



Church Eaton (VA) Primary School

Health and Safety Policy

Approved by the Governors: Autumn 2018

Member of Staff responsible: S. Shaw

Review Date: Autumn 2019

1. MISSION STATEMENT

Mission statement

This school will ensure that each child will have the best start in life through promoting and developing confidence and independence as learners who succeed today and be prepared for tomorrow.

| | |
|---|---|
| Motto Caring Educating Succeeding | Curriculum Drivers Community Environment Self Sufficiency |
|---|---|

Church Eaton Primary school encourages all our children to be...

- Successful learners who enjoy learning make progress and achieve.
- Confident individuals who are able to live safe, healthy and fulfilling lives.
- Responsible citizens who make a positive contribution to society
- To develop an inclusive school with an emphasis on our community and environment.

Church Eaton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.

Please refer to the school's Safeguarding Children Policy for more information.

Church Eaton School endeavours to meet the diverse needs of its pupils to ensure inclusion for all. All of our pupils are entitled to a broad, balanced curriculum, delivered in a relevant and differentiated manner, enabling progression and continuity to be experienced.

It is important in this school that the teaching and learning, achievements, attitudes and well-being of every young person matters. In order to make access to the whole curriculum a

reality for all pupils, we foster an ethos in which positive attitudes to gender equality, cultural diversity and special needs of all kinds are actively promoted.

A range of teaching and learning styles are used across the curriculum, and these are appropriate to the age, ability and maturity of pupils. Teaching provides opportunities for pupils to reflect, question and make connections between aspects of their learning.

This 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.

Health and Safety Policy Statement

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.

***NEW CHAIR OF GOVERNORS TO
SIGN NEXT TIME REVIEWED***

Ruth Wharton Chair of Governors

Simon Shaw Headteacher

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 |
|-----------------------------|-----------------------------|--|
| Voluntary Aided (VA) School | The County Council. | Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented. |
| Voluntary Aided (VA) School | The Governing Body. | 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

| | |
|----------------------|--|
| Policy-makers | 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. |
| Planners | 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 |
| Implementers | 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 |
| Assisters | 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 |
| 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. |

Who are the Policy-makers, Planners, Implementers, Assisters and Employees at Church Eaton.

| | Policy-makers | Planners | Implementers | Assisters | Employees |
|-------------------------|----------------------|-----------------|---------------------|------------------|------------------|
| School Governors | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| Headteacher (HT) | | | | | |
| Health and Safety Coordinator (HT) | | | | | |
| Teachers | | | | | |
| Premises Managers (HT) | | | | | |
| Teaching and Classroom Assistants | | | | | |
| Admin Staff | | | | | |
| 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 | |
|--|--|
| School Governors Headteacher CC H&S Policy Group H&S Advisers | 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 <i>School Governors</i> <i>Health and Safety Coordinator (HT)</i> <i>Managers</i> <i>Premises Manager (HT)</i> | 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 choose 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.

| Implementers | |
|---|---|
| <i>Headteacher (also Policy maker, Planner)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Premises Managers (HT)</i> <i>Teaching Assistants</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 than 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.

| Assisters | |
|---|---|
| <i>Health and Safety Coordinators (HT) Health and Safety Advisors Occupational Health Professionals</i> | Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). |

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 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

SEE OUR PROCEURUAL LIST ALSO.

All items which are cyclical are put in the diary with reminders and in headteachers annual actions doc to ensure completion.

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

Pupil accidents - in accident book - analysed half termly. Notify headteacher of more serious accidents. If remedial action needs to be taken i.e. buildings please put on caretakers notice board.

Adult accidents in accident book in office. Notify headteacher.

2. Asbestos

The office manager is responsible for the Asbestos Record System Manual. It is located in the school office within easy reach for the secretary to share with contractors. Headteacher / secretary will ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises. Staff know not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.

3. Contractors

We use county advice on selecting contractors. They are provided with health and safety information on entry and appropriate forms are completed.

If staff or contractors have any concerns they should report them to the headteacher.

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

We have several up to date risk assessments for lessons and activities in the local area as well as Interactive Whiteboards, Cooking or Science Equipment. Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities and submit them to the headteacher for verification and adding to risk assessment file.

5. Drugs & Medications

Person with Parental responsibility requests for medicines to be administered are required. Medicines are stored in the School Office. We have specific forms for recording administration, a paragraph about medicines is in the school prospectus, the policy is provided and discussed with the new intake parents and is available online.

6. Electrical Equipment [fixed & portable]

Before use there is always a visual inspection by users, annual PAT testing and recoding is completed. Staff request to bring personal items in school, this is rare. Who undertakes examination of fixed installation, how to report defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]

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

The Headteacher is responsible for undertaking & reviewing the fire risk assessment, Drills are termly but include extras for lunchtime and out of hours. Please see written procedures including information about fire marshal (warden) etc, assembly points. Maintenance of fire exits /escape routes is of contractors. Inspections made by headteacher or brought to the attention by staff. Maintenance of fire extinguishers is annual and automatically actioned by SCC. Testing of the fire alarm is weekly by the caretaker.

Fire Risk Assessment

Found in Risk assessment file in heads office, action planning in health and safety file. Reviewed annually.

8. First Aid

Mr Shaw is our main trained First Aider. We also have 3 other paediatric first aid

trained staff - lists in all rooms. They are located in class 1 and 3. First aid boxes are in the library and in The John Evan's Learning Centre. Location of first aid boxes. Mr Shaw is responsible for checking & restocking. Anyone can summon an ambulance. Ideally the headteacher or a teaching assistant can accompany children to hospital although this is not limited and anyone can cover in the event of absence. Mr Shaw's training record is kept on file and retrained when appropriate.

9. Glass & Glazing

Survey completed 2014.

10. Hazardous Substances (COSHH)

County Cleaning are responsible for the selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use of protective equipment. Storage arrangements are left to the school, they are kept in the cleaning cupboard.

11. Health and Safety Advice

We utilise competent health and safety advice from the Health & Safety Team, Individual contact details are as follows:

| Responsibilities | Contact | Telephone |
|---|-------------------------------|----------------------------------|
| Head of Strategic Health & Safety Service | Rebecca Lee | 01785 355777 |
| Duty Officer - 8:30-17:00 hrs. (16:30 on Fridays) | Duty Officer | 01785 355777 |
| Health & Safety Adviser - School Support (Stafford Borough & Lichfield District) | Dean Willetts | 07773 791499 (m) |
| Health & Safety Adviser - School Support (Tamworth Borough & East Staffs District) | Wendy Sears | 07773 791557 (m) |
| Health & Safety Adviser - School Support (Cannock Chase District & South Staffs District) | John Burdett | 07773 791520 (m) |
| Health & Safety Adviser - School Support (Staffs Moorlands & Newcastle Borough) | Steve Brown | 01782 538758 07773 791559 (m) |

- 12. Housekeeping, cleaning & waste disposal**
The caretaker and cleaner are responsible for ensuring premises are kept clean, to minimise accumulation of rubbish. Any member of staff who identifies wet floors are responsible to mop / organise for someone to mop and put out signs for wet floor cleaning to minimise risks of slips. Glass / sharp objects are disposed of carefully being wrapped protectively and placed in outside bins. Caretaker is responsible for snow shifting. Waste bins are at the furthest point. We are in the process of organising chains for external waste bins.
- 13. Handling & Lifting**
See manual handling RA. If children need lifting training is provided.
- 14. Jewellery**
Children are discouraged from wearing earrings (if they have to be worn, only studs are permitted) no other jewellery is allowed.
- 15. Lettings/shared use of premises**
See lettings policy and forms.
- 16. Lone Working**
See risk assessment and policy.
- 17. Maintenance / Inspection of Equipment (including selection of equipment)**
*Headteacher keeps records in Health and Safety file.
PE equipment - annual actioned by Headteacher.
Fire alarm and smoke detection - annual company (Chubb)
Emergency lighting - need to find out situation and if none get wind up torches bracketed to walls.
Fire extinguishers - annual, actioned by Chubb
Intruder alarm - annual Chubb*
- 18. Monitoring the Policy and results**
*The Headteacher carries out the H&S checklist and self audit tool.
The Headteacher monitors accident reports/trends, complaints.
The school's health and safety performance is measured using the maturity model and actions against the action plan. Key Performance Indicators are reported upon in the Headteacher's report to governors termly. Other reports have a health and safety section.*
- 19. Poster on Health and Safety Law**
The Headteacher is responsible for siting this poster and keeping it up to date. It has

currently gone missing, a new one has been produced and it is on order.

20. Personal Protective Equipment (PPE)

Entrust/ Chartwells are responsible for the school cleaner.

The caretaker identifies if PPE is necessary for his role otherwise N/A.

21. Reporting Defects

Hazards should be reported to the Headteacher and logged by the person reporting on the clipboard in the office. Interim measures are taken to secure position pending rectification. The person reporting if they can any member of staff, the Headteacher or Secretary. The Caretaker is in school 2 times a day also.

22. Risk Assessments

The headteacher is responsible for ensuring RA's are undertaken. We have a structure for review (zones of responsibility and a cycle of review of all RAs we have - see file.

The headteacher and staff undertake special RA's as and when they arise.

23. School Trips/ Off-Site Activities

Please see School visits file and information on server.

24. School Transport - e.g. minibuses

N/A

Please see information on volunteer drivers in Health and Safety file.

25. Smoking

NO SMOKING ON THE PREMISES.

26. Staff Consultation and Communication

H&S is regular agenda item for all meetings.

Staff to see Headteacher / caretaker or use H&S book located in the staffroom to raise issues of concern and make suggestions for health and safety improvements.

Staff are communicated to via agenda item or e-mail .

All information about health and safety can be found in the heads office. (some files i.e. asbestos / water testing are found in the secretary's office)

27. Stress and staff Well-being

See risk assessment and policy, questionnaire analysis and action plans and wellbeing team and team meetings.

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

Supervision requirements for pupils during curriculum time - pupils must not be left unattended and all other times when in care of school,

See school visits file for agreed ratios for school trips.

All staff and voluntary workers are subject to criminal conviction clearance.

29. Swimming Pool Operating Procedures (where applicable)

N/A

30. Training and Development

New staff induction provides briefing about H&S arrangements by the Headteacher.

See training list with feedback notes.

See Performance management logs with objectives which outline CPD needs

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

Annual self assessment is provided and analysed. We use the PPT to train staff in the use of VDUs. Staff report defects in workstation and health concerns to the headteacher. Regular breaks should be taken:

The guidance states:

In most tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. Whenever possible, jobs at display screens should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and to vary visual and mental demands. Where the job unavoidably contains spells of intensive display screen work (whether using the keyboard or input device, reading the screen, or a mixture of the two), these should be broken up by periods of non-intensive, non-display screen work. Where work cannot be so organised, e.g. in jobs requiring only data or text entry requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Where the display screen work involves intensive use of the keyboard, any activity that would demand broadly similar use of the arms or hands should be avoided during breaks. Similarly, if the display screen work is visually demanding any activities during breaks should be of a different visual character. Breaks must also allow users to vary their posture. Exercise routines which include blinking, stretching and focusing eyes on distant objects can be helpful and could be covered in training programmes.

It is not appropriate to lay down requirements for breaks which apply to all types of work; it is the nature and mix of demands made by the job which determine the length of break necessary to prevent fatigue. But some general guidance can be given:

- breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length;

- breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction;
- short, frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours;
- if possible, breaks should be taken away from the screen;
- Informal breaks, that is time spent not viewing the screen (e.g. on other tasks), appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks;
- wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

32. Vehicles on Site

Staff may park on the school carpark. There is a restriction on vehicle movement at the beginning and end of school from the school drive wherever possible. See RA on segregation of vehicles from pedestrian areas. Parents are requested not to use the school drive on a regular basis. Deliveries park outside the school gates.

33. Violence to Staff / School Security

Please see policy, RA and violent incident reporting

34. Working at Height

Please see RA and notices.

35. Water Hygiene

The caretaker completes the water hygiene tests who analyses and actions and inappropriate data. The caretaker updates the manual.

36. Work Experience

Please see specific RA. RA for the high school / college are completed and sent. See student file. Headteacher is responsible for induction of students including health and safety information. See induction booklet.

Signed: Simon Shaw
Headteacher

Signed: Ruth Wharton
Chair of Governors

