

# Kingsfield First School Health and Safety Policy

Schools are required to have a Health, Safety and Welfare Policy in place.

It is recommended that the School's Health, Safety and Welfare Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

## What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Welfare

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Welfare which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Policy/>

## Health and Safety Policy Statement

## Kingsfield First School

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

*Mrs J Shelly* **Chair of Governors**

*Mrs R Butler* **Associate Headteacher**

*Mrs S Bradley* : **Link Governors**

**Part 2**

**Health, Safety and Welfare Policy – Organisation and Responsibility**

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

| Type of School  | Who is the Employer?       | Comments   |
|---|----------------------------|--|
| Community Schools<br>Community Special Schools<br>Voluntary Controlled (VC) Schools<br>Maintained Nursery Schools<br>Pupil Referral Units | <b>The County Council.</b> | Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.                              |
| Foundation Schools<br>Foundation Special Schools<br>Voluntary Aided (VA) Schools  | <b>The Governing Body.</b> | NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety. |

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

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

The County Council’s delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

**Organisation and Responsibilities for Health, Safety and Welfare**

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

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

## Kingsfield First School Health & Safety Policy Part 3

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

|  | <b>Policy-makers</b>                   | <b>Planners</b>                           | <b>Implementers</b> | <b>Assisters</b> | <b>Employees</b> |
|--|--|---|---------------------|------------------|------------------|
| <b>School Governors</b>  | Kingsfield First School Governing Body | Mrs Butler<br>Mrs Rourke<br>Mrs S Bradley |                     |                  |                  |
| <b>Associate Headteacher</b>   | Mrs Butler                             |   |                     |                  |                  |
| <b>Executive Headteacher</b>   | Mrs Rourke                             |   |                     |                  |                  |
| <b>Deputy/Assistant Headteacher</b>  |  | Mrs Cheetham                              |                     |                  |                  |
| <b>Health and Safety Coordinator</b>   |  | Mrs Butler                                |                     |                  |                  |
| <b>Teachers</b>  |  |   | All teaching staff  |                  |                  |
| <b>Premises Managers</b>   |  | Mrs Butler                                |                     |                  |                  |
| <b>Teaching Assistants</b>   |  |   | All support staff   |                  |                  |
| <b>Admin Staff</b>   |  |   | Mrs Sharrock        |                  |                  |
| <b>Health and Safety Adviser</b>   | Steve Brown and Sarah Jane Wamsley SCC |   |                     |                  |                  |
| <b>County Council Officers e.g. C&amp;LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser</b> |  |   |                     |                  |                  |

**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

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

The Policy makers;

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

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

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

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or

require external support.

- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

**Health and Safety Committee**

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

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

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

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes

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

### **Premises Managers**

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

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;

## Kingsfield First School Health & Safety Policy Part 3

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

| <b>Assisters</b>   |   |
|--|---|
| <p><i>Health and Safety Coordinators</i><br/> <i>Health and Safety Advisors</i><br/> <i>Occupational Health Professionals</i><br/> <i>Specialist Technical Staff</i></p> | <p>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).<br/>           They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</p> |

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)

## Kingsfield First School Health & Safety Policy Part 3

- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

### **Employees**

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

#### **Employees [including temporary & volunteers]**

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

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

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

#### **Pupils/students**

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

All pupils will:

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

#### **Staff Safety Representatives**

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

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

- to co-operate with employers in promoting health and safety at work.

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

### **Part 2**

## **Arrangements & Procedures for Health, Safety and Welfare**

### **Kingsfield First School**

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

- 1. Accident Reporting, Recording & Investigation**  
*All accidents are to be reported to Mrs Butler or Mrs Rourke. Staff are to log all accidents in the accident report books and if necessary they will report it to the LA and carry out an investigation.*
- 2. Asbestos**  
*The asbestos register is located in the main office and all contractors must read and sign the register before commencing work. Mrs Butler is responsible for ensuring this is carried out.*
- 3. Contractors**  
*Contractors are selected from the SCC preferred list; contractors on the list are CHAS registered and Construction line registered, scheme of work and time schedule are provided, any concerns can be reported by any member of staff to Mrs Butler. The day to day ,amagement sis overseen by Mr Finch and in his absence Mrs Butler*
- 4. Curriculum Safety** [including out of school learning activity/study support]  
*All classrooms have been risk assessed for their suitability for the subjects that will be taught in them. See Curriculum Policies. Risk assessments are carried out prior to all school visits. See H & S section on staff noticeboard.*
- 5. Drugs & Medications**  
*Only prescribed medicines can be administered in school by the designated member of staff. All medicines are signed in and out by the parent and a member of staff. Medicines are stored in a locked cupboard and administration is recorded. See Medication policy*
- 6. Electrical Equipment** [fixed & portable]  
*All portable electrical equipment is PAT tested annually; any defective equipment is reported to the office and taken out of use. All fixed electrical equipment is tested annually. Staff are not allowed to bring in their own electrical equipment.*
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
*Fire risk assessments and fire drill arrangements are carried out by Mrs Butler termly; all staff are trained in the evacuation procedure and know where the assembly points are. Alarms are maintained by Trinity and checked by the caretaker on a weekly basis.*

*See Reports and readings folder for the test results. All fire exits are checked to ensure that they are kept clear. See H&S folder for the school contingency plan.*

### **Fire Risk Assessment**

*All fire risk assessments are carried out by Fire 999; see the Health & Safety folder located in the office. All H&S folders are checked by the Governors annually.*

#### **8. First Aid**

*Teaching assistants are trained first aiders with current. First aiders are located in every block. First aid boxes are located in each block as well as the hall and restocked termly (or more frequently if necessary) by Mrs Berrisford. Asthma boxes with a small amount of first aid in are also available in all class rooms.*

#### **9. Glass & Glazing**

*All glass in doors and panels is of safety standard and suitable for use in school.*

#### **10. Hazardous Substances (COSHH)**

*All hazardous substances are kept in locked cupboards and manufacturers safety instructions followed. Safety data sheets are kept in the staff room.*

#### **11. Health and Safety Advice**

*Health & Safety advice can be obtained from the H & S Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, Occupational Health Unit.*

#### **12. Housekeeping, cleaning & waste disposal**

*All rooms are cleaned daily and rubbish removed to the appropriate bins for removal. Any wet floors are mopped and wet floor signs put in place to warn staff and visitors and to minimise the risk of slips and trips. During inclement weather paths are treated for snow and ice and gritted as necessary, warning signs are put in place to minimise the risk of slips and trips*

#### **13. Jewellery**

*Pupils are allowed to wear a wrist watch and a small pair of studs. No jewellery is allowed during P.E lessons. If a child is unable to remove a pair of earrings themselves then the piercings must be covered by a plaster provided by the parent. Parents are advised of this in the school prospectus.*

#### **14. Lettings/shared use of premises**

*Any persons/organisations hiring the community room in the school are advised of the fire and emergency evacuation arrangements and given a staff emergency telephone number to use if required. Emergency lighting is provided and tested regularly, see reports and readings folder. Any persons hiring the room are advised of their responsibilities in leaving the room in the condition that they find it. Before the premises are hired out a completed agreement form is required by the school.*

#### **15. Lone Working**

*Any member of staff who is working alone in the school is advised to follow safeguarding procedures and ensure that all external doors and windows are closed and are given an emergency staff telephone number to use if required, they are also advised to inform a member of staff/family that they are working alone.*

**16. Maintenance / Inspection of Equipment (including selection of equipment)**

*All emergency equipment including fire extinguishers, emergency lighting, fire extinguishers, alarms and step ladders are tested monthly and inspection reports are recorded in the reports and records folder. Any new equipment that is required is selected for its suitability from school suppliers and ordered by the Headteacher.*

**17. Monitoring the Policy and Results**

*The bi annual H&S checklist and other H&S inspections, monitoring of the accident books are carried out by the H&S Co-ordinator, who is responsible along with the head teacher of ensuring that any new or amended policies that are implemented are shared with all members of staff and governors and monitored for their effectiveness. The schools H&S performance is monitored by the governors and reviewed by the LA H&S team.*

**19. Poster on Health and Safety Law**

*The up-to-date Health and Safety Law poster can be found on the Staff notice board located outside of the main office.*

**20. Personal Protective Equipment (PPE)**

*PPE is available to members of staff who require it to carry out their job safely. PPE is supplied by approved companies that are recommended for schools. All H&S instructions are to be read before use and adhered to.*

**21. Reporting Defects**

*Any defects are to be reported in the Health and Safety defects book that can be found in the staff room. The H&S Co-ordinator will monitor this book and take further action to ensure that the defects are rectified as soon as possible.*

**22. Risk Assessments**

*The H&S Co-ordinator and Headteacher are responsible for ensuring that risk assessments are carried out and that all members of staff are aware of them and know where they are located for reference. Risk assessments are reviewed annually and advice is taken from the LA H&S team.*

**23. School Trips/ Off-Site Activities**

*Any intended school trip or off site activity organised by a teacher/key stage is to inform the head teacher of their intention and obtain the relevant approval forms, risk assessments, parental authorisation and emergency forms and return them for approval no less than two weeks before the intended visit.*

**24. Smoking**

*The whole school site operates a strict no smoking policy, any one found smoking on school premises will be asked to stop immediately.*

**25. Staff Consultation and Communication**

*H&S information can be found on the staff notice board in the H&S section. The governing body H&S committee meet termly to review H&S arrangements, or deal with any issues that have arisen or need addressing or to consult/share any new initiatives. Staff may raise any H&S concerns/ideas with the H&S Co-ordinator or the Headteacher at any time both verbally or written. Any H&S information is passed to staff via staff meetings or staff briefings*

**26. Stress and Staff Well-being**

*Any stress or staff well-being issues are to be reported to the H&S co-ordinator in either written or verbal format. There are Stress Surveys on site that can be handed to the H&S Co-ordinator or Headteacher who can then decide to make a referral.*

- 27. Supervision** [including out of school learning activity/study support]  
*Pupils must not be left unattended under any circumstances during the school day. Each member of staff must have a completed DBS check before being allowed to work on the premises. For adult:child ratios on school trips consult the Educational Visits Policy.*
- 28. Training and Development**  
*Staff are briefed of any changes in Health and Safety by the Headteacher at staff meetings. All records of training are kept by the Office Manager as well as being kept in the Health and Safety folder.*
- 29. Use of VDU's / Display Screens / DSE**  
*Staff are identified as DSE users if they use Visual Display Units as a significant part of their work, for continuous periods of an hour or more. Any health concerns are brought to the attention of the H&S Co-ordinator and/or Premise Manager. DSE assessments are conducted annually to ensure that workstations are suitable. Referrals for eye exams are made if required.*
- 30. Vehicles on Site**  
*All staff vehicles need to be on site before 8.45am. Delivery vehicles are permitted to park outside of the school and are not brought onto the premises.*
- 31. Violence to Staff / School Security**  
*All staff and visitors are required to sign in at the main office before coming onto the premises. Staff are required to wear an ID badge at all times when on site. Visitors are given a visitors pass after signing in which must be worn at all times.*
- 32. Water Hygiene**  
*Water temperature checks are conducted and logged monthly by the school caretaker. The Water Hygiene Logbook is maintained by IWS.*
- 36. Work Experience**  
*Mrs Butler is the designated Work Experience Co-ordinator. Students are briefed by Mrs Butler. Students must not be allowed to work on their own, they must be supervised by a member of staff at all times.*

### Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

| <b>What action is required?</b><br>If action required is outside sphere of responsibility also detail interim controls to reduce the risk identified. | <b>Person Responsible</b> | <b>Target date</b> |
|---|---------------------------|--------------------|
| Training (including fire marshalling) & induction of new staff to become part of the rolling programme  | Rebecca Butler            | Autumn 2016        |
| BCP to be updated   | Rebecca Butler            | Spring 2016        |
| Health & well-being survey to be completed, reported and policy reviewed  | Rebecca Butler            | Spring 2016        |

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.