

St Bonaventure's Catholic Primary School



Health, Safety, and Wellbeing Policy 2016 Edition

ST BONAVENTURES CATHOLIC PRIMARY SCHOOL HEALTH, SAFETY AND WELLBEING POLICY AND PROCEDURE MANUAL		
Compiled by: Giovanni Maniglia	Amended by: Giovanni Maniglia Oct 2016	
Approved by: Governor, 7.12.16	Reviewed: Oct 2016	Next Review: Term 1 2017/18

Contents

1	Statement of General Policy	3
2	Organisation	4
2.1	Preamble	4
2.2	The Headteacher	4
2.3	Health & Safety Coordinator	6
2.4	Premises Manager	7
2.5	Heads of Department/ Lead Teachers	8
2.6	Contract Managers	10
2.7	Employees	10
2.8	Safety Representatives	11
2.9	Specialist Advisers	11
3	Arrangements	11
3.1	Emergency procedures	11
3.1.1	Fire precautions	11
3.1.2	First Aid Provision	12
3.1.3	Incident reporting/ investigation	12
3.2	Wellbeing	12
3.3	Off Site Visits	13
3.4	Transport	13
3.5	Unacceptable Behaviour	13
3.6	Lone Working	13
3.7	Risk Assessment	13
3.8	Contractors	13
3.9	Caretaking	14
3.10	Lettings	14
3.11	Extended activity outside core hours	14
3.12	Plant, Machinery & Equipment	14
3.13	Portable Electrical Equipment	15
3.14	Utility Services	15
3.15	Local Exhaust Ventilation (LEV)	15
3.16	Noise & Vibration	15
3.17	Control of Substances Hazardous to Health (COSHH)	15
3.18	Design & Technology	16
3.19	Toys & Activities	16
3.20	Housekeeping	16
3.21	Playing Fields	16
3.22	Playground Equipment	17
3.23	Manual Handling	17
3.24.1	Training	17
3.24.2	Induction	17
3.24.3	Informative and Awareness	17
3.24.4	Specific Training	18
3.25	Communicating information to Employees	18
3.26	School Safety Committee	18
3.27	Arrangements for Safety Representatives	19
4	Monitoring Performance	19
Appendix 1	Daily Class Management	20
Appendix 2	Evacuation of the building	21

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, contractors and visitors. We want to prevent accidents and promote wellbeing by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we encourage everyone who works at St Bonaventure's Catholic Primary School to take part actively and to support this policy.

This Statement of Health, Safety & Wellbeing Policy is produced in respect of St Bonaventure's Catholic Primary School only and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the School. This Policy implements the Bristol City Council (BCC) Corporate Health, Safety and Welfare Policy together with the Children and Young People's Services (CYPS) Health, Safety, and Wellbeing Policy.

Statement of General Policy

- 1.1 The Governing Body accepts its responsibility for setting out the overall St Bonaventure's Catholic Primary School Health Safety & Wellbeing Policy.

It is the policy of the Governing Body to take all reasonable steps within its power to prevent, or reduce the possibility of:

- harm and injury to pupils/students, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.

- 1.2 The Governing Body will ensure, so far as is reasonably practicable, that the school budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.

- 1.3 The Governing Body accept its responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:

- provide plant, equipment and systems of work which are safe and without risks to health
- make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health
- provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils/students in the school to perform their work and studies safely and efficiently
- promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory
- maintain the premises in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises
- provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils/students
- provide as necessary personal protective equipment (PPE) to all employees and pupils/students in the school, for the safe use of plant, machinery,

- equipment, tools, materials, and substances
 - maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school
 - be kept informed of all developments relating to Health, Safety and Well-being matters by the clerk to the Governors who will include such matters on the agenda of regular meetings.
- 1.4 The Governing Body recognise the requirement to consult staff on health and safety matters which will be achieved by discussion through the School Safety Committee.
- 1.5 The Governing Body will agree one of their number to be designated the Health and Safety Governor who will attend meetings of the School Safety Committee (at St Bonaventure's this is fulfilled by FPH&S Committee), and speak on Health, Safety & Wellbeing matters at the appropriate sub Committee and Governing Body.
- 1.6 The Governing Body will delegate authority for the development and implementation of this Policy to the Headteacher (and the Business Manager) 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), agency and other contract staff, and volunteer helpers, so that they fulfil their duties to co-operate with this Policy.
- 1.7 The Governing Body recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Headteacher to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of the school at least three times a year.
- 1.8 The Governing Body will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated by the Bristol City Council Department of Children and Young People's Services (CYPS).
- 1.9 This Policy will be reviewed by the Governing Body 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.

ORGANISATION

- 2.1 The Governing Body recognises the need to identify organisational arrangements in the school for implementing, monitoring and controlling health, safety, and wellbeing matters.

The Governing Body also recognise the need to consult individuals before allocating particular health and safety functions.

Individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2. Headteacher

- 2.2.1 The Headteacher is accountable to the Governing Body for implementing the school's

Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the school.

- 2.2.2 The Governing Body require the Headteacher to ensure that the school's Health, Safety & Wellbeing policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
- 2.2.3 The Headteacher may delegate the day-to-day administration and management of Health, Safety, and Wellbeing matters to an appropriate competent member of staff who will be designated the Health and Safety Coordinator (at St Bonaventure's this role is fulfilled by the Business Manager).
- 2.2.4 The Headteacher will delegate the coordination of off-site visits to an appropriate competent member of staff who will be designated the Educational Visits Coordinator.
- 2.2.5 The Headteacher will, together with the CYPS Management Group, be designated joint Asbestos Duty Holder for the school, and will ensure compliance with the Control of Asbestos Regulations 2006 in so far as they relate to preventing the release of asbestos fibres in the school.
- 2.2.6 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.
- 2.2.6 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. The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the Premises Manager, who will liaise with Heads of Department/ Lead Teachers and others to ensure safety procedures and policy agreements are observed.
- 2.2.7 The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant pupils/students, employees, contractors, and members of the general public.
- 2.2.8 The Headteacher must ensure that accidents and all other Health and Safety incidents including near misses are reported in accordance the CYPS Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at St Bonaventure's, and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.2.9 The Headteacher will actively seek Safety Representatives and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties. (This has been fulfilled by the TU Roving Representative as there have been no internal applicants)
- 2.2.10 The Headteacher will be a member of, and participate in, the School Safety Committee.

- 2.2.11 The Headteacher will, with the School Safety Committee, review at least once a year:
- i) Fire and Evacuation procedures;
 - ii) First Aid provision both in the school and on off site visits;
and from time to time, according to a plan
 - iii) all other Health, Safety, and Wellbeing policies, procedures, codes of practice, risk assessments, and guidelines
- 2.2.12 The Headteacher will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.
- 2.2.13 The Headteacher will have the authority to stop what he/she considers unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances which he/she considers to be unsafe.
- 2.2.14 The Headteacher will make arrangements, with appropriate members of staff, for improvements to premises, plant, machinery, and equipment which are the school's responsibility.
- 2.2.15 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.
- 2.2.16 The Headteacher will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for pupils/students, including both internal and external work experience arrangements.

2.3 Health & Safety Co-ordinator

The member of staff designated as the school's Health and Safety Coordinator (at St Bonaventure's this role is fulfilled by the School Business Manager) will administer and manage day-to-day health and safety matters on behalf of the Headteacher by:-

- 2.3.1 Acting as the day-to-day link between the school and:-
- CYPS Health, Safety, and Wellbeing Team
 - BCC Corporate Safety Advisors
 - BCC Security Services
 - BCC Occupational Health and Counselling Service
 - other providers of Health, Safety, and Wellbeing services.
- 2.3.2 Working with personnel in the school who have a lead role in Health, Safety, and Wellbeing e.g. the Educational Visits Coordinator; Catering Manager; Heads of Department/ Lead Teachers (particularly those managing high hazard activities such as Arts & Drama, DT, PE, Science); Premises Manager; Special Needs Coordinator; by:-
- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the school's Safety Committee;
 - requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the school's Safety Committee. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to time scales.

- disseminating Health, Safety, and Wellbeing Information eg. passing on information from CYPS and professional bodies eg. CLEAPSS, to appropriate persons and the School Safety Committee;
 - arranging for Instruction and Training; ensuring a Training Matrix (or equivalent) is kept up to date; reporting training statistics to the School Safety Committee;
- 2.3.3 Taking a pro-active interest in the Health, Safety, and Wellbeing aspects of all school activities including:-
- joining with others to undertake inspections and risk assessments as appropriate;
 - being involved in pre-start contract meetings with contractors;
 - advising the Headteacher of potential breaches of legislation and/or Bristol City Council/CYPS Policy;
 - prohibiting activities which may, in the opinion of the postholder, cause harm, injury, or damage, pending the involvement of the CYPS Health, Safety, and Wellbeing Team/ Corporate Safety Advisors.
- 2.3.4 Organising the school's Premises Committee meetings as frequently as may be appropriate to give time and a full consideration of all aspects of school's Health, Safety, and Wellbeing, and in so doing arrange for the:-
- attendance of permanent committee members
 - attendance of occasional contributors
 - management of the agenda to include:-
 - Accident and near miss incident monitoring
 - Receiving Risk Assessments & Safe systems of work
 - Receiving Inspection Reports and resultant Action Plans
 - taking and distribution of minutes
- 2.3.5 Recommending revisions to the school's Safety, and Wellbeing Policy to the Headteacher and Governing Body.
- 2.3.6 Referring irresolvable local matters via the Headteacher and the CYPS Health, Safety, and Wellbeing Manager to the CYPS Departmental Premises Committee.
- 2.3.7 Representing the school on CYPS Health, Safety, and Wellbeing Working Groups, professional bodies etc
- 2.3.8 Being familiar with the content of Bristol City Council CYPS Health, Safety and Wellbeing Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher, Heads of Department/ Lead Teachers as necessary.

2.4 Premises Manager

At St Bonaventure's, the Premises Manager role is fulfilled by the School Business Manager. The Premises Manager will be responsible for co-ordinating all contractual work and maintenance carried out on school premises and 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 Heads of Department and others to ensure safety procedures and policy agreements are observed.

The Premises Manager 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 Health, Safety & Wellbeing Policy as it affects them.

The Premises Manager will be responsible for:

- 2.4.1 ensuring 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.
- 2.4.2 Health, Safety and Wellbeing matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ cleaning/ grounds maintenance managers are aware of any implications of the school's Health, Safety & Wellbeing Policy as it affects their work activities eg. the storage arrangements for materials, equipment, and substances.
- 2.4.3 compiling a Site 'Buildings Register' identifying known hazardous substances and materials (eg. asbestos, lead, flammable materials and substances etc).
- 2.4.4 ensuring that (i) a seasonal inspection is completed three times a year with defects reported accordingly and (ii) a property survey of the school buildings/premises is carried out annually.
- 2.4.5 keeping the Premises Log Book up-to-date with the results of repair & maintenance, taking action to organise work when equipment is overdue for attention.
- 2.4.6 establishing Emergency Procedures for the evacuation (eg. gas leaks, fire, bomb warnings) or lockdown (eg. severe weather, trespassers, industrial incident) of the Site premises.
- 2.4.7 ensuring that competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Well-being matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 2.4.8 ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for school use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.

2.5 Heads of Department/ Lead Teacher

- 2.5.1 Senior Management Members, Curriculum Lead Teachers, employees, and the Managers/Supervisors/Team Leaders of support sections, are accountable to the Headteacher for all matters relating to Health, Safety, and Wellbeing within their areas of activity.

Heads of Department/ Lead Teachers, employees will liaise on a day-to-day basis with the Health & Safety Coordinator and Premises Manager regarding Health, Safety, and Wellbeing matters.

- 2.5.2 Heads of Department/ Lead Teachers must ensure that all staff under their control:

- receive information on their duties regarding H S& 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.
- 2.5.3 Heads of Department/ Lead Teachers must make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas eg. by applying guidance from appropriate professional bodies for example:
- Association for Physical Education (previously BAALPE)
<http://www.afpe.org.uk>
 - Design and Technology Association (DATA)
<http://web.data.org.yk/data/index.php>
 - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
www.cleaps.org.uk
- (and in particular the Model Health & Safety Policy for Science Departments L223)
- 2.5.4 Heads of Department/ Lead Teachers are responsible for carrying out all risk assessments and for producing their own Departmental/ Section safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- 2.5.5 Heads of Department/ Lead Teachers must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, laboratory, workshop or any other area for teaching and learning activity, are made aware of the Departmental/ Section arrangements and procedures, including risk assessments, relating to the work area, before commencing work.
- 2.5.6 Heads of Department/ Lead Teachers are responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.
- 2.5.7 Heads of Department/ Lead Teachers are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
- 2.5.8 Heads of Department/ Lead Teachers must ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas for which they are responsible.
- 2.5.9 Heads of Department/ Lead Teachers are responsible for liaising with the Health & Safety Coordinator and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.5.10 Heads of Department/ Lead Teachers are responsible 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.
- 2.5.11 Heads of Department/ Lead Teachers must carry out a seasonal safety inspection of the department three times a year. Priorities must be given to plant, machinery,

equipment, electrical appliances and risk assessments for the use of substances and general facilities.

- 2.5.12 Heads of Department/ Lead Teachers must first isolate then report to the Premises Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent.
- 2.5.13 Heads of Department/ Lead Teachers will report and if appropriate make recommendations to the Health and Safety Coordinator on any practices, premises, equipment etc, which give rise to risks to health, safety and wellbeing concerns.

2.6 Contract Managers

Contractual requirements as part of a Catering/Cleaning/Grounds Maintenance Contract.

As a condition of contract the Catering/Cleaning/ Grounds Maintenance Manager

- 2.6.1 must familiarise him/herself with the School Health, Safety and Wellbeing Policy and its implications for catering/ cleaning/ grounds maintenance activities and working arrangements for his/her staff.
- 2.6.2 work in accordance with both the school Health, Safety and Wellbeing Policy and the Safety Policy of the Catering/Cleaning/ Grounds Maintenance Company, and other appropriate guidance issued by the school and the Catering Cleaning/ Grounds Maintenance Company, bringing any inconsistencies to the attention of the Premises Site Manager.
- 2.6.3 The Catering Manager must be familiar with the Food Safety Act 1990 and the implications of other appropriate regulations as far as the school is concerned.
- 2.6.4 The Catering Manager must provide the Premises Site Manager with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports, and must inform the Premises Site Manager of any potential hazard or defects.
- 2.6.5 The Cleaning Manager must provide the Premises Manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH).
- 2.6.6 New employees and other persons involved with catering/ cleaning/ grounds maintenance provision must be inducted into the health and safety practices and procedures for their work activity.

2.7 Employees

- 2.7.1. Every employee has a responsibility under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions at work and to cooperate with his employer in the performance of the employer's health & safety duties.

- 2.7.2 All employees will be given access to the school's Health, Safety & Wellbeing policy and are required make themselves familiar with all documents relating to health, safety and wellbeing in the school. They should pay particular attention to the departmental policy and risk assessments as they relate to their particular work activities.
- 2.7.3 All employees must be familiar with the school's Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/ section.
- 2.7.4 All employees are responsible and accountable to their Head of Department for the implementation of the school's Health, Safety & Wellbeing Policy in the performance of their duties.
- 2.7.5 All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.7.6 All employees must ensure that all pupils/students or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.
- 2.7.7 All employees must first isolate then report, (verbally and in writing) all problems, defects and hazards to their Head of Department as soon as they become apparent.

2.8. Safety Representative(s)

- 2.8.1 The Governing Body will encourage the appointment of Safety Representatives from both teaching and support staff.
- 2.8.2 The Headteacher will consult regularly with Safety Representatives on health, safety and wellbeing matters. Safety Representatives will be encouraged by the Headteacher to fulfil their role, including being released for any appropriate training.
- 2.8.2 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 Safety Committee.
- 2.8.4. 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.

2.9 Specialist Advisers

The Governing Body recognise there will be occasions when the school will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at school Safety Committee level.

3. ARRANGEMENTS

3.1 Emergency Procedures

These will comply with the CYPS 'Policy, Procedures and Guidance for Emergencies and Business Continuity Planning' working title or as subsequently titled

3.1.1 Fire Precautions

The arrangements for general fire safety will be in accordance with the outcome of an annual school Fire Risk Assessment conducted by the Premises Manager in conjunction with appropriate Heads of Department/ Lead Teachers.

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

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

3.1.2. First Aid Provision

First aid boxes must be located in high hazard areas eg. Science, DT, Sports and PE, Kitchens. The names of First Aiders and Appointed Persons must be posted on the school Health, Safety, and Wellbeing notice board and at strategic locations within the school.

Arrangements for the Administration of Medication in the school will be in accordance with the policy as laid down in the CYPS 'Policy for the Administration of Medicines in Education Establishments'

3.1.3 Incident Reporting/Investigation

The reporting procedure will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments'

This procedure must be brought to the attention of all employees.

All employees and pupils/students will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an accident occurs.

3.2 Wellbeing

The Governing Body recognise the benefits of the Well Being programme being promoted by CYPS, which identify the links between improved staff well being and improved performance in our School

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 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 “Arrangements for the Prevention and Management of Excessive Workplace Pressure which can Result in Stress” programme as set out by CYPS and, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

St Bonaventure’s has adopted a Stress Policy based on these frameworks and can be found here: www.st-bonaventures.bristol.sch.uk/.....

3.3 Off Site Visits

- 3.3.1 Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the ‘CYPS Policy, Procedures and Code of Practice for Off Sites Visits/School Trips May 2006’

3.4 Transport

- 3.4.1 The use of transport by the school will be in accordance with CYPS ‘Policy, Procedures and Guidance on the Use of Transport’

3.5 Unacceptable Behaviour

- 3.5.1 The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the CYPS ‘Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling’

3.6 Lone Working

- 3.7.1 The precautions to be taken in relation to lone working will be in accordance with the CYPS ‘Lone Working Policy’

3.7 Risk Assessment

- 3.7.1 The procedure for assessing risks will be in accordance with the CYPS ‘Risk Assessment Policy’

3.8 Contractors

- 3.8.1 All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher/ Business Manager and will be expected to arrange their work so as to avoid disrupting the primary purpose of the school.
- 3.8.2 Health & 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 for a project.

- 3.8.3 All contractors must be informed in writing as to the point of contact at the school and will be issued with a copy of the school's 'Health & Safety Guidance for Contractors' and will be expected to follow that guidance.
- 3.8.4 The Health & Safety Coordinator will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the school Policies, Procedures, Codes of Practice and other guidelines, including the school Asbestos Survey, appropriate to the working circumstances.
- 3.8.5 The Health & Safety Coordinator will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governing Body aware of any specific problems, through the Headteacher.

3.9 Caretaking

- 3.9.1 The school will adopt, adapt and improve the CYPS 'Safe Working Policy and Practice for Caretaking Personnel at Education Establishments and other sites'

3.10 Lettings

- 3.10.1 The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including:-
- Insurance arrangements
 - Risk Assessments
 - First Aid
 - Emergencies

All hirers of the school premises 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.

3.11 Extended Activity outside Core Hours

- 3.11.1 The Governing Body 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 3.1), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

3.12 Plant, Machinery, and Equipment

- 3.12.1 The provision and use of Plant, Machinery, and Equipment in the school will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures for the Maintenance of Installations, Plant and Equipment'
- 3.12.2 The Governing Body recognise that specialist advice is available 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
- disposal of toxic and other waste substances and materials.

3.12.3 Heads of Department/ Lead Teachers will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their department. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book held by the Premises Manager.

3.12.4 A thorough inspection of Departments will take place three times a year in the presence of the Safety Representative and other designated person(s) as decided by the School Safety Committee.

3.12.5 New plant, machinery, equipment, materials, substances will be brought onto the premises only if approved by the School Safety Committee.

3.12.6 Heads of Department/ Lead Teachers will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery, equipment.

3.12.7 Heads of Department/ Lead Teachers 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.

3.13 Portable Electrical Equipment

3.13.1 The procedure to be adopted is as specified in the CYPS Policy and Procedure for the Maintenance of Installations, Plant and Equipment. Inspection reports will be kept in the Premises Log Book which is held by the Premises Manager.

3.14 Utility services

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

3.15 Local Exhaust Ventilation

3.15.1 The Governing Body 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 (eg fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months. A record of all such tests will be kept in the Premises Log Book held by the Premises Manager.

3.16 Noise and Vibration

3.16.1 The Governing Body recognise there may be several problems experienced with noise and vibration. Heads of Department/ Lead Teachers will report all such cases to the Premises Manager. If required, specialist advice will be sought to monitor the hazard.

3.17 COSHH (Control of Substances Hazardous to Health)

3.17.1 The Governing Body recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations.

3.18 Design and Technology

Members of staff should ensure that:

- 3.18.1 Children are supervised at all times and never use equipment without express permission of a member of staff.
- 3.18.2 Protective clothing is worn as appropriate.
- 3.18.3 Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- 3.18.4 All tools are stored appropriately.
- 3.18.5 Files and similar objects have properly fitted handles.
- 3.18.6 All tools must be inspected before being brought into use.
- 3.18.7 Tools must only be used for their intended use.

3.19 Toys and Activities

3.19.1 Toys

All toys will be stored safely and securely paying particular attention to manual handling issues. Any activity with wheeled toys and other wheeled equipment will be well supervised in a specific demarcated area. Mobile play equipment should be arranged in such a way to minimise the chances of a child injuring themselves. All plastic and rubber toys should be washed using detergent and hot water on a termly basis. Any fixed play equipment will only be installed after consultation with the relevant Health and Safety representative.

3.19.2 Wet Play

All water in the wet play areas will be changed on a daily basis. All toys used in the wet play areas will be emptied of water on a daily basis and disinfected termly.

3.19.3 Dough and Water

These substances can act as a vehicle for spreading infections and will be discontinued during outbreaks of infectious diseases. Dough will be changed at regular intervals and immediately if it becomes discoloured or foul smelling.

3.20 Housekeeping

- 3.20.1 Arrangements will be put in place to ensure that the school is kept 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.
- 3.20.2 Heads of Department/ Lead Teachers will make regular checks of their department, maintaining tidy work areas, arranging adequate storage and ensuring appropriate cleaning arrangements.

3.21 Playing Fields

3.21.1 An inspection of playing fields must 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. A visual inspection of playing fields will also be carried out before organised games and contact sports and all debris removed.

3.22 Playground Equipment

3.22.1 All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition.

There will be:-

- 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 CYPS;
- daily visual inspections in accordance with the risk assessment.

3.23 Manual Handling

3.23.1 The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place - including the deployment of appropriate equipment eg. hoists, the issue of personal protective equipment (PPE) eg. gloves, and suitable and sufficient training eg. in lifting persons.

3.24 Training

3.24.1 Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. 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.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements in school. They can be defined as induction training, informative/ awareness training and specific 'hands-on' training.

3.24.2 Induction Training

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

3.24.3 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.

3.24.4 Specific Training

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

- i) Design Technology (D&T) - Employees who use, and/or operate and instruct upon, machinery or equipment eg for woodwork, metalwork, heat treatment will be required to meet the Health & Safety standard as laid down by DATA.
- ii) First Aid - Employees designated as First Aiders will be trained in accordance with the CYPS 'First Aid at Work Policy for Education Establishments'
- iii) Administration of Medication - Employees designated as persons able to administer medication will be trained in accordance with the CYPS 'Policy for the Administration of Medicines in Education Establishments'
- iv) Other functions - where employees will require a recognised level of competence

3.25 Communicating Information to Employees

3.25.1 The Headteacher will be responsible for ensuring that any Regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.

3.25.2 Information relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.

3.26 School Safety Committee

3.26.1 The Governing Body recognise that the way forward in achieving effective management of the school Health, Safety and Wellbeing Policy and the arrangements necessary to fulfil the obligation is through the School Safety Committee.

The School Safety Committee will comprise:

The Governor holding the Health and Safety portfolio (Eduardo Romero)

Headteacher (Lucille Charles)

Health & Safety Coordinator (Carol Simpson)

Premises Manager (Carol Simpson)

Safety Representative(s) (Vacant-role fulfilled by Roving TU Rep)

and other persons as appropriate to contribute to matters under discussion eg the Educational Visits Coordinator (S Ballantine-Deputy Head), Heads of Department/ Lead Teachers, pupils/students, parents

3.26.2 The School Safety Committee shall meet frequently so as to give time and full consideration of:

- * risk assessments, safety procedures and working practices;

- * reports on premises inspections;
- * the resources required for training & development and other health, safety, and wellbeing matters

3.26.3 The School Safety Committee shall in addition meet annually in order to exercise an overview of the school 's Health, Safety and Wellbeing performance and to produce a report for the Governing Body.

3.27 Arrangements for Safety Representatives

3.27.1 Headteachers and Heads of Department/ Lead Teachers will liaise with and communicate to Safety Representatives about problems, hazards, or defects either arising from or relating to the Safety Representatives' sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee.

3.27.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

4 Monitoring Health, Safety and Wellbeing Performance

4.1 The Governing Body will require the Headteacher to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement.

4.2 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 arrangements;
- iii) policies introduced, risk assessments undertaken, and procedures implemented;
- iv) internal / external inspections and audits.

4.3 The Governing Body will forward a copy of the report and the minutes of their discussions to the CYPS Second Tier Health, Safety, and Wellbeing champion.

APPENDIX 1

Daily Class Management

1. Fire procedures must be displayed in each classroom. Fire exits must be kept clear at all times.
2. First Aid - children needing attention during class times should be sent to the School Administrator's Office. Only named staff can give first aid or administer medicines. Green First Aid cards should be given to children by staff who require first aid during play and lesson times.
3. All CDT tools must be centrally stored.
4. Glass containers and drinking vessels must not be used in the classroom.
5. All electrical equipment should be switched off and unplugged when not in use. Care must be taken to avoid protruding wires. Children shall not be allowed to plug/unplug electrical equipment without close supervision.
6. Only water based markers should be used by children.
7. Children are not allowed in classrooms unless under supervision.
8. Children who are not collected promptly after school or extra curricular activities should be sent to the reception area to await collection.
9. Children should be taught how to handle equipment appropriately so as to avoid accidents eg., scissors, cutters.
10. Children should be instructed how to use PE equipment safely.
11. Corridors and gangways should be kept clear at all times.
12. In case of emergency class teacher sends emergency card to office.
13. General safety in the classroom is the responsibility of the teacher in charge.
14. Burning must only take place by the teacher and within a sand covered metal tray. Candles must only be burnt in proper candlesticks placed on hard firm surfaces. During experiments or using candles children must be at least 1m away from flame.
15. Hot drinks must not be carried around the school unless by a teacher and then only if in a covered insulated cup.
16. All plastic and rubber toys will be cleaned at the end of each term with a detergent/sanitising solution and hot water. Sand will be changed and the container cleaned at the end of each term. If a toy is soiled with a body fluid it will be taken out of use until cleaned and sanitised. If an outbreak of sickness or diarrhoea occurs and is widespread, additional cleaning will be required. Any toys noticed to be soiled will also be cleaned on an ad hoc basis.

APPENDIX 2

Evacuation of Building

When alarm bell rings:

1. Take all children in the room to the upper playground leaving by nearest fire door.
1. A child must not stand at the door holding it open for the rest of the class. S/he must hold the door open only for the person immediately following them.
2. The designated class teacher must make sure that children are not left behind in the toilets.
3. Any class in the Hall to leave by the nearest safe exit and move as quickly as possible to the playground.
4. Any children working in groups they should remain in their groups when leaving the building to reassemble with their own class on reaching the playground.
5. Any children in the ICT Suite are to leave via the fire door and join their class in the playground.
6. Any children moving around the school must not attempt to return to their classroom but go with the nearest class and teacher, and join their class in the playground.
7. When in the playground the children should stand in a class line whilst the teacher checks the register. There must be no talking.
8. Registers will be taken from the office by the School Administrator and handed to each teacher.

Registers must be returned to the School Office after each roll call in the morning and afternoon session.