



Bridgnorth Area Schools Multi Academy Trust Health and Safety Policy

FREQUENCY OF REVIEW: **Annually**

RATIFICATION: **Autumn term 2019**

DATE OF NEXT REVIEW: **Autumn term 2020**
 unless there is a material change

APPROVED BY: **the Board of Trustees**

Introduction

The purpose of this policy is to indicate the health and safety organisation and management arrangements for the Bridgnorth Area Schools' Multi Academy Trust schools. The policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher, or appointed officers, discharge responsibility in respect of staff, pupils and visitors.

Health and safety in the Trust is the responsibility of us all and this is a particularly demanding responsibility when the vast majority of those using our premises are children between the ages of 11 and 18. It is necessary for us to think not only for our own and our colleagues' safety but also the safety of those who frequently are unaware of the dangers in which they place themselves and others. However, this document is concerned with all the activities that go on within the school in terms of the way we manage those activities and the procedures that we adopt.

This policy will be reviewed by the Board of Trustees annually. Each member of staff receives a copy when joining the Trust.

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PART 1

GENERAL STATEMENT

The Board of Trustees and Headteachers recognise their responsibility to provide a safe and healthy environment for all employees, students/pupils, visitors and contractors on the school sites and those affected by the schools' activities elsewhere. Within the ethos of self-regulation, the Trustees and Headteacher will, so far as reasonably practicable, ensure a safe place of work and a safe system of work.

1. The Board of Trustees and Executive Headteacher recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974, and will seek to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees and Executive Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work that are safe.
 - (b) Safe arrangements for the use of handling, storage and transport of articles and substances.
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work.
 - (d) A safe place of work and access to - Identify, eliminate, or apply risk reduction measures for hazards, which exist at the place of work or elsewhere through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and, where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.
 - (e) A healthy working environment and adequate welfare facilities.
 - (f) Facilities and arrangements for the welfare of employees and pupils including adequate provision for first aid.
 - (g) Safety and the absence of risks to health and safety and to the general environment in connection with the use, handling (including manual handling), storage, transport and disposal of articles and substance, and to provide appropriate personal protective equipment where necessary.
3. Although it is the duty of the Board of Trustees and Executive Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records.

5. Shropshire Health & Safety Co-ordinators provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
6. No safety policy is likely to be successful unless it actively involves staff themselves.

Executive Headteacher: Sarah Godden

Chair of Trustees: Judy Mondon

Signature

Signature

Date

Date

PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

Section 1 Health and Safety Organisation Chart

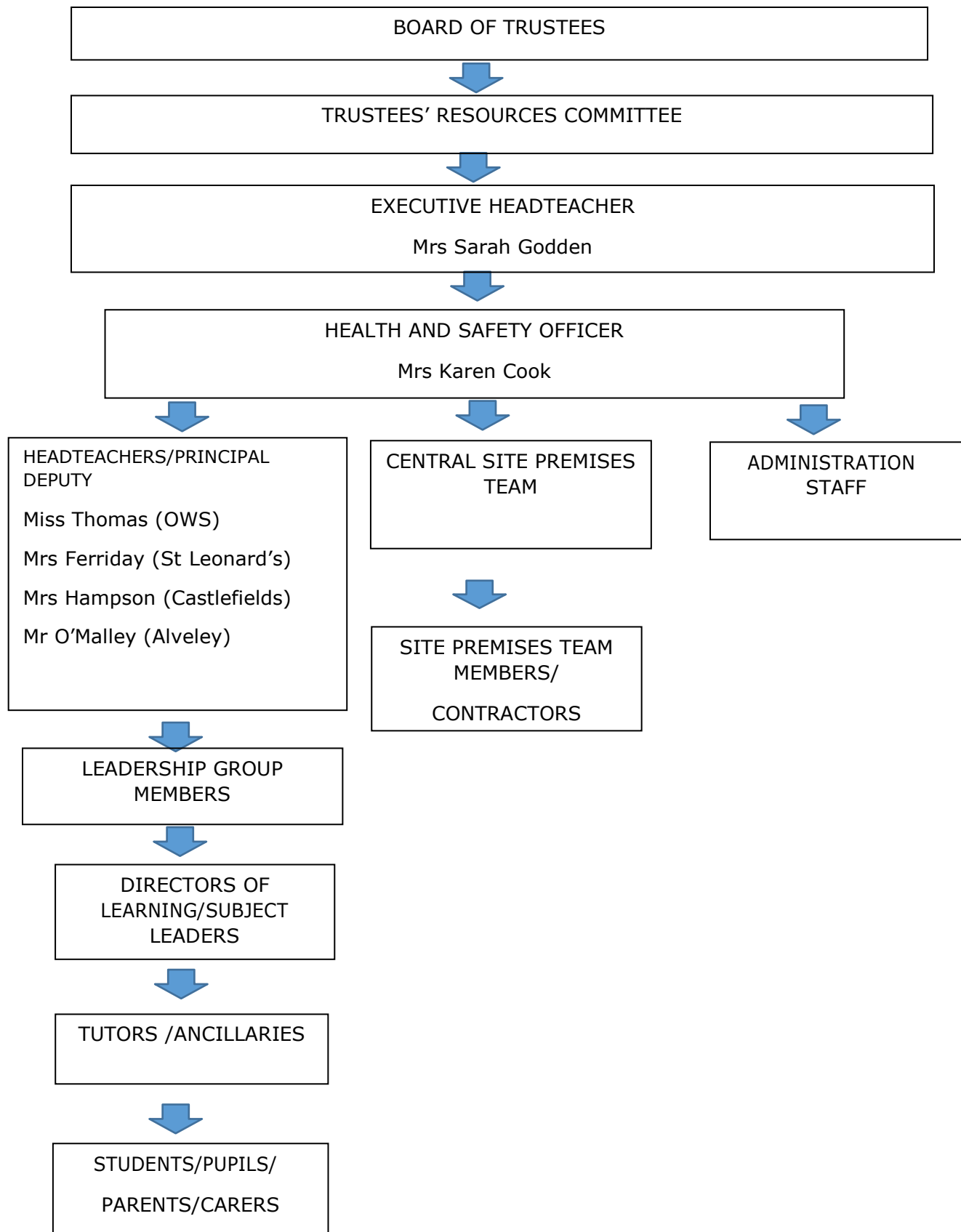
Section 2 Organisation and Responsibilities

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SECTION 1

HEALTH AND SAFETY ORGANISATION CHART



SECTION 2

ORGANISATION AND RESPONSIBILITIES

Policy-Makers

Devise and produce policy on health, safety and welfare at a strategic level.

Preserve, develop, promote and maintain the school'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 and 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 structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

	Policy-makers	Planners	Implementers	Assisters	Employees
Board of Trustees					
Exec Head					
Headteacher/ Principal Deputy					
School Leadership Team					
Deputy Headteacher					
Health and Safety Co- ordinator					
Directors of Learning/Heads of Department					
Teachers					
Managers					
Central Premises Team					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Adviser (Shropshire)					
Occupational Health Staff Specialist Technical staff HR Adviser					

THE RESPONSIBILITIES OF POLICY MAKERS, PLANNERS, IMPLEMENTERS, ASSISTERS AND EMPLOYEES WITHIN THE POLICY

Policy-Makers

- **BOARD OF TRUSTEES**
- **EXECUTIVE HEADTEACHER**

-
- Devise and produce policy on health, safety and welfare at a strategic level.
 - Preserve, develop, promote and maintain the Trust'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;
- must ensure that each 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;
- will promote an interest in, and enthusiasm for, health and safety throughout the school.

As Policy-Makers the Board of Trustees:

- must ensure that those who have been assigned specific responsibilities in school for health and safety 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 each school on health and safety issues;
- will set health and safety targets (with Planners) to improve performance;
- is required to monitor that the health and safety targets are being met and each school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements;
- will seek advice from Health and Safety Advisers and their Trust Health and Safety Co-ordinator as appropriate and take actions as necessary;
- must ensure that the auditing of health and safety takes place and that action plans are developed as a result of audit;
- will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable;
- ensure that there is an effective policy for health and safety within the Trust and that they familiarise themselves with the contents;
- at least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from our Health and Safety SLA provider or other external body where necessary;
- to ensure that all schools are adequately funded to meet their statutory health and safety obligations;
- support the Local Governing Bodies and Senior Leadership Teams by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by: involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.

- obtain advice on the control of any significant health and safety risks;
- ensure that all liability is covered by adequate insurance;
- report to Shropshire Council and the ESFA (if applicable) any hazards which the Trust is unable to rectify from its own budget.

EXECUTIVE HEADTEACHER

As Policy-Maker the Executive Headteacher will:

- be responsible for the implementation of the Trust Safety Policy and will liaise with the Trustees to ensure full compliance with its requirements;
- appoint persons to deal with the day to day issues on health, safety and welfare, and ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Safety Policy which affect them or the responsibilities that are individually allocated;
- ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- be responsible for the formulation and execution of Health and Safety Training for staff, in order for them to undertake their work activity safely;
- ensure that a suitable and sufficient assessment of the risks to the health and safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- be responsible for dealing with visits from the Health and Safety Executive. Although the day to day liaison with the HSE can be delegated, perhaps, to the Safety Liaison Officer or Safety Co-ordinator, the HSE do expect to talk to the Executive Headteacher on overall policy matters;
- together with the appointed Safety Liaison Officer, be responsible for reviewing and where necessary, the amending of this policy statement;
- monitor that health and safety functions of all staff are included within job descriptions;
- ensure that the Trust's duties in relation to the management of health and safety across the Trust are met;
- support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented;
- ensure appropriate and adequate procedures are in place to assess and manage risk;
- ensure systems are in place for the successful management of health and safety, including monitoring, reviewing and reporting.
- liaise with the Trust's Premises Team concerning health and safety matters.

PLANNERS

EXECUTIVE HEADTEACHER

HEADTEACHERS/PRINCIPAL DEPUTY OF EACH SCHOOL

MEMBERS OF THE SCHOOLS' LEADERSHIP TEAMS

TRUSTEES

DEPUTY/ASSISTANT HEADTEACHERS

HEALTH AND SAFETY CO-ORDINATORS

HEADS OF DEPARTMENT

SITE PREMISES TEAM MEMBERS

Develop the local plans to achieve Trust/school health and 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**;
- take overall responsibility for the day to day health and safety management of each 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 accountability for health and safety within the school.);*
- as part of their management of health and safety:
 - appoint a Responsible Person
 - identify a member of staff who can act as a Health and Safety Co-ordinator (see **Assisters** below);
- ensure that these staff receive appropriate health and safety 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;
- ensure that suitable and sufficient training, instruction and information is provided when required;
- set health and safety objectives as part of the Trust/school planning process;
- include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- advise Trustees of the resources and arrangements needed to manage health and safety effectively as part of the Trust/school planning process;
- communicate any health and safety actions outlined in the planning process to relevant staff and Trustees;
- 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.
- seek help from the Health and Safety Adviser or other specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the Board of Trustees where issues arise which cannot be managed at a local level, need additional resources or require external support;

- ensure that an annual Premises Health and Safety Evaluation is carried out. (This duty may be delegated to other members of school staff);
- ensure that an Annual Self Audit of the management of health and safety is carried out;
- draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly;
- advise the Board of Trustees and others of the results of any health and safety monitoring 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.

IMPLEMENTERS

HEADTEACHER/PRINCIPAL DEPUTY (ALSO POLICY-MAKER, PLANNER)

SCHOOL LEADERSHIP TEAM (ALSO PLANNERS)

HEADS OF DEPARTMENT (WHO MAY ALSO BE PLANNERS)

TEACHING STAFF [INCLUDING SUPPLY TEACHERS]

MANAGERS

TEACHING ASSISTANTS

LEARNING SUPPORT STAFF

ADMINISTRATION STAFF

SITE PREMISES TEAM MEMBERS

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 developed within school
- demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying health and safety problems and rectifying them if possible
 - Challenging poor health and safety performance or attitudes
 - Communicating regularly about health and safety;
- 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 health and safety as part of the overall 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 and any issues identified in this process fed back;
- ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall health and safety plans);
- encourage participation in health and safety and ensure that communication about health and safety 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 health and safety takes place, e.g., by taking part in Premises Health and Safety 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 health and safety 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 health and safety standards at the local level by retaining statistics to identify patterns and trends in events;
- seek advice from the Health and Safety Adviser or other specialist as required;
- make use of other resources provided to promote health and safety at work (e.g., intranet/newsletters, trade magazines, Health and Safety Executive website).
- ensure adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- ensure that a copy of the evacuation/invacuation procedures are prominently displayed in all rooms and areas for which they are responsible.

In addition to the above, teaching staff are responsible for the health and safety of all students/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.

THE SITE PREMISES TEAM

Each Trust site premises staff lead person is responsible for:

1. maintaining an understanding of the site premises team responsibilities, including an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. ensuring that they are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in health and safety matters is provided;
3. controlling contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented;
4. ensuring adequate security arrangements are maintained;
5. ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
6. 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;
7. ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
8. ensuring that plant and equipment is adequately maintained;
9. arranging for the regular testing and maintenance of electrical equipment;
10. maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;

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. Ensuring the availability of an accident book at the premise;
14. ensuring the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
15. 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;
16. 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 request;
17. ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
18. liaising with outside bodies on matters of health and safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning.

ASSISTERS

HEALTH AND SAFETY CO-ORDINATORS

HEALTH AND SAFETY ADVISORS

OCCUPATIONAL HEALTH PROFESSIONALS

SPECIALIST TECHNICAL STAFF

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 Co-ordinator:

- is familiar with the responsibilities of Assisters;
- 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 available resources, e.g., (Health and Safety Executive website, trade magazines, etc.);
- may take on certain functions such as communication, collation of statistics, co-ordination of Health and Safety 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 for Governing Bodies to view as part of their monitoring process.

EMPLOYEES

Irrespective of their position within the structure, everyone is regarded as an employee and therefore employee duties within the Health and Safety Policy apply to them.

EMPLOYEES (INCLUDING TEMPORARY AND VOLUNTEERS)

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 or omissions.

- All employees must also co-operate with the Board of Trustees 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.
- All employees will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines such as CLEAPPs Laboratory Handbook.
- All employees must report all accidents, dangerous occurrences and potentially dangerous practices and situations in accordance with the relevant procedure.

STUDENTS/PUPILS

(THIS SECTION SHOULD BE DRAWN TO ATTENTION OF ALL STUDENTS/PUPILS)

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

All students/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 Board of Trustees 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 they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Health and Safety Officer on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

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

THE SCHOOL MINIBUS CO-ORDINATOR

The School Minibus Co-ordinator:

- will ensure that the school minibus is maintained in safe condition.
- will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition.

THE SCHOOL SAFETY LIAISON OFFICER (CO-ORDINATOR)

The School Safety Liaison Officer (Co-ordinator):

- will create a positive approach to accident prevention and the health and safety of staff, students/pupils and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of safety performance;
- will ensure that they are conversant with current legislation affecting the health, safety and welfare of staff, students/pupils and others;
- will advise the Headteacher/Principal Deputy of all matters requiring action;
- will liaise with outside Safety Advisors, Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, etc.), the Fire Safety Officer, etc.;
- will liaise with the nominated Deputy Headteacher and Union Representatives;
- will co-ordinate the activities of other persons with health and safety responsibilities; will ensure that all electrical leads and plugs are regularly checked. (This may be delegated to the Site Staff.) All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher (or delegated person) – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Site Services Manager will be responsible for checking items of electrical equipment.

LOCAL GOVERNING BODY (LGB)

Will:

- Ensure that a written copy of the Trust's Health & Safety Policy is issued to each school to then be disseminated to each member of staff.
- Support the Board of Trustees and Executive Headteacher with the monitoring and review of the Policy.
- Support the Executive Headteacher and Headteachers/Principal Deputy with the effective management of health and safety in their respective schools.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- At least annually, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from external bodies where necessary.

- Ensure that the Headteachers/Principal Deputy and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
 1. Ensuring risk assessments are in place
 2. Ensuring Health and Safety audits are acted upon following advice and recommendation
 3. Ensuring termly Health and Safety inspections are undertaken
 4. Ensuring the Health and Safety Policy is complied with

SECTION 3

LEGAL FRAMEWORK

The following is a brief guide on Health & Safety legislation for the benefit of all staff within the Trust:

- Health and Safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- The Trustees remain ultimately responsible for health and safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of health and safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in school.
- An advisor is commissioned to monitor standards of health and safety across the Trust, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- All Trust staff should follow all policies and procedures described in the Bridgnorth Area Schools' Trust Health & Safety Policy.
- All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school is described in this document.
- Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, and a fine for each breach of Sections 2-6 of HASAWA.

HM Inspectors of Health & Safety

- Inspectors may enter Trust premises at any time, without notice, but in practice, they would usually notify the Trust of a proposed visit to one of our schools.
- Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- If notified of a visit the Headteacher will advise the external advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the Executive Headteacher and subsequently the Chair of the Trust.

St Leonard's CE Primary School Health and Safety Policy Arrangements

Access on to and exit from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Gates are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the Autumn term and whenever necessary to ensure they only park in the appropriate bays and do not block the entrances. The car parks are only to be used by Parents if there are special circumstances – e.g. collecting a sick child; their child has a specific need. Parents/carers/guardians are responsible for their children until handed over on the **playground after the whistle for K.S.1 and to a member of staff on duty on K.S.2**

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Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience. The Corporate Accident Reporting System (CARS) form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous

occurrence, as defined in the Regulations. The Nominated Person, (NAME or See section 2) must immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 01743 252819. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the Council Accident Report Form (CARS).

Reporting an Incident out of hours.

It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form will be signed/completed by the Head Teacher or nominated senior member of staff in their absence.

- The Pink copy is retained for the school files in the Administrator's office,
- The Yellow and White copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury.

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications are made, including:-

- the time of the call
- the name of the caller
- what details were given of the event being notified

Also see section 6.10 for recording minor injuries and first aid treatment.

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

STAFF must be aware of the following:

- Parents are advised of incidents by phone and /or, in writing, by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent letters are kept by the accident book in the drawer outside the main office, in the staffroom by accident book and in the blue folder of standard letters in every classroom.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet. **These will be on the door in the office stock cupboard and in the staffroom in the contact booklet. They will be discrete and follow GDPR guidelines.**

Asbestos

Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency. Please see location plans in every classroom.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Head Teacher and/or Site Manager.

Asbestos register is kept in the main office.

Bad weather contingency plans - See 'Emergency Recovery Plan'

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

NB – In the event of strong winds the teacher on duty should ask for help to remove, or lie flat, the KS 2 Basket Ball hoops.

These are very heavy but can blow over in high winds.

6.5 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Children and Young People's Services – Human Resources Department.

Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS book and will be expected to operate within the guidelines set.

All contractors will be informed of the School's emergency procedures.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

Shropshire Council assess the safety credentials of a contractor and these contractors will be listed on the approved list. CHAS (The Contractors Health and Safety Assessment Scheme) registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

Control of Substances hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (NAMES listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the **main Office, in the Health and Safety file.**
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be:

- alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- The use of solvent based "Tippex" will be controlled by the school office.
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the **Head Teacher/Caretaker.**

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/on line Shropshire Learning Gateway.

Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the **Jayne Davies** who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your **Head Teacher** who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from CYPS Health and Safety Coordinator, details in section 2.

Appendices

Appendix 1

Names, positions and duties of persons responsible for controlling each of the following:

Health Safety and Welfare Advice and Training

Head Teacher	Kay Ferriday
Site Manager	Andy Day

Fire Control / Emergency Evacuation

Head Teacher	Kay Ferriday
Site Manager	Andy Day

Reporting and Recording of Accidents etc

Accident Books are located in Reception Office and Staffroom on KS2

Health and Safety (First Aid) Regulations 1981

Certificated First Aiders are as follows. Details of qualifications are held by the School Administrator Kelsey Weston

Mrs C Allen Forest School	Expiry 22.09.2019	Mrs P Dempsey First Aid at Work	Expiry 17.11.2019
Mrs C Allen Paediatric First Aid	Expiry 13.02.2022	Mrs P Everington Forest School	Expiry 22.09.2019
Mrs E Archer Forest School	Expiry 22.09.2019	Mrs K Halpin First Aid at Work	Expiry 05.11.2021
Mrs P Ashling Forest School	Expiry 22.09.2019	Mrs N Jones First Aid at Work	Expiry 05.11.2021
Miss S Attwell First Aid at Work	Expiry 05.11.2021	Mrs C Lloyd- Bowen Paediatric First Aid	Expiry 13.02.2022

Mrs D Berry Paediatric First Aid	Expiry 16.01.2022	Mrs C Lloyd-Bowen First Aid at Work	Expiry 17.11.2019
Mrs E Bowers First Aid at Work	Expiry 05.11.2021	Miss M Quinn First Aid at Work	Expiry 17.11.2019
Mrs E Bowers Paediatric First Aid	Expiry 13.02.2022	Mrs N Robbins Paediatric First Aid	Expiry 16.01.2022
Mrs D Bradley Forest School	Expiry 22.09.2019	Mrs R Spencer First Aid at Work	Expiry 17.11.2019
Mrs R Colburn First Aid at Work	Expiry 05.11.2021	Mrs J Thomas First Aid at Work	Expiry 05.11.2021
Mrs H Coleman First Aid at Work	Expiry 17.11.2019	Mrs C Weaver First Aid at Work	Expiry 05.11.2021
Mrs D Cox First Aid at Work	Expiry 05.11.2021	Mrs C Weaver Paediatric First Aid	Expiry 16.01.2022

Location of First Aid Boxes

Nursery

KS1 –

Yr2 Sp

Yr RCW

Disabled Toilet

Kitchen area

Office

KS2 –

Staffroom

Yr6ST

Yr3BL

Outside KS 2 toilets near library

Field Trips, Expeditions and Visits

Co-ordinator: Kelsey Weston and Emlyn Archer

Portable Electrical Testing

Co-ordinator for arrangements: Karen Cook

Control of Substances Hazardous to Health

Head Teacher	Kay Ferriday
Site Manager	Andy Day

Risk Assessment

Head Teacher	Kay Ferriday
Other Responsible Person	Kelsey Weston
Director of Finance and Business	Karen Cook

Safety Audit

Overall safety audit completed by Head Teacher, Director of Finance and Business and Site Manager.

Equipment Safety

Equipment Safety Co-ordinator (Whole School): Site Manager

Further Details Regarding Portable Mains Electrical Equipment

All portable equipment is tested annually and all staff must be aware of their responsibilities under the Health and Safety Act.

- A "tested" label is affixed to each item of equipment and bears an expiry date after which the equipment must not be used.
- The use of any equipment which does not have a current tested label is forbidden. This applies to privately owned, borrowed or hired equipment used on BAST premises or on BAST work.
- New equipment must be registered and a registration label affixed. The equipment may then be used until the next testing date.
- Anyone using portable electrical equipment must, before use, carry out a visual inspection to ensure that there is no outward sign of mechanical damage to the equipment cable or plug.
- Any equipment found by a user to be faulty must be immediately withdrawn from service and returned to the responsible officer who will remove the "tested" label and affix a "defective" label. After repair the item cannot be used until a new test is carried out.
- The use of privately owned equipment whilst on BAST premises is expressly forbidden until it has been tested.

- Designated members of staff are trained and certificated to test electrical equipment. Testing will take place within July each year.

Fire Safety

The **Fire Risk assessment is in the Head's room**. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out **by Mrs Ferriday, Mr Steele, Mr Day, Mrs Cook and Miss Weston**. As a result of the assessment, if any precautions are identified the school treats them with high priority.

Notices of fire procedures are fixed to visible sites around the school and in every classroom

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use.

The **Caretaker** checks all fire fighting and detection equipment **each term** to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by the LA.

The fire alarms are tested weekly by Mr Day – Site Manager - and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the **Office – Health and Safety file**

Notices around school have the following information. (Signs should comply with Health and Safety (Signs and Signal) Regulations 1996.

FIRE ALARM / BOMB THREAT INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit, **this would be the fire door in each classroom of hall**
3. Classes line up.
Nursery the furthest corner of their playground.
KS 1 – at the far end of the playground nearest to the zebra crossing.
KS 2 – at the far side of their playground opposite the year 6 classrooms.
4. Teaching staff to take Attendance Registers in the afternoons and check all children in their classes are out of the building. *Two named people* will check the toilets and staffroom and bring out registers if the bell goes in the mornings.
5. **DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
6. **Await further instruction before returning to the building.**
7. **If it is a bomb alert COLLECT personal belongings if safe to do so before leaving the building.**
8. **The assembly point in the event of a bomb is the playground of the opposite building ie – KS**

- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the Office staff and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.

- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

Invacuation drills

Procedures as per – the Emergency Response Plan.

Signals	
Signal for shelter	<p>An intermittent/beeping bell will sound for 1 minute inside each building. Adults will blow the whistle intermittently so children know to go straight in if they are outside.</p> <p>NB – in the event that there is an intruder inside the building - operate as if a fire.</p>
Signal for all-clear	Phone calls to every classroom on KS 2 and Office to inform KS 1 classes. (NB: phones will be installed in KS 1 classes so they can be called too)

Lockdown	
Rooms most suitable for invacuation	Internal corridors away from windows if possible
Entrance points (e.g. doors, windows) which should be secured	All doors and windows
Communication arrangements	<ul style="list-style-type: none"> ▪ Two-way radios ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Other.
Notes	

Upon hearing the invacuation signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site as per the fire safety procedures

Ref'	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999 for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Drills will take place once per term. Details are recorded and notes made of any problems which needing remedying.

- The first requirement is for staff to ensure the safe invacuation of all persons from outside to the safe places indicated on the invacuation procedures. The primary responsibility of class teachers remains to secure all pupils and adults inside the building, away from windows and as out of sight as possible, until the danger has passed.
- Emergency services will be called immediately by Office Staff, or the Deputy Head on kS 2 if the danger alert arises over there.
- All attendance registers will be properly marked for the morning and afternoon sessions. All attendance sheets should be checked and any missing children or adults located as safely as possible, without leaving the building.
- All visitors/contractors report their presence on site to the Office staff and sign the appropriate 'Visitors' book and ensure they are familiar with the invacuation procedures. Reception staff must remind visitors to read the emergency arrangements.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.

- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least 2 members of staff, in each building, has received training on a first aid course and one other member of staff has the additional paediatric training.

The training is provided by Shropshire Council Occupational Health Team who have been approved by the Health and Safety Executive. Copies of the First Aider's certificates are displayed in reception or see section 2 for names of all the First Aiders within the school.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
K.S. 1 –
a) in the Nursery; b) in the main corridor; in the office
K.S. 2 -
a) in the staff room, b) In the kitchen by the hall, c) By Mrs Blackford's room
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in the locked cupboard in the main office. **Rachel Quinton** is responsible for ensuring these are replenished as soon as possible after use and checks all boxes/kits each month..
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident exercise book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CARS forms and the pink copies of the CARS forms will be kept in the locked filing cabinet in the Administrator's office. See section 5.1 for further information on accident/incident reporting.

Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a **form** to confirm this. Where ever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard within the office or can be found stored in the fridge in the staff room if required to be refrigerated. Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date. See Medicines Policy.

Housekeeping

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Caretaker should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by Premier Cleaning Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

Lone Working

Working Alone – (wherever possible this must be avoided.)

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staff room.

Any staff wishing to work outside normal school hours must have prior agreement from Head

Teacher or designated senior manager. The member of staff must have access to their mobile phone, or a landline, and at least one other adult should be on alert in case of an emergency.

Home Working

Any member of staff who has permission to work from home e.g. they may occasionally have their PPA (preparation, planning and assessment time) at home if writing reports, must do so at their own risk. School/LA will not be held responsible.

Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

Car use.

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Head Teacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use the correct child safety seats that comply with Government recommendations for height

and weight. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.

- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

Out of Hours use of school premises

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire Risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

Parental/Adult Help

- All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. **(N.B. Replacement PPE must be available at all times).**

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

Staff and personnel

- All employees of the school are expected to wear identification – photographic identification is provided by the school. The school operates a signing in and signing out system for visitors and uses “lesson monitor” to check on pupil attendance in lessons.
- Visitors to the school who are not “badged” will be challenged by staff when they are seen.

Buildings and site

- The access to the school site is controlled by locked gates and signage is in place to remind the public that the site is private.

School property

- All school property is recorded and logged. Electronic equipment is security marked and the school uses “smart-water” and has signs displaying this around the site.
- Staff are reminded of the need to keep all laptops safe and to follow basic classroom security procedures such as shutting windows and closing blinds at the end of the day.

Access in holiday time

- All staff and visitors to the school in holidays are expected to sign in/out and keep caretaking staff aware of their presence

Health and Safety Training

The provision of training is part of many health and safety regulations. It is essential that you attend any training that is arranged for you, and follow any instructions or guidance given to you as part of that training.

During your induction you may have received basic health and safety training which included fire safety awareness, safe moving and handling awareness, safe use of steps and step-ladders, first aid and accident procedures, and the safe use of equipment that you use for your job. Some of this training will need to be refreshed on a regular basis, e.g. fire safety. You may also need additional job specific health and safety training for your role. This may have been identified during induction, or will be identified at some future date, e.g. first aid training or minibus driving courses.

If you attend training, it is important that a record is kept – keep all certificates and records of attendance from courses.

It is also important that you discuss your H&S training requirements with your line manager in order that any new training needs can be identified and refresher courses can be arranged when required.

Risk Assessments & Baseline Risk Register

Risk assessments are important methods of protecting everyone in the school – pupils, staff, contractors and visitors. They are also a legal requirement under the Management of Health and Safety at Work Regulations 1999.

Risk assessments enable us to consider the hazards which we may encounter in the school environment or during our activities, and to assess the risks so that we are able to determine whether the control measures we already have in place are adequate, or if any additional measures are required.

Risk assessment is a simple process we undertake every day, e.g. when we cross a road. The main hazard when we cross the road is being hit by a car. The risk of this occurring will depend on:-

- Type of road (residential cul-de-sac – main road)
- Amount of traffic (occasional car – stream of vehicles)
- Speed of traffic (20mph – 70mph)
- The time of day (quiet Sunday afternoon – rush hour)
- Where we cross (underpass – blind bend)
- Our ability to judge traffic actions and speed (this will depend on our age and experience)

Whether we cross immediately, wait for a safe gap in the traffic, or move to a safer place to cross, will depend on the outcome of our risk assessment. A 'Safe system of work' is the green cross code.

These are 5 simple steps to use when carrying out a risk assessment:-

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks and decide on precautions

Step 4 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

For further information refer to www.hse.gov.uk or www.shropshirelg.net

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm includes "ill health", "injury" or "damage to property".

Examples of hazards which can be found in schools are:-

- Fire (burns, death)
- Objects left on floor (trips and falls)
- Heavy objects (injuries as a result of manual handling)

What is Risk?

Risk is the likelihood that harm will occur and the severity of the consequences.

Factors that affect the level of risk include:-

- **Who will be exposed to the hazard and for how long**
- **The age of the individuals at risk**
- **The individuals understanding/perception of the hazard**
- **The individuals level of training and experience**
- **What control measures are already in place**

What are Control Measures?

Control measures might include:-

- **Guards and interlocks on machinery**
- **Safe systems of work**
- **Visual checks on equipment before use**
- **Maintenance checks and servicing and statutory inspections**
- **Safety equipment, e.g. fire extinguishers**
- **Training received by those at risk**
- **Personal protective equipment**
- **Notes of guidance**
- **Safety signage**

What are Safe Systems of Work?

‘Safe systems of work’ are documented procedures, working methods or instructions that detail how a particular task should be carried out. There will be many ‘safe systems of work’ within the school e.g. lesson plans, laboratory and workshop safety rules, departmental codes of practice

Hierarchy of Controls

When controlling the hazard the following hierarchy of controls should be followed:-

- 1. Remove or eliminate hazard**
- 2. Substitute a hazardous material or process with a non-hazardous or less hazardous one**
- 3. Separate/isolate worker from hazard (provide guards)**
- 4. Develop and use safe systems of work**
- 5. Train, instruct and supervise workers**
- 6. Provide personal protective equipment (PPE) and warning signage**

Recording and Reviewing

All areas and activity risk assessments should be recorded on the Risk Assessment template which can be accessed from Kelsey Weston or on the Staff shared drive..

Once a risk assessment has been carried out for a particular task, ensure that the controls are implemented. All risks assessments should be reviewed annually or more frequently if there has been an accident, or a significant change to the activity of working environment, e.g. new equipment.

SPECIFIC RISK ASSESSMENT TEMPLATE

HAZARD	SEVERITY 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	INDIVIDUALS AT RISK	EXISTING CONTROL MEASURES	LIKELIHOOD 1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainly	RISK RATING (With Controls) Severity x Likelihood	ACCEPTABLE (Risk Rating ≥ 5) TOLERABLE (Risk Rating 5-8) ACTION REQUIRED (Risk Rating ≥ 9) RECOMMENDED IMPROVEMENTS	RESIDUAL RISK
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Pregnancy

Pregnancy is a part of normal everyday life. Many women work during pregnancy and may return to work while they are still breast-feeding. However, there may be some hazards in the working environments which, although normally acceptable, could affect either the health of the women, the developing foetus, or the new born child whilst the mother is breast-feeding. Consequently the Management of Health and Safety at Work Regulations include regulations to protect the health and safety of expectant and new mothers who work. 'New mothers' are those who have given birth within the previous six months, or who are breast-feeding.

Female members of staff who discover that they are pregnant should advise their line manager, in writing, in order that a maternity risk assessment can be undertaken and suitable control measures discussed and agreed.

The risks which should be considered when carrying out a maternity risk assessment should include the physical aspects of the mother's role, any risk of exposure to hazardous substances deemed unsuitable during pregnancy and the mother's normal working conditions. Common risks include:-

- Lifting/carrying of heavy objects
- Design of workstations
- Long working hours
- Exposure to hazardous chemicals and radioactive material, e.g. in science departments
- Prolonged periods of sitting or standing
- Extremes of cold and heat
- Work related stress

Risk assessment forms are available from Karen Cook.

Female members of staff, who wish to express should be provided with a clean and

and store their milk whilst they are at work, healthy environment for this purpose

**For further information on Maternity
Environmental Issues and Waste**

As a nation we are becoming more aware that human ways of life can have on change. By making small changes to towards protecting the environment



Leave and Pay, please refer to Karen Cook.

aware of environmental issues and the effect the environment, i.e., pollution and climate our way of life we can make a contribution for future generations.

Small things that YOU can do:-

- Turn off lights if you are the last person to leave the room
- Use natural light when this is light enough
- Dispose of empty toner cartridges for printers via recycling facilities
- Ensure taps are not left running
- Only fill the kettle with enough water for the drinks required, i.e., do not overfill the kettle when making only one cup of tea
- Cycle to work or take public transport where possible
- E-mail documents rather than send hard copies, if practicable to do so.



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Hazardous Waste

Where substances contain hazardous properties, they are classified as 'Hazardous' and may be subject to Hazardous Waste (England and Wales Regulations 2005).

COSHH Assessments will determine what procedures should be followed when disposing of hazardous waste substances. The regulations are not exclusive to substances as such and other items which could be deemed as hazardous waste include electrical items, fluorescent light tubes and clinical waste.

Instructions on packaging and information on Material Safety Data Sheets should always be followed when disposing of hazardous waste. Where necessary, specialists in hazardous waste removal and disposal should be used.

For school specific waste procedures and recycling initiative, please contact Karen Cook.

