT facilities are subject to the relevant safety risk assessments.

9.18 Portable Equipment

Portable equipment can be moved around and used by various people. It ranges from small stationary equipment usually regarded as low risk to grass cutting equipment, electrical equipment and other potentially high risk items.

The procedure to be adopted is as mainly specified in the 'policy and procedure for the maintenance of installations, plant and equipment'. Inspection reports will be kept in the premises log book. Timely inspection appropriate to the type and use of the equipment will be carried out, to maximise efficiency, minimise costs and ensure bought in items by staff are proactively dealt with and items such as portable device Transformers are not on when not in use.

Suitable training will be given where required.

9.19 Portable Appliance testing (PAT)

Although most equipment of concern here is electrical it also applies to other equipment that may need testing.

The health and safety executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.

9.20 First Aid Provision and Medical Support

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 the first aid room and every classroom in the school.

The names and photographs of the first aiders and others with appropriate skills must be posted on the school's health and safety notice board and in strategic locations within the school.

9.21 Housekeeping

The School Business Manager, site manager / caretaker 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.

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

9.22 Lettings

The school may decide to have lettings. The school will ensure that any 'letting terms' are explicit regarding the respective roles and responsibilities of both the school and the hirer for health and safety matters including: insurance arrangements, risk assessments, first aid, and emergencies.

All high risk areas of the school premises, including the hall and other rooms or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. A mini version of the premises log book will be available for the hirer to use in evacuation and liaison with the Fire and Rescue service if they are in sole use of the site.

9.23 Local Exhaust Ventilation and air extraction

The governors recognised 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 kitchen fumes, any dusts, vapours, gases etc and for the Control of Substances Hazardous to Health. 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 premise's logbook.

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 eg toilets and washrooms, rooms where there are photocopiers or other equipment, rooms that may become hot during parts of the year.

9.24 Lone Working

The precautions to be taken in relation to lone working will be in accordance with the 'lone working policy'.

9.25 Manual handling (ie. Lifting and carrying of objects) and the lifting and carrying of children as part of care arrangements.

Responsibility for organising the safe manual handling of significant loads will rest with the School Business Manager. The site manager/caretaker will assist with handling where required, for example teachers where loads need to be carried.

The lifting and carrying of children as part of care arrangements will be managed by the SENDCo, School Support Assistants and the School Business Manager.

All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.

Where possible standard operating procedures will be used as part of premises management or care plans.

Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained in line with the Provision and Use of Work Equipment Regulations.

The SENDCo will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimised 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 persons 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.

9.26 Off-site visits, educational trips and sports events

Arrangements for all off site visits such as field trips and extra curriculum activities will comply with the 'procedures and code of practise for off site visits' and the school's 'trips policy'.

9.27 Outdoor structures, seating, monuments and other miscellaneous features

This item covers the wide range of external features from fences to gazebo's and roof gardens. The principle is of regular inspection and maintenance. Specific risk assessment may be necessary for somethings although some items commonly in use such as benches have 'everyday risks' and are unlikely to need detailed risk assessments.

Control measures include day to day walking the site, picking up issues before they become a problem.

9.28 Plant, machinery, and equipment

The provision and use of plant, machinery and equipment in the school will be in accordance with the procedures for maintenance of installations plant and equipment.

The governors recognised that specialist advice is required to determine the safety requirements for the following:-

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

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

Lead staff 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 logbook.

A thorough inspection of work areas will take place at least three times a year in the presence of the safety representative and other designated person (s) as decided by the school's safety team.

New plant, machinery, equipment common materials, substances will be brought onto the premises after discussion with the school's safety committee as part of consultation with staff.

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

Lead staff 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.

9.29 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 lead staff for sport and PE and will include goal posts, goal posts / marker flag location 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. This also applies to away sporting fixtures as far as is reasonably practical.

9.30 Playground equipment

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

- An annual condition inspection by a competent person
- 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 health and safety coordinator
- Daily visual inspections by the caretaker

9.31 Training

The Management of Health and Safety at Work Regulations require that the school provides suitable information and training regarding risk assessment and health and safety management.

The Governors and headteacher recognises that training is always a constant requirement,

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 retraining 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 any instructions, 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 competences and support staff such as caretakers may require others. Examples are:-

- sports and PE
- first aid
- administering medicines and supporting pupils with medical needs
- safeguarding roles
- fire safety duties

9.32 Other issues

There are a wide range of support organisations providing help and advice and the Trust will make full use of these. Each school will be encouraged to use them well.

The Health and Safety Executive website provides free downloads of most of its publications and these set best practice for occupational health and safety. Other relevant organisations such as CLEAPSS and DATA which are membership based will be joined by the Trust.

Where feasible in-house staff will gain skills, knowledge and experience to carry out most health, safety and wellbeing functions. If necessary external contractors and advisors will be used.

9.33 Health

Health is identified as any public health issue such as mumps, norovirus and Coronavirus (Covid 19) etc.

For any health issue Government guidance including PHE, NHS and any local health expertise will be followed.

Specific risk assessments have been undertaken and actions implemented where required. The risk assessments are reviewed regularly against Government Guidelines.

9.34 This policy will be reviewed and updated each year as necessary.

10. Check List

No.	Item	Trust Responsible	School Responsible
1	Accident and Incident reporting	Yes	Yes
2	Administration of medicines	No	Yes
3	Annual report on health, safety and wellbeing	Yes	Yes
4	Asbestos	Yes	Yes
5	Audit	Yes	No
6	Buildings and premises	Yes	Yes
7	Business Continuity and Critical Incidents (snow, fire, flood, pestilence etc)	Yes	Yes
8	Caretaking and premises management	No	Yes
9	Communication with employee about health, safety and wellbeing	Yes	Yes
10	Contractors	Yes	Yes

11	Control of substances hazardous to health(COSH) such as chemicals, dust and microbes	Yes	Yes
12	Coronavirus (Covid 19)	Yes	Yes
13	Defect reports	No	Yes
14	Display screen equipment	No	Yes
15	Electricity	Yes	Yes
16	Excessive temperatures	Yes	Yes
17	Extended activities outside core hours/ lone working	No	Yes
18	Fire precautions	Yes	Yes
19	First aid provision and medical support	No	Yes
20	Food Safety and Hygiene (this is not covered under the Health and Safety at Work etc Act 1974	No	Yes
21	Higher risk curriculum areas	Yes	Yes
22	Housekeeping (clear corridors, storage, trip hazards etc)	No	Yes
23	Site defects of significance	No	Yes
24	Inspections	Yes	Yes
25	Lettings	No	Yes
26	Local exhaust ventilation/Air extraction	No	Yes
27	Manual handling-loads	Yes	Yes
28	Manual handling-carrying children and people	Yes	Yes
29	Manual handling-physical intervention/positive handling /restraint	Yes	Yes
30	Monitoring and auditing	Yes	Yes
31	Noise and vibration	Yes	Yes
32	Off-site trips, educational visits, sports events	Yes	Yes
33	Outdoor structures, play equipment etc	Yes	Yes
34	Plant, machinery and equipment	No	Yes

35	Playing fields, pavilions and other open space, sports equipment, sports centres or similar	No	Yes
36	Playground equipment	No	Yes
37	Portable equipment testing (often electrical but could be air or hydraulic or manual)	No	Yes
38	Pregnancy/ maternity	Yes	Yes
39	Radiation (ionising and non-ionising)	Yes	Yes
40	RIDDOR –Reporting of injuries, diseases and dangerous occurrences	Yes	Yes
41	Risk Assessment	Yes	Yes
42	Safety reps, staff reps, involving staff; consultation on health safety and wellbeing.	Yes	Yes
43	Safety reps, staff reps, involving staff; consultation on health, safety and well-being safety committee	No	Yes
44	Security	Yes	Yes
45	Security/ Bomb threat	No	Yes
46	Site defects of significance	No	Yes
47	Stress in the workplace	Yes	Yes
48	Training	Yes	yes
49	Transport –fleet vehicles, hire vehicles, public and private transport	Yes	Yes
50	Unacceptable behaviour-pupils and staff	Yes	Yes
51	Unacceptable behaviour – parents and public	Yes	Yes
52	Utility services (eg water)	No	Yes
53	Waste disposal	Yes	Yes
54	Water hygiene and Legionella, Lead in water	Yes	Yes
55	Wellbeing including pressure and stress	Yes	Yes
56	Working at Height	No	Yes
57	Work experience/student placements, new teachers and other new joiners	No	Yes

This check list is a guide only, other items may need to be considered.

