



Sanders Draper School

Health and Safety Policy

2009

PREFACE

This Safety Policy has been produced to comply with the requirements of Section 2(3) of the Health and Safety at Work etc Act 1974.

The Sanders Draper School is fully committed to the management of health and safety.

The document is divided into 4 parts in line with the Havering Council's Corporate Policy which has been adopted by Sanders Draper School Governing Body.

Part 1 consists of the School Governing Body's 'Statement of Intent', in which The Sanders Draper School recognises and accepts responsibility for ensuring the Health and Safety of staff, students and visitors and others who may be affected by it's work activity.

Part 2 identifies the responsibility for health and safety of the Head Teacher, and individual managers and employees at each level of the organisation in addition to those items mentioned in the Corporate Policy.

Part 3 lists the arrangements for implementing The Sanders Draper School Safety Policy.

Part 4 outlines the arrangements for reviewing the Safety Policy and for monitoring health and safety performance. The Policy contains the signatures of the Head Teacher and the Chair of Governors.

CONTENTS

Part 1 STATEMENT OF INTENT

Consists of the 'Statement of Intent', in which the School Governors recognise and accepts responsibility as employer; ensuring the Health and Safety of employees and others who may be affected by work activity.

Part 2 ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

(see Organisational Chart Appendix 1)

Identifies the responsibilities for health and safety of the Head Teacher, individual managers and employees at each level of the organisation.

- 1 The Head Teacher (equivalent to 2nd Tier)**
- 2 The Governing Body**
- 3 School H&S Co-ordinator**
- 4 Senior Management Team, Line Managers, Supervisors, Team Leaders**
- 5 Site Managers / Site Personnel**
- 6 Teaching Staff**
- 7 All Other Staff**
- 8 Competent Persons**
- 9 Trades Union Representative(s)**
- 10 Contractors**
- 11 Catering Staff**

Part 3 ARRANGEMENTS FOR IMPLEMENTING THE SAFETY POLICY

Lists the arrangements for implementing the Safety Policy.

- 1 Health & Safety Performance Groups**
- 2 Schools' H&S Performance Group**
- 3 Corporate Performance Standards**

- 4 Health and Safety Standards**
- 5 Risk Assessments**
- 6 Standard Procedures**
- 7 Document Control**
- 8 First Day Induction**
- 9 Safety Training**
- 10 Communicating Safety Information**
- 11 Working Hours**
- 12 Staff Consultation**
- 13 Resources**
- 14 Occupational Health**
- 15 Violence to Staff**
- 16 Stress / Wellbeing / Work - Life Balance**
- 17 Lone Working**
- 18 Home Working**
- 19 Display Screen Equipment (DSE)**
- 20 New & Expectant Mothers**
- 21 Young Persons / Work Experience**
- 22 Arrangements for Managing School Premises**
- 23 Disability Discrimination**
- 24 Premises Maintenance**
- 25 Shared Site Arrangements**
- 26 Construction, Design & Management (CDM)**
- 27 Vetting/Supervision of Contractors**
- 28 Asbestos**
- 29 Security**

- 30 Fire**
- 31 Emergency Planning & Business Continuity**
- 32 Water Hygiene & Legionella**
- 33 Control of Substances Hazardous to Health (COSHH)**
- 34 Personal Protective Equipment (PPE)**
- 35 Environment**
- 36 Glazing**
- 37 Working at Height**
- 38 Manual Handling**
- 39 Vibration**
- 40 Noise**
- 41 Access and Car Parking**
- 42 Accident / Incident Recording**
- 43 First Aid**
- 44 Supporting Students with Medical Needs**
- 45 Sharps and Infection Control**
- 46 Curriculum**
- 47 Extended School Arrangements**
- 48 Offsite Visits**

Part 4 ARRANGEMENTS FOR MONITORING STANDARDS OF COMPLIANCE & REVIEW PROCEDURES

Outlines the arrangements for reviewing the Safety Policy and Monitoring Health and Safety performance.

APENDICIES

APPENDIX 1	PERFORMANCE STANDARDS
APPENDIX 2	HAZARD AND DEFECTS PROCEDURE
APPENDIX 3	NOMINATED FIRE WARDENS
APPENDIX 4	H&S MANAGEMENT & COMMUNICATION MODEL IN THE SCHOOL
APPENDIX FIVE	SHARED SITE ARRANGEMENTS / HIRE AGREEMENTS
APPENDIX SIX	LEGISLATION LIST



Part 1 STATEMENT OF INTENT

On 1st March 2009 Sanders Draper School and Specialist Science College achieved foundation status. Statutory Health and Safety is now the responsibility of the School Governing Body.

The School Governing Body has embraced these new responsibilities as they are committed to ensuring the health, safety and welfare of all employees, students, visitors, and contractors.

The Governing Body will:

- Promote standards of safety, health & welfare that comply with the terms and requirements of the Health & Safety at Work Act 1974 and all other relevant statutory provisions and approved codes of practice.
- Maintain safe and healthy work places and safe systems and methods of work to protect employees and others, including the clients and visitors insofar as they come into contact with foreseeable work or site hazards.
- Make adequate arrangements for the use, handling, storage and transport of articles and substances for use at work, which are safe and without risk to health.
- Develop safety awareness among all employees and individual responsibility for health & Safety at all levels.
- Identify risks to safety or health that needs to be 'assessed' under a specific duty or regulation, we will ensure that an 'assessment' is carried out and that all actions shown to be necessary will be implemented.
- Provide suitable information regarding the safety or safe use of our services and/or products.
- Minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.
- Demonstrate commitment to this policy by seeking continuous improvement thus promoting and safer healthier working environment.

CHAIR OF GOVERNORS: _____

DATE: _____

HEAD TEACHER: _____

DATE: _____

Part 2

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

This section describes how The Sanders Draper School will organise and allocate responsibilities for Health and Safety. See *Organisational Chart Appendix 1*.

This section should be read in conjunction with the Corporate Policy and Safety Management System and the Social Care & Learning Health & Safety Statement.

The above aims are to be delivered by:

RESPONSIBILITIES

A summary of the individual Corporate responsibilities, functions and reporting arrangements and hence the organisation and accountability are detailed in the Corporate Policy:

1 HEAD TEACHER

The Head Teacher will pursue the objectives of the School Governors in respect of Health and Safety. The Head Teacher is responsible and accountable to the School Governing Body and parents and carers for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment. The Head Teacher is responsible for ensuring that arrangements are in place for the following:

- i. the Governing Body requires the Head Teacher to ensure that the safety policy is effectively implemented and understood at all levels, which will require the Policy to be communicated, monitored and controlled, and revised as necessary;
- ii. that the policy identifies responsibilities and duties of individuals and all employees for health and safety, including arrangements for implementing both LA and School policies and procedures;
- iii. ensuring that individuals at all levels within the school are held accountable for their health and safety performance;
- iv. the day-to-day management and co-ordination of all health and safety matters (the Governing Bodies for voluntary aided and foundation schools are responsible for health and safety within the school);
- v. to ensure that risk assessments are undertaken in the school, and that the process is monitored to ensure that it is operating effectively;
- vi. to report to the School Governing Body those instances where the Head Teacher's authority or responsibility does not enable a safety risk to be eliminated or reduced to a satisfactory level of hazard, but to take all necessary short term measures to avoid danger pending rectification;
- vii. to note all health and safety instructions and advice issued by the LA and to

- ensure that they are brought to the attention of all relevant staff;
- viii. to ensure that all areas of the school premises are inspected at least annually and reported upon to the Governing Body;
 - ix. to ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences;
 - x. to ensure that health and safety issues are adequately addressed in specifications prepared or contracts let by the school. To ensure that where projects fall within the scope of the Construction, Design and Management Regulations that the school adheres to those requirements placed upon them. To liaise with the CDM Co-ordinator appointed for the project, to ensure that any matter appertaining to health and safety arrangements for the project are included in the health and safety plan;
 - xi. to maintain a hazard register to ensure that all visitors, including contractors, are informed of any hazards on the site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance and other work affecting the safety of students and staff;
 - xii. to ensure that all equipment in the school is suitably maintained, tested and serviced in accordance with guidance and manufacturers recommendations;
 - xiii. to ensure there is an effective system within the school for communicating health and safety information to all appropriate staff;
 - xiv. to ensure that new employees are briefed about safety arrangements; in particular to ensure they are given a copy of the school's Safety Policy Statement;
 - xv. to ensure that protective clothing and equipment is provided and used wherever necessary and that it is properly maintained, tested (where appropriate) and renewed when required;
 - xvi. to monitor the needs and ensure that appropriate training has been given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the establishment to other functions;
 - xvii. the Head Teacher shall have the right to stop what are considered to be unsafe practices and/or the use of any plant, tools, equipment or machinery which is considered to be unsafe;
 - xviii. to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained;
 - xix. to ensure, using guidance from the School Governing Body, that major emergency plans are in place for the school;

- xx. to consult with employees and ensure they are given the opportunity to discuss health and safety issues at meetings;
- xxi. to consult with the approved Trade Union representatives on all health and safety welfare matters and co-operate with them in the execution of their duties;
- xxii. ensure that regular updates are provided on all health and safety matters delegated to individually named staff;
- xxiii. to seek guidance and advice from the Schools' Health & Safety Team, the Occupational Health Service and other specialists on health and safety matters and act appropriately upon any advice received.

2 SCHOOL HEALTH AND SAFETY OFFICER

- i. To be aware of all contracts and contractors entering the building to undertake maintenance, service or works contracts and ensuring that safety procedures are adhered to at all times. This duty will be delegated to Bursar / School Business Manager to manage
- ii. To ensure that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- iii. To ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters is adhered to.
- iv. To seek advice on health and safety matters from the Schools' health and safety team or from the appropriate sources who will be able to offer expert opinions.
- v. To ensure, in conjunction with the Head Teacher, and with appropriate advice that the following issues are reviewed, from time to time:
 - the provision of First Aid;
 - fire and evacuation procedures;
 - general compliance to the health and safety policy.

4. RESPONSIBILITIES OF SENIOR MANAGEMENT TEAM, LINE MANAGERS, SUPERVISORS AND TEAM LEADERS

Any employee who directly supervises one or more individuals will have the following responsibilities for health and safety:

- i. to be familiar with the School Policy and safety legislation governing the work activities and ensure that the details are communicated and implemented within their service;

- ii. to ensure risk assessments are carried out and control measures are implemented and monitored. A priority action plan of risk assessments to be complied;
- iii. where hazards are identified ensure that a suitably competent person carries out suitable and sufficient risk assessments and to ensure safe working conditions are maintained;
- iv. conduct regular inspections of the workplace in order to identify any actual or potential hazard and take appropriate remedial action to rectify any deficiencies found and report any defects and hazards through the agreed procedure (See Appendix 3); plan and maintain a tidy working area including normal and emergency access and egress;
- v. to assess the training needs of employees they manage, to ensure they are competent to carry out tasks safely. They must ensure that individuals attend training when required and keep records of training given;
- vi. ensure first day induction is given to all new employees, trainees, supply staff or work experience candidates;
- vii. ensure that all equipment used is suitable for the purpose, in good working order, serviced and maintained;
- iv. where necessary seek advice from the Schools' H&S Team, or the relevant source.

3 RESPONSIBILITIES OF SITE MANAGERS/SCHOOLKEEPERS IN CONTROL OF PREMISES

The nominated Site Manager to oversee and have responsibility for the day to day health and safety matters for the school.

For generic responsibilities see the Corporate Policy (available on the LA intranet)

Specific responsibilities are:

- i. that s/he is familiar with the School's Safety Policy and that cleaning staff (both directly employed and contracted) are also aware of any implications of the policy as it affects their work activities (e.g. storage arrangements of materials, equipment etc.);
- ii. to ensure that the agreed procedure for reporting defects, hazards and problems regarding health and safety matters is adhered to;
- iii. to attend health and safety meetings as required;
- iv. to ensure, in conjunction with the Head Teacher, that the following issues are reviewed at appropriate intervals:
 - the provision of First Aid
 - major emergency plans and procedures

- fire and evacuation procedures
 - contractor arrangements and management of contractors on site
 - inspection reports
 - hazard reports
 - general compliance with the health and safety policy.
- v. that staff under his/her supervision are adequately informed, instructed and properly trained in their duties
- vi. the supervision of contractors whenever they are on site to ensure that they are inducted, notified of any hazards e.g. asbestos, power supply, chemicals, hazard reporting, accident reporting etc. To supervise and monitor the contractors whilst on site. Where the project may fall in to the scope of the Construction, Design and Management Regulations to liaise with the principal contractor as required.

6 TEACHING STAFF

- i. Teaching staff are responsible and accountable to the Head Teacher for all matters relating to health, safety and welfare within their classrooms.
- ii. Teaching staff are responsible for ensuring that the safety policy is implemented within their own areas. Where risks are identified the Head Teacher must ensure that these are rectified, so far as reasonably practicable.
- iii. Teacher responsibilities will include the need to:
- liaise with the Head Teacher or Safety Representative to ensure safety procedures and policy arrangements are adhered to;
 - ensure that emergency procedures and bomb warning evacuations of the premises are known by all students;
 - assess the need for any training that may be required for staff for whom they are responsible; ensure that all staff under their supervision are adequately trained to carry out their duties efficiently and effectively;
 - ensure that all staff under their supervision receive instruction in their duties regarding health and safety matters, this is to include temporary and supply staff;
 - organise their areas of responsibility so that operations or work carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons;
 - carry out classroom inspections at a frequency agreed with the Head Teacher.
 - plan and maintain a tidy working area, including access and egress provisions;
 - ensure that any control measures as identified by the risk assessment process

are adhered to;

- iv. ensure that they are aware of regulations, codes of practice and guidance notes;
- v. report to the Site Manager all problems, defects and hazards;
- vi. carry out risk assessments including educational visit risk assessments as required, on any area or person under their direct supervision as required;
- vii. report to the Site Manager any practices, equipment etc. which give rise to risks to anyone;
- viii. ensure that classroom visitors are briefed with basic health and safety instructions as necessary, including evacuation procedures in the event of fire or other emergency.

7 ALL STAFF

- i. All staff working at the School are responsible and accountable to the Head Teacher for the implementation of the safety policy in the performance of their duties and must:
 - be familiar with the School Safety Policy, the implications and any procedures, arrangements and practices relating to their department or area of activity;
 - ensure that they work in a safe manner so as not to compromise the health, safety and welfare of themselves or others;
 - carry out health and safety tasks set out in school procedure documents e.g. fire management procedures, risk assessments etc.;
 - report any problems, defects, hazards or unsafe working practices to the responsible person;
 - not undertake any task for which authorisation and/or training has not been given;
 - report all incidents as defined by the School's Accident Reporting procedures;
 - use any personal protective equipment (PPE) provided in accordance with training and instruction.
 - ensure that any equipment used is suitable for the purpose and in good working order.

8 RESPONSIBILITIES OF COMPETENT PERSONS

In line with the Corporate Policy, the School will utilise the named persons. See Corporate Policy for full details of responsibilities.

8a. Schools' Health & Safety Manager will:

In line with the Corporate Policy

- provide health and safety information and updates to the school;
- support Head Teachers in their undertaking;
- monitor compliance with health and safety matters within schools and other educational premises;
- assist Managers and Head Teachers with the implementation of H&S Legislation Policies, Standards, Codes of Practice etc.

8b. OCCUPATIONAL HEALTH

The LA provides an Occupational Health Counselling service for staff. (See the Corporate Policy for full details).

1. TRADES UNION REPRESENTATIVE(S)

- i. The Trades Union Representatives will be encouraged by the school to fulfil their duties and will be given reasonable time off for any appropriate training. S/he will be entitled to inspect the premises in accordance with the agreed procedures.
- ii. The school TU Representatives have the right to receive any information regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

10 CONTRACTORS

All contractors engaged by the school to carry out any works will be scrutinised for their Health & Safety suitability and to ensure their competence. Contractors will be required to submit documentation relating to their competence, Health & Safety Policy, training records, along with copies of relevant risk assessments regarding the work to be carried out as necessary.

11 CATERING STAFF

The school will provide the catering staff with the school's safety policy and any draw to their attention any implications, which may directly affect their operation.

Catering staff should be familiar with and work within the guidelines of the Food Safety Act 1990.

Catering staff must inform **Site Manager** of any dangers, hazards or defects.

The catering supervisor must ensure that new catering staff, (part-time or temporary) are aware of the safety policy, practices and procedures.

Part 3

ARRANGEMENTS FOR IMPLEMENTING THE SAFETY POLICY

The Head Teacher will ensure that health and safety, within the school, is managed on a daily basis in an organised and strategic way. To do this certain key procedures and practices must be adhered to as follows:-

1. FINANCE AND PREMISES COMMITTEE

All Health and safety issues will be reported to the Finance and Premises Committee which meets on a monthly basis. Presentations will be provided where appropriate by the school's Health and safety Officer.

2. L.A. HEALTH & SAFETY PERFORMANCE GROUPS

The corporate structure for health and safety includes a Strategic H&S Group. The Catering and Traded Services Manager is the nominated representative. All corporate H&S policies, performance standards and priorities are discussed and agreed by the Strategy Group. The Schools' H&S Performance Groups then implement these at Education and School level as appropriate.

3. SCHOOLS' HEALTH AND SAFETY PERFORMANCE GROUP

The Schools' Health and Safety Performance Group is chaired by the Catering and Traded Services Manager who links back to the Corporate Health and Safety Group.

The Schools' group will, in addition to the requirements set out in the Corporate Policy:

- oversee and monitor the implementation of the Schools Safety Policies;
- receive and consider the Schools Action plan of priorities and compliance;
- consider and adopt recommendations or proposals from the Schools' H&S Manager or other 'competent' person, on measures to reduce or control risks arising out of the workplaces or activities that are specific to Schools;
- to receive and comment upon health and safety documentation produced for schools;
- identify specific risk assessments to be carried out;
- receive and consider reports of inspections, audits and fire risk assessments appertaining to schools;
- ensure that local and statutory notices are displayed and kept updated on the specific notice board in school;
- to receive and comment upon training undertaken by schools. Where appropriate agree health and safety competencies for specific tasks or work activities undertaken by schools e.g. educational visit co-ordinators;

- identify and review School specific policies, codes of practice, guidance etc.;
- receive and monitor accident and incident trends identifying areas of concern and measures to be taken to address any unsafe practices.

4. HEALTH AND SAFETY STANDARDS

The Schools' Performance Group will monitor and review compliance with in line with British Standard Occupational Health and Safety Assessment Series (OHSAS) 18001:2007

Local standards and performance indicators will be developed in consultation with the Performance Group. The Sanders Draper School will fully adopt, where necessary, the standards for use within the school. These will be discussed and adopted by the Finance and General Purposes Committee on behalf of the full Governing Body.

3 RISK ASSESSMENTS

Risk Assessments will be undertaken by appropriate staff - Heads of Departments, Support Staff, Teaching Staff, Site Personnel etc. nominated by the Head Teacher.

The Local Authority's Risk Assessment Guidance and Form will be used to complete all risk assessments.

The Schools' Health and Safety Team will compile a core list of risk assessments for specific school tasks and activities.

A Risk Assessment Schedule will be used by the school to list core risk assessments, risk assessments completed, outstanding and review dates. The schedule will identify control measures and priorities for action. This will be reviewed at regular intervals by the Head Teacher and Governing Body to ensure control measures identified are suitable and sufficient and seek advice from the Schools' Health and Safety Team as required. As a minimum all risk assessments will be reviewed annually or earlier following an accident/incident. Records will be kept of the review.

The Schools' Performance Group will identify, with the representative Head Teacher members and Trade Unions, work activities or tasks specific to Schools where generic risk assessments can be developed.

The School will identify and risk assess any site specific hazards.

6. STANDARD PROCEDURES

Where relevant the Schools' H&S Team will develop school specific standard procedures that will be based on core risk assessments. Where applicable, the school will adopt these.

7. ARRANGEMENTS FOR FIRST DAY INDUCTION

First Day Induction should be undertaken using the LA's 'Schools First Day Induction' checklist or the School's Induction checklist. Additional issues will be covered depending on the local circumstances and work activity.

Induction training will apply to all new staff or transferred staff. Staff need to be introduced to the environment in which they will be based, made aware of policies and procedures, fire precautions, first aid and welfare arrangements etc.

Copies of safety policies and arrangements (summary) are made available to staff upon appointment and they will be given ready access to H&S documentation.

All staff contractors, customers, students, visitors etc to the school will be briefed and/or receive the appropriate information in relation to safety and emergency procedures. Where necessary, handouts will be provided.

9. SAFETY TRAINING

In line with the Corporate Policy and Key Competence document the Schools' Performance Group will identify types of posts that require training in key skills.

SC&L Schools' H&S Team will assist the Head Teacher in preparing a prioritised training needs analysis. The Head Teacher will ensure that the appropriate training is undertaken according to the analysis by liaising with the school's Health and Safety Officer.

The school is committed to sending nominated staff to defined mandatory H&S training as defined on the school training needs analysis.

Specific Training:

- **Technology:** employees who have recourse to use, instruct and operate machinery/equipment i.e. woodwork, metalwork, heat treatment, will be required to hold a minimum of the AACDT certificate and be DATA Accredited.
- **Science:** employees will be required to be trained in biological hazards and also in accordance with the COSHH Regulations. Employees will have access to CLEAPSS guidance and ensure that this is referred to as and when necessary. All staff handling and using any hazardous materials are made aware of the CLEAPSS guidance materials including HAZCARDS.
- **Site Management:** Site personnel will require training in site specific issues e.g. premises maintenance, CDM, asbestos awareness, COSHH, water maintenance etc.
- **Staff H&S Training:** As identified on the SC&L H&S Department Schools Workshop Training Analysis
- **Wellbeing / Stress Awareness:** For identified staff members

Training Records:

The school will hold a record of staff training received.

10. COMMUNICATING SAFETY INFORMATION

The school will utilise existing communication systems for sharing information on Health and Safety issues, including section and staff meetings, briefings, the intranet etc. Health and Safety will be a standard item on the agenda of staff meetings. Health and Safety Bulletins issued by the Schools' H&S Team will be reviewed and circulated within

the School to communicate important H&S matters. Copies of the Bulletins are available on the SC&L Intranet.

The Schools' Health and Safety Manager will act as the SC&L Safety Liaison Officer who will be responsible for ensuring that Health and Safety information is circulated to the Head Teacher.

The Head Teacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed on Health and Safety notice boards at each work location.

A Health and Safety file will be maintained where all relevant policies risk assessments etc. are available.

The school will be responsible for ensuring that a copy of the current safety policy and 'Statement of Intent' is available to all employees.

11. WORKING HOURS

In conjunction with the Schools' HR section the school will ensure that the working arrangements comply with The Working Time Regulations 1998.

12. ARRANGEMENTS FOR STAFF CONSULTATION

The Head Teacher will be responsible for ensuring that there are in place arrangements for consulting those members of staff who are not members of Trade Unions, to ensure that the requirements of Health and Safety (Consultation with Employees) Regulations 1996 are complied with.

Consultation will take place with the appropriate staff with regard to:

- the introduction of any measure that may affect the health and safety of any employee
- undertaking risk assessments, including the arrangements for appointing "competent" persons where appropriate
- planning and organising health and safety training
- the introduction of new technology

Management at all levels will co-operate with Safety Representatives carrying out their functions laid down by the Safety Representatives and Safety Committee Regulations 1977, which include the right:

- to carry out inspections of the work place;
- to investigate accidents/incidents and complaints from their members regarding any health, safety or welfare matter;
- to receive copies of reports from the Health and Safety Executive;
- to receive any information relating to safety of equipment, plant, substances or work methods;
- to inspect safety documents, registers and certificates;
- to attend safety committees.

13. RESOURCES

Under Local Management of Schools (LMS) and fair funding schemes, resources are delegated to the school for health and safety matters. The school endeavours to allocate adequate resources for health and safety matters.

Resources will be determined based on surveys and risk assessments. A prioritised rolling action plan will be in place to identify outstanding requirements and carry forward budgetary implications.

14. OCCUPATIONAL HEALTH

In line with the Corporate Policy if any employee suspects their place of work or work activity is having an adverse effect on their health, they should report it to the Head Teacher, who must in turn investigate the complaint with the assistance of the Occupational Health Service and Schools' H&S Team.

The Schools' HR Team will monitor employee absence as a result of a work-related illness or condition, such as back injuries, stress, work related upper-limb disorders etc. The Occupational Health Service will be consulted prior to the return to work by staff.

A return to work risk assessment will be carried out to identify any hazards and appropriate control measures. The school will use the model format as applicable provided by the Schools' H&S Team. The assistance of a competent person will be sought as necessary.

In addition the LA offers a counselling service to staff that may be accessed via a management referral by the Head Teacher to Occupational Health.

15. ARRANGEMENTS FOR PREVENTING VIOLENCE TOWARDS STAFF

In line with the LA's and school specific guidance the school will ensure that arrangements are in place to protect those staff who may be at risk.

The School will identify those staff whose job may bring them into regular contact with members of the public. Specific risk assessments will be prepared and access will be given to a training programme developed for managing conflict.

Incidents of physical violence or verbal abuse against staff will be recorded following the schools procedures. Where necessary, the School will report these incidents to the Schools' Health and Safety Team using the appropriate form.

16. STRESS / WELLBEING / WORK-LIFE BALANCE

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Head Teacher / Senior Manager will attend stress management training and all staff will attend stress awareness training in order to implement the HSE Management Standards.

The school will monitor indicators such as sickness absence and carryout surveys in order to assess work related hazards. The information will be used as part of the risk assessment process. Staff will be encouraged to determine the practical controls that may need to be put in place.

The school buys into the Work Life Balance Wellbeing programme and the Employee Assistance helpline.

The school have a rolling programme of training for staff on stress awareness. Annual stress management training is available through the Schools' H&S Team.

17. LONE WORKING, STAFF WORKING AWAY FROM BASE

LONE WORKING:

The school will adapt the generic lone working risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to employees.

STAFF WORKING AWAY FROM BASE:

Any home visits will be fully supported by a risk assessment and pre-visit where necessary. Assistance from the SC&L Health and Safety Team would be sought.

18. HOMEWORKING

Definitions

Homeworking: A contractual arrangement and employee who works solely at home or uses their home as a work base.

Working from home: Work which is conducted at the employee's home, with the agreement of the employee's Manager, for whatever reason. The work is only occasional and there is no formal agreement (i.e., in writing).

Working at home: Work which is conducted at the employee's home on the volition of the employee. The work may be undertaken over and above school business hours and the Manager may not be aware that the work is being undertaken.

Liability

The LA will be liable for the acts, undertakings and omissions (via vicarious liability) of both home-workers and those working from home. Those employees who choose to work at home for their own purposes outside of their contracted hours are not covered. Similarly, the work station of those employees who choose to work at home for whatever reason when it is not agreed by school managers will not be assessed.

19. DISPLAY SCREEN EQUIPMENT (DSE)

In line with the Health and Safety (Display Screen Equipment) Regulations 1992, suitable and sufficient risk assessments have been conducted for individual staff deemed as 'Users' on a rolling programme. Any control measures identified will be implemented.

Risk assessments will be reviewed on a regular basis or when there is any change to the workstation.
students

20. NEW AND EXPECTANT MOTHERS

In accordance with the corporate guidance, on notification by the employee the school will complete the corporate checklist to identify possible risks to mother and baby. Where necessary a risk assessment will be conducted and monitored through the pregnancy. Records will be kept on the school personnel file.

21. YOUNG PERSONS AND WORK EXPERIENCE STUDENTS

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and/or safety which are a consequence of their immaturity, lack of experience or absence of awareness of risks.

The findings of the risk assessment will be communicated to the young person's parent or carer.

Where the school receive work experience students the school will adapt the generic risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to the work experience student.

The school will provide work experience students with an induction, providing clear instructions as to what they should or should not be doing and provide adequate supervision. Records will be kept of the induction provided.

Where students are sent on work experience risk assessments will be carried out prior to the pupil's placements. Details of the assessments should be communicated to the parents or carers.

22. ARRANGEMENTS FOR MANAGING SCHOOL PREMISES

The Head Teacher will make arrangements for routine building maintenance, cleaning and grounds maintenance.

The Governing Body has formal control of the premises as a foundation school. The School follows agreed procedures with regard to consent for projects and building works that involves adaptation and change.

- An Asset Management Plan records all identified work required for the school premises. The school is responsible for all day to day maintenance and repairs. Major defects are the shared responsibility of the LA and the school.
- The Capital & Asset Management section in Children's Services monitors that the school is compliant with their obligations in the following areas by way of an annual return which the school undertakes to complete:

- a) portable electrical equipment test and inspection
- b) lightning conductor test and maintenance
- c) fire equipment / alarms inspection and maintenance
- d) gas safety inspection and servicing
- e) P.E Equipment inspection and maintenance
- f) oil fired boilers and water heaters
- g) central heating and cold water storage tanks inspection and maintenance
- h) emergency lighting test and maintenance
- i) emergency back-up batteries, test and inspection
- j) electrical wiring (fixed) 5 yearly test and inspection
- k) gas pipework pressure testing
- l) gas equipment in school meal kitchens
- m) swimming pools servicing

Support, guidance and assistance can be obtained from the LA on premises management.

23. DISABILITY DISCRIMINATION

In line with the Disability Discrimination Act 1995 (DDA) & 2005 and Special Education Needs Disability Act 2001, the school will endeavour to make all reasonable adjustments either long term or short term. The LA's duty of 'reasonable adjustment' applies only where a disabled person is at a 'substantial disadvantage' (compared with a non-disabled person) because of the physical features of the employer's premises or the employment arrangements made by or on behalf of the employer.

24. PREMISES MAINTENANCE

Arrangements for Safety Inspections

The Head Teacher will support and ensure inspections are carried out, to establish health and safety needs in respect to:

- a) premises management
- b) construction, design and management
- c) fire safety
- d) manual handling activities
- e) display screen equipment
- f) control of substances hazardous to health
- g) training
- h) equipment provision and maintenance
- i) gas / electrical equipment
- j) portable electrical appliances
- k) asbestos
- l) glazing
- m) legionella
- n) security
- o) and other areas as they are identified

The Performance Group in conjunction with the Schools' Health and Safety Team will draw up a programme of inspections for schools.

Routine checks of the school will be made to ensure that potentially hazardous situations do not develop e.g. playground checks, play equipment checks for vandalism etc.

Plant Machinery/Equipment

The separate manual for Test, Inspection and Service Arrangements for Buildings, Plant and Equipment in Schools sets out the list of tests and servicing required for school premises plant.

The plant and machinery will be regularly tested and inspected in accordance with those requirements and periodic checks will be arranged by the Site Manager.

It is also recognised that certain items of machinery/equipment require to be checked and certificated. Details are set out in the Health and Safety Handbook.

No new machinery/equipment or substances can be brought into the premises unless it has been agreed by Bursar / Site Manager or in emergencies the school will consult with the LA.

The Bursar / Site Manager along with the appropriate persons will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment.

Suitable protective clothing/equipment will be supplied and maintained by the school as necessary.

The Site Manager is responsible for all school equipment. Only staff who have received the appropriate training should use certain equipment e.g. plant machinery

Training and the relevant materials/guidance as appropriate to the equipment will be provided.

The School have a system in place to ensure that any defective equipment or equipment in need of repair is taken out of use and reported.

25. SHARED SITE ARRANGEMENTS / HIRE ARRANGEMENTS

The school shares a site with Suttons Primary School. The premises are also used by the community for a wide range of social and sporting activities. To manage and co-ordinate the use of the building the **Bursar / School Business Manager** or delegated representative will liaise with the site users to provide and share safety information and arrangements e.g. Fire and First Aid. Each user of the building will be required to involve themselves in the co-ordination process. Where appropriate, a site user group will be established to review management and share arrangements.

Hirers of the school premises should comply, so far as is reasonably practicable, with the instructions contained in appendix 7. The Lettings Officer is responsible for ensuring that hirers are aware of all safety information.

Third party insurance is mandatory for all hirers of the school.

26. ARRANGEMENTS FOR IMPLEMENTING THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Head Teacher and other staff may have CDM duties assigned to their function (as the client). Each post holder will be made aware of their responsibilities and be trained to discharge them effectively and competently.

The Head Teacher will ensure that all CDM requirements are considered for all works carried on site.

A risk register is in place that details all the major hazards on site including asbestos. The register will be made available to all those that need access. A system is in place to ensure this procedure is carried out.

The school will assess the competence of contractors, CDM Co-ordinators and other roles as required. In any event for all projects the school will ensure that only competent persons are employed.

The school will ensure that Health and Safety files are maintained, updated as required and made available and/or consulted whenever further works, refurbishment or maintenance is planned.

Audits will be undertaken by the Schools' H&S Team to monitor the implementation of the CDM policy.

27. ARRANGEMENTS FOR THE VETTING AND SUPERVISION OF CONTRACTORS

The Head Teacher is responsible for ensuring that the health and safety competence of contractors, with respect to the contracts let or managed by the school, are fully assessed.

SC&L Managers and staff from Building and Technical Services will ensure that there are arrangements for monitoring the safety performance of contractors whilst the work is in progress (Only applicable to works arranged through the LA's services).

28. ARRANGEMENTS FOR MANAGING ASBESTOS IN EDUCATIONAL PREMISES

The arrangements for managing asbestos in the school are detailed in the Corporate Asbestos Policy (available on the intranet).

The school's asbestos register will be fully integrated into the management of projects and maintenance work that involve the fabric of the building (no matter how small the project is).

If the register does not provide conclusive evidence about whether asbestos is present the school will assume it is present and not disturb the area. The school will seek advice from the Asbestos Team.

The school will ensure all staff are aware of the asbestos register. The contractors' induction checklist or information sheet will be used to effectively communicate site specific information such as the asbestos survey.

Procedures and training are in place for relevant staff for the day to day management of asbestos. Emergency procedures are also in place at the school in the event of an accidental release of asbestos fibres. The school will notify the Schools' Health and Safety Team and Asbestos Team immediately following an accidental release.

29. SECURITY

Provision is made at the school to ensure the safety and security of staff, students, visitors and contractors. All visitors to the site are directed to the reception area where door entry systems and a visitor booking in system is in operation. Staff must remain vigilant and not disclose security passwords or numbers to unauthorised persons. Staff are advised to report any defective or damaged means of security or equipment such as fences, CCTV, security doors etc to the Site Manager or appropriate site staff.

30. ARRANGEMENTS FOR FIRE

The school has a plan for fire safety and emergency evacuation arrangements and precautions. Much of this work will be dependent on the completion of fire safety risk assessments carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The school has a fire risk assessment which falls in line with the Regulatory Reform (Fire Safety) Order 2005. The Risk Assessment will be actioned, monitored and reviewed at least annually, records will be kept.

The fire logbook will be used to record tests, drills, training, defects etc. Fire evacuation procedures will be clearly posted by call points. Fire exits will be regularly checked and extinguishers annually inspected. Provision will be made for safe egress from the building. The appointed person will monitor this for the premises.

In addition fire wardens will be appointed, with specific duties for the zone they are required to check. Employees and visitors will be briefed on up-to-date evacuation procedures as required. Full arrangements and responsibilities are set out in the separate "School Fire Action Plan" document. Where it is not possible to appoint fire wardens high risk areas will be identified (i.e. those areas where students may be unaccompanied e.g. toilets, library etc) and those areas will be checked.

Termly fire drills will be conducted to test the effectiveness of these arrangements, records will be kept in the fire log book. Reports will be provided by the Head Teacher to the Governing Body.

31. EMERGENCY PLANNING AND BUSINESS CONTINUITY

In line with the LA's guidance documents, the school have developed a plan to ensure the safety of staff, students and visitors in the event of an emergency situation.

The school have shared this information with all staff and the plan is reviewed to ensure that the information is still suitable and accurate.

In the event of an emergency evacuation of the school staff, visitors and students will follow the procedures outlined within the school's fire action plan and make their way to the nearest emergency assembly point.

All staff are aware of the school's emergency procedures and the plans for business continuity.

32. WATER HYGIENE AND LEGIONELLA

In line with the Control of Substances Hazardous to Health Regulations 2002 and the Approved Code of Practice on the Control of Legionella Bacteria in Water Systems (L8) 2000, the school has specialist risk assessments in place. The risk assessment identifies and evaluates the potential sources of risk and the way in which exposure to legionella can be prevented. The risk assessment will be reviewed at least every 2 years and when the situation changes or if for any other reason it is believed that the original assessment is no longer valid.

The School buys into the Local Authority contract for water maintenance and undertakes relevant on-site checks.

See the water Hygiene and Legionella Code of Practice for further details.

33. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is recognised that there is a need for risk assessments to be carried out on all substances in accordance with the regulations and LA Standard. The School will provide the necessary information on the correct use, storage, emergency procedures and any additional protective equipment to be used; along with any other findings from the risk assessment to the relevant persons prior to the product being used or task being carried out.

An inventory of chemicals will be kept and updated on a regular basis. Where necessary COSHH Risk Assessments will be conducted, the outcome will be shared with relevant staff.

Any new substances which are proposed to be used on the premises will first need to be approved by the Bursar prior to use and storage. The School will monitor this to ensure that staff do not bring their own products onto the site.

All staff are advised to label any decanted substances with the name of the product, date of decanting, the associated hazard, details of any protective equipment to be used / worn and the emergency procedures which should be taking in the event of contact.

The school recognises there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of

dusts, vapours, gases etc. (local exhaust ventilation systems (LEV's), fume cupboards, woodwork dust extraction, heat treatment, soldering etc.)

Provision will be made to ensure this takes place annually. A record of such tests will be maintained by the Site Manager.

34. PERSONAL PROTECTIVE EQUIPMENT (PPE)

In line with the Personal Protective Equipment at Work Regulations 1992 and Personal Protective Equipment Regulations 2002, suitable and sufficient PPE is provided for the tasks undertaken. Staff have been provided with information, instruction and where appropriate, training prior to the relevant PPE being used.

The school will conduct an assessment checklist for the task/activity to be undertaken to identify the PPE that will be required or follow the control measures identified within a risk assessment which identifies the PPE to be used.

A PPE issue register will be kept and staff receiving equipment will be required to sign for the receipt of PPE.

35. ENVIRONMENT

The school are aware of environmental issues and have the following in place in order to protect the environment:

- i. Chemicals are reviewed to ensure suitability. Procedures for storing and using chemicals are in place.
- ii. Energy Conservation: Heating, lighting, glazing,
- iii. Display Energy Certificate
- iv. Recycling
- v. Other Green Schemes, e.g. Green Flag
- vi. Encouraging walk to school (Travel Plan) / Bicycle Storage
- vii. Waste products – Procedures for appropriate disposal of waste products, including chemicals, are in place.

36. GLAZING

The school has identified hazardous glazing and each area has been either safety filmed or replaced with laminated/toughened glazing.

A glazing risk assessment and rolling action plan is in place to upgrade filmed areas with safety glass.

37. WORKING AT HEIGHT

In line with the Working at Height Regulations 2005 a suitable and sufficient risk assessment has been carried out for activities conducted at the school. Any control

measures identified will be implemented. Risk assessments will be reviewed on a regular basis.

All equipment used in the workplace is suitable for the task and recorded regular checks are carried out on all equipment used for working at height e.g. Ladders, Step ladders, and Tower Scaffolds.

Staff involved in working at height have attended a Working at Height Awareness workshop.

38. MANUAL HANDLING

The school will complete risk assessments for all tasks or processes carried out by staff which involve manual handling and will ensure that any necessary controls identified are implemented.

Staff who carry out regular manual handling tasks are encouraged to rotate these tasks.

Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task the school will make this equipment available to staff. All users of this equipment will need to be given the required information and training before use to ensure they are competent.

All equipment used to aid staff with the lifting or moving of equipment is checked and maintained to ensure that it remains fit for purpose. Any defective equipment is taken out of use and is repaired or replaced as necessary.

39. VIBRATION

The school will carry out risk assessments on any equipment which may cause vibration risks to staff such as hand tools or powered machinery and will implement any identified control measures.

Any equipment used is assessed to ensure that it is suitable for the task it is being used for and maintained in accordance with the manufacturer's instructions.

Staff will receive the relevant training and information required for the equipment that they are using and will be advised of the safe systems of work and controls in place. Where necessary, the school will arrange for health surveillance to be carried out for identified staff.

40. NOISE

The school will carry out a risk assessment for any noisy equipment that may be used and ensure that all identified controls are implemented. Noise monitoring will be undertaken as necessary.

If required, the school will provide PPE such as ear defenders, for staff to use whilst they are using noisy equipment or machinery and ensure that staff receive the relevant

training and information for the machinery and equipment they are using.

The school will ensure that staff rotate their tasks to minimise the amount of time staff are exposed to noise and will ensure that noisy equipment is located a reasonable distance away from workers.

41. ACCESS AND CAR PARKING

Some provision for car parking and disabled parking is available at the school. Car users and pedestrians should ensure that they take due care about safe travel movement whilst on site. Users must ensure they obey the directional and safety signs.

42. ARRANGEMENTS FOR RECORDING ACCIDENTS, INCIDENTS, NEAR MISSES AND INCIDENTS OF ILL HEALTH, VIOLENCE AND SECURITY INCIDENTS AT WORK

Accident and incident recording will be completed in accordance with the agreed procedure. The Head Teacher must bring the procedure to the attention of all staff.

Accidents, near misses, ill health etc. will be investigated following the agreed procedure. If a more detailed investigation is required the Schools' Health and Safety Manager will assist the school.

All accidents must be reported in accordance with the agreed procedure. The procedure in short is:

- 1) Report all accidents/incidents verbally, as soon as practicable, to your relevant supervisor or the Head Teacher. (See the LA Accidents at Work Schools' Version for the types of accidents that should be reported)
- 2) The LA's Accident /Incident form should be completed by the Head Teacher or a Senior Member of Staff.
- 3) If a form is not completed the accident book should be completed (for minor accidents)
- 4) The School will keep a copy and also forward copies to Schools' Health and Safety Team within 7 days, or if a serious injury, or death is involved, within 24 hours.
- 5) Schools' Health and Safety Team will fulfil the reporting requirements under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive.

Supplies of forms are available from the main office and from the Q Drive or the LA Intranet.

For full details refer to the "Accident Reporting Guidance and Procedures Schools' Version"

Analysis of accidents and incidents:

The Head Teacher will provide details of accidents/incidents to the Governing Body and identify any trends within the school.

Arrangements for Investigating accidents and incidents:

Accidents which involve near miss events or accidents/incidents which result in injury, damage or other losses to the School/LA will be investigated, with the aim of identifying causes without apportioning blame, so that preventative measures can be introduced. Facts will be recorded on the LA's Accident/Incident Report Form.

If the accident is serious an investigation may be conducted by:

Head Teacher
Schools' Health and Safety Manager
The LA's Insurers
The Health & Safety Executive (as necessary)

43. ARRANGEMENTS FOR THE PROVISION OF FIRST AID

A risk assessment will be made to determine the level of First Aid provision and training required.

The appropriate training will be undertaken and include paediatric first aid training for foundation stage (as a minimum).

The name, telephone number or extensions will be displayed at all premises.

- See the Schools First Aid Guidance for Schools for full details.

Sufficient numbers of adequately stocked First-Aid Boxes will be available.

A member of staff will be designated the role of ensuring that the contents of the First-Aid Boxes are replenished as and when necessary.

A record will be kept of first aid given and kept alongside the First-Aid Box.

The level of first aid provision will be considered for all educational/off-site visits.

44. SUPPORTING STUDENTS WITH MEDICAL NEEDS

The school recognises that students at the school may require long term medication. The school will support those students whose condition requires them to have medication within the school day on a long term basis. Protocols and procedures are in place in line with LA and DCSF guidance. See separate medication policy/risk assessment for full details.

Appropriate training will be undertaken by staff based on a risk assessment e.g. epi-pen training.

45. SHARPS & INFECTION CONTROL

The appropriate sharps receptacle is in place within the medical room. Arrangements are in place for the safe disposal of sharps.

The spread of infection is minimised by the cleaning regime in place (colour coded/zoned). A review of the cleaning and cleaning inspections are carried out termly by a competent person (insert name)

The relevant equipment is in place to ensure the risk is minimised to staff and others e.g. appropriate gloves, face masks, yellow clinical waste bags (for bodily fluids e.g. such as nappies), pickers and long handle dustpan and brushes.

46. CURRICULUM

Where required, the school will implement policies for subjects which present their own hazards. Certain materials and substances used in subjects such as Art, D&T and Science will present hazards and the school must ensure that they are being used and stored in the correct way. Where necessary, the school should refer to any additional resources that are available and follow the appropriate guidance provided.

Science and Technology: The LA subscribes to CLEAPSS on behalf of schools. The school will refer to these guidelines to ensure that they are working in accordance with them at all times. The school will also ensure that any newsletters or updates of information are passed onto all relevant departments, i.e. Science, Art, D&T etc and a copy of the current CLEAPSS CD should be available to all relevant persons.

PE: The school follow the guidance outlined by Association for PE (afPE) to ensure that safe practices are being followed where necessary.

Staff should liaise with their line manager or if applicable, the HOD for the relevant area for approval before using any new materials or equipment.

Animals in Schools

We have the following animals on the school site: 2 Rabbits

As a secondary school, we follow the CLEAPSS guidance for the keeping and general welfare of animals. In line with the guidance, a risk assessment has been carried out which identifies how the animals will be kept, cleaned and fed and includes out of school time such as holidays, before and after school etc.

Parents are notified that animals are kept in school and their consent has been received.

Display Screen Equipment (DSE): Recorded regular checks will be made on computers used by students using a suitable checklist which covers other areas such as the general environment, furniture, ventilation, lighting etc.

47. EXTENDED SCHOOL ARRANGEMENTS

The school is accessible from **6.00am** to **9.30pm** and is used for a variety of purposes including before and after school clubs, meetings, lettings etc. The school have procedures for fire, emergency and security in place and risk assessments are carried out as required. The relevant information is shared with those using the school.

48. OFF SITE VISITS WITH YOUNG PERSONS

An Educational Visits Co-ordinator (or the Head Teacher) is appointed for the school and will undertake training as provided by the LA and other authorised bodies.

Risk assessments will be carried out in line with the current Department for Children, Schools and Families (DCSF) guidance and LA guidance. The school follow the LA policy and guidance for Educational Visits.

All guidance and advice received by the school will be used to ensure that visits are undertaken in accordance with the requirements.

See the separate SC&L Educational Visits Policy and Guidance document for full details.

Part 4

ARRANGEMENTS FOR MONITORING & REVIEWING PERFORMANCE

In line with the Corporate Policy the Head Teacher with the Senior Leadership Team and Governing Body will undertake to review the Safety Policy to assess whether the arrangements are operating effectively.

The Executive Director for SC&L will require an annual audit to be carried out by a competent person/s to ensure compliance with the standards, policies and procedures as laid down in the Corporate Policy and the model policy statements issued to schools.

The Schools' H&S Team and the Performance Group will identify from the audit report areas that require further investigation, remedial actions etc. Future H&S objectives will also be defined from this activity.

The audit shall provide for examination of records and procedures eg.

- accident reporting, investigations, safety policies, procedures, risk assessments etc.
- key questions will be asked; (Is the policy working? How effective is it? Are staff fully aware of procedures and responsibilities?)

The policy will be monitored at appropriate intervals to ensure that the principle objective of ensuring that a safety and healthy working environment is achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

SIGNED:- _____
Head Teacher

DATE: _____

SIGNED:- _____
For and on Behalf of the Governing Body

Edition:- _____

APPENDIX ONE

PERFORMANCE STANDARDS FOR HOLDING INDIVIDUALS ACCOUNTABLE

Head Teachers

- 1 Identify & allocate specific responsibilities for H & S within their school.
- 2 Ensure that their Management Teams agree H & S performance standards whereby staff within their school will be held accountable.
- 3 Ensure that H & S is made a standard item on the agenda of their Management Team / Staff meetings.
- 4 Provide sufficient information to the School Health and Safety 'Lead' to ensure that Corporate, Cluster and School Safety Policies are distributed to all relevant staff within their school.
- 5 Ensure that the minutes of both the Strategic and Service Cluster Performance Groups are circulated at their Senior Management Team meetings, so that matters arising can be discussed and progressed as appropriate.
- 6 Receive annual reports from the Schools' Health & Safety Advisers on progress made to undertake, monitor and review risk assessments within their service area.
- 7 All Section Managers within their school to have received training on the 'Introduction to H & S management'.
- 8 Nominate representative Head Teachers to be members of the Schools' Health and Safety Performance Group.
9. Undertake health and safety tours of workplaces within their school (accompanied by the relevant HOD where necessary).
10. H & S performance standards set whereby staff within their section will be held accountable.
11. Ensure that the requirements of the school are incorporated into the Risk Assessment Action Plan.
12. All work activities requiring a risk assessment within their management responsibility have been identified and carried out as required. Model risk assessment developed where appropriate. Managers nominated to undertake risk assessments of activities where no appropriate model assessment exists.
13. Provide feedback to Governor's and Schools' H&S Team on progress made.
14. Evaluate outcomes of risk assessments to determine where additional guidance, safe working procedures are required for work activities under their control. Instruct relevant personnel to develop required guidance in conjunction with Service based Safety Advisor and TU Representative.

15. Attend relevant training as directed.
16. Nominate managers to attend relevant H & S training. Provide feedback on attendance to Schools' Health & Safety.
17. Ensure any specific guidance (e.g. CLEAPSS) is kept up-to-date and any information or updates etc are passed on to all relevant departments

Section / Department Heads / Deputy Heads

1. Bring the contents of Corporate & Service Cluster policies and other relevant safety procedure to the attention of all employees and other relevant individual at Team meetings. Arrange for staff working shifts or at 'remote locations' to receive similar briefings & instructions.
2. H & S made a standard item on agenda of Senior Leadership Team and school union meetings with the Head Teacher.
3. Set appropriate performance standards for the staff that they manage, ensure that H & S form part of their appraisal.
4. Undertake risk assessments of the activities they manage.
5. Implement any necessary control measures within their managerial control; bring those outside their managerial control to the attention of their line Managers.
6. Ensure that employees and others who may need to know are informed of the findings of risk assessments.
7. Ensure that safe working methods are identified for each work activity they manage, and give appropriate instruction (in writing where necessary) to staff.
8. Monitor adherence to safety instructions by supervision and challenge under performance at monitoring sessions.
9. Undertake checks to ensure that, their staff have the necessary skills, knowledge and training to carry out their duties in a safe manner. Arrange for staff to receive training to address any gaps in knowledge or skills and instruct staff to attend.
10. Undertake joint inspections with safety representatives of the workplace; take the necessary action to address any deficiencies found.
11. Investigate incidents reported to them and take appropriate action to avoid reoccurrence. Record all incidents on Accident Incident Report form, complete section 8 of AIR form. Send all completed AIR forms to Schools' H&S Team.
12. Where appropriate, issue suitable personal protective equipment (PPE) and ensure its correct use, storage and that it is adequately maintained.
13. Arrange for any plant and equipment used to be maintained & serviced as required by relevant regulations or other standards. Instruct staff to undertake visual inspections

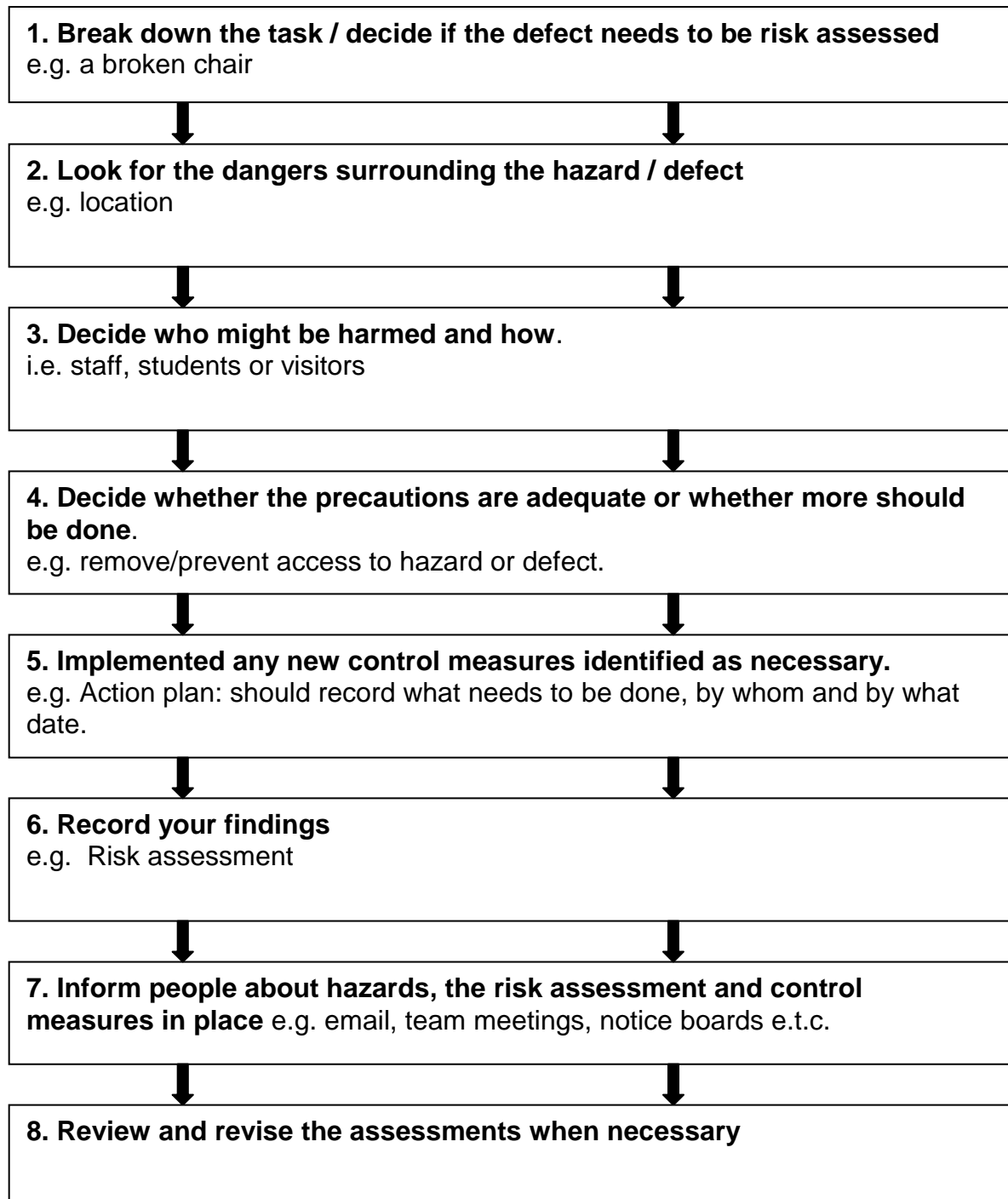
of equipment before use. Isolate or take defective equipment out of service.

Employees

1. Follow any safety instruction or safe working procedure \ codes of practice. (Employees to sign for any instructions or safe working procedures issued to them, as evidence that they have received them).
2. Attend health & safety training as instructed.
3. Reporting accidents, near misses or potential unsafe situations to their Line Manager or Supervisor.
4. Undertaking visual inspections of equipment before use, reporting any defects to their line manager.

APPENDIX TWO: HAZARD AND DEFECTS PROCEDURE

Hazards and defects are reported to **Site Manager** who will:



APPENDIX THREE: FIRE WARDENS

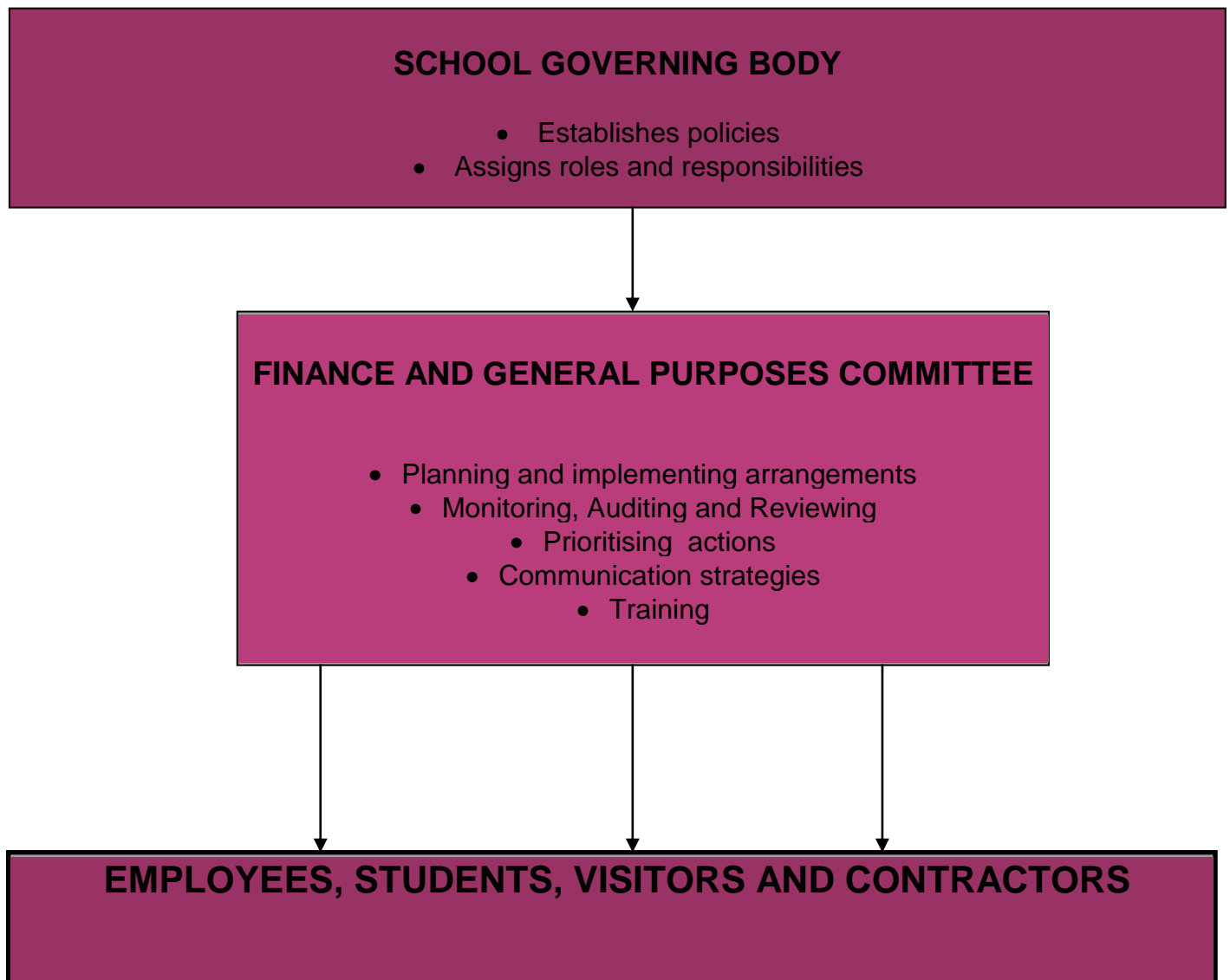
The role of the Fire Warden is to ensure that designated areas are evacuated. Fire wardens duties should take no longer than 90 seconds. Fire wardens should not undertake to check any area that may pose a risk to their personal safety i.e. where smoke or flames may be present or suspected.

A fire warden may also be required to take charge in the event of a fire evacuation should they be requested to do so by the Head Teacher.

WHERE NOMINATED FIRE WARDENS ARE POSTED

APPENDIX FOUR

H&S MANAGEMENT & COMMUNICATION MODEL IN THE SCHOOL



APPENDIX FIVE

SHARED SITE ARRANGEMENTS / HIRE AGREEMENTS

APPENDIX SIX

This list is not exhaustive but provides information on the legislation as included within the policy.

Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision & Use of Work Equipment Regulations 1998 (PUWER)
- The Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Working at Height Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- The Noise at Work Regulations 2005
- The Construction, Design and Management Regulations 2007
- The Vibration at Work Regulations 2005
- The Control of Asbestos at Work Regulations 2002
- Disability Discrimination Act 1995
- The Electricity at Work Regulations 1992
- Ionising Radiations Regulations 1999
- Legionnaires' Disease – The Control of legionella bacteria in water systems
- Corporate Manslaughter and Corporate Homicide Act 2007
- Personal Protective Equipment at Work Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Smoke Free Premises etc. (Wales) Regulations 2007
- The Working Time Regulations 1998
- Health and Safety (Consultation with Employees) Regulations 1996
- Safety Representatives and Safety Committee Regulations 1977
- Standards for School Premises
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- Occupiers Liability Acts 1957 and 1984
- Pressure Systems Safety Regulations 2000

Guidance

- Violence at Work: A guide to employers
- HSE Managing Standards: Managing Work Related Stress
- AfPE
- Educational Visits Policy & Guidance (SC&L H&S)
- Violence at Work Policy & Guidance (SC&L H&S)
- First Aid at Work (SC&L H&S)

Department for Children, Schools and Families (previously DfES)

- Managing Medicines in Schools and Early Years Settings
- Guidance on First Aid for Schools
- Health and Safety of Students on Educational Visits
- CLEAPSS