

# Health, Safety and Wellbeing Policy



## St Mary's CE Primary School

**Document 2: The HS&W policy details of the organisation and the arrangements for ensuring health, safety and wellbeing.**

Date	Names	Notes
20/2/23	Rob Cockle	New H+S Policy using delegated services template and in line with St Mary's H+S policy
May 2024	Julie Simpson	

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## Document 2: Health and Safety Policy Details

### Part 1: Introduction

This is Document 2 of 2 documents. Doc 1 contains the statement of general policy and arrangements. This document illustrates our organisation and the arrangements for ensuring health, safety and wellbeing.

The two documents are therefore the overall health, safety and wellbeing policy. The policy is then implemented through sub-policies, risk assessments and the resulting procedures and actions needed to manage significant risks.

The policy mentions several other important topics relevant to educational premises which have different statutory origins from employee health and safety. These are:

- Safeguarding children;
- Food safety;
- Environmental protection;
- Transport safety

They also have their own policies or sub-policies and procedures. They need to be managed in a way that avoids gaps and ensures the health, safety and wellbeing of employees, children and the public.

### Part 2: Organisation

The following sections describe the organisational role and the responsibilities of key post holders for ensuring significant risks are managed. The sections following the arrangements heading describe how we go about operating our safety system.

There are additional risk management issues for the organisation which are not dealt with in detail in this policy. They include:

- a. Financial risk
- b. Reputational risk

They are controlled through other policies and procedures.

1.		<b>Role of South Gloucestershire Council</b>
	1.	St Mary's CE Primary School is a Church of England school.
	2.	It is part of South Gloucestershire Council.
	3.	St Mary's setting is linked with the Bristol Diocese
	4.	Our settings vision is: 'Excellence, enjoyment and achievement together in a nurturing Christian community.'
	5.	Our settings values are the following: Generosity, Compassion, Courage, Forgiveness, Friendship, Respect, Perseverance, Truthfulness, Justice, Service, Trust and Thankfulness
2.		<b>Role of Governors on the Local Governing Body</b>
	1.	The Governors/Executive head teacher have agreed our settings overall ethos and values which are described above in Section 3.
	2.	The Governors/ Executive Head Teacher of St Mary's CE Primary School recognise the need to identify organisational details in our setting 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.
	3.	<p>The Governors and Executive Head Teacher are committed to meeting the <b>safeguarding</b> requirements set out in the government guidance “<i>Keeping Children Safe in Education*</i> and <i>Working Together to Safeguard Children.</i>” ** Our settings Safeguarding Policy and connected documents link with this health, safety and wellbeing policy.</p> <p>*There are currently 3 main documents: For schools and colleges, for staff and about regulated activity. See the links below:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a></p> <p>**The cross-organisational guidance is at:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf</a></p>
	4.	<p>The Governors and Executive Headteacher will make preparations to deal with:</p> <p><b>Critical incidents</b> at our setting such as fire, flood, illness, threats of violence and terrorism, bereavement;</p> <p><b>Continuity of business</b> in the event of a threat such as that created by a critical incident;</p> <p>The <b>Contribution</b> by the school to help the community at large cope with some kind of major incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes.</p> <p>These are the <b>3 C’s</b> as set out by our competent support Delegated Services in a parallel and supporting documentation. Some of the preparation is mentioned here because of the obvious overlap with health, safety and wellbeing.</p> <p>The Governors and Executive Head Teacher will ensure that related “health and safety” topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere. One example is the Hazard Assessment and Critical Control Points food management system used in catering.</p>
	5.	The Governors and Executive Head Teacher will ensure that related “health and safety” topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere. One example is the Hazard Assessment and Critical Control Points food management system used in catering.
3.		<b>Role of Senior Executive Headteacher</b>
	1.	The Executive 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 our setting. Safeguarding issues and the 3C’s cross-relate to health, safety and wellbeing.
	2.	The Governors require the Executive 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.
	3.	The Executive Headteacher may delegate the management of HS&W matters to an appropriate competent person such as the school business manager and curriculum orientated health and safety to the Head of Schools
	4.	<p>The Executive Headteacher will delegate the:</p> <ul style="list-style-type: none"> <li>● Safeguarding Single Record (DBS) to the SBM reporting to the Head of School</li> <li>● Special Educational Needs and Disability issues to a staff member holding the title SENCO who will report to the Head of School.</li> <li>● Co-ordination of off-site visits/trips to a member of staff who will be designated to the Educational Visits Co-ordinator (EVC) and who reports to the Executive Headteacher.</li> <li>● Student Placements and Work Experience to a coordinator (the Administrator) reporting to the Head of School</li> </ul>

5.	<p>The Executive Headteacher will be designated the <b>Asbestos Duty Holder</b> for our setting 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.</p> <p>Reference: <a href="http://www.hse.gov.uk/asbestos/index.htm">http://www.hse.gov.uk/asbestos/index.htm</a></p>
6.	<p>The Executive Headteacher is responsible for managing the potential risks from <b>Legionella bacteria</b>, 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.</p> <p>Reference: <a href="http://www.hse.gov.uk/legionnaires/index.htm">http://www.hse.gov.uk/legionnaires/index.htm</a></p>
7.	<p>The Executive Headteacher will be designated the <b>Responsible Person</b> 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.</p> <p>Fire is a <b>3C's</b> issue as well.</p> <p>References: <a href="https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings">https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</a>  <a href="https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools">https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools</a>  <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</a></p>
8.	<p>The Executive Headteacher/Head of school/Delegated person will seek volunteers/ write into contracts to take on the role of First Aiders at various skill levels, an Administrator of Medicines and Fire Wardens. 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.</p>
9.	<p>The Executive Headteacher/Head of school/Delegated person 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 <b>client duty under The Construction (Design and Management) Regulations 2015</b>.</p> <p>The Executive Headteacher/Head of School/Delegated person will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager/H&amp;S coordinator/Caretaker, who will liaise with Lead Teachers/Early Years Practitioners and others to ensure safety procedures and policy agreements are observed.</p> <p>Reference: <a href="http://www.hse.gov.uk/construction/cdm/2015/index.htm">http://www.hse.gov.uk/construction/cdm/2015/index.htm</a></p>
10.	<p>The Executive Headteacher/Head of School/Delegated person 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, volunteers, and members of the general public.</p>
11.	<p>The Executive Headteacher/Head of school/Delegated person must ensure that accidents and all other H&amp;S incidents, including near misses, are reported in accordance with legal requirements such as the <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</b> and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&amp;S matters function efficiently and effectively.</p> <p>Accidents involving pupils may need to be reported through safeguarding requirements as well.</p> <p>Reference: <a href="http://www.hse.gov.uk/riddor/index.htm">http://www.hse.gov.uk/riddor/index.htm</a></p>
12.	<p>The Executive Headteacher/Head of school/Delegated person will be a member of, and participate in, the School Staff Consultative Health and Safety Committee and will actively seek Trade Union Safety Representatives, consulting with them on all HS&amp;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.</p> <p>Reference: <a href="http://www.hse.gov.uk/involvement/index.htm">http://www.hse.gov.uk/involvement/index.htm</a></p>
13.	<p>The Executive Headteacher/Head of school/Delegated person will, with the Safety Committee, review on an appropriately proportionate and prioritised rolling programme on a rolling basis:</p> <ul style="list-style-type: none"> <li>● Fire and Evacuation procedures; Lockdown and terrorism procedures;</li> </ul>

	<ul style="list-style-type: none"> <li>● First Aid provision both in the school and on off site visits; and from time to time, according to a proportionate plan;</li> <li>● All other HS&amp;W policies, procedures, codes of practice, risk assessments, and guidelines;</li> <li>● When doing these reviews, the links with <b>safeguarding</b> and the <b>3C's</b> will need to be anticipated so there are no gaps in policy and practice.</li> </ul> <p>Reference: <a href="http://www.hse.gov.uk/pubns/books/hsg65.htm">http://www.hse.gov.uk/pubns/books/hsg65.htm</a></p>
14.	<p>The Executive Headteacher/Head of school/Delegated person 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 a regulator, our employer Julie Simpson/Steven Llewelyn or advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC.</p> <p>References:</p> <p><a href="https://www.bristol.gov.uk/resources-professionals/trading-with-schools">https://www.bristol.gov.uk/resources-professionals/trading-with-schools</a>  <a href="http://www.delegatedservices.org">http://www.delegatedservices.org</a>  <a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>  <a href="https://www.data.org.uk/">https://www.data.org.uk/</a>  <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a></p>
15.	<p>The Executive Headteacher/Head of school/Delegated person and School Business Manager/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.</p>
16.	<p>The Executive Headteacher/Head of School/Delegated person will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.</p>
17.	<p>The Executive Headteacher/Head of School/Delegated person 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 our setting to other duties.</p>
18.	<p>The Executive Headteacher/Head of School/Delegated person will ensure that appropriate HS&amp;W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.</p>
19.	<p>The Executive Headteacher, Head of School, Health and Safety Coordinator, Caretaker, the school's lead competent person and such other posts as identified by the Governors/ employer with appropriate minutes, shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. If necessary, proportionate warning and/or banning action will be taken in accordance with natural justice expectations.</p> <p>In addition, they are authorised to warn individuals, in the event of unacceptable behaviour, such as nuisance or trespass, about "<b>Section 547 of the Education Act 1996</b>" and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.</p> <p>In the event of a ban being imposed following the appropriate procedure, should there be an appeal, a panel of Governors/employer 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.</p> <p>References: <a href="https://www.gov.uk/government/publications/school-and-college-security">https://www.gov.uk/government/publications/school-and-college-security</a>  <a href="https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises">https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises</a></p>
20.	<p>The Executive Headteacher/Head of school/Delegated person and the School Business Manager / Health and Safety Coordinator are responsible for our settings 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</p> <p>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.</p> <p>Reference: <a href="http://www.hse.gov.uk/stress/">http://www.hse.gov.uk/stress/</a></p>
4.	<p><b>Role of School Business Manager/Health and Safety Coordinator</b></p>

	The member of staff designated as the Health and Safety Coordinator is the School Business Manager/delegated persons role 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 Executive Headteacher by:
1.	Acting as the day-to-day link between the school and: <ul style="list-style-type: none"> <li>● The Executive Headteacher/Head of school/Delegated person;</li> <li>● The Competent Person(s)* (or body) from whom support and advice is obtained or purchased; this may be a member of staff, the trust, local authority and other help as required from for example Delegated Services;</li> <li>● The Governors/employer and</li> <li>● other providers of HS&amp;W services such as water services organisations, asbestos management companies, electrical, gas and other utilities, radiation advisors and trips and expedition consultants.</li> </ul> <p>* <a href="http://www.hse.gov.uk/business/competent-advice.htm">http://www.hse.gov.uk/business/competent-advice.htm</a></p>
2.	Working with personnel in the school, who have a lead role in HS&W e.g., Head of School, the Educational Visits Coordinator; School Cook and Catering Manager; Site Manager; SENCO <b>see Appendix 1</b> for detail information of actions required
3.	Taking a pro-active interest in the HS&W aspects of all activities: <b>see Appendix 2</b>
4.	Organising the school's Health and Safety Committee meetings as frequently as appropriate to give time and full consideration to all aspects of HS&W, and, in so doing arrange for the: <ol style="list-style-type: none"> <li>(i) The attendance of the permanent committee members</li> <li>(ii) The attendance of occasional contributors as needed</li> <li>(iii) Circulation of the minutes and action points</li> <li>(ii) The management of the committee agenda to include key items covering e.g. <ul style="list-style-type: none"> <li>● Logging indicators such as accident and near-miss incidents;</li> <li>● Risk assessments and safe systems of work;</li> <li>● Inspection reports and action plans resulting from the outcomes of those reports;</li> <li>● Areas of particular relevance to safeguarding and the 3C's which overlap or link up with health, safety and wellbeing;</li> <li>● Food safety;</li> <li>● Transport and trip safety;</li> <li>● Environmental matters where applicable, and</li> <li>● Security and personal safety</li> </ul> </li> </ol>
5.	Each member of the committee should however lead on following up their own areas of work and responsibilities.
6.	Recommending revisions to the HS&W Policy to the Executive Headteacher/Head of school/Delegated person and Governors/Employer
7.	Referring irresolvable matters via the Executive Headteacher/Head of school/Delegated person to the Governors/ Employer.
8.	Representing the school on relevant HS&W Working Groups, professional bodies etc.
9.	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
10.	Staff members are expected to be familiar with their own areas of work and responsibilities.
11.	The School Business Manager/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: <ul style="list-style-type: none"> <li>➤ compile a 'Buildings Register' identifying known hazardous substances and materials (e.g. Asbestos, Legionella, lead, flammable materials and substances etc).</li> <li>➤ ensure that: <ol style="list-style-type: none"> <li>(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</li> <li>(ii) a property survey of the school's buildings/ premises are carried out annually.</li> </ol> </li> </ul>



		<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&amp;W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.</li> </ul>
5.		<b>Role of EVC</b>
	1.	Be a champion for all aspects of visits and outdoor learning.
	2.	Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards Establishment effectiveness.
	3.	Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable Visits/outdoor learning.
	4.	Mentor leaders and aspirant leaders, supporting their ongoing development and training. Sample monitor their activity to identify any further training needs.
	5.	Ensure that planning complies with your Employer's requirements and that the arrangements are ready for approval within agreed timescales.
	6.	Support the Head of School/Delegated person and Governors/ Employer in approval decisions so that all those with responsibility have the competence to fulfil their roles.
	7.	Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and Employer's requirements.
	8.	Keep your Senior Leadership Team and Governors/ Employer informed about the Visits/outdoor learning taking place and their contribution to Establishment effectiveness.
6.		<b>Role of Designated Safeguarding Lead (DSL)</b>
	1.	The Executive Headteacher/Head of school/Parent Link Worker/Delegated person and the School Business Manager/Health and Safety Coordinator should liaise with the DSL so that any relevant activities or procedures will improve child protection.
	2.	Examples are: <ul style="list-style-type: none"> <li>● First aid</li> <li>● Administration of Medicines</li> <li>● Trips and expeditions</li> <li>● Coaching activities</li> <li>● E-safety</li> </ul>
	3.	Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.
7.		<b>Role of Manager of the "Single Central Record"</b>
	1.	The Executive Headteacher/Head of school/Delegated person and the School Business Manager/Health and Safety Coordinator should liaise with the manager so that any relevant activities or procedures will improve child protection.
	2.	Examples are: <ul style="list-style-type: none"> <li>● Recruitment and selection of coaches, support staff and anyone not subject to recruitment as teaching staff;</li> </ul>
	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.
8.		<b>Role of Head of School</b>
	1.	The Head of School will work primarily with teaching personnel in 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. <b>See Appendix 3</b>
	2.	The Head of School 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.
	3.	Areas of their work and output related to that area can be found in <b>Appendix 4</b>
9.		<b>Role of EYFS Lead</b>

		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: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a>
10.		<b>Role of SENCO</b>
		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.
11.		<b>Role of the Caretaker</b>
	1.	The Caretaker will be working with the School Business Manager/health and safety coordinator to co-ordinate all contractual work and maintenance carried out on the premises. He must make the School Business Manager/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.
	2.	The Caretaker will have authority from the School Business Manager/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: <ul style="list-style-type: none"> <li>● 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.</li> <li>● ensure that HS&amp;W matters regarding Grounds Maintenance and Cleaning, and in particular ensuring that the Cleaning manager is aware of any implications of the school's HS&amp;W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.</li> <li>● keep a Premises Log Book/ robust and resilient compliance system/online compliance system up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention.</li> <li>● 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.</li> </ul>
	3.	The Caretaker must be familiar with the school's Health, Safety and Wellbeing Policy and its implications for their activities and working arrangements for the employees.
	4.	The Caretaker 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.
	5.	Grounds maintenance related contractors such as tree works using the school premises will be required to follow school health and safety procedures.
	6.	The School Business Manager/health and safety coordinator should receive copies of maintenance and inspection for all plant and equipment used in the school grounds maintenance service. This includes Portable Appliance Testing (PAT) and vehicle safety checks.
	7.	Defects and other problems should be reported to the School Business Manager/health and safety coordinator. The Caretaker will be delegated with the authority to organise everyday repairs of equipment and grounds maintenance tools with the remit for this reviewed at least annually.
	8.	The School Business Manager/health and safety coordinator and the Caretaker are responsible for a fire risk assessment for their activities to be done in liaison with the school.
	9.	The Caretaker is responsible for risk assessing their work and related activities such as vehicle and pedestrian interactions or the supply of new equipment. This covers both safety and health related issues.
	10.	All employees in caretaking 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.
	11.	The Caretaker needs to ensure safeguarding best practice is followed.
12.		<b>Role of the Cleaning and Grounds Contractor</b>

	1.	The Cleaning/ Grounds Contractor must be familiar with the establishment's Health, Safety and Wellbeing Policy and its implications for cleaning/grounds maintenance activities and working arrangements for the employees.
	2.	The Cleaning/ Grounds Contractor should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by our setting. In addition, they should apply industry specific best practice. Where the cleaning/ grounds maintenance 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.
	3.	The School Business Manager/ health and safety coordinator should receive copies of maintenance and inspection for all equipment used in the school. This includes Portable Appliance Testing (PAT).
	4.	Defects and other problems should be reported to the School Business Manager/ health and safety coordinator.
	5.	The Cleaning/ Grounds Contractor is responsible for carrying out COSHH assessments on all substances used within our setting, risk assessments, method statements and references, ensuring their staff have suitable training, and that the HS&W policy is followed.
	6.	The Cleaning/ Grounds Contractor is responsible for risk assessing all activities undertaken. This covers both safety and health related issues.
	7.	All employees in Cleaning/ grounds maintenance 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.
	8.	The Cleaning/ Grounds Contractor needs to ensure safeguarding best practice is followed.
13.		<b>Role of the Catering Manager</b>
	1.	The Catering Manager must be familiar with and follow the school's Health, Safety and Wellbeing Policy and its implications for catering activities and working arrangements for the employees.
	2.	The Catering Manager 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.
	3.	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.
	4.	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 School Business Manager/ health and safety coordinator
	5.	The School Business Manager/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.
	6.	Defects and other problems should be reported to the School Business Manager/health and safety coordinator.
	7.	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.
	8.	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.
	9.	The Catering Manager needs to ensure safeguarding best practice is followed.
14.		<b>Role of the First Aiders</b>
	1.	The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.
	2.	They also provide a first aid service to pupils and visitors.
	3.	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.

	4.	First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.
	5.	Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.
15.		<b>Role of the Administrator of medicines</b>
	1.	To provide support to pupils that require medicine during the school day by prior agreement with the parent/ carer
	2.	Ensure medicines held at school are secure, in date, labelled and available when needed as specified in individual HCPs
	3.	Ensure any controlled drugs are recorded/counted and secured in a double locked container
	4.	They will have regular training in the administration of medication
	5.	They will document all medicines taken, including pupils name, time, date, amount and medicine type
	6.	They will encourage pupils to self-administer where possible
16.		<b>Role of the Fire Officer</b>
	1.	Fire Officer 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.
	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.
	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.
	4.	They will sweep the building where safe to do so and close windows and doors behind them.
17.		<b>Role of Trade Union Health and Safety Representatives</b>
	1.	Trade Union representatives have rights given to them under the <i>Safety Representatives and Safety Committees Regulations 1977</i> . The school recognises these and will include them within employee consultation.
	2.	The Governors/Employer will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.
	3.	The Executive Headteacher/delegated person will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Executive Headteacher/ delegated person to fulfil their roles, including being released for any appropriate training.
	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.
	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.
	6.	In the absence of TU representatives, the Executive Headteacher/delegated person will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with the <i>Health and Safety (Consultation with Employees) Regulations 1996</i> . (See Section 21 below)
18.		<b>Role of the Employee Health and Safety Representatives</b>
	1.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.
	2.	The school will ensure there is consultation with all employees in order to meet the general obligations under the <i>Health and Safety at Work etc Act 1974</i> and specific requirements under regulations.
19.		<b>Role of Employees</b>
	1.	Every employee has a responsibility under the <i>Health and Safety at Work etc. Act 1974 Section 7</i> and <i>The Management of Health and Safety at Work Regulations 1999 Section 14</i> 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.

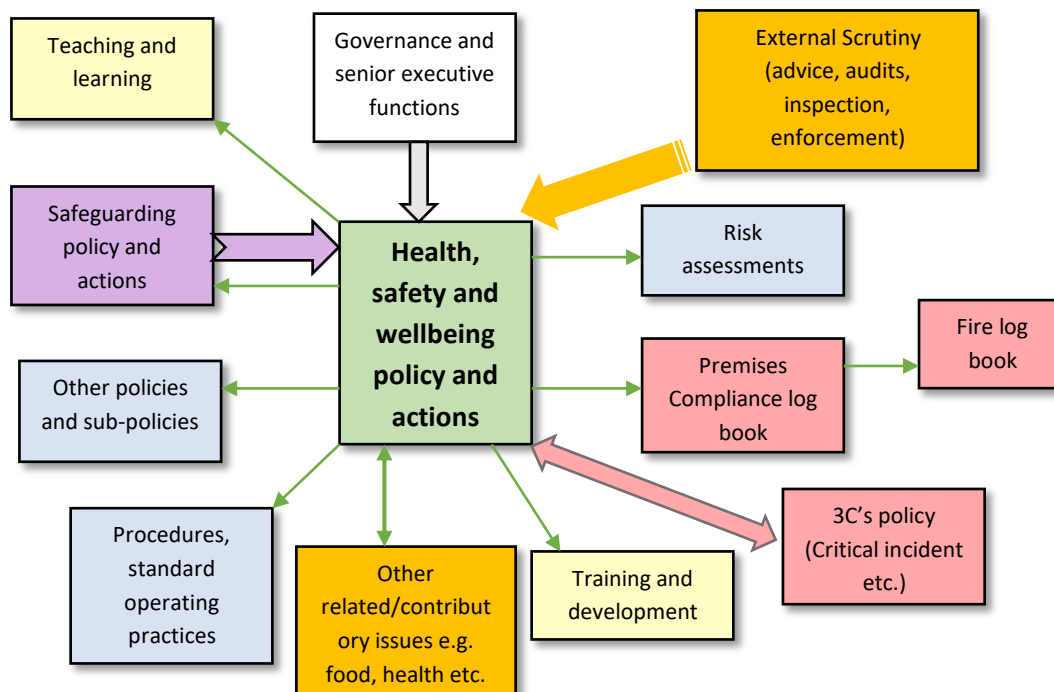
	2.	All employees will be given access to the school's HS&W policy and need to be familiar with all documents relating to HS&W in the school. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
	3.	Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
	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.
	5.	Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
	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.
	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 caretaker as soon as they become apparent. This is illustrated in <b>Appendix 5</b>
20.		<b>The role of pupils and students</b>
	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.
	2.	Contractors are external to the school and are covered under the arrangements section below.
	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.
	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.
	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.
	6.	Pupils and students will be encouraged to take part in the school community and contribute to health, safety and wellbeing initiatives.
21.		<b>Role of parents and carers</b>
	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.
	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.
	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.
	4.	The PTA agrees to abide by the school's policies and procedures where these involve premises, facilities, staff and pupils.
22.		<b>The role of external advisors</b>
	1.	Where possible the school will have its own staff trained to provide advice and expertise.
	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.
23.		<b>The role of external regulatory agencies</b>
	1.	The school will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including: <ul style="list-style-type: none"> <li>➤ Avon Fire and Rescue Service</li> <li>➤ Local authority</li> <li>➤ Department for Education</li> <li>➤ The Environment Agency</li> </ul>

		<ul style="list-style-type: none"><li>➤ The Food Standards Agency</li><li>➤ The Health and Safety Executive</li><li>➤ OFSTED</li></ul>
	2.	The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

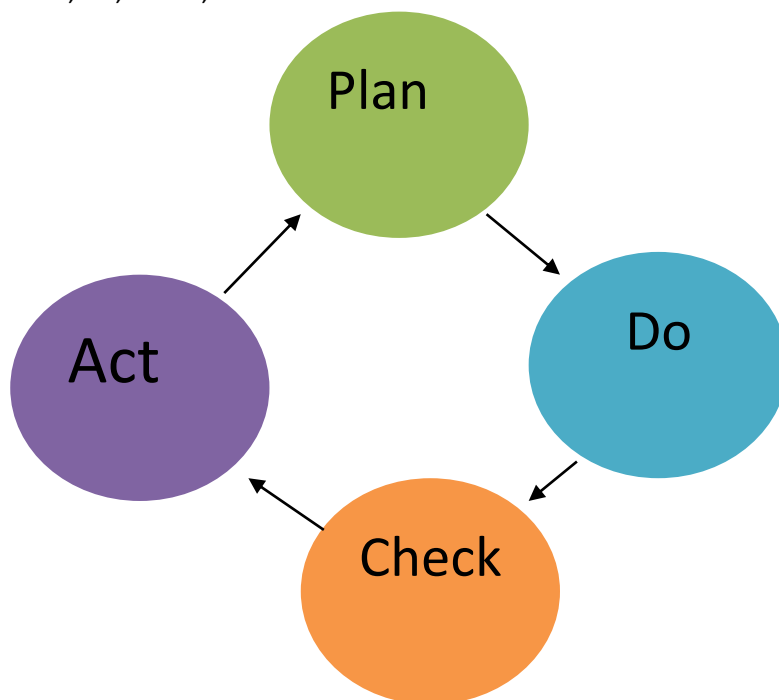
## Part 3: ARRANGEMENTS – what do people do?

### Introduction:

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



The employer 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:



The employer is aware of the key elements of the Sentencing Council guidelines. In a court case, if a guilty verdict is reached the elements considered include the following matters.

**Culpability:** 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 offenders' culpability.

Risk rating	Factors present
Very High	Deliberate breach of or flagrant breach of the law
High	Offender fell far short of the appropriate standard, for example by: <ul style="list-style-type: none"> <li>Failing to put in place measure 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 risk to H&amp;S</li> <li>Allowing breaches to subsist over a long period of time</li> </ul>
	Serious/ systematic failure within the organisation to address risks to H&S
Medium	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 in place/ adhered to
Low	Offender did not fall far short of the appropriate standard, e.g., because: <ul style="list-style-type: none"> <li>Significant measures were made to address the risk although they were inadequate on this occasion</li> <li>There was no warning/ circumstance indicating a risk to H&amp;S</li> </ul>
	Fallings were minor and occurred as an isolated incident

**Harm:** Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that offence caused any actual harm. **The offence is in creating a risk of harm**

Use the table below to identify an initial harm category based on the risk of harm created by the offence. The assessment of harm requires a consideration of **both**:

- The seriousness of the harm risked (A, B or C) by the offenders' breach; **and**
- The likelihood of that harm arising (high, medium or low)

Likelihood of harm	Level A	Level B	Level C
	<ul style="list-style-type: none"> <li>Death</li> <li>Physical/ mental impairment relying on lifelong third-party care for basic needs</li> <li>Significantly reduced life expectancy</li> </ul>	<ul style="list-style-type: none"> <li>Physical/ 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>	<ul style="list-style-type: none"> <li>All other cases not falling within Level A or Level B</li> </ul>
High	Harm category 1	Harm category 2	Harm category 3
Medium	Harm category 2	Harm category 3	Harm category 4
Low	Harm category 3	Harm category 4	Harm category 4 (bottom of range)

Magistrates and Judges are given guidelines for sentencing, and also the penalties that these offences are to incur. This will depend on the category of the breach, and also the size of the organisation, more information and fining structures can be found below:

For Magistrates see: <https://www.sentencingcouncil.org.uk/offences/magistrates-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/>

For Judges see: <https://www.sentencingcouncil.org.uk/offences/crown-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/>



Micro	Starting Point	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

The level of fines awarded are also influenced by other factors that need to be taken into account:

### Factors increasing seriousness

#### Statutory aggravating factors

- Previous convictions, having regard to a) the nature of the offence to which the conviction relates and its relevance to the current offence; and b) the time that has elapsed since the conviction

#### Other aggravating factors include

- Cost-cutting at the expense of safety
- Deliberate concealment of illegal nature of activity
- Breach of any court order
- Obstruction of justice
- Poor health and safety record
- Falsification of documentation or licences
- Deliberate failure to obtain or comply with relevant licences in order to avoid scrutiny by authorities
- Targeting vulnerable victims

## Factors reducing seriousness or reflecting mitigation

- No previous convictions or no relevant/recent convictions
- Evidence of steps taken voluntarily to remedy problem
- High level of co-operation with the investigation, beyond that which will always be expected
- Good health and safety record
- Effective health and safety procedures in place
- Self-reporting, co-operation and acceptance of responsibility

## A to Z Arrangements by topic

The following health, safety and wellbeing topics are listed alphabetically. They are intended as an outline of the arrangements made. The health and safety management systems are 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.

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.

1.		<b>Accident (this includes near-miss incidents and cases of aggression/ violence) Reporting.</b>
	1.	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 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 online, are to be sent to Delegated Services, the school's competent person/Local Authority as the employer. This procedure will be brought to the attention of all employees through training and staff handbook
2.		<b>Administration of Medicines</b>
	1.	Arrangements for the Administration of Medication in the School will be in accordance with the Policy for the Managing Medical Needs.
	2.	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.
	3.	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.
	4.	The policy can be found on the J:drive/policies/health and safety policies
3.		<b>Asbestos Management</b>
	1.	There is asbestos on site and the school manages the risk in line with the Asbestos management plan and risk assessment held in the AMP black file.
	2.	The procedures include the training of senior staff, the caretaker and other staff members.
	3.	In addition, there will be supervision and management of contractor and volunteer activity to prevent damage to or exposure of asbestos containing materials. For more information see the SBM/ H&S coordinator/ caretaker.
4.		<b>Buildings and premises</b>
	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.
	2.	Key documents (paper/electronic) will include: <ul style="list-style-type: none"> <li>● Records of compliance, maintenance, inspections and repairs;</li> <li>● Defect reporting procedure – caretaker log book</li> <li>● Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required;</li> <li>● Insurance inspections;</li> <li>● Defect reports;</li> <li>● Other documents as needed.</li> </ul>
	3.	The Delegated Services Premises Listings are used as a helpful aide-memoire.
5.		<b>Caretaking and Premises Management</b>
	1.	The School will adopt and implement the 'Safe Working Policy and Practice for Caretaking Personnel'
	2.	See also Building and Premises
6.		<b>Child protection-</b> see Safeguarding and Child Protection
7.		<b>Cleaning-</b> see Housekeeping

8.		<b>Committee-</b> see Health, Safety and Wellbeing Committee in FGB
9.		<b>Communicating information to employees and other persons who are not employees.</b>
	1.	There will be staff noticeboards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety within our FGB Committee. These will be supplemented as necessary by special meetings or focus groups. There will be a school website and parents/carers will also be on a text service.
	2.	Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas. See Contractors below
	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
10.		<b>Computers and other IT equipment and systems</b>
	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.
	2.	Equipment related to information, technology and communications will be managed by Integra IT or Edit
	3.	Display screen assessments when required will be organised through the Health and Safety Coordinator/School Business Manager.
	4.	E-safety is managed by DSL. See safeguarding
	5.	Data Protection requirements are dealt with by Integra GDPR provider
	6.	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.
11.		<b>Contractors</b>
	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.
	2.	All contractors entering or working on school premises will do so only with the permission and authorisation of the Executive Headteacher/Head of School/delegated person, Health and Safety Coordinator/School Business manager and Caretaker.
	3.	Any ‘Hot Works’ carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the Health and Safety Coordinator/ School Business manager/Caretaker
	4.	Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
	5.	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.
	6.	The Health and Safety Coordinator/School Business manager and Caretaker will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing: <ul style="list-style-type: none"> <li>● A copy of the school’s Policies, Procedures, Codes of Practice and other guidelines; The school’s Asbestos Survey;</li> <li>● A contractors pack <a href="https://drive.google.com/file/d/1Cw2bJNFKzPtv9N6tIpl_nOZOjCMx960G/view?usp=sharing">https://drive.google.com/file/d/1Cw2bJNFKzPtv9N6tIpl_nOZOjCMx960G/view?usp=sharing</a></li> <li>● Other documents as needed;</li> <li>● Checking contractors’ documents and other details as necessary.</li> </ul>
12.		<b>COSHH (Control of Substances Hazardous to Health)</b>
	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.
	2.	Other COSHH related matters will be considered by the Health and Safety Coordinator/School Business Manager and Caretaker.
	3.	The legislation involved includes: <ul style="list-style-type: none"> <li>● Control of Asbestos Regulations 2012</li> </ul>

		<ul style="list-style-type: none"> <li>● Control of Lead at Work Regulations 2002 (CLAW)</li> <li>● Control of Substances Hazardous to Health Regulations 2002</li> <li>● The Dangerous Substances and Explosive Atmospheres Regulations 2002</li> <li>● Explosives Regulations 2014</li> <li>● Explosives Regulations 2014 (Amendment) Regulations 2016</li> <li>● Ionising Radiation Regulations 1999 (IRR99)</li> <li>● Petroleum (Consolidation) Regulations 2014</li> </ul>
	4.	The school subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.
13.		<b>Defect reporting</b>
	1.	There will be a defect reporting procedure using the caretaker book so that problems can be dealt with quickly and effectively.
	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. See Appendix 5
14.		<b>Design and Technology</b>
	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS and Delegated services to ensure relevant and up to date information is provided
15.		<b>Display Screen Equipment (DSE) and workplace risk assessment</b>
	1.	The <i>Health and Safety (Display Screen Equipment) Regulations 1992</i> 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.
	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 "Computers".)
16.		<b>Electricity</b>
	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.
	2.	Electrical systems will be inspected on a 5 year basis to ensure all areas are covered within a 5 year period
	3.	Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.
17.		<b>Emergency Procedures</b>
	1.	The specific procedures are as contained in 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.
	2.	Fire evacuation procedures are as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005 and are carried out three times a year.
	3.	First aid and medical support in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE. All aspects of this are covered through our first aid policy.
	4.	Problems from gas, water and electricity such as leaks, floods and service outage are supported by property services and South Glos council
	5.	Intruder, crime and terrorism including aggression and violence from parents or other visitors are supported in a security risk assessment and lockdown procedures.
18.		<b>Fire Precautions</b>
	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, or if legislation changes.

	2.	The establishment'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. The establishment will hold the Fire Log Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. together in the green fire log file.
19.		<b>First Aid Provision and medical support</b>
	1.	The arrangements for first aid in the School will be in accordance with the policy as laid down in the First Aid Policy. First aid boxes will be located in KS2 disabled toilets.
	2.	The names of First Aiders and others with appropriate skills are posted on the school's HS&W notice board and at strategic locations within the school.
20.		<b>Health</b>
	1.	The arrangements for supporting pupils and staff are set out in the Supporting pupils and staff with medical conditions policy
	2.	Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.
	3.	Guidance on infection control within a school setting is followed provided by the Public Health England, see <a href="https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf">https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf</a>
	4.	Please also see Administration of Medication
21.		<b>Health and Safety representatives, trade union and staff</b>
	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.
	2.	This includes the legislation illustrated in the graphic below. <b>(See Appendix 6)</b>
	3.	There are requirements in other legislation such as: <ul style="list-style-type: none"> <li>● Health and Safety at Work etc Act 1974 Section 2(2) (c), 2(6) and 2(7)</li> <li>● The Management of Health and Safety at Work Regulations 1999</li> <li>● The Regulatory Reform (Fire Safety) Order 2005</li> </ul> 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.
	4.	Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be formed.
22.		<b>Health, safety and wellbeing committee</b>
	1.	A consultative health and safety committee within Finance and Staffing will be formed and meet on a termly basis.
	2.	A consultative health and safety committee will be formed and meet under an agreed set of guidelines linked to the Finance and Staffing Terms of Reference.
23.		<b>Housekeeping</b>
	1.	The 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, other storage areas 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.
	2.	Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.
24.		<b>Incident reporting</b> This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site.
25.		<b>Inspections</b>
	1.	Regular inspections, walkrounds and checks will take place to assist in the management of the school premises.
	2.	Inspections to be carried out 3 times a year. The focus can be on themes/particular areas and we understand this would be beneficial as a 'fresh eyes' approach involving other members of staff/governors.

	3.	Summarised reports of findings from inspections to be given to the health and safety committee
26.	1.	<b>Ionising Radiation</b>
	2.	In using Ionising Radiation for educational purposes, we ensure that we will comply with the Ionising Radiation Regulations 2017
	3.	To ensure the safety of all, we will follow guidance set out in CLEAPSS document L093- Managing Ionising Radiations and Radioactive Substances in Schools and Colleges
	4.	Radon levels will be monitored, high risk areas will be identified, such as boiler rooms, and control measures implemented where necessary
27.		<b>IT-</b> see Computers and other IT equipment and systems
28.		<b>Legionella-</b> see Water Hygiene/ Legionella Management
29.		<b>Lettings</b>
	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.
	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. Emergency information 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.
	3.	The lettings emergency information will have: <ul style="list-style-type: none"> <li>● Site plans;</li> <li>● Key locations except where this affects security;</li> <li>● Fire safety information such as how to turn off equipment;</li> <li>● Important contacts and their details;</li> <li>● Other relevant information.</li> </ul>
30.		<b>Local Exhaust Ventilation and air extraction</b>
	1.	The school 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 online.
	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.
	3.	Other air extraction will be provided and maintained as needed around the premises in for example: <ul style="list-style-type: none"> <li>● Kiln rooms;</li> <li>● Toilets and washrooms,</li> <li>● Rooms where there are photocopiers or other equipment;</li> <li>● Rooms that may become hot during parts of the year.</li> <li>● Kitchen/canteen</li> </ul>
31.		<b>Lone Working</b>
	1.	The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.
	2.	For more information see: SBM/H&S coordinator
32.		<b>Machinery and plant (including utilities and premises where necessary)</b> see- Plant, machinery and equipment
33.		<b>Manual Handling (i.e. lifting and carrying of objects) and the lifting &amp; carrying of children or adults as part of care arrangements</b>
	1.	Responsibility for organising the safe manual handling of significant loads will rest with the School Business Manager/H&S coordinator. The Caretaker will assist other staff for example teachers where loads need to be carried.

	2.	The lifting and carrying of children or adults as part of care arrangements will be managed by the SENCO, First Aiders and the Caretaker.
	3.	All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person (SENCO, Head of School) and all the precautions and control measures identified are in place.
	4.	Where possible standard operating procedures will be used as part of premises management or care plans.
	5.	Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
	6.	The SENCO 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.
	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
34.		<b>Monitoring and auditing health and safety performance</b>
	1.	The school will apply the Health and Safety Executive recommended process of Plan, Do. Check and Act as mentioned above.
	2.	There will be a rolling programme of updating documents (and hence procedures)
	3.	Audits will be carried out at school at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit.
	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.
35.		<b>Music-</b> see Noise. High levels and vibration
36.		<b>Noise, high sound levels and vibration (such as from machinery and music)</b>
	1.	The school recognise there may be problems experienced with noise, high sound levels and vibration. Lead Staff will report all such cases to the Caretaker.
	2.	If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary. For music staff exposed to long durations of high levels of noise they should have regular health surveillance and if necessary have ear plugs fitted to prevent damage.
37.		<b>Off- Site Visits, educational trips and sports events</b>
	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'.
38.		<b>Outdoor structures, seating, monuments and other miscellaneous features</b>
	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. This is carried out by the Caretaker.
	2.	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.
	3.	Control measures include day to day walking the job picking up issues before they become a problem.
39.		<b>PE</b>
	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE, Delegated services to ensure relevant and up to date information is provided
40.		<b>Plant, Machinery, and Equipment</b>
	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'.
	2.	The school recognise that specialist advice is required to determine the safety requirements for the: <ul style="list-style-type: none"> <li>▪ adequate and correct guarding of machinery</li> </ul>



		<ul style="list-style-type: none"> <li>▪ run-down and emergency stopping of machinery</li> <li>▪ general inspection of plant, equipment and machinery</li> <li>▪ storage and transportation of toxic substances, gases etc, and</li> <li>▪ disposal of toxic and other waste substances and materials.</li> </ul> <p>Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.</p>
	3.	Executive Headteacher/Caretaker/SBM 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 the health and safety online file.
	4.	A thorough inspection of work areas will take place three times a year in the presence of the HS governor and other designated person(s) as decided by the school's Safety Committee.
	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.
	6.	Lead Staff/Caretaker will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
	7.	Lead Staff/Caretaker 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.
41.		<b>Playing Fields</b>
	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 etc.
	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.
42.		<b>Playground Equipment</b>
	1.	Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with: <ul style="list-style-type: none"> <li>▪ an annual condition inspection by a competent person</li> <li>▪ a risk assessment at least annually by a competent person</li> <li>▪ an operational inspection to a frequency based on the risk assessment and agreed by the Business Manager/H&amp;S coordinator, and</li> <li>▪ daily visual inspections by the Caretaker.</li> </ul>
	2.	If play equipment is out of bounds to pupils before or after school this should be documented in our communications to parents.
43.		<b>Portable Equipment (all types)</b>
	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.
	2.	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.
	3.	Suitable training will be given where required.
	4.	The persons responsible for maintenance and inspection will be agreed by the school as it may vary between department or activity.
44.		<b>Portable appliance testing (PAT)</b>
	1.	Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
	2.	The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.
45.		<b>Premises-</b> see Buildings and Premises
46.		<b>Radon-</b> see Ionising Radiation
47.		<b>Reporting of injuries, diseases and dangerous occurrences or RIDDOR</b>

	1.	The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
	2.	The School Business Manager/H&S coordinator will liaise with the establishment's external health and safety advisor/local authority.
48.		<b>Risk Assessment</b>
	1.	The procedure for assessing risks will be in accordance with the 'Risk Assessment Procedure'.
	2.	In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
	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.
	4.	Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as: <ul style="list-style-type: none"> <li>● AfPE for sport and other PE activities;</li> <li>● ASE for Science;</li> <li>● Association of British Theatre Technicians</li> <li>● CLEAPSS for Science, DT and Art;</li> <li>● Institute of Physics;</li> <li>● DATA for DT and Art;</li> <li>● One Dance UK</li> <li>● Royal Society of Biology;</li> <li>● Royal Society of Chemistry;</li> </ul>
49.		<b>Safeguarding and Child Protection</b>
	1.	The management of Safeguarding is set out in the Safeguarding policy.
	2.	National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures set out by the School which can be found on the safeguarding board in the staffroom. Occupational health and safety and the safety of children at school are included in safeguarding.
	3.	All staff are to be trained to a suitable level depending on their role as stated in <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf</a>
50.		<b>School Trips</b> - see Offsite visits, educational trips and sporting events
51.		<b>Science</b>
	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, Delegated services to ensure relevant and up to date information is provided
52.		<b>Security</b>
	1.	The security management of the premises, staff members and pupils are set out in the School's Security Policy.
	2.	This is part of the overall safeguarding procedure as well as asset protection and personal safety.
	3.	Some procedures are accessible only to authorised personnel including: <ul style="list-style-type: none"> <li>▪ Personal data;</li> <li>▪ Cash protection;</li> <li>▪ IT security.</li> </ul>
53.		<b>Sport</b> - see PE
54.		<b>Stress</b> - See Wellbeing
55.		<b>Trade Union/ Staff Consultation</b> - See Health and Safety representatives trade union and staff
56.		<b>Training</b>
	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.

	2.	The school recognises that: <ul style="list-style-type: none"> <li>● training is always a constant requirement, based on the ability to recognise who requires it and when,</li> <li>● 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.</li> </ul>
	3.	There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training; <ul style="list-style-type: none"> <li>● <b>Induction Training</b> 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</li> <li>● <b>Informative and Awareness Training</b> 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.</li> <li>● <b>Specific Training</b> This is a hands-on training approach where it is recognised by the school 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/Site team may require others.</li> </ul>
	4.	Examples are: <ul style="list-style-type: none"> <li>● Sports and PE;</li> <li>● First Aid;</li> <li>● Administering medicines and supporting pupils with medical needs;</li> <li>● Safeguarding roles;</li> <li>● Fire safety duties</li> </ul>
57.		<b>Transport including the school minibus</b>
	1.	Use of transport will be in accordance with the 'Policy, Procedures and Guidance on the Use of Transport'.
	2.	For further information see the School Business manager/H&S coordinator
58.		<b>Trips-</b> see Off-site visits, educational trips and sporting events
59.		<b>Unacceptable Behaviour</b>
	1.	The management of unacceptable behaviour will be in accordance with the schools behaviour policy, exclusion policy and positive handling
	2.	For information regarding parental/carer unacceptable behaviour- see Warning and Banning
60.		<b>Utility services</b>
	1.	The provision and use of utility services in the school will be in accordance with the policy adapted by South Gloucestershire and property services.
	2.	For further information see: School Business manager/ H&S coordinator
61.		<b>Vehicles-</b> see Transport
62.		<b>Violence and Aggression-</b> see Unacceptable Behaviour
63.		<b>Walkrounds-</b> see Inspections
64.		<b>Warning and Banning</b>
	1.	The <b>school</b> will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.
	2.	Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on school sites. The following posts and DS are authorised to act on our behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.
	3.	Schools are not public places and school can decide who is welcome, or not, using their rights as Landlord of the site.

	4.	If necessary, external advisors/ Delegated Services are authorised by the governors to act on our behalf in taking proportionate action, in accordance with natural justice, to warn and if necessary, ban an individual or individuals from our site
	5.	Parents/Carers will be given a home/school contract to explain expectations of their behaviour and procedures if these expectations are not met
65.		<b>Water Hygiene/Legionella Management</b>
	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: <a href="http://www.hse.gov.uk/pubns/books/l8.htm">http://www.hse.gov.uk/pubns/books/l8.htm</a>
	2.	Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the Legionella folder and site management procedures including, senior staff/business manager/H&S coordinator/ caretaker training, regular monitoring, flushing and cleaning regimes.
	3.	For further information see: School Business manager/H&S coordinator
66.		<b>Wellbeing</b>
	1.	The school recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are: <ul style="list-style-type: none"> <li>● Increased staff morale, helping to encourage staff retention and recruitment;</li> <li>● Lower supply costs and greater stability as a result of fewer staff absences;</li> <li>● Improved emotional wellbeing, which has contributed to a reduction in staff members absence;</li> <li>● Improved standards through increased stability and motivation;</li> <li>● A contribution to self-evaluation processes through an online self-review of the organisation;</li> <li>● Improved communication and school effectiveness;</li> <li>● Strengthened relationships and mutual understanding, and</li> <li>● A framework in which to monitor change.</li> </ul>
	2.	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.
	3.	The commitment and procedures are set out In the Wellbeing policy which can be found on the J:drive/policies/health and safety policies
67.		<b>Working at height</b>
	1.	The main legal requirements are set out in the Work at Height Regulations 2005.
	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.
68.		<b>Work Experience</b>
	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: <ul style="list-style-type: none"> <li>● Language issues;</li> <li>● Adaptations for accessibility;</li> <li>● Other personal requirements</li> </ul>
	2.	For teaching/related trainees/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.
	3.	For primary age pupils gaining work experience (for example helping out in an office environment within the school) the procedure will be similar
69.		<b>Wrap-up of other issues relating to occupational health and safety</b>
		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.

## Part 4: Other health and safety or wellbeing linked issues

1.		<b>Environmental</b>
	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.
2.		<b>Food Safety</b>
	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.
	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.
	3.	All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.
3.		<b>Health-</b> see above in the A to Z arrangements
4.		<b>Road transport and highway issues</b>
	1.	Most issues are included under the occupational health and safety sections above. Vehicles, driver authorisation and highway behaviour are controlled by additional legislation with the Police being the first enforcement agency in most cases.

## Section 5: References

Please remember that some documents are updated annually.

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> and from DfE:

Department for Education Governors' Handbook

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582868/Governance\\_Handbook\\_-\\_January\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/583733/Competency\\_framework\\_for\\_governance\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf)

Early Years

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

NHS

<http://www.nhs.uk/pages/home.aspx>

Public Health England

<https://www.gov.uk/government/organisations/public-health-england>

Food Standards Agency

<https://www.food.gov.uk/>

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

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**Appendix 1: Role of School Business Manager/Health and Safety Coordinator/Caretaker:** Working with personnel in the school, who have a lead role in HS&W

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 Executive Headteacher/Head of school/Delegated person and Governors	Senior Management are informed of the current situation and staff 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 Executive Headteacher/Head of school/Delegated person and Governors	Senior Management are informed of the issues and staff are informed and consulted
Holding the main risk assessment file in a suitable format that is accessible to users (e.g. 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 and Governors	Refresher and renewal, induction, development training is done when needed; statutory and recommended competencies and qualifications are achieved

**Appendix 2: Role of School Business Manager/Health and Safety Coordinator/Caretaker:** Taking a pro-active interest in the HS&W aspects of all activities

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 <b>The 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 Executive Headteacher, Head of School 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.
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**Appendix 3: Role of Head of School:** The Head of School will work primarily with teaching personnel in school who have a lead role in managing higher risk activities

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

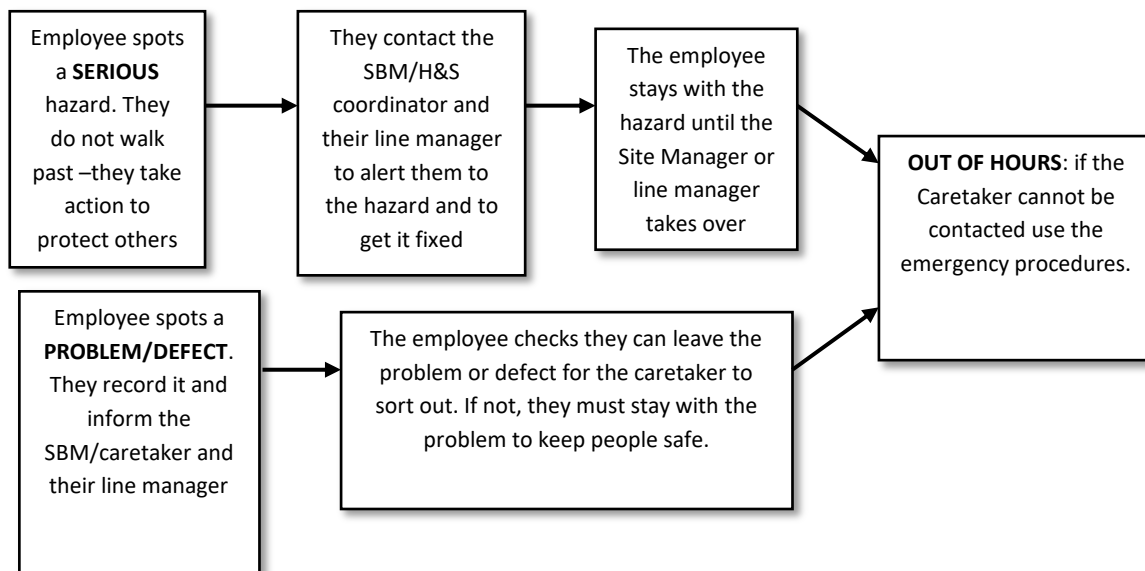
**Appendix 4: Role of Head of School:** Areas of their work and output related to that area.

Item	Output
Stand in for the Executive Headteacher/Head of school/Delegated person 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 Executive Headteacher/Head of School/Delegated person 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 governors 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 school business manager/health and safety coordinator and other colleagues on the School Risk Register, the school's A-Z risk assessment list and the curriculum related risk assessments list.	Risk assessments (which may be part of 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:	Important guidance and learning – including analysing the mistakes of others (e.g. a media report of an



<p>a. Our settings advisors;  b. Advisory organisations such as CLEAPSS, ASE,  c. Guidance from DfE, OFSTED, HSE, other government sources;  d. Media reports and information.</p>	<p>accident or a fire) and the successes of others is fed into local practice.</p>
<p>Encourage and monitor professional and personal development of staff members, arrange instruction and training and maintain training and development records.</p>	<p>Staff members are the best they can be in terms of knowledge, practice, skills, experience and confidence.</p>
<p>Report training and development statistics and results to the Executive Headteacher/Head of school/ Delegated person and management team and to the health and safety committee.</p>	<p>Training needs are predicted and planning done.</p>
<p>Support and manage the staff members under their supervision.</p>	<p>Staff members have personal and professional support which may include health and safety, safeguarding questions, online bullying and stress.</p>

**Appendix 5: Role of Employees:** Illustration of how to report problems



**Appendix 6: Health and Safety representatives trade union and staff** : Illustration courtesy of Health and Safety

Executive: <http://www.hse.gov.uk/involvement/flowchart.htm>

