

# St Paul's CE (VC) First School Coven



Health and Safety  
Updated May 2016

# St Paul's 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** **St. Paul's CE (VC) 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 representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*[Insert signature]*

*[Insert signature]*

**[ J Picken ], Chair of Governors**

**[ Miss K Roberts ], Headteacher**

*[Insert date]*

*[Insert date]*

## 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 Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools 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 Foundation Special Schools 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.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

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

Policy-makers	
<b>School Governors</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</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.

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.

## Planners

**Headteacher**

**Members of the School Leadership Team**

**School Governors**

**Deputy/Assistant Headteacher**

**Health and Safety Coordinator**

**Heads of Dept**

**Managers**

**Premises Manager**

Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements

for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and 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 receives 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> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

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

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)
- 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 [This section should be drawn to attention of all pupils]**

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

All pupils will:

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

### **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 employee's 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

#### St. Paul's CE (VC) 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**

##### Major Accidents (*including over 3-day injuries to staff*)

Any accident resulting in fatality or specified major injuries should be reported by telephone on the day of the accident to the Education Sites and Safety Office (Tel: 01785 278850/51) by the SMT. The accident must be investigated by the SMT to determine the cause and establish what can be done, if anything, to prevent recurrence. An accident report book form must be completed. (Form EDAF 1) in addition the accident report book held on site must be completed.

##### Minor Accidents

Trivial or minor accidents must be recorded in the site accident report book. These accidents should be investigated by the SMT but the amount of time spent investigating the incident should be relative to the accident. Where a pupil has a bumped head then a first aider will always check them and parents are informed,

#### 2. **Asbestos**

The asbestos manual is retained on site and is readily accessible in the main office. Contractors and site staff will always read and sign the manual before undertaking any invasive work (this includes painting, carpeting and screwing into walls). Staff are reminded at annual H & S briefing not to screw anything into walls or ceilings. If there is any indication that asbestos may have been disturbed on site the area will be cleared and segregated. Property Services and Sites and Safety will be contacted immediately.

#### 3. **Contractors**

Contractors are selected from the approved County list, either directly or via Property and Estates. The Head Teacher liaises with contractors to ensure that they are not carrying out activities that may put the staff, pupils or parents at risk. Contractors are required to sign in and out of premises, when appropriate. If staff have any concerns over the activities of contractors they should report them to the SMT.

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

All staff should ensure that risk assessments are carried out prior to activities taking place and that control measures are in place. Staff must ensure they are familiar with relevant risk assessments

Belling cooker and laminator – staff conduct their own risk assessment.

Out of school activities – all covered by risk assessment and LA guidelines.

Nursery wood – risk assessments obtained which will be adapted to suit.

**5. Drugs & Medications**

Medication, other than inhalers, is not normally allowed on site. In special circumstances, (where it is not reasonable for parents to administer), medication must be allowed on site provided that parents have made a request in writing and permission has been given. In such circumstances only prescription medication will be permitted. All medication must be labelled with the name of the pupil and details must be provided of dosages and frequency. Medicines will be stored in the medical room. Inhalers will either be in the medical room or with the child, as agreed with parents. Parents will be informed in writing when children use their inhalers. Epi-pens are kept available for named pupils at all times and are stored in green bags. Photographs of children with Epi-pens will be displayed in the staffroom and brought to the attention of staff. Staff will receive yearly training in the use of inhalers and Epi-pens. Parents are made aware of policy and procedures for medication via the newsletters

**6. Electrical Equipment [fixed & portable]**

All fixed installations are tested every five years and portable appliances are tested annually (guidelines state every two years) using County recommended companies. Staff carry out their own visual inspections of electrical equipment prior to use and must not use their own personal equipment for work unless it has been electrically tested or is brand new. Records of inspection are kept in the school office

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

Fire drills are held termly and fire signs and notices are displayed. Following a fire drill there is a debriefing to raise any issues. Fire risk assessments and Extinguishers are checked annually. Fire exits doors are also checked to ensure that they open with ease. Site staff will regularly check that Fire Safety lights are working. Staff must report any issues they feel may affect the integrity of the premises to the SMT. Fire alarms are tested regularly by site staff and this is recorded  
*Fire Risk Assessments* are regularly completed by the Head Teacher.

**8. First Aid**

Assessment of first aid is reviewed annually in October. The school has trained first aiders; their names are displayed by medical boxes. First aid boxes are located in the medical room and the hall and are checked by the Senior Lunchtime Supervisor annually. First aid boxes are restocked periodically by a trained first aider. Staff work as a team in emergency situations and refer back to a member of the School Management Team. Where it is felt that injuries are beyond the capabilities of first aiders then parents are contacted to take children to hospital or an ambulance is called. Where children are taken by ambulance there must always be an accompanying member of staff

**9. Glass & Glazing**

A glazing survey has been undertaken and a copy is retained in the H & S File. Glazing risk assessments are regularly carried out. All glass in areas used by children must be safety glass. All exterior glazing has been replaced and interior glazing has had safety film applied.

**10. Hazardous Substances (COSHH)**

No hazardous substance is allowed on site except in locked cupboards or areas which are never accessed by children. All contractors are required to assess their own substance and keep them out of the way of pupils. HDS are available for substances used by Cleaning Contract Services in their cupboard and copies are available in the school office.

**11. Health and Safety Advice**

Health and Safety advice is available from:  
Sites and Safety Section – 01785278850/51  
Occupational Health – 01785276284  
Joint Property Unit – 01785278706  
Local Health Authority - 01785252233  
Staffordshire County Council -01785-278855

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

All classroom bins are emptied daily. Paper is recycled in bins located on car park. Clinical waste is placed in a separate bag before adding to main refuse bins. Refuse bins are located against the boiler house but away from the main school building. A sharps box is stored in the medical room. Cleaning Services are employed to clean the school on a daily basis. Floors are mopped at the end of dinner time and the end of the school day and warning signs are used to indicate wet floors. When snow falls a pathway is cleared and gritted.

**13. Handling & Lifting**

Staff do not undertake handling heavy loads if possible. Equipment in the form of a sack trolley and a chair trolley are provided. A risk assessment for manual handling is undertaken yearly. No training is available yet instead a pamphlet has been provided which is displayed in the staff room.

**14. Jewellery [Expectations on wearing of jewellery included in school prospectus]**

No jewellery allowed. Pupils with pierced ears are permitted to wear stud earrings. Earrings are to be removed before PE activities (County Policy). If not removed then the pupil will miss out on the physical side of PE but will still be involved in the evaluation and moving of equipment.

**15. Lettings/shared use of premises**

Lettings are mainly organised through County. Current lettings to Yoga, Rosemary Connelly Club (occasionally), Kids Choice and After School Clubs. *[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license. Who will carry out risk assessments and follow up on these.]*

**16. Lone Working**

When staff work alone in school they must ensure that all doors are closed and only accessible by key pad in order to prevent unauthorised access. Phone lines are available for emergency situations. Staff working alone are reminded not to confront intruders. Dangerous activities must not be undertaken when working alone. – e.g. working at height.

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

All equipment is inspected periodically and although not all inspections are initiated by the school the Head Teacher ensures that they take place. Mercury sports inspect PE equipment yearly. Ladders are assessed by handyperson yearly. Fire extinguishers are checked yearly and fire alarms tested weekly on a rotational basis by the janitor. The janitor also checks security lighting and fire exit lights and outdoor equipment regularly. Any faults are reported to the SMT.

**18. Monitoring the Policy and results**

The bi-annual H & S checklist is undertaken by the Head Teacher and the Health and Safety co-ordinator. The SMT is responsible for ensuring the implementation of new and updated policies. The Head Teacher gives a Health and Safety report at least annually to the Governing Body. A yearly action plan is drawn up and monitored by the Head Teacher and the Health and Safety co-ordinator.

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

The Head Teacher and Health and Safety co-ordinator are responsible for ensuring that the poster on Health and Safety is displayed by the office and that it is up to date.

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

Any personal protective equipment provided will conform to the relevant European and British standards. Staff provided with PPE are given adequate instructions for use. High visibility jackets are used when escorting children out of school premises.

**21. Reporting Defects**

A defects book exists for the reporting of all premises defects and is actioned by the Handyman where appropriate. The Head Teacher ensures that the appropriate bodies carry out any other work. This is checked periodically by the Head Teacher or Health and Safety co-ordinator to ensure that work is recorded and undertaken.

**22. Risk Assessments**

Generic risk assessments provided by the LEA form the basis of the school's risk assessments. Any risks identified will have control measures put in place. Where risk assessments identify flaws within existing procedures then these procedures will be modified in consultation with staff. The risk assessments are mainly reviewed yearly and there will never be less than two yearly reviews. Relevant risk assessments are discussed with staff and kept available for staff who are asked to sign yearly that they have read and understood them. Risk assessments are also available on the school server.

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

The school follows the DFES guidelines with regard to precautions to be implemented regarding off site visits and trips. A School Trip Pack containing all relevant forms, risk assessments and names of contacts is kept in the office and provided to staff prior to the trip. School pays into LA Insurance. All coaches are from the County's Approved list. The Head Teacher has overall responsibility for educational visits and staff must obtain approval from her for every visit undertaken.

**24. School Transport – e.g. minibuses**

The school does not have its own transport.

**25. Smoking**

Smoking is not allowed on the school premises in compliance with the law/smoking at work policy. The school follows SCC Policy Ref No HR 88 November 2012. No smoking signs are displayed at the front and rear of the premises.

**26. Staff Consultation and Communication**

All staff have an open door policy. Staff are informed verbally of any issues that may affect them and are given opportunities via staff meetings to raise any issues relating to health and safety. Minutes from Health and Safety meetings are displayed in the staff room. All staff are provided with induction training. The identification of further training needs forms part of the school's development system. Staff are encouraged to inform the Health and Safety co-ordinator or the Head Teacher of any training requirements that they might identify. Training records are held by the Head teacher. Health and Safety is a regular agenda item at staff meetings.

**27. Stress and staff Well-being**

Issues relating to stress are treated seriously. The County Council provides confidential counselling services, who can be contacted directly: 01285276284. School provides staff well being sessions periodically. Staff are made aware of any relevant information from the LA in staff meetings and questionnaires are issued which staff can complete voluntarily.

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

All legal requirements for CRBs are carried out for staff and other adults working with children in school and accompanying swimming activities. For short term contact List 99 is used. Pupils occasionally work in pairs and groups around school, without direct adult supervision, as part of development of independent learning. Other members of staff around school are aware and able to monitor.

Ratios for staff to children on out of school activities vary according to age of children and the activity being undertaken. Year 4 - highest ratio is 10 to 1, Reception to Year 3 – highest ratio is 6 to 1, Nursery – highest ratio is 4 to 1.

**29. Swimming Pool Operating Procedures (where applicable)**

The school does not have the facilities of a swimming pool.

**30. Training and Development**

Site staff receive a one day caretaking training course. Other training is assessed and offered when appropriate and if available. Students will be briefed on relevant health and safety issues by the Head Teacher and / or the class teacher. Relevant information is provided to the staff via notice boards

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

Any 'users' for the purpose of the Display Screen Equipment Regulations 1992, receive an assessment and annual training to ensure that risks associated with display screens are identified and minimised. Office staff annually complete a questionnaire and receive awareness training. Staff and pupils are made aware of Health and Safety issues about projector lights and screens. All computers used within the school comply with British Standards and are electrically tested annually.

**32. Vehicles on Site**

All pedestrians are encouraged to use the pedestrian entrance to ensure adequate segregation of vehicles from pedestrians. Main car park gates are kept closed at the beginning and end of the day when pupils are crossing the car park. Parents have been requested not to bring cars onto school grounds when collecting from after school clubs. Children are made aware of the dangers when using the paper bank or working on planters etc.

**33. Violence to Staff / School Security**

Outside doors are kept closed and entry codes are changed periodically. Visitors all report to Reception and are asked to sign in. All staff must report to the SMT any incidents of verbal or physical violence by a child or an adult. Staff are not required to be alone in situations where there is a risk of violence. There is a risk assessment relating to violence carried out yearly.

**34. Working at Height**

All staff must use step ladders when working above floor level. All ladders should be periodically checked and a record kept. No member of staff should be working at a height that requires more than a normal ladder without adequate training.

**35. Water Hygiene**

The handyperson will carry out water temperature checks regularly.

*[Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, who is responsible for recording and updating the Manual, where the manual is located]*

**36. Work Experience**

Work experience people are not permitted to carry out activities without an assessment of their age and capabilities and without adequate supervision being provided. Induction will be carried out by the Head Teacher or mentor.

## **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.

*School KPI's may be added here*

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