



Clophill St. Mary's VA CofE Lower School
Health and Safety Policy 2018

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General arrangements for implementing the health and safety policy are organised in alphabetical order

1.0 INTRODUCTION AND OBJECTIVES

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

It describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

This policy relates to Clophill St. Mary's CofE Lower School, a Voluntary Aided school.

Clophill St. Mary's is a one-form lower school with a Nursery provision for children from 2 years 7 months to 9 years old.

Clophill St. Mary's also runs a before and after-school club provision for all children from 07:45-08:45 and 15:30-17:30 Monday to Thursday and 14:30-17:00 on Friday called FunZone.

2.0 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Clophill St. Mary's CofE Lower School acknowledges and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities staff have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:-

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

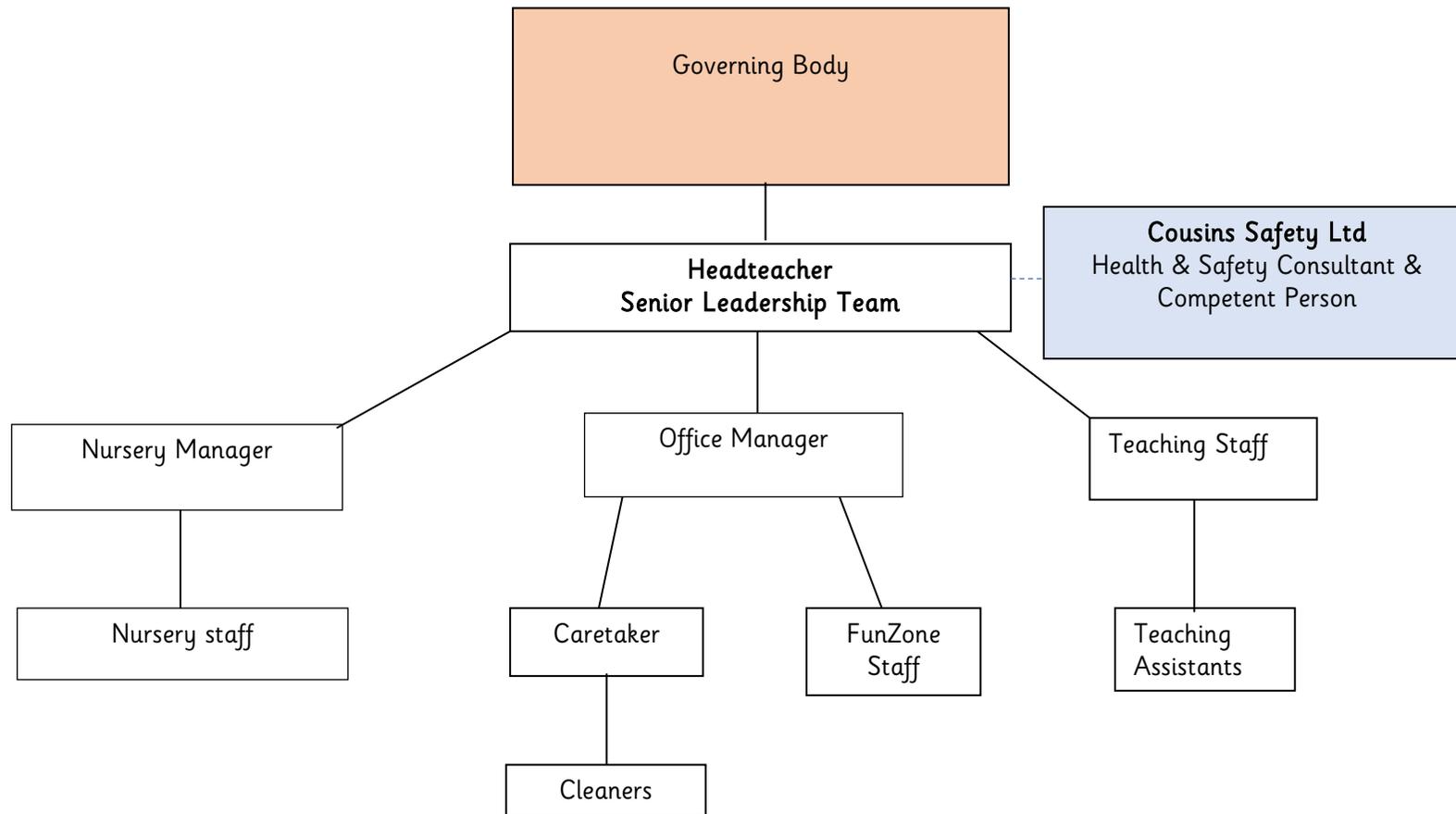
Signed: E Thoullass
Print: E. Thoullass
Position: Vice Chair of Governors/Trustees
Date: 11/10/18

Signed: K L Bingley
Print: K L Bingley
Position: Headteacher/Principal
Date: 11/10/18

3.0 MEANS OF ORGANISATION

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

3.1 Structure chart of how the school is organised for managing H&S:



RESPONSIBILITIES

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

3.2 THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safety systems within the school.
- Health and safety performance is measured both actively and reactively.
- The school's Health and Safety Policy and performance are reviewed annually.
- A Health and Safety Governor is specifically named

3.3 THE HEADTEACHER

The Headteacher supports the governing body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their trade union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as required.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- Ensure compliance on disability access for staff and pupils.
- Arrangements are in place to monitor the school premises and safety performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the governing body on the health and safety performance of the school is completed termly.

The headteacher/principal can delegate some of the responsibilities and tasks but is still ultimately responsible for compliance.

3.4 THE SCHOOL OFFICE MANAGER

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.
- Oversee the Maintenance Budget and works (alongside the Caretaker).
- Contractors are assessed for competency safety controls are adhered to (alongside the Caretaker).

3.5 CARETAKER

- Ensure the safe maintenance and security operations of the school premises.
- Ensure fire precaution requirements are in place and up to date.
- Oversee the maintenance budget and works (alongside the Office Manager).
- Reporting back to the Headteacher and Governing body if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control
- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
- Carrying out weekly site checks and recording.
- Carrying out any other functions devolved to him by the Headteacher or Governing Body.
- Unsafe conditions are dealt with to agreed timescales.
- Contractors are assessed for competency safety controls are adhered to (alongside the Office Manager).

3.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Curriculum Co-ordinators. They must:

- Apply the school's 'Health and Safety Policy' to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Office Manager any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Ensure all accidents are investigated appropriately.

3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Office Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Office Manager.

3.8 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with school procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Headteacher or Office Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Headteacher or Office Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

3.9 PUPILS

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

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

3.10 HEALTH AND SAFETY COMPETENT PERSON

The School uses the services of an external OSCHR Consultant, Sherryl Cousins, Cousins Safety Limited to provide Health and Safety Competent Person advice.

Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Governing Body.

4.0 CONSULTATION WITH EMPLOYEES

The School will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The School recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Currently there are no Union Health & Safety representatives at Clophill St. Mary's CofE Lower School.

If appointed, time off for training will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The school recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this.

5.0 PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

See Accident reporting procedure and accident form

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered onto the accident book and AssessNET and reported to the Health & Safety Executive if required following guidance.

The school accident book is held in the School Office completed accident forms should be passed to the Office Manager.

The Headteacher will undertake an investigation into the accident and record any follow up action.

Accident reports identifying trends in accidents/incidents are provided to the Governing Body on a termly basis.

Asbestos

The Headteacher has overall responsibility for the management of asbestos across the school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc by way of the staff briefing sheets.

The Asbestos log book for the school is held the School Office.

The local Asbestos Management Plan for the site sets out who has responsibilities for Asbestos management and can be found in the School Office in school.

The following staff will attend asbestos awareness training every 3 years: the Headteacher, the Office Manager and the Caretaker.

The school uses an electronic system via Central Bedfordshire Council, Frontline, for storing the asbestos management surveys. They are also available in the Asbestos log book/file in the School Office.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

School uses the services of Thames Laboratories for asbestos consultancy.

The Caretaker provides an annual check on condition of asbestos.

Staff will also be reminded that they must report any damage to asbestos materials to the Headteacher, Caretaker or Office Manager by staff briefing and emails.

Audit and monitoring

As part of the schools monitoring of health and safety regular health and safety inspections will be carried out.

The Caretaker will walk around the buildings and site each term and note down any issues that need to be addressed. Key risks highlighted from the termly walk round will be included in the report to the Governing body on a termly basis.

An annual monitoring form will be completed by the Caretaker and a copy provided to the Governing body.

The School has the option to commission an external Health and Safety audit from a consultant.

The Caretaker completes a weekly walk round and checklist and any issues highlighted to the Headteacher.

Breakfast and Afterschool clubs (FunZone)

See separate breakfast and after school club procedures

The school runs the breakfast and after school club and has their own health and safety procedures.

Behaviour Management/Bullying

See separate behaviour management policy

Appropriate training will be provided to staff on managing behaviour.

Caretaking and Cleaning

The school employs a Caretaker who manages the cleaning staff at the school.

The Caretaker will be responsible for training cleaners on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Where the school employs cleaners who are young persons (under the age of 18) the Headteacher will complete a young person risk assessment.

Cleaners can come in between 15:30-17:30 Monday to Thursday and 14:30-17:00 on Friday during term-time. They can also come in any time the Caretaker is working during the school holidays.

Site Staff cover is available from the Caretaker as necessary to fulfil the requirements placed by school functions.

The Caretaker is responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Caretaker is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.

The Caretaker is responsible for managing a team of cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments (alongside the Headteacher) and implementation of Safe Working Practice.

The Caretaker alongside the Office Manager and Headteacher maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

The Caretaker organises a summer cleaning plan, including condensed cleaning.

Contractors

See separate Managing Contractors guidance and CDM guidance.

The Office Manager alongside the Caretaker shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Office Manager alongside the Caretaker is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the School's control of contractors' procedures.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue with the Office Manager or Headteacher.

The following Curriculum Co-ordinators shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in the appropriate use of machines and equipment (where necessary).

The Headteacher is responsible for coordinating curriculum risk assessments and are responsible for ensuring these risk assessments are available to their staff.

Any off site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator EVC, the Office Manager.

Display Screen Equipment (DSE)

Information on the risks associated with DSE will be provided within the first week of commencing employment.

DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The Headteacher will ensure DSE assessments are completed for all DSE users annually or following an office move.

Driving for Work

Where staff have to use their own car for work, for example driving to meetings etc at other school sites, then business insurance should be obtained. The Office Manager is responsible for checking annually they have business insurance, tax and MOT for their vehicle.

Educational Visits and Journeys

See separate Educational Visits and Journeys policy.

The schools uses Evolve and all educational visits and journeys are required to be approved by the Headteacher who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record “competence” of staff annually.

Medication for school trips will be covered by the School’s Managing Medications Policy.

Electrical Equipment (fixed and portable)

The Office Manager will ensure that testing, inspection and maintenance of equipment.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall not be used be taken out of service.

Staff should not bring in their own electrical items from home for use without PAT testing.

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Headteacher without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the School and should refer formal enquiries to the Headteacher.

Fire Precautions and Emergency Procedures

The Headteacher is the “responsible person” as defined in Regulatory Reform (Fire Safety) Order 2005.

The Caretaker organises the fire risk assessment, reviewed annually for all sites.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times pre-determined by Caretaker and this is usually after school on a Friday afternoon and recording it in the Fire log book.

The fire evacuation drill shall be co-ordinated for all the sites by the Headteacher once a term and recorded.

Staff are required to report defects or missing fire-fighting equipment to the Caretaker, Headteacher or Office Manager. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

The Caretaker is responsible for the Fire Safety Management plan and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary) The Headteacher completes these for Staff and pupils.

First Aid

The school have a number of trained first aid staff and details are displayed in the School Office.

The Office Manager is responsible for ensuring this list is kept up to date and there are sufficient number of trained first aiders on site.

First aid boxes are in the following locations: the School Office, Playground bags, the Computer Suite.

The person responsible for checking and restocking first aid boxes is the Office Manager.

The Office Manager is responsible for organising training and refreshers for first aiders and keeping training records.

First Aid accidents will be recorded in the first aider treatment book and accident book if appropriate by the administering first aider.

Grounds Maintenance

The Office Manager oversees the Grounds Maintenance contract who use their own equipment.

When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

COSHH assessments used by the grounds maintenance will be kept in school.

Where grounds maintenance is carried out by the Caretaker, risk assessments will be carried out.

Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. The Office Manager, Headteacher or Site Agent will ensure the gas supply is isolated in the event of an emergency.

The Office Manager is responsible for ensuring gas appliances are serviced annually.

Hazardous Substances (Control of Substances Hazardous to Health (COSHH)

Cleapss guidance is available on COSHH assessments for Science and Design Technology

The Headteacher and Office Manager has access to CLEAPSS guidance and hazcards. Guidance on emergency procedures for spillages is contained on hazcards.

The Caretaker will arrange that cleaners employed by the school are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

Inclusion

The school will plan for and have assessments in place for SEND pupils, making reasonable adjustments in respect of access under the DDA.

The school's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Infection Control

School office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc will be notified to the Caretaker.

Spillages will be cleared up by the Caretaker or School Staff . Personal protective equipment gloves and plastic disposable aprons are provided.

Legionella

The Office Manager will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance Schedule.

The Caretaker is responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Headteacher.

The Caretaker attends regular legionella training.

Lettings / shared use of premises / use of premises outside School Hours

See separate Lettings policy

The Governing Body are responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to business use i.e. Karate Club then the Hirer's indemnity insurance will be needed.

The Office Manager is responsible for management of lettings at the school.

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The Caretaker is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

Lifting Equipment & Lifting Operations

The school has no lifting equipment on site.

Lone Working

See separate lone working policy

The school has a separate Lone Working Policy that all school staff should be made aware of and follow.

The Headteacher will monitor lone working procedures during the school holidays. The school to consider limiting time staff can come into school during the school holidays.

Managing Medicines & Drugs

See separate managing medications/supporting pupils with medical conditions policy.

Maintenance and Inspection of Equipment

The Office Manager will ensure that testing, inspection and maintenance of equipment following the schools planned preventative maintenance PPM schedule.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported and the Caretaker or Office Manager will arrange for repair or replacement.

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley has been provided for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Caretaker undertakes by the Headteacher

Manual Handling training will be provided to the site staff and any other staff that may require it.

Noise

Where required a noise assessment will be carried out e.g. D&T/ Music.

Personal Protective Equipment will be provided if necessary e.g. ear plugs will be available to staff working in DT/Music.

Occupational Health

The school uses the services of Heales for Occupational Health Services.

Outdoor Play Equipment & PE Equipment

The P.E. Co-ordinator will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment is serviced annually and is organised by the Office Manager

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided to the Caretaker as required.

PPE gloves and goggles, if required for the task, are provided to cleaning staff. The Caretaker will ensure there is sufficient supplies to protection cleaners from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

PPE for curriculum delivery (e.g. science/DT) are essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the Class Teacher.

Permits to Work

See contractor management guidance

Where required the Office Manager will issue permit to work for high risk activities such as hot works, work at height, confined space working.

Nursery

See separate Nursery procedures

The School runs Acorn Nursery which has their own health and safety procedures.

PTA (Friends of St. Mary's) and Football Club

Risk assessments for activities planned, managed and hosted by the PTA and Football Club, for example summer fetes, fireworks and football tournament should be provided in advance to the Headteacher.

Risk Assessments - General

Risk assessments have been developed for the range of activities undertaken. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed bi-annually or when there is a change in circumstance.

The Headteacher is responsible for the risk assessments in relation to the premise and coordinates non-curriculum risk assessments.

The Headteacher, alongside class teachers are responsible for ensuring risk assessments are completed in their areas and making these available to all staff.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

Staff risk assessments will be completed by the Headteacher.

Pupil medical or SEND risk assessments will be completed by the Headteacher.

Copies of risk assessments will be held in the Headteacher's office.

Security

The Caretaker opens the school site between approximately 7.15-7.30 am. Once pupils are in lessons, all the external gates are closed. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Caretaker will be responsible for locking all doors and securing the site and at the end of the day.

The school has CCTV cameras for monitoring security and a CCTV policy in place. External signage is displayed indicating CCTV in operation.

Site Maintenance

The Caretaker has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with.

Where action required is outside his authority or ability, the matter will be reported to the Headteacher or Office Manager for appropriate action.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Site Development Plan/condition survey and taken into account when prioritising works.

The Office Manager alongside the Caretaker tracks and monitors planned preventative maintenance.

Slips, Trips and Falls

All areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

Smoking

See separate 'Smoking Policy'.

Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs and this will be organised by the Deputy Headteacher.

In the case of volunteer helpers it will be the responsibility of the Office Manager alongside class teachers to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

All health and safety training will be recorded on the training log by the Office Manager and tracked and refresher training arranged.

Stress

See separate stress policy

Swimming Pool

Swimming takes place at Hilltop Swimming Club. This activity is classed as an activity off site and is covered under Educational Visits and Journeys.

Vehicle Movements on site

The school has assessed the risk from vehicles on site and completed a risk assessment.

Deliveries are discouraged during drop off and pick up.

The School carpark is for staff and visitors only.

Visitors

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The school's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its schools will provide suitable welfare facilities for staff.

In terms of pupils, the Headteacher will ensure it meets the welfare provision in all its schools as per the School Premise Regulations 2012.

Work Experience

The school welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The Headteacher alongside the Deputy Headteacher oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc. The Office Manager will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Headteacher, Caretaker). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

The Caretaker is trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.

The Headteacher is responsible for ensuring work at height risk assessments are in place and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6th monthly check by the Caretaker.

The school has a tower scaffold. This is only erected and used by the Caretaker after attending PASMA training (in the last 5 years).

Staff that put up displays for example TA;'s will be provided with stepladder and kickstool training.