



## **Health, Safety and Wellbeing Policy**

**“Our statement of policy, our organization  
and our arrangements”**

**April 2018**

### **Draft 1.2**

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## **1. Introduction to the Policy Statement and the Health, Safety and Wellbeing Policy**

- 1.1 At St.Bonaventure's Catholic Primary School we are committed to providing and maintaining an environment that ensures the health and safety of our employees, pupils, parents and carers, contractors and other visitors. We want to prevent accidents and ill-health and promote wellbeing. Health, safety and wellbeing considerations are at the heart of everything we do. To make this happen we encourage everyone who works at St.Bonaventure's to take part actively and to support this policy.
- 1.2 We intend to be risk aware rather than risk averse. We do not want to ban activities and learning opportunities for our pupils because of fears over health and safety. We will risk assess what we do in line with good practice and judge prudently what challenges we will offer to our pupils.
- 1.3 The health, safety and wellbeing policy statement below is produced for our school and forms the basis of planning and implementing these matters within the school. The policy itself supports the requirements of Bristol City Council, the duties of the governing body and the responsibilities imposed by the Health and Safety at Work etc Act 1974 and other relevant legislation.

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### **Statement of Health, Safety and Wellbeing policy by the Governing Body of St.Bonaventure's Catholic Primary School**

The Governing Body will:

- 1.4 Accept its responsibility for setting out the overall St.Bonaventure's Catholic Primary School HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:
- Harm and injury to pupils, employees, contractors, parents and members of the general public by providing protection from foreseeable risks and promoting continuous improvement in health, safety and wellbeing standards;
  - Damage to property, plant, machinery, equipment, tools and other materials;
  - Harm to the environment;
- 1.5 Ensure, so far as is reasonably practicable, that the school budget reflects the finance necessary to implement health, safety and wellbeing requirements.
- 1.6 Accept its responsibility under the *Health and Safety at Work etc Act 1974*, so far as is reasonably practicable to:
- 1.6.1 Provide plant, equipment and systems of work which are safe and without risks to health;
- 1.6.2 Make arrangements for ensuring the handling, storage and transportation of articles

and substances are safe and without risk to health;

- 1.6.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees and pupils at St. Bonaventure's Catholic Primary School to perform their work and studies safely and efficiently;
- 1.6.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory; support staff in dealing with the public and not tolerate abusive and offensive behaviour from visitors
- 1.6.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
- 1.6.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and students;
- 1.6.7 Provide as necessary personal protective equipment ("PPE") to all employees and students in the school, for the safe use of plant, machinery, equipment, tools, materials and substances;
- 1.6.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school.
- 1.6.9 Keep themselves up to date on relevant health, safety and wellbeing matters through governors' professional development, advice from the school's competent person, the Headteacher and the Clerk to the Governors. The Clerk to the Governors will include such matters on the agenda of regular meetings.
- 1.7 Recognise the requirement to consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the St. Bonaventure's Catholic Primary School staff safety committee, and through the use of INSET days
- 1.8 Agree that one of their members to be designated the "Health and Safety Governor" who will attend meetings of the school safety committee and speak on HS&W matters at the appropriate sub-committee (FPH& S committee) and Full Governing Body.
- 1.9 Delegate authority for the development and implementation of this policy to the Headteacher who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at St. Bonaventure's Catholic Primary School;
- 1.10 The Headteacher will also bring it to the attention of agency and other contract staff, contractors, volunteer helpers and students (in an appropriate way for their age in the case of students) so that they fulfil their duties to co-operate with this policy.
- 1.12 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Headteacher to present an annual report on Health and Safety performance including evidence of safety inspections carried by representatives of the school at least three times a year.
- 1.13 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in

as necessary so there are no policy gaps. The school will use policies from Bristol City Council, the Department for Education, the schools advisors and such other policies as are appropriate.

- 1.14 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

**Signed by the Chair of Governors**

Name:  
Signed:

**Signed by the Headteacher**

Name:  
Signed:

Date of issue of this statement: **2018** Review date: **2019**  
Display points: HSW Notice-board, online, induction packs

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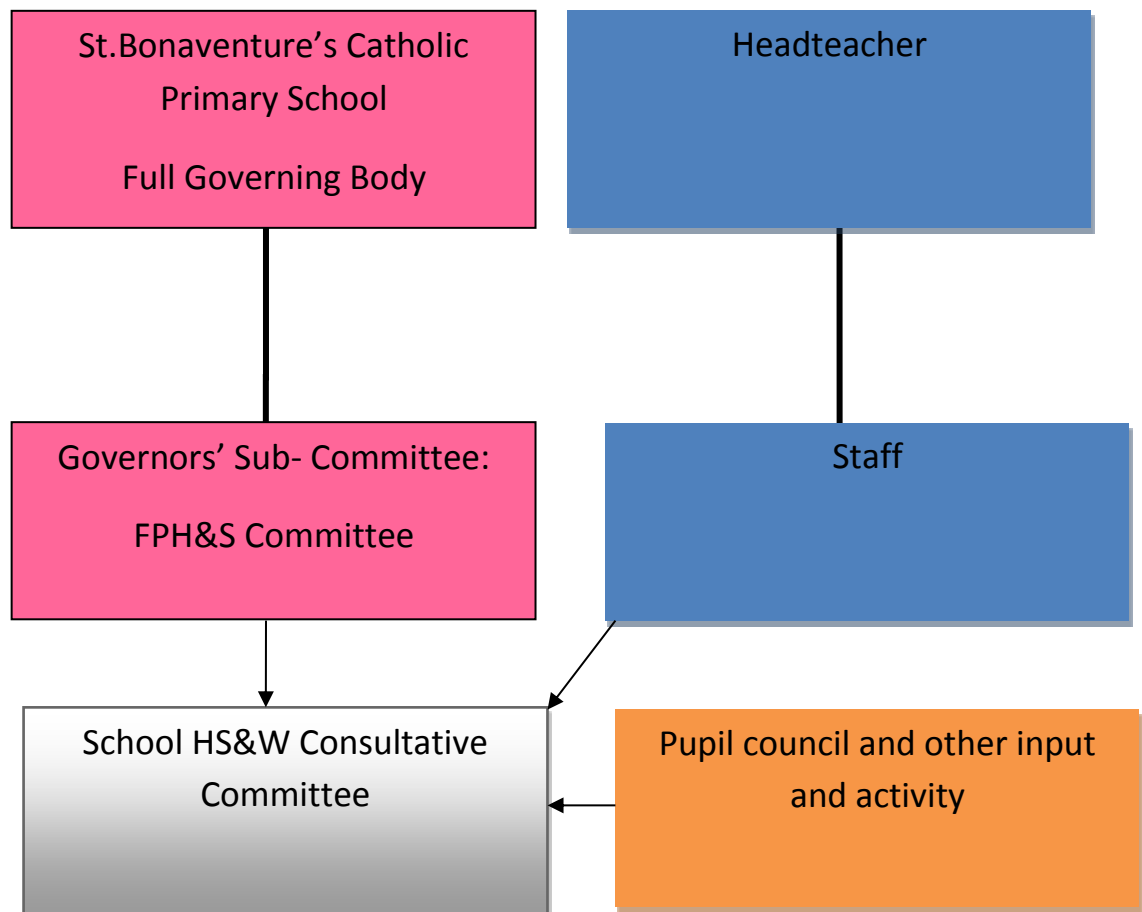
**2. Organisation**

- 2.1 The following sections are an outline of the school's organisation and arrangements. Following these the next sections go into more detail. This document is a policy not a handbook. Details of standard operating procedures, emergency procedures and risk assessments for example are described in separate documents.

**2.2 Organisation of the school for health, safety and wellbeing**

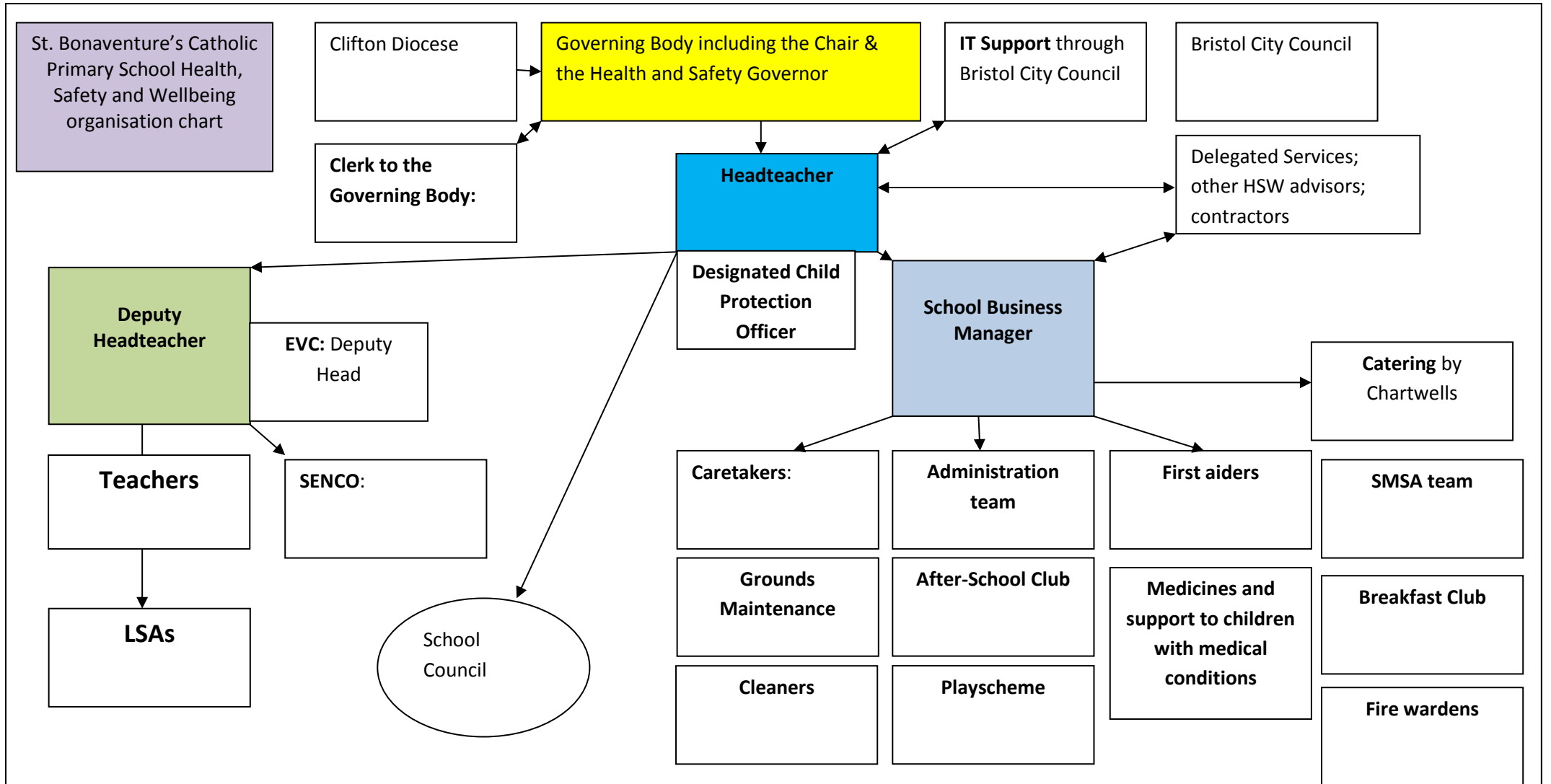
- 2.2.1** The governors of St.Bonaventure's Catholic Primary School recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in the document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

## 2.2 Functional elements: Committee structure



## 2.3 Functional elements: School organisation

The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines. (Optional: A list of people and their jobs and health and safety roles follows in a table.)





## **2.4 School staff consultative Health, Safety & Welfare Committee**

(A staff consultative committee is not compulsory unless requested by trade union safety representatives. It is however a useful way to meet part of the general obligation to consult and involve employees. The text below is a model. See Section 2.4.3)

2.4.1. The governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfill the obligation is through the School HS&W Committee.

The HS&W Committee will comprise:

The Governor(s) holding the Health, Safety and Wellbeing portfolio(s);

The Headteacher;

The Health and Safety Coordinator;

The Site Manager;

TU Safety Reps/Staff reps;

Pupil reps (appropriate to their age);

Other people who may be able to contribute to matters under discussion for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles.

2.4.2. The HS&W Committee will meet 3 times a year, in September, January and May so as to give time and full consideration of:

- i) Risk assessments, safety procedures and working practices;
- ii) Reports on premises inspections, and
- ii) The resources required for training and development and other HS&W matters.

3.1.3 The HS&W Committee shall in addition meet in July in order to exercise an overview of the School's HS&W performance and to produce a report for the Governors and the Full Governing Body.

**2.4.3** Currently the school uses INSET days as a means of discussing subjects with employees.

## **2.5 Arrangements for Safety Representatives or consultation with Employee Representatives.**

- 2.5.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to this sphere of activity. Problems other than sources of imminent danger will be discussed at the HS&W Committee.
- 2.5.2 Specific issues that require immediate action will be taken after consultation with the Headteacher and the Health and Safety Coordinator

## **2.6 Monitoring and auditing Health, Safety and Wellbeing Performance**

- 2.6.1 The Governors will require the Headteacher\* to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

\* It is for the Governing Body to decide which senior person does this and it can be a combination of Headteacher, Health and Safety Coordinator, Health and Safety Governor or others.

- 2.6.2. The report will provide an annual overview of:

- i.) Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- ii.) Emergency procedures including fire precautions and first aid;
- iii.) Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- iv.) Internal and external inspections as well as audits;
- v.) Wellbeing.

Other matters can be included at the suggestion of the governors, staff, advisors, external bodies etc.

- 2.6.3. An external health, safety and wellbeing audit will be commissioned every two years or as the governors decide.

### **2.6.4 References**

The Health and Safety Executive website provides an extensive range of information. Visit: [www.hse.gov.uk](http://www.hse.gov.uk)

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act

<http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf>

Department for Education: Governance Handbook

<https://www.gov.uk/government/publications/governance-handbook>

Department for Education: Estates Management

<https://www.gov.uk/guidance/good-estate-management-for-schools>

Part 2: The organisation for health, safety and wellbeing in St.Bonaventure's and the arrangements for doing it.

### **3.0 The role of the local authority Bristol City Council and the Clifton Diocese**

- 3.1 This is a Voluntary Aided school and receives support from Bristol City Council although this has decreased to some extent in the last few years for some aspects of health and safety.
- 3.2 In Voluntary Aided schools the governing body is the employer of staff. Under the Health and Safety at Work etc Act 1974 the employer has the major duties.
- 3.3 The Diocese will be involved in appointing governors and may provide a range of advice and guidance.

### **4.1 The role of the governors and the governing body**

- 4.1.1 The governors have agreed the school's vision which is:  
"Striving to be the best we can, guided by the light of Christ."  
There are more details of this in the school's vision leaflet. .
- 4.1.3 The Governors of St.Bonaventure's Catholic Primary School recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.
- 4.1.4 The governors are committed to meeting the **safeguarding** requirements set out in the government guidance "*Keeping Children Safe in Education\** and *Working*

*Together to Safeguard Children.*\*\*\* The school's Safeguarding Policy and connected documents link with this health, safety and wellbeing policy.

\*There are currently 3 main documents: For schools and colleges, for staff and about regulated activity. They can be downloaded in the latest version from the DfE website.

4.1.5 The governors will make preparations to deal with:

**Critical incidents** at the school such as fire, flood, illness, threats of violence and terrorism, bereavement;

**Continuity of business** in the event of a threat such as that created by a critical incident;

The **Contribution** by the school to help the community at large cope with some kind of critical incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes.

These are the **3 C's**.

Some of the preparation is mentioned here because of the obvious overlap with health, safety and wellbeing.

4.1.6 The governors will ensure that related "health and safety" topics such as food safety and road safety are also considered. These are mentioned in certain sections below but will also be covered elsewhere. One example is the Hazard Assessment and Critical Control Points food management system used in catering.

## 5.0 The role of the **Headteacher**

5.1 The Headteacher is appointed by the governors. They are accountable to the Governors for implementing the school's HS&W Policy and for all matters relating to HS&W within the school. Safeguarding issues and the 3C's cross-relate to health, safety and wellbeing.

5.2 The Governors require the Headteacher to ensure that the HS&W policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

5.3 The Headteacher may delegate the management of HS&W matters to an appropriate competent member of staff who will be designated the Health and Health and Safety Coordinator but may also delegate management of curriculum orientated health and safety to the Deputy Headteacher.

5.4 The Headteacher will delegate the:

- Safeguarding Single Record (CRB/DBS) to a manager reporting to the Headteacher

- Special Educational Needs and Disability issues to a staff member holding the title Senco/Sendco who will report to the Deputy Headteacher.
- Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) and who reports to the Deputy Headteacher.
- Leadership of off-site visits/trips to Party Leaders and Deputy Party Leaders reporting to the EVC.
- Student Placements and Work Experience to a coordinator ( the Administrator) reporting to the Headteacher

5.5 The Headteacher will be designated the **Asbestos Duty Holder** for the school and will ensure compliance with the Control of Asbestos Regulations 2012 and any update, in so far as they relate to preventing the release of asbestos fibres in the school.

Reference: <http://www.hse.gov.uk/asbestos/index.htm>

5.5 The Headteacher is responsible for managing the potential risks from **Legionella bacteria**, which may arise from work activities. The Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations 2002 assist and support the assessment, prevention or control the risk from the bacteria by taking suitable precautions.

Reference: <http://www.hse.gov.uk/legionnaires/index.htm>

5.6 The Headteacher will be designated the **Responsible Person** for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place.

Fire is a **3C's** issue as well.

References: <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings>

<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

5.7 The Headteacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines, Fire Wardens and PTFA Food Hygiene Coordinators. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities.

Medical support for those pupils who need it will be provided in line with DfE guidance.

- 5.8 The Headteacher will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. This is part of their **client duty under The Construction (Design and Management) Regulations 2015**.

The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager and Site Manager, who will liaise with Lead Teachers and Early Years Practitioners and others to ensure safety procedures and policy agreements are observed.

Reference: <http://www.hse.gov.uk/construction/cdm/2015/index.htm>

- 5.9 The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are brought to the attention of the relevant pupils, employees, contractors, and members of the general public.
- 5.10 The Headteacher must ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements such as the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively.

Accidents involving pupils may need to be reported through safeguarding requirements as well.

Reference: <http://www.hse.gov.uk/riddor/index.htm>

- 5.11 The Headteacher will be a member of, and participate in, the School Health and Safety Committee and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult.

Reference: <http://www.hse.gov.uk/involvement/index.htm>

- 5.12 The Headteacher will, with the Safety Committee, review at least once a year:
- i). Fire and Evacuation procedures; Lockdown and terrorism procedures;
  - ii). First Aid provision both in the school and on off site visits;
- and from time to time, according to a proportionate plan

- iii). all other HS&W policies, procedures, codes of practice, risk assessments, and guidelines;
- iv). When doing these reviews the links with **safeguarding** and the **3C's** will need to be anticipated so there are no gaps in policy and practice.

Reference: <http://www.hse.gov.uk/pubns/books/hsg65.htm>

- 5.13 The Headteacher will seek advice, when appropriate, from the Health and Safety Coordinator and/or a competent person/s and outside agencies that are able to offer informed and expert opinions. These may be the local authority as employer or regulator or advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC.

References:

<https://www.bristol.gov.uk/resources-professionals/trading-with-schools>

<http://www.delegatedservices.org>

<http://www.cleapss.org.uk/>

<https://www.data.org.uk/>

<http://www.afpe.org.uk/>

- 5.14 The Headteacher and Health and Safety Coordinator will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.
- 5.15 The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.
- 5.16 The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the school to other duties.
- 5.17 The Headteacher will ensure that appropriate HS&W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.
- 5.18 The Headteacher, Deputy Headteacher, Health and Safety Coordinator, Site Manager, the school's lead competent person and such other posts as identified by the Governors and appropriately minuted shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. Those not welcome are considered to be banned.

In addition they are authorised to warn individuals, in the event of unacceptable behaviour, about “**Section 547 of the Education Act 1996**” and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.

In the event of a ban being imposed following the appropriate procedure, should there be an appeal, a panel of Governors not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities.

Reference:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/295978/school\\_security\\_advice\\_181212\\_2\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/295978/school_security_advice_181212_2_.pdf)

- 5.19 The Headteacher and the Health and Safety Coordinator are responsible for the school’s approach to staff “Wellbeing”. Risk assessment will be done when needed to put in place the controls needed to remove or reduce risks to physical and mental health

This will include the commissioning of a competent Occupational Health provider with a full range of services, which if necessary could include health surveillance to ensure compliance with the law and the protection of the staff team.

Reference: <http://www.hse.gov.uk/stress/>

## **6.0 School Business Manager**

The School Business Manager acts as the Health and Safety Coordinator except for curriculum issues which are led by the Headteacher.

## **7.0 Health and Safety Coordinator**

The member of staff designated as the Health and Health and Safety Coordinator is the School Business Manager and the postholder will administer and manage day-to-day health and safety matters plus specific matters as identified in section 2.2 above on behalf of the Headteacher by:

- 7.1 Acting as the day-to-day link between the school and:

- The Headteacher;
- The Competent Person(s)\* (or body) from whom support and advice is obtained or purchased; this may be a member of staff, the Clifton Diocese, local authority and other help as required from for example Delegated Services and Hookways Partnership;
- The Governors and



- other providers of HS&W services such as water services organisations, asbestos management companies, electrical, gas and other utilities, radiation advisors and trips and expedition consultants.

\* <http://www.hse.gov.uk/business/competent-advice.htm>

- 7.2 Working with personnel in the school, who have a lead role in HS&W e.g., the Deputy Headteacher, the Educational Visits Coordinator; Kitchen Supervisor and Catering Manager; Site Manager; Special Educational Needs and Disability Coordinator (Sendco); by organising the following:

Item	Output
Requesting inspections	Actively checking premises and functions
Coordinating inspection reports	Identifying issues including good practice that should be promoted
Reporting issues arising from the inspections to the Headteacher, H&S Committee and Governors	Senior Management are informed of the current situation and staff through the H&S committee are informed and consulted
Requesting risk assessments	Ensuring <b>significant</b> risks are considered
Maintaining the risk assessment action plan	Risk assessments are regularly reviewed ( i.e. updated for changes in circumstances)
Reporting issues arising from risk assessment to Headteacher, H&S Committee and Governors	Senior Management are informed of the issues and staff through the H&S committee are informed and consulted
Holding the main risk assessment file in a suitable format that is accessible to users ( for example A-Z in a folder or online, ideally with document control to keep track of changes)	Risk assessments are available to all staff members and other users unless there is a security or confidentiality restriction. Risk assessments are regularly reviewed ( i.e. updated for changes in circumstances)
Giving out information from the local authority, Delegated Services and other advisors such as CLEAPSS, Food Standards Agency etc to all those to whom it will be applicable – by e-mail, on paper, poster, at staff meetings and so on.	Staff, volunteers, governors are aware of the up to date HSW ( and safeguarding, food safety, transport safety etc information)
Arranging for instruction and training, professional and personal development through the school system for this	Staff and volunteers have the skills, knowledge and experience to do their work safely and without risk to health.
Maintain records of information, instruction and training and supply these to Headteacher, H&S Committee and Governors	Refresher and renewal, induction, development training is done when needed; statutory and recommended competencies and qualifications are achieved

- 7.3 Taking a pro-active interest in the HS&W aspects of all activities including:

Item	Output
Joining with others to undertake inspections and risk assessments as appropriate	Inspections will actively look for problems that have not been picked up on daily checks for some reason ( and ask why not) whilst risk assessments are a key part of health and safety management
Checking that welfare and wellbeing legal requirements are being met ( for example The <b>Workplace (Health, Safety and Welfare) Regulations 1992</b> ) including such items as meal breaks, eating areas and provision for new and expectant mothers.	Maintaining good or better levels of basic standards in the workplace.  The pressure of work may lead to demands that will have to be looked at through a stress risk assessment
Being involved in pre-start contract meeting with contractors	Meeting the client duties under <b>The Construction (Design and Management) Regulations 2015.</b>
Advising the Headteacher, Deputy Headteacher and Governors of potential breaches of legislation and/or school policy and best practice	Anticipating problems in advance and deal with them before they are serious.
Prohibiting activities which may in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the school's competent person or other safety advisor	Meeting the duty in for example <b>Health and Safety at Work etc Act 1974 Section 2 and Section 37</b> and in the <b>Corporate Manslaughter and Corporate Homicide Act 2007</b> and preventing "serious management failures resulting in a gross breach of a duty of care.

7.4 Organising the school's Health and Safety Committee\* (\* if such a committee is in operation) meetings as frequently as appropriate to give time and full consideration to all aspects of HS&W and, in so doing arrange for the:

- (i) The attendance of the permanent committee members
- (ii) The attendance of occasional contributors as needed
- (iii) Circulation of the minutes and action points
- (ii) The management of the committee agenda to include key items covering for example:

- ❖ Lagging indicators such as accident and near-miss incidents;
- ❖ Risk assessments and safe systems of work;
- ❖ Inspection reports and action plans resulting from the outcomes of those reports;
- ❖ Areas of particular relevance to safeguarding and the 3C's which overlap or link up with health, safety and wellbeing;
- ❖ Food safety;
- ❖ Transport and trip safety;
- ❖ Environmental matters where applicable, and
- ❖ Security and personal safety

- 7.4.1 Each member of the committee should however lead on following up their own areas of work and responsibilities.
- 7.5 Recommending revisions to the HS&W Policy to the Headteacher and Governors.
- 7.6 Referring irresolvable matters via the Headteacher to the Governors.
- 7.7 Representing the school on relevant HS&W Working Groups, professional bodies etc.
- 7.8 Being familiar with the content of local Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher, Lead Teachers, specialist practitioners and others contributing to the safety system, as necessary.
- 7.8.1 Staff members are expected to be familiar with their own areas of work and responsibilities.

## **8.0 Designated Child Protection Officer(s)**

- 8.1 The Headteacher and the Health and Safety Coordinator should liaise with the DCPO so that any relevant activities or procedures will improve child protection.
- 8.2 Examples are:
  - First aid,
  - Trips and expeditions
  - Coaching activities
  - E-safety
- 8.3 Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.

## **9.0 Manager of the “Single Central Record”**

- 9.1 The Headteacher and the Health and Safety Coordinator should liaise with the School Business manager so that any relevant activities or procedures will improve child protection.
- 9.2 Examples are:
  - Recruitment and selection of coaches, support staff and anyone not subject to recruitment as teaching staff;
- 9.3 Case studies (Serious Case Reviews and major national investigations as well as press reports of prosecutions) will be used to learn how to improve child and vulnerable adult protection.

## 10.0 Deputy Headteacher

- 10.1 The Deputy Headteacher will work primarily with teaching personnel in the school who have a lead role in managing higher risk activities. There will be a variety of these. Most will have guidance available from industry, governing body or specific advisory organisations. These will be used by St.Bonaventure's Catholic Primary School.

Examples are:

Subjects and activities	Possible hazards to children and adults
Performing arts such as dance, music and drama	Trips, slips and falls leading to head injury
Forest School	Getting lost, burns from fires, open water, Animal bites, stings, allergies to substances
Science	Chemicals, radiation, explosion, electrical shock.
Art, design and technology	Cuts, bumps, reaction to paints, chemicals, machinery
Off-site trips	Getting lost, road accidents, expedition hazards, disease, criminal action
Sports	Bruises, broken limbs, sudden heart problems
Use of the Internet	E-safety, radicalisation
Working with parents and carers	Some people may be aggressive or violent or have other issues

- 10.2 The Deputy Headteacher should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits.

- 10.3 The Deputy Headteacher will do the following within their areas of work:

Item	Output
Stand in for the Headteacher in meetings about health, safety, wellbeing, food safety, safeguarding and the 3C's.	The issues are dealt with effectively.
Request inspections in curriculum related areas and coordinate reports. Submit the reports to the Headteacher and the Health and Safety Committee or take action directly as needed	There is management supervision of activities. This should pick up dangerous activities that need to be reviewed, safeguarding concerns that must be resolved and prevent critical incidents
Request and help with risk assessments for curriculum related activities. This will include behaviour and SEN, disability issues and for example Personal Emergency Action Plans for fire safety.	The employer has the legal duty to manage risks. Staff members have to be involved since they have to understand hazard and risk and how to cope with it.
Work with the Health and Safety	Risk assessments ( which may be part of

Coordinator and other colleagues on the School Risk Register, the school's A-Z risk assessment list and the curriculum related risk assessments list.	teaching plans or separate records, or in some cases dynamic or specialist risk assessments recorded later) are "suitable and sufficient" as required for <b>Section 3(1) of the Management of Health and Safety at Work Regulations 1999</b>
Ensure that risk assessments are reviewed when (a) there is reason to suspect that an assessment is no longer valid; or (b) There has been a significant change in the matters to which it relates. Normally this will be part of a rolling programme of review.	Risk assessments and the records of them are kept active and up to date and remain "suitable and sufficient" as required in <b>Section 3(3) of the Management of Health and Safety at Work Regulations 1999</b>
Pass out information relating to health and safety, safeguarding and related issues from: a. The school's advisors; b. Advisory organisations such as CLEAPSS, ASE, c. Guidance from DfE, OFSTED, HSE, other government sources; d. Media reports and information.	Important guidance and learning – including analysing the mistakes of others (e.g. a media report of an accident or a fire) and the successes of others is fed into local practice.
Encourage and monitor professional and personal development of staff members, arrange instruction and training and maintain training and development records.	Staff members are the best they can be in terms of knowledge, practice, skills, experience and confidence.
Report training and development statistics and results to the Headteacher and management team and to the health and safety committee.	Training needs are predicted and planning done.
Support and manage the staff members under their supervision.	Staff members have personal and professional support which may include health and safety, safeguarding questions, online bullying and stress.

- 10.4 The Deputy Headteacher will be responsible for school trips, off-site and educational visits. They may act as the **Educational Visits Coordinator** or appoint one. The Deputy Headteacher will ensure **Party Leaders** are suitable trained for the activities they are leading.

## **11.0 Senior teaching staff and/or subject leaders**

- 11.1 Subject Leaders are accountable to the Headteacher for all matters relating to HS&W within their areas of activity. Subject Leaders will liaise on a day-to-day basis with the Deputy Headteacher, but also as necessary with the Health and Safety Coordinator and Site Manager regarding HS&W matters.
- 11.2 Subject Leaders must:
- ensure that all staff under their control:
    - receive information on their duties regarding HS&W matters
    - are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
    - are supervised appropriately according to their level of competence.
- 11.3 make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas e.g., by applying guidance from appropriate professional bodies for example:
- Association for Physical Education
  - Design and Technology Association (DATA)
  - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (and in particular it's Model Health and Safety Policy for Science Departments L223 or any update.
- 11.4 take responsibility for carrying out all risk assessments and for producing their own area of activity's safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- 11.5 ensure that all Learning Support Assistants, Supply Teachers, Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, workshop or any other area for teaching and learning activity, are made aware of the school 's arrangements and procedures, including risk assessments, relating to the work area, before commencing work.
- 11.6 take responsibility for consulting with Safety Representatives and Trade Unions/staff representatives on HS&W matters.
- 11.7 take responsibility for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace.
- 11.8 ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas.
- 11.9 take responsibility for liaising with the Health and Safety Coordinator and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

- 11.10 take responsibility for ensuring that all plant, machinery, equipment, tools, materials, and substances etc received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, so that appropriate risk assessments can be undertaken prior to use.
- 11.11 carry out a seasonal safety inspection of their area of activity, (three times a year). Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.
- 11.12 first isolate, (take immediate safety action) then report to the Site Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent.
- 11.13 report and if appropriate make recommendations to the Health and Safety Coordinator on any practices, premises, equipment, etc, which give rise to risks to HS&W concerns.

## **12.0 Role of early years and senior childcare staff**

- 12.1 The requirements of the EYFS framework will be met or exceeded in regard to health, safety and wellbeing. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family.

Ref: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

## **13.0 Role of SENCo/SENDCo**

- 13.1 The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise when necessary on health and safety related matters. There will be links with the Equality Policy and similar documents and actions.

## **14.0 Role of the Site Manager and/or Premises and/or Facilities and/or Caretaker**

14.1 The Site Manager/Caretaker will be responsible for supervision of the cleaning team and for co-ordinating all contractual work and maintenance carried out on the premises. He or she must make the Health and Safety Coordinator aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.

14.2 The Site Manager/ caretaker will have authority from the Health and Safety Coordinator to check that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them and will:

- 14.2.1 ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

- 14.2.2 ensure that HS&W matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ grounds maintenance managers are aware of any implications of the school 's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.
- 14.2.3 compile a 'Buildings Register' identifying known hazardous substances and materials (e.g.: asbestos, Legionella, lead, flammable materials and substances etc).
- 14.2.4 ensure that (i) a seasonal inspection is completed three times a year by a representative team including staff and pupils, (the latter appropriate to their age) with defects reported accordingly and (ii) a property survey of the school 's buildings/ premises is carried out annually.
- 14.2.5 keep a Premises Log Book up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention.
- 14.2.6 establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the school 's site/premises and emergency procedures for lost or missing children.
- 14.2.7 ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 14.2.8 ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the school's use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, prior to use.
- 15.0 Role of the Catering Manager
  - 15.1 The Catering Manager must be familiar with the school's Health, Safety and Wellbeing Policy and its implications for catering activities and working arrangements for the employees.
  - 15.2 They should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition they should apply industry specific best practice. Where the catering is contracted out the contractor's health and safety procedures should be followed as well. If there is any conflict then this should be resolved by discussion.
  - 15.3 Catering related contractors such as suppliers using the school premises will be required to follow school health and safety procedures.
  - 15.4 The Catering Manager is expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a Hazard Assessment and Critical Control Point food safety management system in place.
  - 15.5 The Catering Manager is expected to achieve not less than 4 stars and preferably 5 stars under the local government environmental health "Scores on the doors" rating



system. All inspections and inspection reports must be supplied to the Premises Manager or Health and Safety Coordinator.

- 15.6 The Premises Manager or Health and Safety Coordinator should receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes Portable Appliance Testing (PAT) and gas safety checks.
- 15.7 Defects and other problems should be reported to the Premises Manager or Health and Safety Coordinator. The Catering Manager will be delegated with the authority to organise everyday repairs with the remit for this reviewed at least annually.
- 15.8 The Catering Manager is responsible for a fire risk assessment for catering activities to be done in liaison with the school.
- 15.9 The Catering Manager is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues.
- 15.10 All employees in catering should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
- 15.11 The Catering Manager needs to ensure safeguarding best practice is followed.

## **18.0 Role of the First Aiders**

- 18.1 The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.
- 18.2 They also provide a first aid service to pupils and visitors.
- 18.3 In addition they may assist in first aid to the public and in the use of External Defibrillator machines.
- 18.4 Any first aid situation requires a dynamic risk assessment to identify if the area is safe to administer first aid. In particular checks must be made regarding electricity, dangerous substances including gases like carbon monoxide and risk from height or water.
- 18.5 First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.
- 18.6 Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.

## **19.0 Role of the Fire Wardens /Fire Marshals**

- 19.1 Fire wardens (also called marshals) support fire safety procedures such as prevention, inspection, detection and alarm and evacuation. They may also help with other critical incidents such as gas leaks or water floods, lockdowns and terrorist type events.
- 19.2 Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the Fire Wardens have a defined list of tasks.
- 19.3 As part of the fire and other emergencies plan they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors.

## **20.0 Role of Trade Union Health and Safety Representatives**

- 20.1 Trade Union representatives have rights given to them under the *Safety Representatives and Safety Committees Regulations 1977*. The school recognises these and will include them within employee consultation.
- 20.2 The Governors will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.
- 20.3 The Headteacher will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Headteacher to fulfil their roles, including being released for any appropriate training.
- 20.4 TU Safety Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Safety Committee.
- 20.5 TU Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

- 20.6 In the absence of TU representatives the Headteacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with the *Health and Safety (Consultation with Employees) Regulations 1996*. (See Section 21 below)

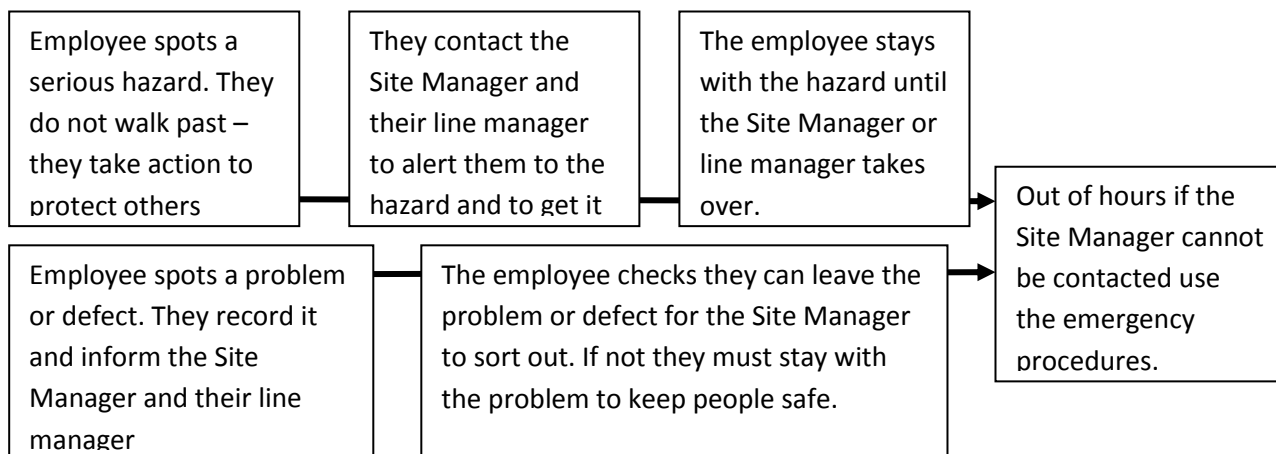
## **21.0 Role of the Employee Health and Safety Representatives\* (if applicable)**

- 21.1 In the absence of TU representatives the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.
- 21.1 The school will ensure there is consultation with all employees in order to meet the general obligations under the *Health and Safety at Work etc Act 1974* and specific requirements under regulations.

## **22.0 The role of employees**

- 22.1 Every employee has a responsibility under the *Health and Safety at Work etc. Act 1974 Section 7* and *The Management of Health and Safety at Work Regulations 1999 Section 14* to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
- 22.2 All employees will be given access to the school's HS&W policy and need to be familiar with all documents relating to HS&W in the school. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
- 22.3 Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
- 22.4 Employees are responsible and accountable to the Governors, Headteacher and those delegated various responsibilities as described above for the implementation of the school's HS&W Policy in the performance of their duties.
- 22.5 Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
- 22.6 The school's staff members must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.

- 22.7 If staff find a problem they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the Site Manager as soon as they become apparent. This is illustrated below.



Employee action in the event of coming across a problem

### 23.0 The role of pupils and students

- 23.1 Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.
- 23.2 Contractors are external to the school and are covered under the arrangements section below.
- 23.3 Pupils and students are expected to follow the behaviour requirements of the school and to cooperate in the health and safety management processes. Teachers and school staff generally are responsible for making pupils and students aware of health and safety procedures whether during lessons, trips or more generally.
- 23.4 The school has an overall responsibility for safeguarding young people which includes health and safety issues. There are separate policies (linked as necessary with other policies) on safeguarding and child protection. Related policies and procedures are for example e-safety, food safety, use of school transport and environmental issues.

23.5 The school will encourage pupils and students to learn life-skills which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.

23.6 Pupils and students will be encouraged to take part in the school community and contribute to health, safety and wellbeing initiatives.

#### **24.0 Role of parents and carers**

24.1 Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.

24.2 Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the school in regard to health, safety and wellbeing.

24.3 The school hopes that are parents, carers and all others connected with the work of the school will contribute to the high standard of health, safety and wellbeing required. All visitors are expected to respect the staff and not be abusive or unpleasant. Problematic visitors may be subject to sanctions.

24.4.1 The PTA is guided by its own policies and procedures which are agreed with the school where these involve premises, facilities, staff and pupils.

#### **25.0 The role of external advisors**

25.1 Where possible the school will have its own staff trained to provide advice and expertise.

25.2 External advisors will be used when necessary on health, safety and wellbeing issues such as gas safety, critical incidents, trips and health and safety management.

#### **26.0 The role of external regulatory agencies**

26.1 The school will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including:

Avon Fire and Rescue Service

Bristol City Council

Department for Education

The Environment Agency

The Food Standards Agency

The Health and Safety Executive

OFSTED

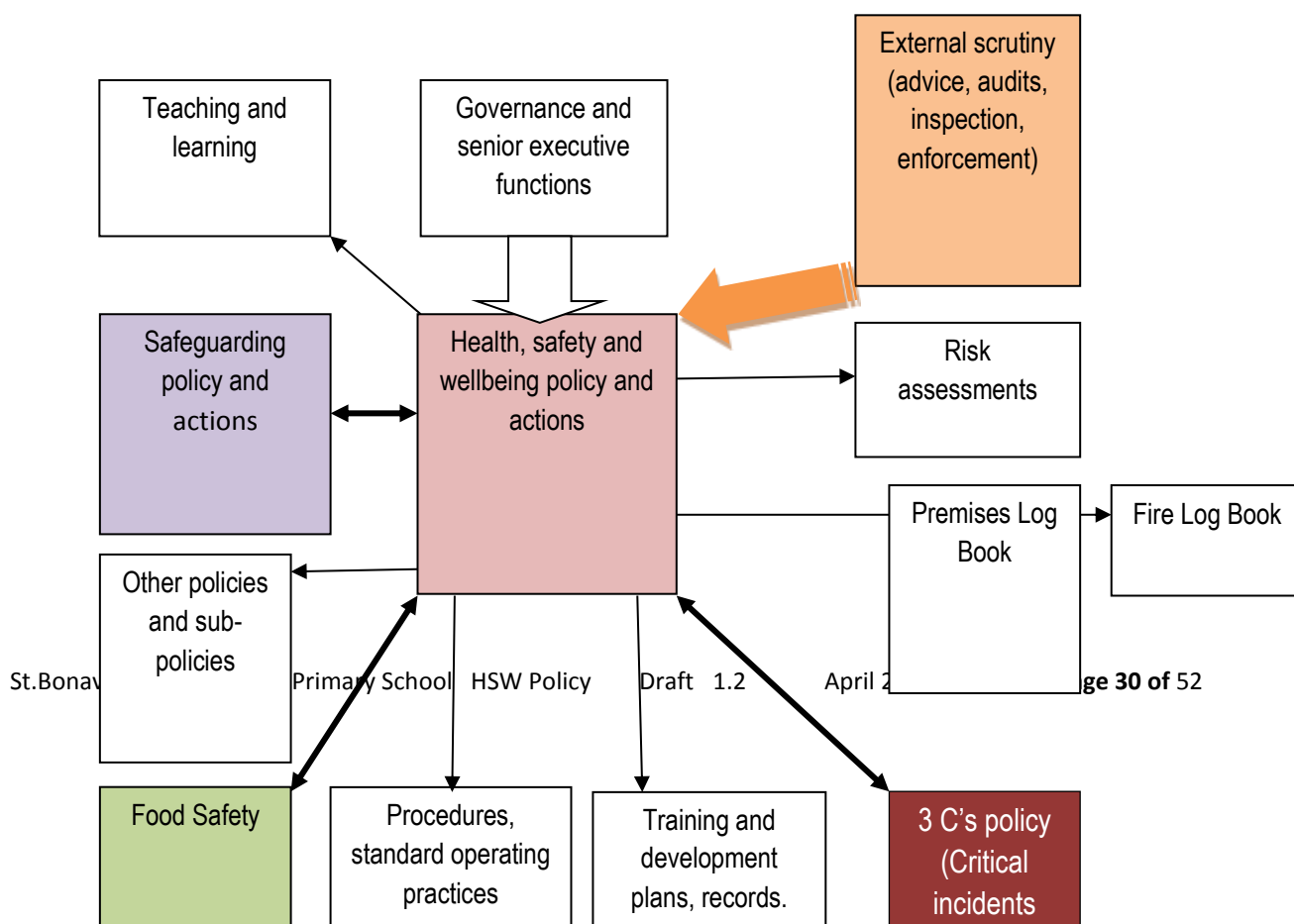
- 26.2 The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

## Part 3: ARRANGEMENTS – what do people do?

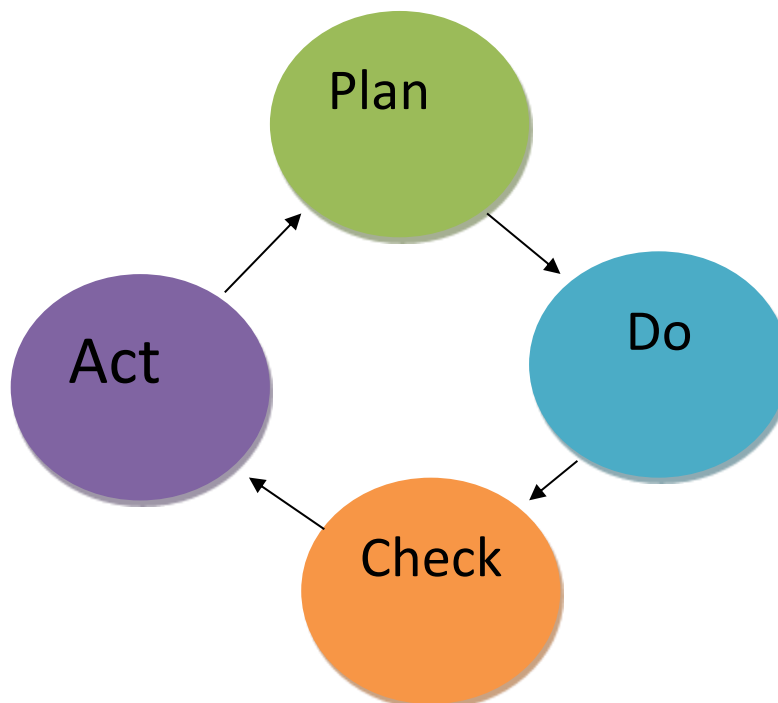
- 27.0 The governing body has adopted all previously used local authority policies and arrangements, as adapted as necessary for local use. They will be reviewed and updated on a rolling basis.

When roles, titles, etc., change, they will be updated in this document at its *next* review.

This policy is part of the school's overall health, safety and wellbeing system and the *graphic below* illustrates how it fits with some other parts of the system.



- 27.2 The governors will follow the advice in HSE document HSG 65 “Managing Health and Safety” and in particular the approach summarised as “Plan, Do, Check, Act” as illustrated below:



- 27.3 The governors are aware of the key elements of the Sentencing Council guidelines as published at:

<https://www.sentencingcouncil.org.uk/publications/item/health-and-safety-offences-corporate-manslaughter-and-food-safety-and-hygiene-offences-definitive-guideline/>

- 27.4 In a court case, if a guilty verdict is reached the elements considered include the following matters. (These are extracts of the full document which can be freely downloaded as above)

Culpability (Fig 1 below)

Harm (Fig 2 below)

Fine or custodial sentence (Fig 3 below)

<b>Culpability</b>	
Where there are factors present in the case that fall in different categories of culpability, the court should balance these factors to reach a fair assessment of the offender's culpability.	
<b>Very high</b>	
Deliberate breach of or flagrant disregard for the law	
<b>High</b>	
Offender fell far short of the appropriate standard; for example, by:	
<ul style="list-style-type: none"> <li>• failing to put in place measures that are recognised standards in the industry</li> <li>• ignoring concerns raised by employees or others</li> <li>• failing to make appropriate changes following prior incident(s) exposing risks to health and safety</li> <li>• allowing breaches to subsist over a long period of time</li> </ul>	
Serious and/or systemic failure within the organisation to address risks to health and safety	
<b>Medium</b>	
Offender fell short of the appropriate standard in a manner that falls between descriptions in 'high' and 'low' culpability categories	
Systems were in place but these were not sufficiently adhered to or implemented	
<b>Low</b>	
Offender did not fall far short of the appropriate standard; for example, because:	
<ul style="list-style-type: none"> <li>• significant efforts were made to address the risk although they were inadequate on this occasion</li> <li>• there was no warning/circumstance indicating a risk to health and safety</li> </ul>	
Failings were minor and occurred as an isolated incident	

Fig: 1.

<b>Harm</b>			
Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that the offence caused any actual harm. <b>The offence is in creating a risk of harm.</b>			
1) Use the table below to identify an initial harm category based on the <b>risk of harm created by the offence</b> . The assessment of harm requires a consideration of <b>both</b> :			
<ul style="list-style-type: none"> <li>– the seriousness of the harm risked (A, B or C) by the offender's breach; and</li> <li>– the likelihood of that harm arising (high, medium or low).</li> </ul>			
<b>Seriousness of harm risked</b>			
	<b>Level A</b> <ul style="list-style-type: none"> <li>• Death</li> <li>• Physical or mental impairment resulting in lifelong dependency on third party care for basic needs</li> <li>• Significantly reduced life expectancy</li> </ul>	<b>Level B</b> <ul style="list-style-type: none"> <li>• Physical or mental impairment, not amounting to Level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or on their ability to return to work</li> <li>• A progressive, permanent or irreversible condition</li> </ul>	<b>Level C</b> <ul style="list-style-type: none"> <li>• All other cases not falling within Level A or Level B</li> </ul>
<b>High likelihood of harm</b>	Harm category 1	Harm category 2	Harm category 3
<b>Medium likelihood of harm</b>	Harm category 2	Harm category 3	Harm category 4
<b>Low likelihood of harm</b>	Harm category 3	Harm category 4	Harm category 4 (start towards bottom of range)

Fig: 2.



<b>Micro</b> Turnover or equivalent: not more than £2 million			
	Starting point	Category range	
<b>Very high culpability</b>			
Harm category 1	£250,000	£150,000 –	£450,000
Harm category 2	£100,000	£50,000 –	£200,000
Harm category 3	£50,000	£25,000 –	£100,000
Harm category 4	£24,000	£12,000 –	£50,000
<b>High culpability</b>			
Harm category 1	£160,000	£100,000 –	£250,000
Harm category 2	£54,000	£30,000 –	£110,000
Harm category 3	£30,000	£12,000 –	£54,000
Harm category 4	£12,000	£5,000 –	£21,000
<b>Medium culpability</b>			
Harm category 1	£100,000	£60,000 –	£160,000
Harm category 2	£30,000	£14,000 –	£70,000
Harm category 3	£14,000	£6,000 –	£25,000
Harm category 4	£6,000	£2,000 –	£12,000
<b>Low culpability</b>			
Harm category 1	£30,000	£18,000 –	£60,000
Harm category 2	£5,000	£1,000 –	£20,000
Harm category 3	£1,200	£200 –	£7,000
Harm category 4	£200	£50 –	£2,000

Fig: 3.

## Arrangements by topic

- 28.0** The following health, safety and wellbeing topics are listed alphabetically. They are intended as an outline of the arrangements made. As illustrated in the graphic in Section 3.1 above the health and safety management system is extensive and consists of documents, posters, training, standard operating procedures and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received and new training being absorbed.
- 28.1** *Where there is a reference to a document or other reference please note this draft is using a standard form of words until the agreed arrangements are confirmed.*
- 28.2** The governors and school management are aware that there is additional law other than occupational health and safety law that may affect what is commonly called “health and safety”. This includes licensing law, highway and transport legislation, food safety, environmental management and the area of civil law.

29.0 Accidents (this includes near-miss incidents and cases of aggression and violence)  
Reporting

29.1 There is a legal requirement to report certain accidents under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* usually called RIDDOR.

All accidents are to be reported in line with the procedures contained in the '*Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences*'. Accident and incident forms, which are available from the medical and staff room, are to be sent to the Delegated services or the school's competent person.

29.2 This procedure will be brought to the attention of all employees. All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

**30.0 Administration of Medicines and support for pupils and other people with medical conditions**

Arrangements for the administration of medication in the school will be in accordance with the "Supporting Pupils with Medical Conditions Policy 2016 and "Supporting pupils at school with MedCon(formerly known as the Administration of Medicines) First Aid and Dealing with Bereavement V1.0 2014 .

This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication. Parents and carers know they will be informed of medication administered and any additional information which will help in the longer term management of the medical condition.

The policy can be found at: the school website

**31.0 Asbestos Management**

No Asbestos containing materials were used in the construction of the school and no asbestos containing materials are to be brought on to site. The only exception to this could be in the case of display materials, e.g. WWII gas mask in sealed container.

### **32.0 Buildings and premises**

32.1 The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.

32.2 Key documents (paper or electronic) will include:

- ✓ A premises log book;
- ✓ Records of maintenance, inspections and repairs;
- ✓ Defect reporting procedure;
- ✓ Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required;
- ✓ Insurance inspections;
- ✓ Defect reports;
- ✓ Other documents as needed.

32.2 The Delegated Services Premises Listings are used as a helpful aide-memoire.

### **33.0 Caretaking and Premises Management**

The School will adopt and implement the '*Safe Working Policy and Practice for Caretaking Personnel*'.

This policy is located in the whole school policy in the teachers drive.

### **34.0 Communicating information to employees and other persons who are not employees.**

34.1 There will be staff notice-boards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety Committee. These will be supplemented as necessary by special meetings or focus groups. There will be a staff website and a school website. Parents and carers will also be on a text service.

34.2 Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas.

34.3 Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public.

### **35.0 Computers and other IT equipment and systems**

35.1 This covers a wide range of items. Traditional information systems such as the school network wired or wireless and attached terminals are only part of the current

“wired society”. Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.

- 35.2 Equipment related to information, technology and communications will be managed by the designated staff from teaching and learning and from the support staff.

In this school it is the TWS ICT technician and ICT coordinator

- 35.3 Display screen assessments when required will be organised through the Health and Safety Coordinator who is also the School Business Manager

- 35.4 E-safety is managed by the ICT coordinator. See the section on safeguarding/safeguarding policy/ and the “E-safety Policy” on the school website

- 35.6 Data Protection requirements are dealt with by DPO officer (Integra).

- 35.7 All IT facilities are subject to the relevant safety risk assessments relating to for example work on electrical equipment, lone working, manual handling and work at height.

### **36.0 Contractors**

- 36.1 Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.

- 36.2 All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher, Health and Health and Safety Coordinator and Site Manager.

- 36.3 Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

- 36.4 Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered

- 36.5 The Health and Safety Coordinator and Site Manager will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing:

- A copy of the school's Policies, Procedures, Codes of Practice and other guidelines; The school's Asbestos Survey;
- Other documents as needed;
- Checking contractors' documents and other details as necessary.

- 36.6 Contractors will be informed in writing regarding this contact post and will follow that guidance. The Governors will be made aware of any specific problems.

Day to day practice will be based on what is appropriate for each type of contractor.

- 36.7 For further guidance see: Policy folder

### **37.0 COSHH (Control of Substances Hazardous to Health)**

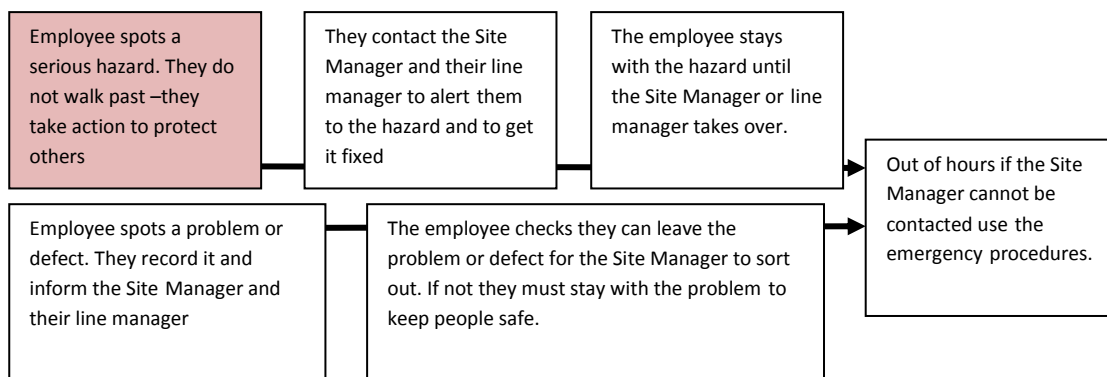
- 37.1 For the purposes of this policy the governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.
- 37.2 The Governors recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations and other legislation and allocates lead responsibility for ensuring these items are in place across all school teaching and learning functions to be lead by the Caretaker.
- 37.3 Other COSHH related matters will be considered by the Health and Safety Coordinator and the Site Manager.
- 37.4 The legislation involved includes:
- Control of Asbestos Regulations 2012
  - Control of Lead at Work Regulations 2002 (CLAW)
  - Control of Substances Hazardous to Health Regulations 2002
  - The Dangerous Substances and Explosive Atmospheres Regulations 2002
  - Explosives Regulations 2014
  - Explosives Regulations 2014 (Amendment) Regulations 2016
  - Ionising Radiation Regulations 1999 (IRR99)
  - Petroleum (Consolidation) Regulations 2014
- 37.5 The school subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.

### 38.0 Defect reporting

38.1 There will be a defect reporting procedure (paper, online, verbal; as appropriate) so that problems can be dealt with quickly and effectively.

38.2 All employees are expected to act as follows. If staff find a problem they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the Site Manager as soon as they become apparent. This is illustrated below.

Employee action in the event of coming across a problem



### 39.0 Display Screen Equipment (DSE) and workplace risk assessment

39.1 The Health and Safety (Display Screen Equipment) Regulations 1992 require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety.

39.2 The school will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE. (Other issues to do with IT are covered under Section 35 “Computers”).

### 40.0 Electricity

40.1 The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989.

40.1 Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.

40.2 For further details see: Risk assessments

#### **41.0 Emergency Procedures**

41.1 The specific procedures are as contained the following documents. These are based on the 3C's advice from Delegated Services (Policy for Critical Incidents, Business Continuity and supporting the Community) and government guidance. The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.

a. Fire evacuation procedures as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005

b. First aid and medical support in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE.

c. Problems from gas, water and electricity such as leaks, floods and service outage

d. Intruder, crime and terrorism including aggression and violence from parents or other visitors

For more information see: Risk assessments file

#### **42.0 Extended Activity outside Core Hours**

42.1 The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Playschemes etc. In addition to arrangements already in place for Lettings (see Section 49), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

#### **43.0 Fire Precautions**

43.1 The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change.

43.2 The school's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc.

43.3 The school's Premises Log Book will hold the Fire Log Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

#### **44.0 First Aid Provision and medical support**

- 44.1 The arrangements for first aid in the School will be in accordance with the procedure as laid down in the "Supporting Pupils with Medical Conditions Policy 2016 and "Supporting pupils at school with Medical Conditions (formerly known as the Administration of Medicines) First Aid and Dealing with Bereavement V1.0 2014. First aid boxes will be located in high hazard areas e.g., Science, DT, Sports and PE and kitchens.
- 44.2 The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board and at strategic locations within the school.

#### **45.0 Higher risk curriculum areas**

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards such as:

- AfPE for sport and other PE activities;
- ASE for Science;
- Association of British Theatre Technicians
- CLEAPSS for Science, DT and Art;
- Institute of Physics;
- DATA for DT and Art;
- Early Years advisors and organisations
- One Dance UK
- Royal Society of Biology;
- Royal Society of Chemistry;

#### **46.0 Housekeeping**

- 46.1 The Site Manager/Caretaker and others will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points.
- 46.2 Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.



#### **47.0 Incident reporting**

- 47.1 This is described under Section 29 regarding accidents and Section 38 about defect reporting.

#### **48.0 Inspections**

Regular inspections and checks will take place to assist in the management of the school premises.

#### **49.0 Lettings**

- 49.1 The school has a range of lettings. The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies. Please refer to lettings policy.
- 49.2 All hirers of the school premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. A mini version of the Premises Log Book will be available for the hirer to use in evacuation and liaison with the Fire and Rescue Service if they are in sole use of the site.
- 49.3 The mini-premises logbook will have:
- a) Site plans;
  - b) Key locations except where this affects security;
  - c) Fire safety information such as how to turn off equipment;
  - d) Important contacts and their details;
  - e) Other relevant information.

#### **50.0 Local Exhaust Ventilation and air extraction**

- 50.1 The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the Premises Log Book.
- 50.2 Air extraction in kitchens and other types of air extraction
- Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

50.3 Other air extraction will be provided and maintained as needed around the premises in for example:

- Kiln rooms;
- Vehicle maintenance areas
- Toilets and washrooms,
- Rooms where there are photocopiers or other equipment;
- Rooms that may become hot during parts of the year.

## **51.0 Lone Working**

The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.

For more information see: Whole school policy file teachers drive

- Kiln rooms;
- Toilets and washrooms,
- Rooms where there are photocopiers or other equipment;
- Rooms that may become hot during parts of the year.

## **52.0 Machinery and plant (including utilities and premises where necessary)**

**This is covered in Section 58 below.**

## **53.0 Manual Handling (i.e. lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements**

- 53.1 Responsibility for organising the safe manual handling of significant loads will rest with the Site Manager. The Site Manager will assist other staff for example teachers where loads need to be carried.
- 53.2 The lifting and carrying of children or adults as part of care arrangements will be managed by the SENDCo, First Aiders and the Site Manager.
- 53.3 All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person (usually one of the people in paragraph 53.2) and all the precautions and control measures identified are in place.
- 53.4 Where possible standard operating procedures will be used as part of premises management or care plans.
- 53.5 Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
- 53.6 The SENDCO will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the

task so that greater consideration of the person's personal wishes and right to dignity are respected.

- 53.7 Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

#### **54.0 Monitoring and auditing health and safety performance**

- 54.1 The school will apply the Health and Safety Executive recommended process of Plan, Do, Check and Act as mentioned in Section 27.2 above.
- 54.2 There will be a rolling programme of updating documents (and hence procedures) including risk assessments and policies.
- 54.3 Audits will be carried out of the school at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit. The starting point is every 3 years. (In other words the inspection regime is similar to the way OFSTED adjusts how often it visits educational establishments).
- 54.4 Monitoring includes regular walkabouts and meeting employees, pupils and contractors. Walkabouts may be formal and recorded or day to day "walking the job" picking up issue before they become a problem.

#### **55.0 Noise, high sound levels and vibration (such as from machinery and music)**

- 55.1 The Governors recognise there may be problems experienced with noise, high sound levels and vibration. Lead Staff will report all such cases to the Site Manager or Caretaker. If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

#### **56.0 Off- Site Visits, educational trips and sports events**

- 56.1 Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the *'Procedures and Code of Practice for Off- Site Visits'* and the school's *"Trips Policy"*.

#### **57.0 Outdoor structures, seating, monuments and other miscellaneous features**

- 57.1 This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. Specific risk assessment may be necessary for some things although some items commonly in use such as benches are "everyday risks" and unlikely to need detailed risk assessment.
- 57.2 Control measures include day to day walking the job picking up issues before they become a problem.

#### **58.0 Plant, Machinery, and Equipment**

- 58.1 The provision and use of plant, machinery and equipment in the school will be in accordance with the policy as laid down in the '*Policy and Procedures for the Maintenance of Installations, Plant and Equipment*'.
- 58.2 The Governors recognise that specialist advice is required to determine the safety requirements for the:
- adequate and correct guarding of machinery
  - run-down and emergency stopping of machinery
  - general inspection of plant, equipment and machinery
  - storage and transportation of toxic substances, gases etc, and
  - disposal of toxic and other waste substances and materials.

Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.

- 58.3 Lead Staff will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book.
- 58.4 A thorough inspection of work areas will take place three times a year in the presence of the Safety Representative and other designated person(s) as decided by the school's Safety Committee.
- 58.5 New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the school's Safety Committee as part of consultation with staff.
- 58.6 Lead Staff will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
- Lead Staff will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

## **59.0 Playing Fields and pavilions and sports centre**

- 59.1 An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the Lead Staff for Sport and PE and will include goal posts, goalpost/marker flag location sockets etc.
- 59.2 A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity. This also applies to away sporting fixtures as far as is reasonably practicable.

- 59.3 At all times of use, including events where parent/carers are present, the school's no-smoking policy will apply and be appropriately publicised and encouraged.
- 59.4 Pavilions will be inspected as per other buildings
- 59.5 The Sports Centre will be inspected both as regards the building and also all equipment and fittings.

#### **60.0 Playground Equipment**

- 60.0 Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with:
- an annual condition inspection by a competent person
  - a risk assessment at least annually by a competent person
  - an operational inspection to a frequency based on the risk assessment and agreed by the Health and Health and Safety Coordinator, and
  - daily visual inspections by the Site Manager/Caretaker.

#### **61.0 Portable Equipment (all types)**

- 61.1 Portable equipment can be moved around and used by various people. It ranges from small stationery equipment usually regarded as low risk to grass cutting equipment, electrical equipment and other potentially high risk items.
- 61.2 The procedure to be adopted is as mainly specified in the '*Policy and Procedure for the Maintenance of Installations, Plant and Equipment*'. Inspection reports will be kept in the Premises Log Book. Timely inspection appropriate to the type and use of equipment will be carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.
- 61.3 Suitable training will be given where required.
- 61.4 The persons responsible for maintenance and inspection will be agreed by the school as it may vary between department or activity.

#### **62.0 Portable appliance testing (PAT)**

- 62.1 Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
- 62.2 The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.

#### **63.0 Reporting of injuries, diseases and dangerous occurrences or RIDDOR**

- 63.1 The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met. The Health and Safety Coordinator will liaise with the HSE online or via the schools external health and safety advisor.

#### **64.0 Risk Assessment**

- 64.1 The procedure for assessing risks will be in accordance with the '*Risk Assessment Policy*'.
- 64.2 In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
- 64.3 The risk assessment process will follow the HSE guidance (previously called "5 Steps to Risk Assessment". It will be in mind the directions in the Sentencing Council Guidelines for criminal cases involving health and safety prosecutions. (See Section 27.3 above)
- 64.4 Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as:
- AfPE for sport and other PE activities;
  - ASE for Science;
  - Association of British Theatre Technicians
  - CLEAPSS for Science, DT and Art;
  - Institute of Physics;
  - DATA for DT and Art;
  - Early Years advisory organisations
  - One Dance UK
  - Royal Society of Biology;
  - Royal Society of Chemistry;

For further information see: Risk assessment file

#### **65.0 Health and Safety representatives trade union and staff**

- 65.1 The school is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible health, safety and wellbeing performance.
- 65.2 This includes the legislation illustrated in the graphic below.
- 65.3 There are requirements in other legislation such as:

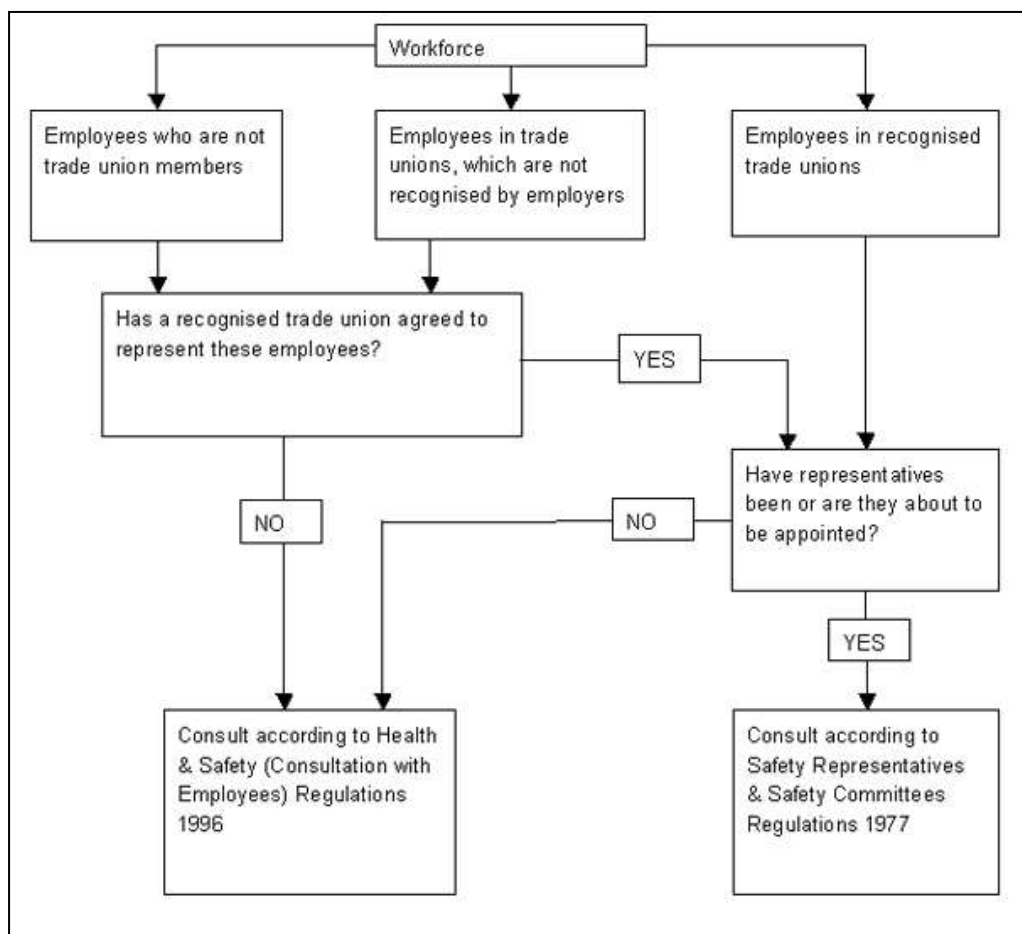
Health and Safety at Work etc Act 1974 Section 2(2) (c), 2(6) and 2(7)

The Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

These require consultation and information sharing which the school accepts in the spirit of the legislation to ensure the health, safety and wellbeing of all persons affected by their activities so far as is reasonably practicable.

- 65.4 Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be formed.



Courtesy Health and Safety Executive: <http://www.hse.gov.uk/involvement/flowchart.htm>

## 66.0 Health, safety and wellbeing committee

- 66.1 A consultative health and safety committee will be formed and meet on a regular basis under an agreed set of guidelines.

## 67.0 Security

- 67.1 The security management of the premises, staff members and pupils is set out in the school's security procedures.
- 67.2 This is part of the overall safeguarding procedure as well as asset protection and personal safety.

67.3 For further information see: School safeguarding policy; school security procedures.

67.4 Some procedures are accessible only to authorised personnel including:

- Personal data;
- Cash protection;
- IT security.

## **68.0 Training**

68.1 The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the school provides suitable information and training regarding risk assessment and health and safety management.

68.2 The Governors and Headteacher recognises that:

- training is always a constant requirement, based on the ability to recognise who requires it and when, and
- new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.

68.3 There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training.

### **Induction Training**

This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc.

### **Informative and Awareness Training**

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

### **Specific Training**

This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.



Curriculum subjects may require particular competencies and support staff such as Caretakers may require others.

Examples are:

- i.) Art, Design and Technology (ADT);
- ii.) Science;
- iii.) Sports and PE;
- iv.) First Aid;
- v.) Administering medicines and supporting pupils with medical needs;
- vi.) Safeguarding roles;
- vii.) Fire safety duties

Further information is at: XXXXX

#### **69.0 Transport including the school minibus**

Use of transport will be in accordance with the *'Policy, Procedures and Guidance on the Use of Transport'*.

For further information see: See risk assessment file

#### **70.0 Unacceptable Behaviour**

The management of unacceptable behaviour will be in accordance with the *'Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling'* and other relevant policies.

Behaviour may be from parents and carers, other visitors, pupils, staff, trespassers.

For further information see; Whole school policy File teachers drive

#### **71.0 Utility services**

The provision and use of utility services in the school will be in accordance with the policy as laid down in the *'Policy and Procedures for the Safe Provision and use of Utility Services.'*

For further information see: Whole school policy File teachers drive

#### **72.0 Water Hygiene/Legionella Management**

- 72.1 There is a specific requirement to manage the risk of Legionnaire's Disease due to Legionella bacteria in water supplies. This is described in the Health and Safety Executive publication at: <http://www.hse.gov.uk/pubns/books/l8.htm>
- 72.2 Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the premises log book and site management procedures including, senior staff/site manager/caretaker training, regular monitoring, flushing and cleaning regimes.

For further information see: Risk assessment file

### **73.0 Wellbeing**

- 73.1 The Governors recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are:

- Increased staff morale, helping to encourage staff retention and recruitment;
- Lower supply costs and greater stability as a result of fewer staff absences;
- Improved emotional wellbeing, which has contributed to a reduction in staff members absence;
- Improved standards through increased stability and motivation;
- A contribution to self-evaluation processes through an online self-review of the organisation;
- Improved communication and school effectiveness;
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

### **74.0 Working at height**

- 74.1 The main legal requirements are set out in the Work at Height Regulations 2005.
- 74.2 The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be done and the control measures put in place.

## **75.0 Work Experience**

- 75.1** The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements.

Special requirements may be:

Language issues;

Adaptations for accessibility;

Other personal requirements

- 75.2** For teaching and related trainees and secondary age pupils from other schools Lead Staff will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.

For primary age pupils gaining work experience (for example helping out in an office environment within the school) the procedure will be similar.

## **76.0 Wrap-up of other issues relating to occupational health and safety**

- 76.1** This policy is intended to be a demonstration of the serious commitment to health, safety and wellbeing by the school. There are many detailed issues that are not specifically mentioned which however are covered by the general processes mentioned such as risk assessment.

## **Section 4: Other health and safety or wellbeing linked issues**

### **77.0 Food Safety**

- 77.1** Food safety is managed through the Food Standards Agency advice and guidance. It is linked to occupational health and safety through the equipment and utilities used and the activities.
- 77.2** Food safety and hygiene uses a HACCP (Hazard Analysis and Critical Control Point) system similar in framework to risk assessment and risk control systems.
- 77.3** All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.

### **78.0 Safeguarding and child protection**

- 78.1** National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures. Occupational health and safety and the safety of children at school are included in safeguarding.

## **79.0 Road transport and highway issues**

- 79.1 Most issues are included under the occupational health and safety sections above. Vehicles, driver authorisation and highway behaviour is controlled by additional legislation with the Police being the first enforcement agency in most cases.

## **80.0 Environmental issues**

- 80.1 The Environment Agency and local authorities enforce legislation regarding waste and pollution and a range of other issues. The school will comply with all requirements.

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Produced by the Risk, Property and Facilities Director, Delegated Services,  
(RP&F D), as Competent Person

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