

Developing and Writing a Health, Safety and Wellbeing Policy

Guidance for Local Authority and Gold Star Schools



Health, Safety and Wellbeing Team

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1. SCOPE AND INTRODUCTION

The purpose of this guidance is to provide support for schools and educational establishments to develop a health and safety policy that meets their legal responsibilities.

2. WHO SHOULD USE THIS GUIDANCE

Local Authority (LA) schools and educational establishments

Where Bolton Council is the employer, LA schools and educational establishments **MUST** follow this guidance and adapt the 'Example Health Safety and Wellbeing Policy' (please see Appendix 1) to their specific circumstances.

Non LA schools and educational establishments holding a Gold Star SLA

Where Bolton Council is **NOT** the employer e.g. academies, church schools and free schools; and where these schools and educational establishments hold a Gold Star Health, Safety and Wellbeing Service Level Agreement (SLA) with Bolton Council's Health Safety and Wellbeing Team (HSWT), they are welcome to adapt the example policy. However, they **MUST** ensure their final agreed policy meets any relevant conditions in their legal status, funding, agreements and articles of association, as these vary and responsibilities and legal duties will differ from those outlined in this document.

The final policy must be ratified by Governors, Trustees etc before use.

3. WHY DO YOU NEED A HEALTH SAFETY AND WELLBEING (HSW) POLICY?

The law says that every business must have a policy for managing health and safety. If you have more than five employees, the policy must be in writing.

All schools irrespective of their employer have a duty to comply with the legal requirements outlined in the Health and Safety at Work etc Act 1974 (HSWA) and its associated Regulations. In simple terms this means they have duties to ensure, so far as is reasonably practicable, the health, safety and wellbeing of teachers, education staff and students – both on site and during off-site visits and activities. These duties extend to visitors, volunteers and contractors, etc.

A HSW policy explains how employers manage health, safety and wellbeing of pupils, staff and visitors etc on and off their site. It is legally required under the HSWA.

4. WHAT IS A HEALTH SAFETY AND WELLBEING (HSW) POLICY?

The HSWA imposes a direct duty on employers to put in place a policy that sets out how HSW will be managed. The policy must be communicated to staff and others who might be affected when they work on the school premises or carry out work on behalf of the school off-site.

LA schools will also need to be aware of and follow the Council's overarching HSW policy. They will need to link that policy and any other HSW policies they have to their own HSW policy and guidance documents. The HSWT can provide guidance to schools on the approach they should take.

The HSW Policy should be the one of the most important safety documents you have in school. This is because:

- The policy should identify why HSW is important in your school and what you intend to do to achieve a safe working environment. The Health and Safety Executive (HSE) call this your **Statement of intent**. Usually this is referred to as your **Statement**.
- The next part of your policy helps you set out how HSW is **organised** on and off your site. In effect you will explain in the policy what you need to do to keep staff and students safe and how you allocate tasks and responsibilities to the staff you have. In some cases you might purchase the services of a competent person(s) or consultant to help you fulfil your obligations. List those with HSW responsibilities using a top-down approach: start with Governors and list everyone with HSW responsibilities in this section, include your site manager, staff and competent HSW advisor. If you use an external HSW advisor make sure you identify anything they do not complete as part of their contract and ensure someone else is tasked with that activity: record that in this section. For example, some external HSW providers will not offer HSW audits of all areas in a school, onsite training, trip/visit monitoring or accident investigations where they occur off site. Check your contract and review all roles and responsibilities.
- The final part of the HSW policy, the **Arrangements** section is really useful and important. It records how you will manage specific risks on and off your site. You can link to other policies or guidance if necessary: our example policy shows linked policies and guidance listed in an a-z format.

5. WHO ARE THE HEALTH AND SAFETY EXECUTIVE, WHY DO YOU MENTION THEM?

The HSE is the national watchdog and regulator for work-related HSW. They acknowledge that HSW can seem unnecessarily bureaucratic particularly in schools and they are seeking to restore a simpler and more proportionate approach to HSW regulation.

However, they expect that HSW is a priority for all schools and every school must have access to competent HSW advice. Should there be any concerns in how a school manages HSW it is the HSE who would visit your site to speak with and if necessary, interview staff, Governors, and trustees. In some businesses where significant issues have been found with day-to-day HSW management, legal action has occurred.

Following the advice of the HSE, is a good way to demonstrate legal compliance. The HSE see a robust HSW policy, which is communicated and followed by staff, to be a good indicator of a positive HSW culture. Where possible, to help you, all the advice provided by the HSWT is based on HSE good practice.

6. HOW TO USE THE EXAMPLE POLICY

The attached example policy should be used by LA schools (whether or not they have an SLA with the HSWT) when they need to update their existing HSW policy. It must be amended to suit the needs of the school and the risks on and off site. Non-LA schools with a Gold Star SLA can choose to adopt this policy if they wish but it must be developed to reflect the management controls within your school as well as any risks found on site.

This example policy is based on the most significant risks found in a primary or school, further consideration and development will be required to ensure it meets the needs of a secondary school. This could include risks relating to woodwork/machinery in technology, kilns in art, chemical's used in science, management of larger numbers of persons on site or more complex premises, Your competent HSW Practitioner can advise you on this.

IMPORTANT INFORMATION

Before finalising the policy, you must ensure it reflects precisely how HSW is managed on and off your site. Do not leave anything in or out of the policy that does not reflect your day-to-day management of risk. Your competent HSW Practitioner can help you if you need further advice when using this document.

Appendix 1

Health Safety and Wellbeing Policy of Sunning Hill Primary School

- Reviewed & Agreed on 11th October 2023 – Resource Committee
- Ratified at Full Governors 25th October 2023

1. EXAMPLE STATEMENT OF INTENT

The Governing Body of Sunning Hill Primary School takes the health, safety and wellbeing (HSW) of all those on, working from, using our school site or working off site, seriously.

We have developed this policy to help explain how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- As a Local Authority (LA) controlled school we are following the Council's overarching Health, Safety and Wellbeing (HSW) policy, its ethos and instruction.
- The school environment is a safe place to work from, learn in and visit, without risk to HSW.
- We provide a safe working equipment, procedures and information on significant risks to our staff, students and others who might be affected by what we do.
- We provide training and consult with staff and others on HSW matters.
- We provide a safe means of access to and from the school.
- Robust procedures are in place to manage accidents or emergencies.
- We monitor our safety performance and review and investigate accidents, incidents and near miss events, learning from findings.

This HSW policy is arranged in three distinct sections.

This **statement** which sets out our commitment to the effective management HSW. This is signed off by the Headteacher and ratified by our Board of Governors. As an LA school this policy sits under the Council's overarching policy and procedures. It supplements that policy in setting out our local HSW management procedures. This policy also records how the school **organises** its staff to manage HSW and it includes a description of the **arrangements** for dealing with different areas of risk.

This policy is brought to the attention of, and/or issued to, all members of staff and other relevant persons by the School Business Manager. A reference copy will be shared on induction and a copy is kept in the school office.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Bolton Councils Health Safety and Wellbeing Policy, Educational visits, Medical conditions, Lockdown, Evacuation and behaviour policies.



Farook Atcha **Chair of Governors**

25th October 2023



Claire Whalley **Headteacher**

25th October 2023

2. ORGANISING FOR HEALTH AND SAFETY

GOVERNORS (LOCAL AUTHORITY SCHOOLS)

Bolton Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

On a day to day basis the governing body will:

- Ensure that the HSW policy is reviewed, up to date, communicated to all relevant persons and importantly followed by all those on site. We do this by sharing the policy with staff on induction and at the annual inset day. Through risk assessments, daily site inspections, meetings with headteacher/Business manager and the reviewing of accident incident data, governance meetings, review of policies.
- Take reasonable steps to make sure that the school is following all other HSW policies and procedures by sharing the H & S audit with Governors and inviting the safeguarding governor into school to review processes and procedures. Share reports on H & S related work, including statutory compliance visits.
- Confirm that staff and others receive adequate information, instruction and training to enable them to carry out their HSW responsibilities.
- Seek assurance that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to seek assurance as appropriate.
- Review accident, incident and near miss events and where needed seeking clarity on action on reporting, investigation and taken to mitigate risk.

LEAD GOVERNOR

The governor who oversees health safety and wellbeing is Mr I Oomer.

HEADTEACHER

The headteacher is responsible for the management of HSW across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take action immediately when any significant hazard are reported, stop the use of any equipment, machinery or any activity etc. which is considered unsafe until action is taken to manage the risk.

- Report on safety and welfare matters to the Governing Body noting significant hazards and action needed.
- Develop a process to ensure that staff are appropriately trained on health and safety matters.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all HSW policies and procedures are reviewed and communicated to staff and others who might need to be aware of the information.
- Ensure that all staff are provided with suitable, safe and maintained equipment in order to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive, open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure effective arrangements for monitoring the activities of other building users whilst on site.
- Meet with relevant key staff on a regular basis to ensure that safety activities they are responsible for are being completed. Meeting with the Site & Business Manager to review documentation and compliance checks. Ensure that PEEP's and risk assessments are in place where required and that supervision ratios are correct for all year groups.
- Ensure that EVOLVE is used to record and approve school trips and visits, where appropriate and ensure that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight or overseas travel.
- Ensure that emergency procedures are in place, regular drills completed and learning points communicated for evacuation and lock down procedures.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

In the headteacher's absence, Julie Rawlinson assumes the above day-to-day health and safety responsibilities.

DEPUTY HEAD.

In the absence of the Headteacher take responsibility for day-to-day health and safety.

THE SCHOOL BUSINESS MANAGER

The school business manager is often the HSW lead or focal point in school when the headteacher is not on site.

The Business Manager will:

- Be the main focal point for day-to-day HSW matters giving advice or advising on sources of advice.
- Help the headteacher develop, implement and review HSW policies or procedures.
- Complete monitoring and management checks on the site manager, compliance checks, highlighting or escalating any issues to the head teacher for their action
- Complete and record HSW inductions.
- Develop and implement a HSW training plan to ensure staff have sufficient HSW training to complete their roles (including Fire Warden and First Aid cover).
- Maintain contact with outside agencies able to offer expert advice.
- Ensure that EVOLVE is used to record and approve school trips and visits and that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight, or overseas travel .
- Ensure accidents and incidents are reported, investigated, and forwarded onto the Health, Safety and Wellbeing team.

SENIOR MANAGEMENT (SLT)

Within the school will support the Headteacher in their role. They will:

- Ensure risk assessments (for work areas within their discipline) are thorough, suitable and reviewed regularly.
- Complete inspections of their work areas reporting issues to Business Manager.
- Complete HSW training as requested by their manager ensuring their staff also complete HSW training needed for their role, training matrix must be kept for all staff training.
- Ensure staff are made aware that they must not bring their own equipment, substances etc. onto the school site for use at any time.
- Provide a good example, guidance and support to staff on health and safety issues.
- Assist with investigations into accidents and produce reports / statements as needed.

ALL STAFF WILL

School staff have a duty to take care of pupils in the same way that a prudent parent would.

Staff will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by what they do (or do not do).
- Co-operate with others on health and safety matters, not interfering with, or misusing, anything provided for health, safety or welfare.
- Follow the training they have received when using any work items or systems provided by the employer.
- Develop if tasked to, read and follow the RA in place for their safety and the safety of others who might be affected by the work they do.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure.
- Not bring any personal items on site to use as work or cleaning equipment, unless agreed with the head/business manager and an assessment has been completed.
- Understand emergency evacuation procedures, and feel confident in implementing them and how to raise any concerns.
- Ensure that risk assessments are completed for relevant trips and activities.
- Ensure that Sandon Street is checked on each occasion, prior to the children being taken over.

THE SITE MANAGER

is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that the HSW tasks outlined in his/her job description and handed over during induction are completed. This includes daily, weekly, monthly, compliance, observation and monitoring and safety checks: keeping records of findings and actions taken.
- Ensure that external compliance checks and essential building risk assessments are in place, actions taken and recorded, for example Fire Risk Assessments, Legionella risk assessment, Asbestos surveys, glazing surveys, building surveys, electrical testing, gas safe checks. This list is not exhaustive. Ensure that copies of the reports are saved in the maintenance folder under office/statutory compliance.
- Ensure that any work that has health and safety implications is prioritised, speaking to the headteacher/Buisness Manager for advice where needed and for action needed.
- Report any HSW concerns to the senior management team immediately.

- Ensure that all work under their control is undertaken in a safe manner: selecting contractors who are competent to complete their roles and keeping records of competency checks undertaken.
- Act as deputy incident controller should an evacuation or evacuation take place when they are on site. Business Manager will also act as deputy incident controller when the site manager is not on site}
- Ensure that they have the skills and competency to complete any work they undertake and seeking the services of external competent ant contractors as needed.
- Ensure that all staff are aware of safe working practices within their work area, especially regarding reporting of hazards.
- Ensure that any unsafe practices cease with immediate effect.
- Investigate any specific health and safety issues, take remedial action and report findings to the head/business manager.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Ensure that the jobs lists is checked on a daily basis and actioned within timescales.

THE HEALTH SAFETY WELLBEING TEAM (BOLTON COUNCIL) WILL:

- Where an SLA is purchased by the school. Act as the school's competent person under the Management of Health and Safety at Work Regulations
- Provide services to schools as per their Service Level Agreement (Gold Star or Silver star)
- Collect information on accidents and incidents to report to HSE where necessary.
- Draft and offer template policies, procedures and guidance for health safety and wellbeing. To LA schools or those with a current Gold Star Service Level Agreement.
- Provide face to face or online training for staff where required.
- Provide onsite support where required.

PUPILS AND PARENTS

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

CONTRACTORS

All contractors who will be working on our site will receive a HSW induction by the Site Manager or Business Manager. The induction must be recorded as part of the contract start meetings for large projects. They will, as needed, be provided with copies of school relevant risk assessments, asbestos survey and this HSW policy. Contractors are expected to follow our safe working procedures and should tell us if they have any concerns, may complete work that could create a hazard or if they do not think they can comply with our policies and

procedures. We will discuss access / egress, deliveries onto site, safe transport, security, welfare facilities and prohibited areas with you during your induction.

They must provide a risk assessment and safe systems of work covering any significant risks associated with their work. The school Business Manager will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, Risk assessment for the work, safe systems of work, references for similar work.

OTHERS

Listed below are additional staff who have additional responsibilities for HSW.

- SENDCO – support staff with advice on PEPs or risk assessments for trips off site.
- Kitchen manager – notify Site/Business manager of any HSW issues in the kitchen
- Fire wardens – complete appropriate training.
- First aiders – administer first aid following school procedures. Update knowledge and skills when required.
- First Aid resources – Records and supplies kept by Office Administrator
- Subject coordinators – support staff and give subject specific guidance regarding HS within their subject.

HEALTH AND SAFETY ARRANGEMENTS FOR SUNNING HILL PRIMARY SCHOOL SCHOOL

Guidance notes –

This section will not cover every hazard you have in your school - they are provided as examples to help you develop your policy.

- Look at each hazard and remove any you do not have in your school.
- If you do have the hazard on your site, amend or develop the narrative so it reflects how you manage the risk in your school.
- Add your other hazards and explain how you manage them. or refer to policies. for example some schools develop sections on managing specialist classrooms, e.g. labs or sensory rooms, external areas e.g. ponds. Speak to the HSWT for advice if needed. **Remove this box when the document is finalised.**

ACCIDENTS

All accidents, incidents and near miss events which occur on site or off site as part of school activities must be reported. This includes accidents or incidents involving staff, students and others who may be affected by our activities whilst on our site.

The Accident Report Form is available from the school office

The Headteacher is responsible for investigating accidents/incidents/near miss events and sharing findings or requesting risk assessment reviews.

The Headteacher is responsible for sending completed accident forms to the HSWT: They will log the incident and report it to the HSE as a RIDDOR if needed.

Relevant staff will receive training to complete accident/incident forms and complete an investigation.

ASBESTOS

This school has asbestos on site, most of which has been encapsulated. Staff must not complete any activity that could damage the building fabric.

The Business manager provides new starters with site safety and security information at their induction.

Known asbestos is not accessible to staff in school. Asbestos in flooring tiles has been encapsulated. Other areas include the gas and kitchen cupboard which are locked and accessible to the Site Manager.

If staff want more information they should speak to the Site Manager or Business Manager

If staff need any adjustments to their classroom they must let the School Business Manager know and they will add it to the Site Manager's job list.

The Asbestos Risk Assessment file is located main office. The site manager will provide a copy of the asbestos survey to contractors completing works that could disturb asbestos. The contractor will be asked to sign a form to demonstrate they have read the survey. These forms will be retained in the office.

The Site Manager will complete a visual inspection of areas of the school with asbestos every week.

Staff must report any concerns regarding asbestos management to the Site Manager as soon as possible.

The Site Manager and Business Manager will complete asbestos awareness training every 3 years.

CLASSROOM SAFETY

Staff are responsible for ensuring their classroom and other areas they make use of are kept tidy and safe for use. If there are any significant risks in their classroom or areas of responsibility e.g. workshop equipment, PE equipment, they are responsible for risk assessing and managing the equipment and ensuring it is maintained and used in a safe way.

The classteacher must assess the risks in their classrooms and areas of responsibility.

The Site Manager or Business Manager will arrange periodic tests of equipment and will be responsible for arranging any remedial works.

Classrooms with significant risks must be taped up when not in use.

Any health and safety concerns or issues must be immediately reported to the Site Manager or Business Manager.

CONCERNS

Should staff have health, safety or wellbeing concerns these should be raised in the following way:

- Site/ premises/ equipment concerns should be reported to Site Manager or Business Manager verbally where urgent or by email.
- Staff, curriculum concerns should be reported to a member of SLT.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Staff are advised, during their induction, not to bring their own cleaning products into school.

All products should be supplied via the building cleaning SLA or purchased on the request of the Site Manager so a COSHH sheet can be obtained.

The Kitchen, Site Manager and Nursery have a COSHH cupboard and building cleaning staff have access to lockable storage.

The Site Manager will ensure a register of COSHH items is kept.

We have access to CLEAPPs which helps teaching staff complete risk assessments and provides templates to support the risk assessment process. The Site Manager keep a full inventory of all items covered under COSHH.

Our staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling, product information. The COSHH products must be safely stored/kept away from pupils unless authorised to use them. Cleaning products are kept in designated COSHH cupboards, any other material in class will kept in a locked cupboard.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Members of the office team can procure COSHH substances on behalf of the Site Manager. No other staff can bring COSHH substances onto site at any time.

Critical Incidents

The school has a Business Continuity plan detailing procedures that are shared to ensure an effective response in the event of a serious incident. This pack is located in the school office and must be read by all staff. Please speak to the Business Manager if you want to discuss the management of critical incidents.

DISPLAY SCREEN EQUIPMENT

All staff who use computers as a significant part of their normal working day will have a display screen equipment (DSE) assessment. The DSE assessment helps to ensure that users are sitting in the most ergonomic way with their equipment set up to aid good posture. This will be completed by one of the office staff.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

DSE users are given guidance on how to set up their computer and work equipment, where they spend a substantial amount of time at their desk. Staff have access to occupational health support through the Employee Assistance Programme.

ELECTRICAL EQUIPMENT

Staff must not bring personal electrical equipment from home into the school.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil who handles electrical appliances must do so under the supervision of the member of staff who directs them, and a risk assessment must be in place.

Any potential hazards will be reported to the Site Manager immediately.

Portable appliance tests (PAT) and fixed wire tests are arranged by and actions completed by the Site Manager. We use a competent electrician for fixed wire tests.

Extension leads are used in some classes to charge ipads. Extension leads have surge RCD protection to prevent fire.

FIRE

This school has a separate fire evacuation policy and procedure in place, as well as a form to complete if staff, students, or visitors need more help to evacuate the building in an emergency. Please read this document which is called a PEEP. The majority of PEEP's are for children with EHCP's and their dedicated 1-1 is responsible for helping them to leave the premises.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud buzzer.

Fire alarm testing will take every Friday at 4.30p.m.

New staff will be trained in fire safety as part of their induction and then every year during INSET. At our first team meeting in September, we discuss our emergency procedures as an entire school.

FIRST AID

This school has a separate first aid and medication in school policy. These detail what support we can provide for anyone who has had an accident or become unwell on site. A list of first aiders is displayed in the various key stages and offices.

First aid boxes are located throughout school and are checked by the Office Administrator.

GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All rooms with gas appliances are checked to ensure that they have adequate ventilation. The Site Manager keeps the relevant documentation to demonstrate that our school is gas safe.

INDUCTION (HSW)

Anyone who starts work on the school site will receive a HSW induction. This will be provided by the Business Manager or Senior Administrator for volunteers. The induction is recorded, and records are kept in their personnel files.

INFECTIOUS DISEASES, INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infectious diseases and infection control issues.

In the case of infectious diseases, the school will follow recommended exclusion periods outlined by Public Health England.

To maintain infection prevention and control we will encourage staff and pupils to follow good hygiene practice, as outlined below:

- **Handwashing**
- **Catch it, bin it, kill it.**
- **COVID 19 management and other similar issues**
- **Cleaning**

INSURANCE PROVIDER AND OCCUPIERS LIABILITY

The school purchases insurance through the RPA this includes employer liability. If staff have any questions regarding Insurance cover they should speak to the Business Manager in the first instance.

Whilst this policy is written with regards to the schools obligation as an employer, we are also mindful of our more general obligations to visitors under the Occupiers Liability Act 1957. This places a liability on us to do whatever is reasonably practicable to ensure the safety of all visitors. This duty is particularly high where children are concerned where the courts expect a much higher level of care to be given.

LEGIONELLA

A water risk assessment is completed annually. The document and any recommendations are reviewed by the Business Manager and Site Manager. The Site Manager will complete and record his legionella checks. This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following, temperature checks, running taps regularly that may not be used often, service and disinfection of expansion vessels, tmv servicing. The Site Manager is responsible for recording temperature checks in his logs.

The site manager will report any issues, temperature anomalies to the Business Manager so corrective action can be sourced.

The Site Manager and Business Manager will complete legionella awareness training and the Site Manager has been trained by GMS to check the temperatures.

LETTINGS

This school hires out part of its building(s) from time to time including the community rooms, dining hall and playgrounds.

Requests for use are made to the Business Manager. Once all insurances, documentation and DBS checks, paperwork has been provided a transfer of control agreement will be signed by both parties.

The Business Manager will go through the checklist containing information relating to H & S and pupil numbers.

LONE WORKING

In school some staff might complete lone working with the approval of the headteacher or their line manager. The definition of lone working is a work activity carried out without direct supervision or the support of others.

On this site lone working may include:

- Working on site earlier or later than most staff or opening and locking up alone.
- Home or site visits.
- Weekend working.
- Site manager duties including groundwork.
- Site cleaning duties.
- Working in a single occupancy office.
- Work taken place by the Site Manager during school holidays.

All lone work must be approved and risk assessed: speak to the Business Manager for further advice. Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed, then the task must be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. The member of staff must ensure the Site Manager or Headteacher has their contact number.

MANUAL HANDLING

All manual handling activities completed in school where there is a significant risk of injury must be risk assessed.

The Site Manager will complete manual handling training every three years. Staff are advised not to lift any heavy resources or equipment and to speak to the Site Manager.

If pupils are asked to lift any items this will be done within their capability.

MEDICATION ON SITE

This school has a medical conditions policy and templates for staff to use.

School is able to administer medicines prescribed to a child with the consent of their parent. School will also administrator calpol providing the relevant paperwork has been completed by the parent. The office staff will keep a record of all medicine administered.

MISSING SHARP EQUIPMENT (CURRICULUM AND SITE)

Children will be shown how to use any sharp equipment and supervised by a member of staff. The use of any sharp equipment used as part of the curriculum will be risk assessed and communicated to staff and students.

All sharp equipment used by the site team screwdrivers, drills etc, must be stored in the site managers office/lockable cupboard. When in use the activity will be risk assessed and consideration given for safe use, and not leaving equipment unattended at any time.

MONITORING (SAFETY PRACTICES)

We will monitor the effectiveness of this policy by:

- Business Manager and Site Manager will complete a termly visual inspection of different internal / external areas and activities in school. They will identify good practice and areas for improvement. The findings will be discussed at team meetings and highlighted at Governors meetings.
- The Business Manager will review site manager checks every 6 months. To highlight good practice and any areas for improvement.
- Line managers will, as part of their active supervision, observe safety critical aspects of staff roles to identify, discuss and record any good practice and any areas of improvement.
- The Business Manager will review and monitor a selection of risk assessments every yearly, or when a new activity or area is introduced, to consider whether hazards and controls are suitable, have risk assessments been communicated, are risk assessments up to date.
- The Headteacher will review and monitor a selection of accident forms every 3 months to review quality of completion, if the investigation was appropriate, any trends identified and if action to mitigate further occurrence has been taken.

POLICY REVIEW

This policy will be reviewed by the Head teacher every year.

At every review, the policy will be approved by the Governing Body.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. The Deputy Headteacher will complete the risk assessments and liaise with line managers to discuss the actions agreed.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Please speak to a member of SLT if you require additional support. Employees can access the Employee Assistant Programme.

OFF-SITE VISITS

All off site visits must be approved by a member of SLT. We have an educational visits policy which staff must also read and follow.

The school has an educational visits coordinator (EVC) on site. They support staff with developing and risk assessing educational trips and visits. They also discuss any training needed to lead trips and first aid provision. The EVC is Parween Ali.

The school use an online system EVOLVE to manage trips and visits. The EVC provides training to show staff how to use the system.

PE AND PLAY EQUIPMENT.

PE equipment will be checked every year by an external company and a weekly inspection by the Site Manager.

PERSONAL PROTECTIVE EQUIPMENT

Where a risk assessment identifies staff must use PPE to complete an activity safely, this will be provided by the school. Where needed, we will show you how to use and store the PPE. Staff are responsible for using any PPE identified in a risk assessment to carry out the activity.

Staff must report any concerns regarding their PPE to a member of SLT.

The Site Manager is responsible for notifying the office when PPE needs purchasing for school staff. All gloves purchased must be non-latex.

RISK ASSESSMENT

Risk assessments should be carried out for all activities and tasks etc, where significant risks identified. Appropriate controls must be documented, implemented, monitored and managed, and any issues noted must be reported immediately to the Head teacher. Class teachers can complete risk assessments and have received training.

In this school staff are responsible for ensuring certain RA's are completed. This is because they have the knowledge, skills and training to complete them.

- Teaching Staff - School visits (EVOLVE) curriculum, classroom, equipment used for lessons.
- Headteacher - Off site high risk visits (EVOLVE)
- Site Manager/Business Manager - Repairs and maintenance and associated activities, building related, car park, visitors, site activities, site equipment, COSHH, events on school premises, contractors on site arranged by the.
- School business manager/Deputy Head/Head - Lone working, DSE, vulnerable or disabled staff/students, young workers, pregnant workers, those returning to work.

Risk assessments must be reviewed in line with the level of risk or sooner if needed, for example following and accident/incident, near miss, changes in equipment, process or legislation.

Risk assessments must be shared with those who need to see the document e.g. staff, contractors or visitors. The person who signs off the risk assessment is responsible for ensuring the content is shared with the appropriate people. Sharing risk assessments can be done at team meetings, during inductions, via email, advertised on your school's website, etc. Records should be kept.

Risk assessments will be saved in office files older risk assessments should be archived.

The forms for completion of risk assessments are kept in the school office.

Site safety and security

The Headteacher, Business Manager and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for the intruder and fire alarm systems. They are key holders and will respond to an emergency.

SMOKING

Smoking is not permitted anywhere on the school premises.

SUPERVISION RATIOS

Supervision ratios for activities are found on specific RA's for the activity. For example, educational trips and visits ratios are found within the educational visit policy.

TRANSPORTATION MANAGEMENT (ON SITE AND PICK UP/DROP OFF)

School uses reputable coach/travel companies to transport our children. Due to the nature of where the school is situated instructions are given to the company about the safest place to park and pick up/drop off the children.

WORK EQUIPMENT AND CLASSROOM EQUIPMENT

Staff who manage work or learning equipment must ensure they have an inventory of the equipment and that it is maintained in line with statutory and manufacturers guidance. The Business Manager will develop this inventory.

All equipment that has significant risks when used must have risk assessments in place that are shared with staff and students as needed.

WORKING AT HEIGHT

Work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In school there are :-

- 6 steps ladders
- 1 combination extension step ladder.

The use of the step ladders is covered in the Site Managers risk assessment.

The ladders are stored in the Hall, KS2 corridor and basement. Staff advised on induction to speak to the site manager if they need to work at height.

The site manager has completed at Working at Height/Ladder safety training.

A visual inspection of all the ladders and step stools is completed weekly by the Site Manager.

No one should use ladders in school without authorisation.

- Contractors are expected to provide their own ladders/equipment for working at height.
- Staff must not access roofs or work on roofs without suitable training.

VIOLENCE AT WORK

We believe that anyone within the school whether it is a staff or pupil should not tolerate violent or threatening behaviour.

All staff must report any incidents of aggression or violence (or near misses) directed to themselves or others to the headteacher immediately. This applies to violence from pupils, visitors or other staff. An accident/incident/near miss form must be completed and the case will be discussed with the head teacher and support agreed.

WELLBEING OF STAFF AND STUDENTS

School is part of the Optima Health scheme. The Mental health & Well Being Policy outlines how we support all members of our community.

LINKS WITH OTHER SCHOOL POLICIES

This health and safety policy links to the following policies:

First aid

Risk assessment

Supporting pupils with medical conditions

Accessibility plan

Educational/off-site visits

Evacuation Policy

Business Continuity Plan

Lockdown Policy.