

St Lawrence CE (VA) Primary School

With

Little Lawrences

Health and Safety Policy

A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)

Date created: September 2019

Review date: September 2020

Model Policy

Introduction

All schools employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer (Governors) on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how **St Lawrence CE (VA) School** will manage occupational health and safety.

1. Statement of Intent

St Lawrence CE (VA) School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable **St Lawrence CE (VA) School** to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Signed

Name

Name

Headteacher

Co-Chair of Governors

Date:

Date:

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard **St Lawrence CE (VA) School** wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the **Governing Body and Headteacher** with support from all staff.

2.2 Chair of Governors and Governing Body

The **Chair of Governors and Governing Body** has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The **Governing Body** nominates a governor to oversee H&S but will also will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the **Headteacher**.

2.3 Headteacher

The **Headteacher** has been appointed by the **Governing Body** as the '**Responsible Person**' for health and safety within the school.

The **Headteacher** has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The **Headteacher** may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The **Headteacher** will remain accountable for those activities.

Where the **Headteacher** has chosen to delegate their operational responsibilities to other members of senior management/leadership; the **Headteacher** must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The **Headteacher** will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the **Governing Body** on the health and safety performance of the school as part of the Head teacher report, which will include and reference through the year:
 - Accident statistics
 - Setting performance related targets and objectives as agreed with governors.
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety to be employed staff, visitors and volunteers;

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the **competent health and safety person** is consulted, along with employees' representatives, prior to changes in working practices;
- **Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher, respond to any legal notice received by the HSE or other enforcing body.**
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented in agreement with governors;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Senior Teachers)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.

- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.

- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect **St Lawrence CE (VA) School's Behaviour Policy** and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.

- The school's health and safety arrangements are made available for dissemination.

Model Policy

The 'Arrangements' section of your health and safety policy sets out your site specific arrangements to establish, monitor and review measures needed to meet health and safety requirements.

Schools may wish to include any of the following headings; the list is not exhaustive and not all headings will be required for all schools. Questions have been included under each heading to assist schools with the information they may want to include.

Reference to other school policies and procedures should be included within your arrangements and signpost to where any other health and safety information, such as risk assessments, method statements, safe systems of work, or other health and safety resources can be found e.g. shared drive, staffroom, office or HSE website, Department for Education (DfE) website, etc.

It is good practice to use job titles rather than actual names (wherever possible) to remove the need to update the document when staff move or leave.

Delete this box and the words, where applicable, in green within the table below once the document has been adapted.

3. Arrangements

The following arrangements have been adopted to ensure **St Lawrence CE (VA) School** fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Setting health and safety objectives	<i>The Governing Body will specifically review progress of health and safety at the termly; this may be included as part of the Headteacher's report to Governors/MAC/MAT/LAC. Where necessary, health and safety improvements will be identified and included within a school action plan.</i>	<i>Governing Body including the H&S Governor and Infrastructure Governor Headteacher</i>
Consultation: Provision of an effective joint consultative process with employees	<i>The school's Site Health and Safety Governor reviews/inspects school H&S provision and report back termly to the Governing Body and Headteacher. This is in conjunction with a member of senior management, Caretaker/Site and a member of admin staff. They can call upon external advisors and speak to all members of staff.</i>	<i>Governing Body including the H&S Governor and Infrastructure Governor Headteacher</i>

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
<p>Consultation: Trade Unions</p>	<p>If you recognise trade unions the Safety Representatives and Safety Committees Regulations 1977 will apply. The trade union may appoint health and safety representatives (referred to as "safety representatives" in the regulations) and you must consult the union-appointed health and safety representatives on health and safety matters affecting the employees they represent.</p> <p>You may have different representatives from the same union for different parts of the school; different representatives from different unions for different parts of the school; union representatives representing employees who belong to other unions by agreement with the other unions; and union representatives representing employees who are not union members.</p> <p>Consider:</p> <ul style="list-style-type: none"> • <i>Who is responsible for informing and consulting "in good time" with trade union and employee health and safety representatives?</i> • <i>Who is responsible for ensuring that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school?</i> <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law</p>	
<p>Consultation: Involvement of pupils</p>	<p><i>The School Council take part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates. Key messages are raised in assemblies</i></p>	<p><i>Senior admin/SLT/HT.</i></p>

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
<p>Communication: Establishing adequate channels</p>	<p><i>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</i></p> <ul style="list-style-type: none"> • <i>Governing Body Meetings</i> • <i>Site Health and Safety Meetings/Inspections</i> • <i>Senior management or staff meetings</i> • <i>Provision of information relating to safe systems of work and risk assessments</i> • <i>Staff briefings</i> • <i>Staff training days</i> • <i>Health and safety noticeboard</i> • <i>School Council</i> • <i>Communication of health and safety bulletins/press releases from WES Safety & Premises, HSE, Fire Service, etc.</i> • <i>Communications with other relevant specialist advisors</i> 	
<p>Competencies: Provision of effective health and safety training</p>	<p><i>The Governing Body with the Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.</i></p> <ul style="list-style-type: none"> • <i>Who is responsible for conducting inductions with new staff? HT/SLT/Admin.</i> • <i>What arrangements are in place for volunteers, agency workers and contract workers? LCP/JB</i> • <i>Who is responsible for establishing minimum health and safety competencies for certain roles and activities? JB with Governors.</i> • <i>Who is responsible for organising refresher training? LCP</i> • <i>Where are records of training kept e.g. database kept by LCP.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Competencies: Risk assessment	<p><i>Team Leaders/Teachers, Curriculum Subject Coordinators, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</i></p> <ul style="list-style-type: none"> <i>What are the training requirements for staff that are expected to carry out risk assessments? Through support from JB and JJ.</i> 	
Competencies: Specialist advice and support	<p><i>Specialist competent advice and support will be sought via JJ or JB as required.</i></p>	
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	<p><i>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following:</i></p> <p>Consider:</p> <ul style="list-style-type: none"> <i>H&S to be on agenda as a regular item.</i> <i>Bi-Annual health and safety audit by an external contractor/consultant with an accompanying action plan</i> <i>Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit</i> <p>Reference links: <u>DfE Governance handbook and competency framework</u> <u>HSE</u></p>	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	<p><i>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. St Lawrence CE (VA) School recognises that auditing needs to take place at a local level.</i></p> <p><i>The auditing process will review and establish whether:</i></p> <ul style="list-style-type: none"> • <i>Appropriate management arrangements are in place.</i> • <i>Adequate risk control systems/strategies are in place for the associated risks.</i> • <i>Those control strategies are being implemented.</i> <p><i>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</i></p>	
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p><i>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</i></p> <p><i>St Lawrence CE (VA) School will continually review and update our policies when there are:</i></p> <ul style="list-style-type: none"> • <i>Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance</i> • <i>Changes in organisational structure, process, activities and/or equipment.</i> • <i>Lessons learnt/actions resulting from the findings of an incident investigation or audit.</i> • <i>Lessons learnt from a national or regional incident.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> • <i>How are minor accidents, incidents and near misses recorded? Accident Book.</i> • <i>How are major or more serious accidents recorded? HSE Accident Book</i> • <i>Who needs to be notified at the school when major and more serious accidents occur?</i> • <i>Who is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)? JJ or JB</i> • <i>Who is responsible for completing investigations following minor incidents or near misses? CTs or SLT if CTs are involved.</i> • <i>Who is responsible for completing investigations following major and serious accidents/incidents? JB or SLT with input from H&S governors as requested.</i> • <i>How are parents / guardians or other persons notified of accidents involving pupils? Notes home, email or telephone call and if possible: face to face.</i> • <i>Relevant notifications made to parents/carers – telephone / accident slip form</i> • <i>Who is responsible for taking any appropriate action necessary to prevent recurrences. JB</i> <p><i>Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.</i></p> <p><i>Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.</i></p> <p>Reference links: HSE RIDDOR DfE Guidance on first aid for schools</p>	
<p>Asbestos management</p>	<p><i>The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4).</i></p> <p><i>It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials.</i></p>	<p><u>No Asbestos in School.</u></p>

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<p><i>If asbestos is present, or is presumed to be present, then it must be managed appropriately.</i></p> <ul style="list-style-type: none"> • <i>Where is up to date information regarding asbestos held?</i> • <i>How will asbestos be identifiable? Is it labelled?</i> • <i>What should be done if asbestos is disturbed?</i> • <i>Is the Asbestos Register referred to prior to any intrusive work being carried out by a contractor, member of staff or other?</i> • <i>Does the school purchase asbestos surveys through WES Property Risk Services or other competent contractor?</i> • <i>How are staff informed of the location of any asbestos on site and the correct procedures for managing it safely?</i> • <i>Are contractors asked to sign to say they have seen the relevant asbestos information for the site?</i> • <i>What training, information, instruction and/or supervision will staff receive?</i> <p><u>Reference links:</u> HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools</p>	
<p>Contractors, selection and management of</p>	<ul style="list-style-type: none"> • <i>Who is the Responsible Person for managing contractors on site including relevant qualification or competency? JB or designated governors.</i> • <i>Who is responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer? Governors in liaison with DBE/YMD Boon.</i> • <i>What are the local arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc.? Senior Admin/ Caretaker or JB.</i> • <i>Who should staff report any concerns to about safe working practices of contractors? JB</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	
<p>Control of Substances Hazardous to Health (COSHH)</p>	<p><i>For information COSHH does not cover/include explosive or radioactive substances, asbestos or lead.</i></p> <ul style="list-style-type: none"> • <i>Who maintains the COSHH file and where is it kept? Caretaker – in own cupboard.</i> • <i>Who is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances? Caretaker.</i> • <i>How are COSHH products controlled on site e.g. all products purchased through a central point, staff informed not to bring products in from home etc.? Locked office/cupboard.</i> • <i>What training do staff receive e.g. Caretaker seminars, Health and Safety Awareness etc.? Refresher Training every 3yrs (last in July19).</i> • <i>Are all containers with decanted substances clearly labelled with product information and dilution rates? Yes.</i> • <i>Any specific disposal procedures for waste, unwanted or spilt substances? Hazard box.</i> • <i>Any transportation arrangements for hazardous substances? (if applicable)</i> • <i>Any emergency procedures for cleaning spillages including emergency evacuation procedures or where to find them? (If applicable).</i> <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	
<p>Defect Reporting</p>	<ul style="list-style-type: none"> • <i>Are staff responsible for taking unsafe equipment out of use? Yes – all.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<ul style="list-style-type: none"> • How are defects reported? Through the use of the Red H&S Book kept next to the door of the HT's office. • Are defect "out of use" labels or signs used? Yes. • Who monitors defects to ensure they have been resolved? JB • What action will be taken if a defect is likely to affect the normal running of the school? Replacement or Alternatives used. • How long are defect reporting records kept? (recommendation - 5 years) 	
Design and Technology	<p>Primary schools should refer to "Make it Safe" booklets and where they can be found.</p> <ul style="list-style-type: none"> • Who is the curriculum lead? JR/AC • CLEAPSS <p>Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)</p>	
Display screen equipment (DSE)	<p>Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens, laptops and those used in technologies such as touch-screens and other similar devices.</p> <ul style="list-style-type: none"> • What training do staff receive on the safe use of DSE? Awareness as part of annual review. • How are DSE "users" identified? <p>Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p>	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<p><i>Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.</i></p> <ul style="list-style-type: none"> <i>• Signpost to any school specific Driving at Work risk assessments.</i> <i>• Include statements for any site specific arrangements for owned or hired minibuses, e.g. maintenance, servicing, pre-use checks, tail-lift operation, etc.</i> <i>• Who undertakes checks of driver and vehicle documentation? And how often?</i> <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	
<p>Electricity</p>	<ul style="list-style-type: none"> <i>• Who is responsible for ensuring hardwiring checks are carried out and how often is this done? (This should be every five years).</i> <i>• How are portable appliances tested (PAT) and by whom? Independent inspector – TH.</i> <i>• Where are PAT registers kept? Admin Office.</i> <i>• Are staff expected to conduct pre-use visual checks on electrical items to identify defects? Yes</i> <i>• If the school has stage lighting, ensure that it is included in the PAT/ hardwiring test schedule.</i> <p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	
<p>Emergency Planning:</p>	<ul style="list-style-type: none"> <i>• Who is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. and how often is this done? Senior Admin.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
dealing with health and safety emergencies – procedures and contacts	<ul style="list-style-type: none"> • <i>The school should use/refer to the CWS (Coventry Warwickshire and Solihull) Resilience Team documentation to write a school specific plan “Emergency Advice for Educational Establishments”</i> • <i>The school should have a business continuity plan (a guide is included in the document above).</i> • <i>Where can it be found?</i> <p>Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments</p>	
Externally provided services/activities, lettings and hirers	<ul style="list-style-type: none"> • <i>Who is responsible for discussing and agreeing health and safety arrangements before premises are used? Senior Admin.</i> • <i>Does the school provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc.? Yes – Day to day routines.</i> <p><i>Consider using the WES Hirers leaflet to provide site specific written details on relevant school health, safety, security and fire safety arrangements to hirers.</i></p>	
Fire safety	<p><i>Refer/signpost to the school’s current Fire Risk Assessment, Security Policy and Building Emergency Evacuation Plan.</i></p> <ul style="list-style-type: none"> • <i>What training do staff receive? Autumn 2019 to update.</i> • <i>Who is responsible for the following:-</i> <ul style="list-style-type: none"> - <i>Keeping fire precaution manual up to date? (also include where is it kept)</i> - <i>Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times?</i> - <i>Checking and updating the Fire Evacuation Notices around the school site?</i> - <i>Weekly testing of fire alarms and visual checks of fire extinguishers?</i> - <i>Monthly testing of emergency lighting and fire door closures?</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<ul style="list-style-type: none"> - Yearly inspection and maintenance of fire extinguishers? - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems? All these are JJ with Caretaker. • Does the school have any specific liaison arrangements in place with other parties on site e.g. shared occupancy etc.? No. • Who is responsible for undertaking and reviewing the fire risk assessment and where is it kept? JJ/JB. • Who is responsible for updating the Building Emergency Evacuation Plan? JJ • Who is responsible for co-ordinating evacuations and how will they be identified by staff and emergency services e.g. high visibility vest? JJ/JB • Who calls the emergency services? Who takes registers to assembly point? who meets fire service on arrival?; frequency of drills?; details of assembly points etc.? JJ/JB. <p>Reference links: DfLG&C Fire Safety Risk Assessment Educational Premises Coventry Solihull and Warwickshire Resilience Team</p>	

<p>First aid, medication and supporting pupils at school with medical conditions</p>	<p><i>Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them. Schools should have a separate policy in place to support pupils with medical conditions (This is a statutory requirement see https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).</i></p> <ul style="list-style-type: none"> • <i>How have the first aid needs been assessed and where is this recorded (this should be reviewed annually or if significant changes occur)?</i> • <i>Where are First Aider details displayed in the school?</i> • <i>Who is responsible for identifying and organising refresher training?</i> • <i>Where are First Aid kits kept and who is responsible for replenishing them?</i> • <i>Any specific arrangements for accompanying children to hospital?</i> • <i>Any specific arrangements for covering First Aiders during absences e.g. annual leave, sickness etc.?</i> • <i>What is the school policy on administering medication?</i> • <i>What training do staff receive e.g. epipen?</i> • <i>Where is medicine stored?</i> • <i>What are the arrangements for parents who want the school to administer medication? (Include the need to have signed consent from parent / guardian).</i> • <i>Are medicines marked with pupil details, photo etc.?</i> • <i>Do two members of staff sign to witness what dose has been given to pupils?</i> <p>Reference links: HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	
--	--	--

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Glass and glazing including window restrictors	<p><i>Schools must ensure the safe management of all glass and glazing products. Window restrictors are required in schools where people who are vulnerable to the risk of falling, have access to windows, and the windows are at such a height where anybody falling out of them is at risk of sustaining a serious injury.</i></p> <ul style="list-style-type: none"> • <i>Has a glazing survey / risk assessment been carried out?</i> • <i>Where is the glazing survey and subsequent risk assessments kept?</i> • <i>Where assessment identifies the risk of falling against or through glazing, what precautions have been taken? This may include provision of suitable safety film, replacement with safety glass or provision of barriers.</i> • <i>Who is responsible for ensuring remedial actions from the survey are undertaken?</i> • <i>Who is responsible for assessing the risk potential for any adults or children to fall out of any window within the school buildings?</i> • <i>Who is responsible for keeping the risk assessment up-to-date (reviewed at least annually) or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people?</i> 	
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> • <i>Any arrangements to ensure premises are kept clean to minimise accumulation of rubbish? Yes.</i> • <i>Any procedures for disposing of glass and other sharp objects including needles? Hazard box in KS2 Corridor.</i> • <i>Any arrangements for security/location of external waste bins? Caretaker.</i> • <i>Any arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc.? Caretaker.</i> 	
Infection control	<p><i>Signpost to school specific policies or procedures.</i></p> <p><i>Reference links:</i></p> <p><u>Public Health England Guidance on infection controls in schools and other childcare settings</u></p>	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Lone Working/ Personal Safety	<ul style="list-style-type: none"> • <i>Is lone working discouraged wherever possible due to potential risks involved? Yes.</i> • <i>What training do staff receive who work alone? Discussion with JB.</i> • <i>What are the safe working practices/rules for staff that have to work alone? e.g. Mobile phone, buddy system, keeping in touch arrangements.</i> • <i>Have Risk Assessments been carried out and shared with staff? To be done.</i> <p>Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust</p>	
Maintenance/Inspection of Equipment	<p>Maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.</p> <ul style="list-style-type: none"> • <i>What arrangements are in place for servicing, maintenance and inspection of plant and equipment e.g. WES Service Contracts, Where are records kept? Admin Office.</i> <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	
Manual Handling – loads.	<ul style="list-style-type: none"> • <i>Are there any activities that require a manual handling operation, e.g. lifting, pushing, pulling etc.? Very few. RA's for specific occasions.</i> <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	
New and expectant mothers	<ul style="list-style-type: none"> • <i>What are the school specific arrangements for new and expectant members of staff e.g. who should staff inform when they are pregnant? RA's in place.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<p>Reference links: HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE</p>	
<p>Offsite and Educational Visits including residential visits and any school-led adventure activities</p>	<p><i>St Lawrence CE (VA) School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</i></p> <ul style="list-style-type: none"> • <i>Who is the school's Educational Visits Co-ordinator? (EVC). JJ</i> • <i>Who is the school's Educational Visits Advisor? JJ/JB</i> • <i>What are the requirements for staff when planning school trips? Demonstrate benefits, liaise with Admin to ensure bookings and arrangements are in place with at least 1 months notice for parents that are asked for financial contributions, ensure that RA's are in place prior to the trip so that all can agree it and have it signed by all accompanying.</i> • <i>Who is responsible for carrying out risk assessments before visits? CTs./Trip Leaders.</i> • <i>What are the arrangements for emergencies, parental authorisation, supervision, first aid etc.? Via office and in line with RA's.</i> • <i>Also refer to OEAP Guidance where used as a basis for school policy.</i> <p>Reference links: Outdoor Education Advisors Panel (OEAP)</p>	
<p>Outdoor Play Equipment</p>	<ul style="list-style-type: none"> • <i>Where are inspection records, equipment specifications etc. kept? Admin office.</i> • <i>Who carries out formal inspections of equipment? Internal by H&S gov/Caretaker and externally.</i> • <i>Who carries out pre-use/daily visual inspections on outdoor play equipment and how is this recorded? First staff who are out on duty.</i> • <i>Are all relevant staff made aware of Risk Assessments? Yes.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Physical Education	<ul style="list-style-type: none"> • <i>Where are inspection records, equipment specifications etc. kept?</i> • <i>Who carries out formal inspections of equipment?</i> • <i>Are pre-use visual checks carried out by staff on PE equipment?</i> • <i>Are all relevant staff made aware of Risk Assessments?</i> • <i>Are there any specific arrangements for sports fields, pitches, sandpits?</i> • <i>Who checks staff qualifications (where necessary)</i> <p><i>Refer to the current AfPE Safe Practice in Physical Education and Sport document.</i></p> <p>Reference links: Association for Physical Education</p>	
Physical intervention	<ul style="list-style-type: none"> • <i>Does the school follow Department for Education's guidance on the use of reasonable force to restrain pupils? Team teach (Sept18)</i> • <i>Do staff receive Team Teach or similar training? How often? Every 3yrs.</i> <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	
Public Events	<p><i>Include arrangements for school fetes and other events attended by the public, including where organised by PTA/PTFA: via office and with RA's in place.</i></p> <p>Reference links: HSE Event safety microsite</p>	
Risk Assessments	<ul style="list-style-type: none"> • <i>Who has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school? Senior admin/JB.</i> • <i>Who is responsible for making staff aware of any risk assessments relating to the activities they undertake? JB.</i> • <i>Who is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum? Senior admin with JB.</i> • <i>Where are risk assessments kept? Admin Office.</i> <p>Reference links:</p>	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	HSE Risk assessment: A brief guide to controlling risks in the workplace	
Science	<p>Example wording: <i>For all science related activities we will follow guidance produced by CLEAPSS.</i></p> <p><i>Staff in school carrying out science activities will be trained and competent to carry out their role.</i></p> <ul style="list-style-type: none"> • <i>Is there a separate health and safety policy for the Science Department which includes roles and responsibilities of teachers and technicians?</i> • <i>Who reviews/updates this?</i> <p>Additional example wording for Primary schools: <i>we will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' – published by The Association for Science Education (ASE).</i></p> <ul style="list-style-type: none"> • <i>Where can this be found?</i> <p>Secondary Schools: <i>Cross reference to specific Science Department Policy, Radiation Arrangements, etc. and where these can be found.</i></p> <p>Reference links: CLEAPSS – Primary Site CLEAPSS – Secondary Site Association for Science Education (ASE)</p>	
Security	<p><i>Signpost to school's Security Policy. To be done.</i></p> <p><i>A WES Model is available for use.</i></p>	
Smoking	<p><i>Include any site specific policies.</i></p> <p>Reference links: Smokefree England HSE Smoking at work</p>	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Work-related stress and mental wellbeing	<ul style="list-style-type: none"> Who should staff speak to if they are experiencing any problem? (Encourage staff to report problems as soon as possible so solutions can be found). SLT/HT primarily. What procedures are in place to obtain health advice, counselling etc. for employees? Mentoring programme is available – strictly confidential as in staff conduct policy. <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	
Swimming Lessons (Public pool)	<ul style="list-style-type: none"> Where do swimming lessons take place? Predominantly at Southam pool unless a specific arrangement is made and RA undertaken. Does the school follow health and safety standards for all swimming and aquatic activities contained within the current edition of AfPE Safe practice in physical education and sport? Yes. What are the site specific management and monitoring arrangements which include supervision levels? In line with Southam pool expectations. <p>Reference links: Association for Physical Education</p>	
Trees	<ul style="list-style-type: none"> What monitoring arrangements are in place for trees on site e.g. Caretaker visually checks condition of trees especially after adverse or severe weather? Yes. Does the school have a tree management strategy for the site? No. 	
Traffic management On-site vehicle movements	<ul style="list-style-type: none"> Who is responsible for the management of vehicles on site? JB. Any site specific arrangements for the management of vehicles e.g. restrictions on vehicle movement at certain times; segregation of large vehicles from pedestrian 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<p><i>areas; restrictions on reversing vehicles; special arrangements for deliveries etc.? Yes.</i></p> <ul style="list-style-type: none"> <i>Who is responsible for locking/unlocking access gates? Caretaker.</i> 	
Violence and aggression, Prevention of work-related...	<p>Violence to staff (may cross-refer to behaviour policy) Example wording: All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</p> <ul style="list-style-type: none"> <i>Do staff receive any specific personal safety training? General guidance and support.</i> <i>Are staff encouraged to report all incidents of verbal and physical violence and aggression and how is this done e.g. incident book? Yes</i> <i>Does the school have any specific procedures e.g. warnings letters to aggressive parents? Yes and will access School Legal services.</i> <p>Reference links: HSE Preventing workplace harassment and violence HSE Violence at work</p>	
Visitors	<ul style="list-style-type: none"> <i>How are visitors controlled? Visitors book, escorted through building for those who are new or where deemed appropriate (No DBS), Visitor badges.</i> <i>How are visitors informed about health and safety information for the site? Day to day routines and verbal</i> <i>Any specific arrangements for school plays, parents evening etc.? doors monitored – sign in or have specific appointments.</i> 	
Water Hygiene (Legionella) and Water Systems	<ul style="list-style-type: none"> <i>Where is the water hygiene (legionella) risk assessment and log book kept? Admin Office.</i> <i>Who is responsible for carrying out</i> <ul style="list-style-type: none"> <i>monthly water hygiene testing? Caretaker.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<ul style="list-style-type: none"> - weekly flushing of infrequently used outlets? Caretaker. • Does the school purchase water hygiene surveys through WES Property Risk Services or other competent contractor? Yes. <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	
Welfare facilities and wellbeing of staff and pupils	<p><i>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</i></p> <ul style="list-style-type: none"> • toilets and hand basins, with soap and towels or a hand-dryer; • drinking water; • a place to store clothing (and somewhere to change if special clothing is worn for work); • somewhere to rest and eat meals. • To ensure a healthy working environment, will we ensure there is: <ul style="list-style-type: none"> ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system; ○ a reasonable working temperature; ○ lighting suitable for the work being carried out; ○ enough room space and suitable workstations and seating ○ Specific guidance is issued for extreme weather. <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	
Work Experience	<ul style="list-style-type: none"> • <i>Who is responsible for carrying out inductions and risk assessments? JB or to whom may be delegated.</i> 	

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
	<ul style="list-style-type: none"> • <i>How are work experience pupils monitored / supervised whilst on site? Assigned teachers/staff.</i> • <i>How are pupils undertaking work experience monitored whilst off site? Through assigned staff.</i> • <i>What information is obtained to ensure a safe environment will be provided, prior to the placement commencing? Day to day routines and induction meeting.</i> <p>Reference links: HSE Work experience microsite</p>	
Work at Height	<ul style="list-style-type: none"> • <i>What equipment is available and where it is kept? Ladders in Boiler room with limited access. Step stools are provided.</i> • <i>What training do staff receive? Verbal – 3 points of contact as required (but rare).</i> • <i>Are staff expected to only use access equipment provided by the school and not stand on tables and chairs? Step stools are provided.</i> • <i>Are staff expected to carry out pre-use visual checks on equipment and report any defects? Yes – reporting in Red Book.</i> • <i>Are there any restrictions on the use of access equipment e.g. by pupils and contractors, when staff lone work etc.? Yes – no working at height for example.</i> <p>Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit</p>	