



Bennerley Fields School

Health and Safety Policy

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Review Requirement : 1 Year		



Health and Safety Policy

for

Bennerley Fields School

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Learning in Derbyshire (LiD) website.

The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

- To take care of their own safety and that of others.
- To co-operate with the Governing Body and the Senior Leadership Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant codes of practice and standards as necessary and point out any shortcomings in these to management.
- Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

- A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards and the school server.
- This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

Name _____

Name _____

Sign _____

Sign _____

Headteacher

Chair of Governors

Date _____

Date _____

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.

- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the School Business Manager/ Health and Safety Co-ordinator

The School Business Manager/Health and Safety Co-ordinator is ultimately responsible for the day to day implementation of health and safety in school. This includes ensuring there are arrangements in place for the safe use of the setting after hours for lettings and other events.

In order to effectively discharge this responsibility, the School Business Manager/Health and Safety Co-ordinator should ensure that:-

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the setting staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings health and safety policy document.

- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the District Managers.
- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the setting. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.

- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- There is appropriate liaison and consultation with Trade Union representatives.

Specific Health and Safety Co-ordinator responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

The Deputy Headteacher, Assistant Headteacher, Heads of Departments, Business Manager, Facilities Manager and caretaking staff have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to their Head of Department.
- Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the school's health and safety policy.
- Be aware of and comply with all school's health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the school's arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Department Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.

- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

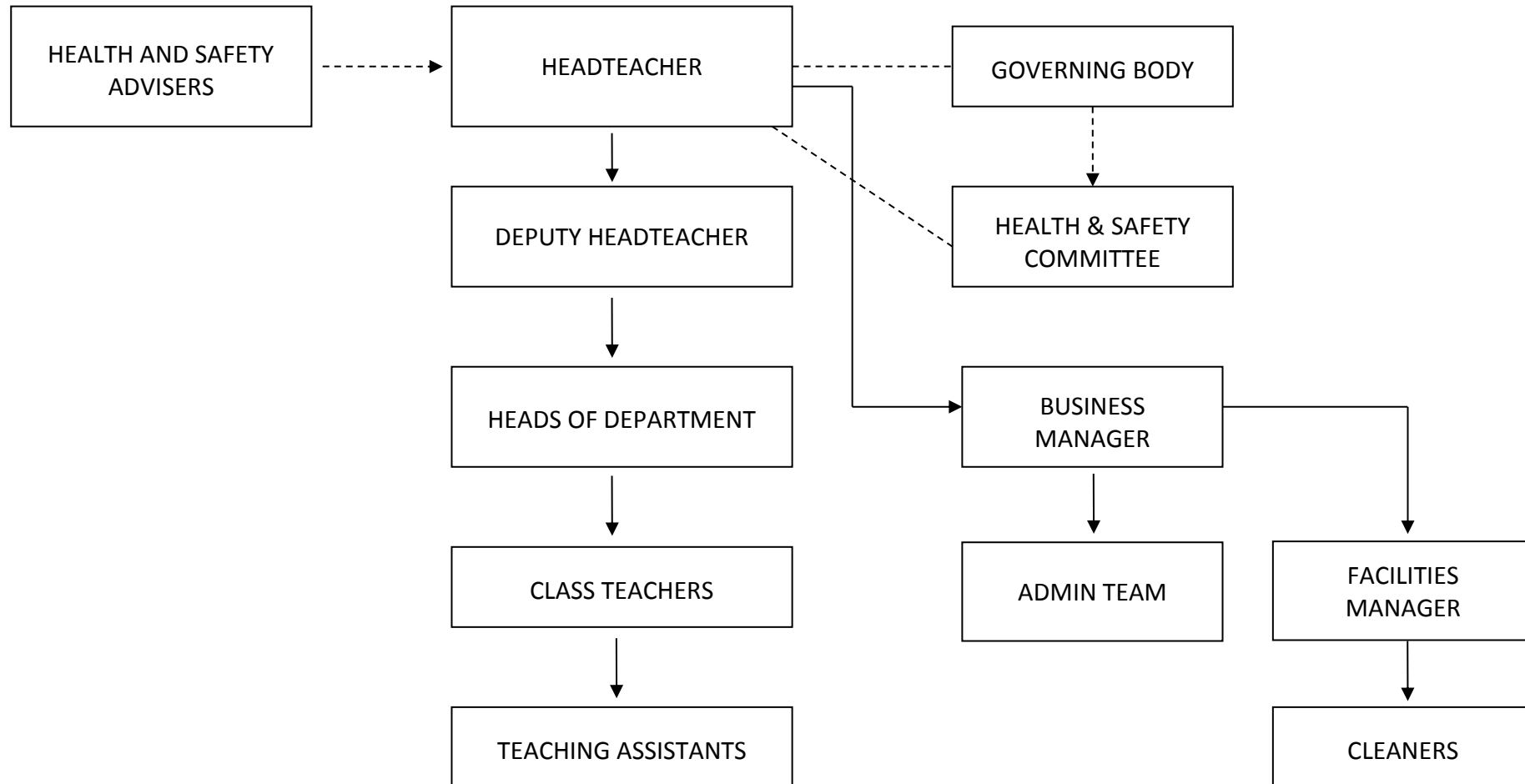
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list, or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.

The “arrangements for” list is as follows:-

Accident/Incident Reporting

All accidents and incidents will be reported and recorded in line with the Local Authority accident reporting guidance. All staff will report all accidents to the Business Manager or Admin Team who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held on the school’s shared server; the R Drive.

Accident Investigation

Accidents will be investigated by Heads of Department in the first instance and reported to the Business Manager or Headteacher as necessary.

The Health & Safety Committee will undertake accident investigation.

Administration of Medicines

Medicines are stored and administered in accordance with DCC’s Statutory Guidance; Supporting Pupils at Schools with Medical Needs.

Animals

Only small mammals will be kept in school such as gerbil, mouse, hamster, rabbit and guinea pig. Fish may be kept in school.

All care of animals is undertaken by the class team who ensure suitable care is provided during school holidays. A risk assessment and parental permission will be undertaken where necessary.

Asbestos

Derbyshire County Council have undertaken an Asbestos survey which is kept by the Facilities Manager. This is made available to all contractors or other relevant workers on site as necessary.

Communication

Arrangements for communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc.

Consultation with Staff

The Health and Safety Committee includes a staff and trade union representative. Any significant issues are brought to the attention of staff at briefings and staff meetings. Health and Safety is included as a standing item on the agenda of all Governor Resource Management Committee meetings.

Contractors

School ensures that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. The vast majority of contractors are appointed by Derbyshire County Council.

COSHH

How will you control the risk from hazardous substances, including use and storage etc. (COSHH assessments).

- Introduction of new substances
- Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc.
- Dealing with the risk presented by ionising radiation.
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.

Disaster Plans

The school's Critical Incident Management Plan details procedures relating to such incidents as explosions, bomb scares, escape of dangerous substances.

Display Screen Equipment

All staff who are DSE users have been identified. Individual Risk Assessment are carried out as necessary.

Educational School Visits

All educational visits covered under the EVOVLE system.

Any other out of school visits, to local shops, cinema etc are covered by a Generic All Visits Risk Assessment, signed by all staff.

Fire

Fire procedures, to include:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Twice yearly fire evacuation drills (including the recording of the results)

- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

Any accident is reported to a First Aider and recorded in the First Aid Log.

- Names of First Aiders:
 - Kay Blissett (KS2)
 - Becky Owens (KS2)
 - Yasmin Hodgkinson (KS3)
 - Sarah McGarva (KS4)
 - Julie Addison (FSW)
- Names of Paediatric First Aiders:
 - Leanne Jordan
 - Kay Jameson
 - Laura Hollingworth
- Location of first aid boxes:
 - Office – 1 box / 1 bag
 - Facilities Manager's Office – 1 box
 - Kitchen – 1 box
 - Life Skills Room – 1 box
 - Nursery Staff Room – 1 box / 1 bag
 - Key Stage 4 Science Area – 1 box
 - There is also one in each Minibus
- Person responsible for maintaining the contents of the first aid boxes:
 - Ruth Fowler
- Contents of First Aid boxes:
 - Plasters – various sizes
 - Wound Dressings
 - Bandages– s/m/l
 - Eye Wash
 - Eye Bandage
 - Alcohol Free Wipes
 - Gauze Swabs
 - Triangular Bandage
 - Some also contain finger covers and vent-aids.
- The Admin Team in the office will contact the emergency services if required.
- Parents/carers are notified by phone or letter, where appropriate, e.g. for head bumps or referral to hospital.

Housekeeping/Storage

The Facilities Manager is responsible for safe storage and housekeeping (including the maintenance of access to egress routes).

Inspection of the Premises

An annual Landlord's visit is undertaken by DCC, with the Headteacher, the Business Manager and Facilities Manager.

An annual H&S inspection is undertaken by the Business Manager, Facilities Manager and Health & Safety Governor.

The Facilities Manager performs informal inspections daily or as required.

Any health and safety problems identified will be delegated to the relevant staff.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

As far as is reasonably practicable school staff avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

All staff working with pupils have received relevant behaviour management and manual handling training.

Mechanical/Electrical

Procedures for the introduction of new, second-hand and donated machinery and equipment.

Arrangements for the inspection and maintenance of machinery and equipment, who by, how often and how recorded.

Monitoring Auditing

Arrangements for monitoring and auditing the policy; again based on who, how, when. Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the school as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.

Audits should take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the situation within each school.

Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of your health and safety management system documentation, but do not need to be included in the health and safety policy itself.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate.

- Fire-Fighting Equipment
- Electrical Equipment
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Lifting Apparatus
- Mechanical Machinery
- Pressure Systems
- Fixed Electrical Systems

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

Health and Safety Plan Monitoring Schedule *(delete and amend as appropriate)*

Annual Checks

Item	Check By	Comments
Risk Assessments	Business Manager	
Policy and Management Plan	Business Manager	
COSHH	Facilities Manager	
Review of Procedures	Business Manager	
Risk Assessments	Business Manager	
Manual Handling	Business Manager	External support from DCC/NHS to provide guidance for manual handling of pupils.
Accident Reports	Business Manager	Managed by Admin Team
Record Fire Appliance Test	Facilities Manager	Done by DCC
Record PE Equipment Check	Facilities Manager	Done by DCC
Check Completion of PAT Testing	Facilities Manager	
Whole Staff Training - Refreshers	Business Manager	
Non Accidental Injury Reports	Business Manager	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats, Security and premises inspection	Facilities Manager	
Fire Alarm Tests	Facilities Manager	
Fire exits	Facilities Manager	
Minibus – First Aid Kit	Admin Team	As part of whole school checks

Daily Checks (by observation, discussion etc)

(delete and amend as appropriate)

Item	Check By	Comments
PE Safety	Facilities Manager	
Lettings (Safety)	Facilities Manager	When lettings apply
Driver minibus checks	Staff member	Whoever is taking the minibus out
Communication of Health and Safety concerns to all staff	Business Manager	As and when required

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher/Business Manager at Governors' meetings	Headteacher/ Business Manager	
Fire Log (monthly)	Facilities Manager	
Accident Reports	Business Manager	Managed by Admin Team
Fire Evacuation	Facilities Manager	
Visual Check of Electrical Equipment	Facilities Manager	
Stepladders	Facilities Manager	

One off Activities

Arrangements for identifying and controlling the risk involved with "one off" activities, e.g. outward bound activities, etc.

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc.

Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

Premises

Arrangements for the use of premises outside normal working hours, e.g. entertainment licence, what information should be passed to groups who use the premises, etc?
Classrooms/offices.

Playground Safety

Arrangements for playground supervision and equipment/surfaces inspections.

Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.

Security

Security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.

Site Access

The site has electronic gates to manage access into and out of the school grounds. Visitors to school are discouraged during drop off and collection times for pupils (8.45-9.15am and 3.00-3.30pm). Parents/carers are not permitted vehicular access to the school premises during this time.

There is a one-way system in place for vehicles around the circle with drop off points clearly signposted.

All visitors are to report to the Main Reception to sign in.

Stress Management

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school leaders need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extend of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

Training

Training needs of staff are primarily identified through the annual performance management cycle. Training is also identified through the School Improvement Plan and other self-audits such as those undertaken by governors.

All new recruits, both long term and short term, received induction training.

All CPD is recorded on an annual basis.

Violence at Work

Schools must ensure that a policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers need to be aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Welfare Facilities

Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc

Waste Management

Arrangements for managing waste and associated secure points.

Wildlife Areas

Arrangements for managing and using school wildlife areas and gardens, eg staff-pupil ratios, provision of adequate fencing, selection of plants, etc.

It must be remembered that certain animals may attract vermin such as rats, particularly if a good standard of care is not maintained. Arrangements for dealing with this type of situation will need to be considered.

Work Related Learning

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

Schools should have written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

Working at Heights

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last six years there have been five deaths and over 3,000 injuries in the education sector.