



Health, Safety & Wellbeing Policy Statement

Coton Green Primary School

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

*Eve Smith, **Chair of Governors***

3-12-20

*Richard Osborne **Headteacher***

December 2020



Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Governing Body/Board/Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

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

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

Organisation and Responsibilities for Health, Safety and Wellbeing

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

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

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Policy apply to them.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					



Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters
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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

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

The Policy makers;

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

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

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- Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.
- The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.

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- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

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

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

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

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The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*



Premises Managers (Richard Osborne & Joanne Berry ATLP Ops and Estates)

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

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who

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	have achieved a certain level of health and safety competency within their specialised field
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Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

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

Employees

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

Employees [including temporary & volunteers]

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

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

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

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

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

All pupils will:

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

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Staff Safety Representatives

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

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

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



Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

Coton Green Primary School

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

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

Minor accidents to be recorded in book held in school office. Monitoring of book by Headteacher to identify any pattern. Any accident involving a bump to the head to be notified to parent, any accident requiring further medical treatment to be notified to the Ops and Estates manager Jo Berry. Manager to then update with any subsequent actions. Accident procedures displayed in each classroom. All staff empowered to phone (9)999 in emergency.

2. **Asbestos**

Asbestos manual in school to be signed by all contractors.

Mr Richard Osborne is the Premises Manager. The asbestos record system manual is located in the main school office. All contractors, and the site technician read and sign this before undertaking work, and check with the premises manager or his representative before affixing or drilling to any possible intrusive work.

Prior to this a hazard identification checklist is completed, with an intrusive work permit completed if required. In such a case the LA property surveyor is to be consulted. Should damage occur to asbestos materials within the building the procedure is:

- Evacuate/exclude all personnel/seal the area
- Immediately contact the Asbestos management team:

Jason Bunn

Andrew Bell

Andy Richards

Stuart Cresswell

Tel: 01785 355777 Emergency Out of Hours Contact Number: 01782 749910

3. **Contractors**

All contractors are LA and or ATLP approved, and subject to supervision from Property Services and ATLP operations and estates. Contractors to sign in/report to school office to discuss operational considerations and Health and Safety. All contractors to sign asbestos manual to ensure that hazard information has been exchanged and risk control measures implemented.

4. **Curriculum Safety** [including out of school learning activity/study support]

Staff are to deliver activities with regard to Safety in PE document.

- Safety advice in D&T and Science

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- All school visits/risk assessments to comply with LA and Academy (ATLP) guidelines (see separate folder/Evolve website).

5. Drugs & Medications

The following procedures are to be followed:

- Parents to complete form re administering medicine.
- Medicine must be prescribed and in original packaging. Any non prescribed medication must be discussed with the Headteacher, and would only be administered in exceptional circumstances.
- Staff administering medicine to sign record.
- Children with identified medical needs to have a care plan written with school and parents. One copy to be given to class teacher, one retained in office medical file
- Asthma inhalers – information form to be completed.
- Asthma inhalers are kept in the class room in EYFS and KS1. In KS2 a spare inhaler is stored in the PPA room for emergency use.

6. Electrical Equipment [fixed & portable]

All staff are responsible for visual inspections of school property, personal items are not to be brought to school. PAT checks of all electrical equipment to be conducted every 2 years by County approved contractor. Defective equipment to be reported to caretaker via daily office book.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Headteacher to arrange ½-termly fire drills. Notices in all rooms identifying assembly points and nearest safe exits. Teachers are responsible for ensuring children are aware of arrangement. Issues arising from drills to be reported to the Headteacher. Fire extinguishers to be maintained annually via Chubb Alarms. Headteacher or office staff to inform fire brigade in the event of fire and to remove asbestos register from building to assist firefighters. Caretaker to undertake weekly testing of alarm bells.

Fire Risk Assessment

This is evaluated and updated annually in January. Fire notices and fire evacuation procedures are displayed in classrooms. Personal Evacuation Plans for pupils and employees with impairments are reviewed and updated regularly.

8. First Aid

All staff have gloves and wipes in first aid boxes in their class rooms and are responsible for their re-stocking. A body spillage kit is kept in the PPA room. A separate yellow bin for eg accident wipes/dressings is located in the entrance hall. A sharps bucket is in the boiler house. Main first aid station is in the staff room. Miss Coton, Mrs Evans, Mrs Robinson, Mrs Lloyd, Mrs Lewis, Mrs Sanza, Mrs Holbrook, Mrs Challis and Mr Parker, Mrs Jauncy and Mrs Williamson are the registered first aiders. Miss Coton, Mrs Lloyd, Mrs Robinson, Mrs Sanza, Mrs Rawlings and Mrs Evans are paediatric. St John's Ambulance / ATLP Ops and Estates identify re-training schedule for staff.



If an ambulance is required, nearest available member of staff is authorised to ring reporting to the first aider that they have done so and to the school office. The Headteacher or senior member of staff will accompany the child to hospital if parents are not able to attend.

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. Assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard included in bi-annual assessment.

10. Hazardous Substances (COSHH)

All cleaning products used by contractors are locked in an identified storeroom. Products used in the maintenance of the building are locked in the store shed. The Site technician has responsibility for ensuring that substances are not stored in the boiler house. The Site Technician should undertake to wear protective clothing, masks and gloves in accordance with data sheets and when undertaking any potentially hazardous activity.

The asbestos manual must be referred to. Staff have responsibility to ensure that products for classroom use eg board cleaners are returned to store cupboards and kept out of children's reach. Product Data sheets are kept in the PPA room. Boiler house to be kept locked at all times.

11. Health and Safety Advice

The school undertakes to obtain competent health and safety advice, e.g. Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LEA, tel: 01785-355777. Occupational Health Unit, etc. The Public Health Authority (infection control).

12. Housekeeping, cleaning & waste disposal

Entrust in partnership with Chartwells Cleaning Services are responsible for the cleaning of the building and are to comply with safe working practices posting notices re wet floors. Bins are located in bin store, caretaker responsible for maintenance. Body spillages to be isolated and treated with sanitiser, dressings etc to be disposed of only in yellow bin located in disabled WC. Sharps bucket located in boiler house. At lunchtimes toilets are checked, door handles wiped by the Senior Supervisor.

13. Handling & Lifting

Trolleys are provided for handling loads. Caretaker to receive manual handling training on induction. Three lunchtime supervisors have had manual handling training.

14. Jewellery [This should be repeated in school prospectus]

See guidelines in prospectus. Parents advised that jewellery should not be worn for PE

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activities.

15. Lettings/shared use of premises

All persons to be informed of fire regulations/safety exits.

- School equipment (eg cooker) to be used only by designated person with school permission.
- PTFA events, responsibilities to be delegated via committee. NCPTA insurance to be in place and checked.
- Lettings to have appropriate liability insurance and DBS checks
- Copies of Safeguarding policies of organisations working with children retained by school. – Guides.

16. Lone Working

Staff who work alone in school are required to inform a designated person of their whereabouts. Mobile phone numbers available for all lone workers.

17. Maintenance / Inspection of Equipment (including selection of equipment)

- Equipment is subject to the following schedule:
- PE Equipment – annual test (external contractor)
- Electrical equipment – PAT test bi-annual (external contractor)
- Fire Extinguishers – annual Chubb test (external contractor)
- Gas and Electrical Installation (LA schedule)
- Fire Bell test – weekly from a variable part (caretaker responsibility)
- Water temperature – monthly (Site technician responsibility)
- Ladder check – bi-annual (Site technician responsibility)

18. Monitoring the Policy and Results

A bi-annual January / June inspection will be completed by the Headteacher, reporting to the Health and Safety Governor and co-signed by the Chair of Governors. A fire risk assessment will be undertaken / reviewed annually. The governing body have approved the Health and Safety action plan (Autumn 2018) this is monitored regularly by the Premises committee.

19. Poster on Health and Safety Law

The headteacher is responsible for the siting of the poster in the PPA room and ensuring it is updated in line with HSE guidelines.

20. Personal Protective Equipment (PPE)

Personal Protective Equipment is provided free of charge to include overalls, gloves, safety boots, masks, goggles and aprons as required.

21. Reporting Defects

Hazards to be reported to the Headteacher to arrange remedial work. Defects to be



written in the site technician's book.

22. Risk Assessments

Annual risk assessments to be undertaken with LA advice. Risk assessments will be reviewed annually and completed for new activities. All staff have a responsibility to undertake safe working practices and inform management of conditions which may affect working (health problems/pregnancy/stress).

23. School Trips/ Off-Site Activities

- Parental permission must be gained.
- Headteacher to approve visit / copy of letter to parents
- LA notification form completed, with named emergency contact
- Insurance log completed prior to visit
- Supervision ratio of at least 1:10 (dependent on type of visit. Some trips can be 1:30 if risk assessment does not indicate any hazards. Headteacher to be advised of ratios prior to visit via EVOLVE)
- First aid kit to be taken
- Mobile phone to be taken on all visits – (new school mobiles purchased for 2018 with no camera for EYFS access)
- Visits co-ordinator is Mrs C Wesley. The Headteacher approves visits via Evolve.
- Evolve procedure and advice used

24. School Transport – e.g. minibuses

Mini bus to be driven only by LA approved qualified driver. Mini bus to be loaned only from LA providers. All school journeys to be covered by insurance.

25. Smoking

Smoking is not permitted on the school site.

26. Staff Consultation and Communication

Health and Safety issues are to be identified and raised at weekly staff briefings. Information about health and safety can be found in the PPA room.

27. Stress and Staff Wellbeing

Staff to report concerns to team leaders and Headteacher. All staff to be made aware of LA work / life balance strategy and counselling. Stress risk assessments available. Stress counselling, health screening and medical treatment available through Staff insurance policy (SAS).

28. Supervision [including out of school learning activity/study support]

If a teacher has to leave a class for any reason they should ensure an assistant is with the class / inform the office to ensure cover is sent. Triangle alert system for emergencies – green triangle for pupils, red for staff, in place.

29. Swimming Pool Operating Procedures (where applicable)



At least 2 school staff to accompany each coach. Where a male member of staff is unavailable Peaks staff are to be asked to accompany boys through public area. Pool staff to practise evacuation procedure.

30. Training and Development

The Headteacher takes responsibility for the co-ordination of Health and Safety to include Governor liaison with the named H&S governor (Mrs E Smith) via termly visits. Relevant training is to be identified using the LA H&S matrix and is the responsibility of the PDC.

31. Use of VDU's / Display Screens / DSE

Any defect in equipment to be reported to Headteacher. Adjustable chair to be used. Staff are advised of need for regular breaks / variations and of the right to eye test paid by employer. VDU assessments to be completed by trained LA adviser.

32. Vehicles on Site

Pedestrians to use side gate Yard 1 to access school; NOT to cross main vehicle access or route to Yard 3 via boiler house. Vehicles are not to turn on yards.

33. Violence to Staff / School Security

All visitors to enter via main entrance signing visitor's book. Gates to yard 1 and rear gate locked at 9.00am – 3.15 pm. Door to entrance to be locked. Staff wear identity badges. In the EYFS the exit doors are: Miss Coton's outside area. Gate to outside area is locked. Reception classroom doors have adult height handles. These are only used at beginning and end of day and in breaks. During sessions toilet access is in Miss Coton's class only to maintain security.

34. Working at Height

Staff only to use stepladder and foot stools provided. Ladder with platform barrier stored in library and in hall cupboard. Staff responsible for their return.

35. Water Hygiene

Water hygiene record systems manual is kept in school office. The Site technician who is responsible for recording and updating the manual, carries out monthly water temperature checks of both hot and cold water systems. Six monthly inspections carried out by the contractor appointed by the LA.

36. Work Experience

Deputy Headteacher is responsible for all ITT/College/Work experience students and induction meeting on procedure.

Version Control -



2020 update – New responsibilities added to premise manager; Stress management to include support available – updated first aid list / Updated academy contacts

