

Two Gates Primary School

Health, Safety & Wellbeing Policy

2018-2019

Schools are required to have a Health, Safety and Wellbeing Policy in place. It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The policy has 4 parts and has been adapted for Two Gates Primary School from the Staffordshire County Council model policy for schools (Aug 2014).

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Policy/Policy.aspx>

For schools where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such schools from the diocese, trust or sponsor etc.

Health, Safety & Wellbeing Policy Statement

Two Gates Primary School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mrs Julie Nicholls **Chair of Governors**

Mrs Nést Llewelyn-Cook **Headteacher**

Part 2

Health, Safety and Wellbeing Policy – Organization and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Governing Body/Board/Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is

	regarded as an employee and therefore the employee duties within the H&S Policy apply to them.
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Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
Senior Leadership Team					
Deputy & Assistant Headteacher					
Health and Safety Coordinator					
Teachers					
Premises Managers					
Teaching and learning support staff					
Admin Staff					
Site Supervisor & janitor					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					

Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters
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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

Based on Staffordshire LA recommended policy

- Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.
- The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance

- against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
 - Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
 - Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
 - Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
 - Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
 - Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
 - Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
 - Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
 - Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
 - Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
 - Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

At Two Gates we have a 'Site Team' which meets every half term to plan, discuss and review all aspects of premises and health and safety issues/organisation. Team members are:

The Headteacher
The Office Manager
The Senior Site Technician
The Janitors

The team reports directly to the Finance and Premises Governors' Sub- Committee. This Sub-Committee meets termly.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's is in place and contains a summary of accident and ill health statistics for the past year and suggests health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Office Manager</i> <i>Premises Manager & support staff</i> <i>Teaching and learning support staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

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

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.

- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, all staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

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

All pupils will:

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

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;



- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

Two Gates Primary School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The Headteacher is notified of all accidents as soon as possible.

In the absence of the headteacher accidents are reported to the Deputy Head.

For accidents to adults and accidents to adults or children requiring paramedic call out or transfer to hospital LA forms and procedures are used for recording and reporting.

Forms are completed by the person who is injured if possible, or if not, by the person who encounters the accident, in conjunction with the Office Manager (Mrs Redfern. Accident report forms are available in a folder in the medical room.

For minor injuries to children for which first aid is administered then the member of staff administering first aid completes a school first aid report slip.

Parents are made aware via text of minor head bumps.

2. Asbestos

The school's asbestos register is kept in the medical room.

The janitor, caretaker and all contractors and others have sight of manual prior to starting any work on the premises.

Staff are made aware that they are not to drill or affix anything to walls; only premises staff, with approval from Headteacher, may make any adjustments to the fabric of the building.

3. Contractors

We follow the Staffordshire guidance for the selection of contractors. Before any work commences the contractors meet with Mr Barlow (Site Supervisor) to discuss arrangements, exchange health and safety information and agree safe working arrangement and risk assessments. During works there is a daily meeting with the office manager to up-date on progress and any issues which may arise. If, during works any members of staff have concerns arising then these should be reported immediately to the headteacher (or Deputy). During school holidays when office staff are absent then the daily meeting will take place with the janitor. All contractors will have the telephone number of the janitor to enable good communication on progress and reporting of any concerns which arise during works.

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

All staff are made aware of the Health & Safety Policy. If activities discussed during planning meetings are deemed to pose a higher risk than usual then a risk assessment should be undertaken. The Risk Assessment file is kept in the school office and contains all completed risk assessments for reference. Generic risk assessments are available for adaptation on the SLN. Staff will follow the guidance and requirements of the Educational Visits policy when planning, arranging and undertaking an educational visit. Staff are aware of the policies regarding safer working practises in P.E.

5. Drugs & Medications

Prescription medicines will be administered by named personnel (see administration of medicines policy) and headteacher only. Parents must complete a pro forma indicating dosage and frequency. Medicines requiring refrigeration are stored in the staffroom fridge. Other medicine is stored in the medicine box in the office. The school has a drugs and medicines policy outlining specific procedures.

All medicines must be brought into school via the front office; any medicines found elsewhere in school must be sent to the office immediately. This includes lotions and creams such as sun cream- as per the school's Sun Protection Policy.

6. Electrical Equipment [fixed & portable]

All staff must visually check and monitor equipment prior and during use. Any defects are reported to the office manager or headteacher. All portable appliances are tested every two years . No portable devices may be used in school unless they have been passed as safe during the PAT testing.

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

All staff, visitors and children are made aware of the emergency evacuation procedures. There are planned evacuation practices 6 times a year. Information regarding procedure and meeting points are visible in all areas of school. The office staff are responsible for taking out registers, the staff signing in book, the visitors' book and the phone during evacuations. A key to the external gates is taped to the underside of the visitors' book permanently. The Premises and Finance Committee carry out an annual Fire Risk Assessment during the Autumn Term committee meeting. Outcomes are shared at Site and H&S Team meetings and any actions carried out by suitable persons. The fire alarm is routinely tested each week. The system is serviced according our contract.

8. First Aid

Trained staff are:

Mrs Pugh-Emergency First Aid and Pediatric first Aid

Mrs Bell-Emergency First Aid and Pediatric First Aid

Mrs Hambly Outdoor First Aid and Pediatric First Aid

Mrs Turner Pediatric

Mrs Kitchen “

Miss Ansell “

Miss Tidmarsh “

Mrs Cheshire “

Mrs Young “

Mrs Wilson “

Mrs Norton “

First aid equipment is located in the medical room and in phase locations. Gloves are to be worn when treating a casualty with an open wound.

Mrs Pugh has responsibility for checking & restocking supplies. Mrs Render manages the training schedule and arranges updates as necessary.

9. Glass & Glazing

All glass in doors and side panels is made of safety glass. All replacement glass is to be of safety standard.

10. Hazardous Substances (COSHH)

No hazardous substances to be accessible in areas used by children on the premises. They should be locked away out of reach and sight. Any substances used –e.g. sick powder, antibacterial sprays must be used as directed by adults only and a COSHH certificate must be available for every one before use. COSHH certificates are kept with the substance and a copy has to be presented to the office for filing before the substance may be used in school.

All cleaning fluids used by the cleaning staff are kept locked in the cleaners' cupboard. There is a metal safe for hazardous substances. It is empty.

11. Health and Safety Advice

*****Always ask/check with a senior member of staff if you are unsure*****

Health and safety advice can also be sought from the Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

12. Housekeeping, cleaning & waste disposal

Premises are cleaned daily through contract with Staffordshire Cleaning Services. Rubbish is collected daily from inside the building and placed in external bins which are located away from the school building. Wet floor signs are used during mop-ups and cleaning. Clinical waste is disposed of in the yellow bin bags in the medical room. Sharp objects and glass rubbish is taken directly to the external bins.

13. Handling & Lifting

All staff are aware that they should not attempt to lift or move heavy objects without carrying out a risk assessment first.

14. Jewellery –for pupils

Stud earrings and watches are permitted, however, we request that no jewellery is worn at all.

15. Lettings/shared use of premises

All organisations who use our premises out of school hours are required to sign and agree to our lettings policy. They liaise with the office manager re routine matters and those relating to H&S.

16. Lone Working

Lone working is not advised. Any staff choosing to work alone on school premises e.g. very early/late in the day or during holidays must ensure that they have permission from the Headteacher and have their mobile phone with them at all times. Their next of kin must also be aware that they are working alone in school.

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

PAT testing every two years

Fire alarm system- as per contract

Fire extinguishers-as per contract

Security Alarm-as per contract

Reprographic-as per contract

CCTV-as per contract

P.E. equipment- arranged through Staffordshire contract

Air conditioning- as per contract

Record kept in filing system.

Daily Visual Checklist in all classrooms

18. Monitoring the Policy and results

ATLP Operations and Estates Team

19. Poster on Health and Safety Law

Sited on the Health & Safety Board outside the main school office and maintained up-

to-date by the office manager.

20. Personal Protective Equipment (PPE)

The Site Team request PPE as necessary.

When children are on a local educational visit and are walking on the pavement, they are to wear reflective vests.

Fire marshals wear reflective vests during emergency evacuation rehearsals

21. Reporting Defects

All staff and children are reminded to share information regarding any defects they encounter. The children should tell the member of staff in charge at the time; the member of staff should investigate. Staff should report any defects encountered to the headteacher or office manager on the same day that the defect is encountered. This can be done in person or electronically using e mail.

22. Risk Assessments

The headteacher is responsible for ensuring RA's are undertaken.

Premises Risk Assessments are kept in a file in the school office and on the school platform. All rooms and specific areas- internal and external- have a risk assessment which is updated at least annually.

Risk assessments are never completed by only one person- at least two must be involved.

Any activities involving children and staff which present an additional risk to normal working/learning are assessed beforehand and information shared with all adults and children involved in the form of a RA's

The teacher in charge of organising an educational visit/visitor to school will ensure that risk assessments are carried out in accordance with the EV Policy. The EV co-ordinator will oversee all risk assessments relating to visits and visitors. This is managed through the on-line EVOLVE system. A hard copy should be kept by the visit leader and a copy sent to the school office PRIOR to the visit taking place; this copy should then be filed by the office staff.

The headteacher and office manager in consultation with the member of staff concerned and any external agencies as necessary will undertake individual pupil/staff RA's (such as for staff who are pregnant or who have health problems).

23. School Trips/ Off-Site Activities

All requirements are stated in the school's Educational Visits Policy. The EV Co-Ordinator is Mrs Johnson

24. School Transport – e.g. minibuses

The school does not have its own transport.

25. Smoking (including e cigarettes) is not permitted anywhere in the school grounds or building.

26. Staff Consultation and Communication

Effective communication of H&S issues and reporting them to the Headteacher/Deputy on the day of concern is the responsibility of all staff. See 20 above.

27. Stress and staff Well-being

Staff are made aware of the County's 'Living Life Well' programme, including 'Reducing Stress in the Workplace' information' and the stress counselling service -through posters and leaflets displayed in school and access to the SLN.

We are a caring community and we look after the well-being of each other. We notice when others seem unwell/unhappy and inform the headteacher so that support can be put in place for staff experiencing difficulties. Each case is treated individually, depending on circumstances.

The School Stress and Wellbeing survey is taken at least once per school year.

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

Pupils must not be left unsupervised at any time during the school day. Ratios for supervision on educational visits are in the EV Policy.

All staff in school are subject to an enhanced CRB disclosure and DBS check. All Governors have also been checked. We operate safe recruitment procedures and processes.

29. Swimming

We follow the Staffordshire guidance on the supervision of pupils during swimming lessons.

30. Training and Development

It is a requirement that all staff read the School H&S policy and other safety related policies- Educational Visits, Safeguarding, Prevent Duty, Looked After Children, School Security Daily Routines, Staff Behaviour and Conduct Code.

The headteacher, deputy headteacher and Phase leaders will monitor that safe practice is taking place – e.g. working at height. Where unsafe practice is encountered the member of staff will be reminded of safe practice and referred to the relevant sections in the H&S policy.

The office manager manages the training schedule for staff and is responsible for booking training in advance of certificates/training expiring.

EV Co-ordinator attends annual LA updates

All new employees given health & safety induction

Site staff attend H&S training.

ATLP O & E oversee CPD

All staff Level 1 safeguarding trained

Specific staff level 2 safeguarding trained

Named staff have specific first aid training e.g. pediatric, diabetes.

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

Office staff and the headteacher have been identified at a higher risk than other staff. They have viewed the County Training information on the SLN.

32. Vehicles on Site

*Children do not have access to the car park. We operate a 15mph speed limit.
Parents are not permitted to drive onto the school car park unless they have received permission.*

There is a designated parking area for disabled badge holders.

- 33. Violence to Staff / School Security** *All visitors must report to the school office.
All visitors must sign in the visitors' book. All visitors must wear visitors' identification.
All external doors to classrooms are thumb locked by teachers after the children have left the building at the end of the school day.
All laptops and I Pads assigned to staff are taken off premises every evening.
Blinds are lowered so that other equipment is not visible from the outside of the building.
All staff report any incidents of verbal & physical violence immediately to the headteacher/deputy.*

School Security Daily Routines booklet in place and reviewed at least annually. This is a key document which must be understood and implemented by employees.

34. Working at Height

*All staff must use step ladders provided when working at height.
If they want to reach a height higher than that of the step-ladders then they must ask for assistance and undertake a full risk assessment.*

35. Water Hygiene

Water hygiene testing takes place in accordance with H&S regulations through a service level agreement with the LA.

36. Work Experience, Student Placements and Volunteers

The student liaison leaders- Mrs Hughes (support staff & volunteers), Mrs Smart (teaching students) and Mrs Watts (work experience) take responsibility for their students on site.

Students, visitors and volunteers are made aware of H & S issues and arrangements as outlined in their guide.

*****No work experience students or volunteer helpers
are left alone and unattended with children*****

The office manager carries out enhanced safeguarding checks when necessary.

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

School KPI's

Based on Staffordshire LA recommended policy



- H&S Policy Reviewed Annually
- Whole School Health & Safety refresher training (including asbestos) annually in September
- Annual Self Audit Step 1 Completed (Site Team Autumn Term)
- Annual Self Audit Step 2 Completed (Site Team Spring Term)
- Annual Report to Governors Completed (Site Team Summer Term)
- Water Hygiene tests are carried out as per schedule
- Fire Risk Assessment completed (Governors premises Committee Autumn Term)
- Emergency evacuation drills every half term
- Accident Analysis completed (Admin Team/Site Team Summer Term)
- LA H&S Internal Audit assessment shows maintenance and improvement in health & Safety practise since last audit in 2014
- PAT testing takes place as per schedule
- Staff well- being survey carried out at least annually
- All RA's reviewed at least annually as per schedule
- Training for First Aid, Ed Visits, specific personnel, planned into annual schedule