



Bedford Borough
Council

Westfield School Health and Safety Policy

School Name	Westfield School
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Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.

- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

Name _____ **Signature** _____ **Date:** _____

(Chair of Governors)

Introduction

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

An organisational chart for H&S Management is attached at Appendix 1.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written statement of intent is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure this Policy is communicated adequately to all relevant persons.
- d) Appropriate information on significant risks is given to visitors and contractors
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.

- f) All staff are provided with adequate information, instruction and training on health and safety issues.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- k) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Arrangements are in place to monitor premises and performance.
- n) Accidents are investigated and any remedial actions required are taken or requested.
- o) A report to the Governing Body on the health and safety performance of the school is completed annually.
- p) Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

The School Health and Safety Co-Ordinator is the Headteacher

He/she is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.

- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- h) Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- i) Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers/Agents/Caretakers.

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of adopted/ approved health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor e.g. Local Exhaust Ventilation (LEV), design and technology equipment – reports of this inspection must be retained).
- f) Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are recorded and investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing

Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid , accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the correct use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education,

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to www.hse.gov.uk (INDG 232), Bedford Borough Council Health & Safety Manual, secure area for schools document SO6.

However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977, or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with local procedures.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.

- j) Know and apply the local procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- l) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- m) Use all work equipment and substances in accordance with instruction, training and information received.
- n) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

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

Pupils

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

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

Section C – Procedures and Arrangements

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

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to Assess Net online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book: School Office].
- Completed accident forms should be passed to: Mrs Karen Watts
- Name of Assess net online accident system Administrator: Mrs Victoria Mawdsley and Mrs Janice Hunter
- Name of person responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system: Mrs Victoria Mawdsley and Mrs Janice Hunter
- Accidents must be reported within 24hrs.
- The name of the person who would undertake any investigation Mrs Karen Watts

Asbestos

Also see BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Information Circular BBSIC/10/35 (Sept 2010), Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers

- The Head Teacher is responsible for drawing up a site specific Asbestos Management Plan which should clearly set out who has responsibilities for Asbestos management on site e.g. site agent: Mr Site Manager
- Detail any training attended with regard to asbestos management and name of attendee(s): Mrs Karen Watts and Site Manager

- Location of Site Asbestos Log Book: School Office
- Location of site specific asbestos management plan: School Office
- Name of person responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises: Mr Site Manager
- Name of person responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc. Mr Site Manager
- Procedure for reporting damage to asbestos materials: report to the Headteacher immediately who will report to the LA Officers immediately.

Audit

- The site is inspected on an annual basis by the governor responsible for H&S, Alan Neate. Daily and weekly monitoring of the site is the responsibility of Site Manager, Site Manager. Weekly records are kept of inspections and H&S is reported to governors in the Head Teacher's termly report.

Behaviour Management/Bullying

- Arrangements: Policies are in place for behaviour management and anti-bullying which clearly show the procedures in place.
- Staff training provided: this is completed annually and via the school handbook given to staff on arrival
- Policies and procedures are monitored annually and are on the school systems. Updates via Link Team Staff Meetings and daily briefings keep all up to date on any issues related to the above.

Caretaking and Cleaning

Refer to BBC Manual for Site Agents and Caretakers, [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools). See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).

- Alan Barnes is the Site Manager, with overall responsibility for both school sites.
- Cleaners are employed for both sites with designated responsibilities.
- Staff responsibilities are itemised and the records kept.
- Procurement of materials process is the responsibility of Site Manager, under COSHH rules

Contractors

See BBC Health & Safety Manual – C02 Managing Contractors.

The school uses BBC Health & Safety Manual – C02 Managing Contractors.

- Contractors are selected by the tender process agreed by the governing body. This includes undergoing fair process.
- The Site Manager is responsible for induction of contractors to exchange health and safety information and agree safe working practices while on site.
- The Site Manager is responsible for checking contractor risk assessments.
- Procedures for reporting concerns directly to Head Teacher or member of Senior Leadership Team Site Manager
- Name of person responsible for liaising with Contractor re health and safety matters: Site Manager, Finance Manager

Consultation arrangements with employees

- Name of union H&S rep/ non-union H&S rep: K Yasseen
- H&S is an agenda item for all meetings with staff.

Curriculum Safety (including out of school learning activities)

Risk Assessments are in place for all school work activities including those off site e.g. PE, DT, science, food technology.

- Subject leaders are responsible for Risk Assessments for their curriculum area
- CLEAPSS (Advisory Service) guidance is used for science and food technology. Science Subject Leader is responsible for monitoring Science processes. Food technology staff are responsible for monitoring their subject, DT subject leader theirs.
- Guidance is used for Design & Technology and all tools meet British Standard 4163. The DT subject leaders are responsible for monitoring.
- BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk – used for PE. The PE co-ordinator is responsible for monitoring.

Display Screen Equipment (DSE)

See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form.

- The Headteacher is responsible for ensuring DSE self-assessments are completed by users and reviewed.
- The Location of DSE self-assessment form is Q Drive administration staff handbook.
- All users provided with HSE guide Working with VDU's/ available on intranet etc. or at www.hse.gov.uk via the staff handbook and on display in the staffroom.
- Any arrangements for eyesight testing should be through the Headteacher.
- Any health concerns associated with DSE should be reported to the Headteacher.

Educational Visits and Journeys

The school complies with the current BBC Educational Visits and Journeys Policy.

- The educational visits and journeys co-ordinator is Mrs Karen Watts
- Visits are monitored via Evolve dependent on which category they are.
- Guidance and information for staff to follow when organising any off-site trips is in the School Office.

Electrical Equipment (fixed and portable including curriculum based equipment) In case of any queries refer to the BBC Health & Safety Manual – E01 Electrical Safety.

- All electrical equipment is tested annually.
- Staff are responsible for visual user checks of electrical equipment.
- Name of person responsible for maintaining records of inspection and testing: Site Manager.
- Electrical equipment brought into school must be checked by the Site Manager before use.
- Defective equipment should be reported to the Finance Manager or Site Manager.

Equipment (other, including curriculum based equipment)

- Name of competent person(s)/ company responsible for inspection and testing of [Inventory of equipment]: [

- Name of person responsible for maintaining records of inspection and testing – Site Manager
 - Local Exhaust Ventilation maintenance (LEV) PJ Dust - annually
 - Pressure Systems SDG annually
 - Gas Appliances SDG annually
 - Lifting Equipment & Lifts Kone annually
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Fire Precautions and Emergency Procedures

- Fire Precautions and Emergency Procedures
- School policy is in line with BBC Health & Safety Manual
- the Headteacher is the responsible person as defined in Regulatory Reform (Fire Safety) Order 2005
- Fire risk assessment is updated annually.
- Fire officers visit the school. The reviewer is accompanied by the Site Manager.
- The assembly point is the main playground.
- Fire alarm systems are tested weekly. This is recorded by the Site Manager.
- Fire drills take place at least termly. Records are made and kept by the Headteacher.
- The Site Manager is responsible for maintenance of fire exit/escape routes.
- Staff training is recorded in the Fire log book.
- Process for calling emergency services is detailed in the office.
- Faults and hazards are reported in the Site Managers book – a copy in the office.
- Location of map of assembly points: All rooms and Staff handbook
- Emergency plan location: Biddenham School

First Aid

- Names and locations of trained first aid staff are in the Main Office.
- Location of first aid boxes: PE, Library, Minibus, Main Office
- J Cussen is responsible for checking and restocking first aid boxes.

- The School Office or First Aider summons an ambulance.
- A member of school staff appropriate to the situation accompanies children to hospital if required.
- Arrangements for first aid outside school hours: Site Agent has First Aid training so has the PE department.
- Arrangements for first aid for offsite activities: First aid trained member of staff for all off site activities.
- D Farr is responsible for organizing training and retraining of first aiders/ training records.

Grounds Maintenance

Grounds Maintenance See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).

- Name of company responsible: Biddenham School
- Name of person responsible for managing Grounds Maintenance Contractor: Site Manager
- Arrangements and procedures school has in place for grounds maintenance on school site: company representative reports to office before commencement during school term. Paperwork signed on completion.
- The contractor has procedures in place for health and safety e.g. accident reporting, first aid etc.:
- Name of person responsible for record J Cussen and Janice Hunter

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

Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH)) School policy is in line with BBC Health & Safety Manual – C03 COSHH Guidance.

- The Site Manager and Science Leader have responsibility for procurement and use of hazardous substances.
- Location(s) of hazard data sheets/COSHH assessments/emergency procedures for spillages: kept in COSHH file in Site Managers Office and Science Department.
- Name of person(s) responsible for undertaking COSHH risk assessments: Site Manager and Science Leader
- Training undertaken: Site Management training

- Guidance on emergency procedures for spillages is contained on hazards and in more detail in Section 7 of Cleapss Handbook.

For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.

Inclusion

- Arrangements for planning and assessment for Special Educational Needs (SEN) pupils:
- SENDCo Mrs L Cunningham
- Arrangements for making reasonable adjustments in respect of access under the Disability Discrimination Act: Headteacher.
- Arrangements to ensure staff are suitably informed and trained to be able to support include pupils safely and effectively. e.g. training: Headteacher and SENDCO

Legionella

- Name of person responsible for legionella management on site: Site Manager G Freeman
- Arrangements e.g. risk assessment, implementation of actions: Site Manager
- Frequency of temperature checks: monthly
- Record Keeping: Site Manager via spreadsheet
- Training: site manager training

Lettings/shared use of premises/use of Premises Outside School Hours

- Name of person responsible for lettings/ out of hours activities: Finance and Site Manager
- Name of person responsible for providing information to hirers using the premises out of hours (see points below):
- Detail agreements, procedures and arrangements for lettings: Finance Manager
- Detail any staffing requirements e.g. site agent lock up: Finance Manager
- Detail out of hours first aid provision: Finance Manager
- Detail fire and emergency arrangements for out of hours: Site Manager
- Detail any restriction on use of equipment by hirers: Finance Manager and Site Manager

- Detail any licensing requirements: Finance Manager
- PTA responsibilities: Finance Manager and Deputy Headteacher
- Insurance requirements: Finance Manager

Lone Working

Lone Working - School complies with BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working

- Detail Safe working practices/rules for staff who work alone: staff advised to keep mobile phones with them and alert another member of staff of arrangements.
- Detail contact arrangements for lone workers: Site Manager.

Managing Medicines & Drugs

Managing Medicines & Drugs School complies with BBC Guidance on Managing Medicines in Schools and Early Years Settings, and DFES guidance, Managing Medicines in Schools and Early Years Settings 2005.

- Specific staff training and retraining requirements: managing medicines, epi-pen (annually).
- The member of staff who takes receipt of medicines to be administered in school is responsible for completing the medication record form with the parent/carer and for storage of the medication.
- Parents are responsible for the disposal of unused medication.
- Location of forms with regard to administration of medicines: office at each site.

Manual Handling and Lifting

- School complies with BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.
- The Site Manager has training for manual handling and lifting and is responsible for ensuring that all staff are aware.
- The Head Teacher is responsible for completing manual handling risk assessment(s):
- Availability / location of lifting aids on site: sack barrow.

Occupational Health

- School buys back HR services from Bedford Borough Council and has access to the Borough Council's Occupational Health Service.

Outdoor Play Equipment & PE Equipment

- Arrangements and procedures for use: outdoor equipment used under supervision of staff during school hours. Parents have responsibility for ensuring the safety of their children before and after school.
- Risk Assessments for use of equipment, including setting up, moving and packing away, are kept by PE Subject Leader.
- Pupils to be supervised by member of school staff when lifting or moving equipment.
- Visual user checks are the responsibility of the class teacher.
- Annual inspections of outdoor play equipment and PE equipment are undertaken by Sportsafe, an approved contractor.
- Detail inspections by approved contractor annually: most recent inspection: December 2017.
- Hazards are recorded via hazard sheets, and reported to the Site Manager and if relevant the PE subject leader.
- Repair and maintenance procedures: the Site Manager will undertake minor repairs; external companies are used for more serious repairs.
- Records of repairs are kept with invoices.
- Instruction and training for staff/pupils provided: PE Subject Leader takes responsibility for training of staff.
 - Staff are responsible for training children in their class.

Personal Protective Equipment (PPE)

School complies with BBC Health and Safety Manual – Work Instruction SWI01 PPE.

- The Site Manager is responsible for assessing requirements for PPE.
- PPE is supplied as necessary: rubber gloves, dust masks, etc.

Security

See Insurance and Risk "School Security" guidance (contact Insurance Team for copy)

- Arrangements in place for securing school site: alarm system in place on both sites, monitored and maintained by South East Security. Gates in perimeter fencing locked when school is not in use. Daily unlocking and locking of site is the responsibility of the Site Manager.
- Staff responsible for securing school site: G Freeman K Watts P Thornes.
- Emergency contacts: information held by the LA and South East Security.
- School opening times: school is unlocked from 6am-6.30pm, unless in use by hirers.

Site Maintenance

- See also BBC Manual for Site Agents and Caretakers (available at [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools)).
- Condition Survey undertaken by BBC. Annual site inspections undertaken by Governor with responsibility for H&S, or more frequently as required. Daily visual check by the Site Manager.
- Process for reporting of hazards: hazards reported to site agent via Hazard sheets, or via site agent book.
- Responsibility for safety signage: Site Manager

Risk Assessments - General

See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template..

- Identify who is responsible for ensuring that risk assessments are undertaken the staff member who is in charge of the activity
- Arrangements for undertaking specific risk assessments for staff are the Headteacher and for specific pupils is the SENDCO. This should include details of when this should be renewed.

School Transport

See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)

- Licence requirements: full license with D1

- Authorised drivers: only those with D1on license and who have completed their MIDAS training
- Training received (name/ date): MIDAS training for all drivers
- Name of person responsible for undertaking checks on minibuses: Finance manager and Mr Powell
- Pupil supervision arrangements: as per the Educational visits and Journeys Policy.
- Insurance requirements: BBC insurance

Slips, Trips and Falls

- Daily visual checks and safety reminders for staff minimises hazards.

Staff Training & Development

- Arrangement to brief new staff/ temporary staff about health and safety arrangements: staff induction procedure includes arrangements regarding H&S.
- Name of person responsible: Headteacher and Site Manger.
- Training needs are identified on an on-going basis, and during appraisal interviews.
- Specific training for certain roles i.e. Site Manager, H&S Co-ordinator, first aid, fire safety, training updates, competence for certain activities e.g. hazardous substances, working at height, risk assessment takes place as advised.
- Name of person responsible for keeping general staff training records: P Thornes / Deborah Farr.

Stress

- School complies with BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.
- Staff are signposted to BBC counselling service via notices in staff rooms.

Swimming

- Swimming takes place off site as a curriculum activity. Risk assessments and staff training are undertaken by the provider.

Vehicle Movements on site

- Signage ensures that all delivery vehicles are directed to appropriate entrances.

- Risk of danger to visitors whilst using the car parks rather than the designated paths. Parents /carers are alerted to dangers.
- Grounds maintenance contractor has been instructed by the Site Manager.

Violence (also see Lone Working)

School complies with BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.

- Incidents of violence, or threats of violence, are recorded on the school's Assess net system

Visitors

- Fire evacuation procedures, First Aid responsibility and H&S information supplied to visitors on arrival.
 - Access requirements of parents/carers are requested when children start school.
- Signing in / out sheet asks for details of access including suggestions for improvements.

Work Experience

School complies with BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young person's safety record.

- Work experience takes place by agreement only.
- The Headteacher has responsibility for risk assessments for employed young persons and for risk assessments for work experience students.
- Induction and training: the Headteacher has responsibility for induction and training of work experience students.
- Monitoring and supervision: will be with a named allocated member of staff dependent on where they are working.
- Information provided via Staff Handbook, and induction

Working at Height School complies with BBC Health & Safety Manual, SWI05 Working at Height; refer to BBC Manual for Site Agents and Caretakers

- Staff are informed of safety procedures during induction.
- Identify who is responsible for undertaking Risk assessments: Headteacher and Site Manager

- Staff training and updates: Site Manager has attended Working at height and Ladder Training.
- Various stepladders are available. Kick steps are used by teaching staff and assistants only for putting up displays. All other work at height – Site Manager or contractors.
- Ladders are checked for safety before use by all staff. The Site Manager monitors ladder condition.

Section D – Arrangements of Monitoring and Evaluating the Policy

- The policy will be reviewed annually by the Site Manager the Finance and General Purposes Committee of the Governing Body, the Headteacher.

Appendix 1

Organisational Chart

