

INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Preventing accidents and work related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.



THE HEADTEACHER

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

The SCHOOL HEALTH AND SAFETY CO-ORDINATORS ARE:

The Site Agent and Headteacher

They are responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteacher, Senior Leaders, Business Manager, Clerical Managers/Supervisors, Technicians and Site Agents. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.



- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Governors.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Agent.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

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

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.



- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

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

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher or other member of the SLT. The school AssessNET administrator is *L Statham* and she will use the online reporting system and also report via RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations), as required.

All accidents and incidents are recorded and investigated by the Headteacher or member of the SLT. If appropriate these should then be reported to the corporate health and safety team via the AssessNET on line accident reporting system, within 24 hours of the accident occurring.

The Headteacher will ensure the following:

- Ensure staff are made aware, on their induction training, of the requirement to report accidents and near misses
- All significant accidents and incidents are recorded on the AssessNET system
- Implement remedial action following an accident where identified.
- Feedback to the staff member involved in the incident the outcome of the investigation.
- Ensure any RIDDOR reportable accident is reported in accordance with EDIS1 to the HSE, via the F2508 form available through AssessNET.
- Ensure all incidences of notifiable diseases are reported appropriately as per up to date instructions given by the Area Education Office.



Asbestos

The Headteacher is responsible for the CBC Asbestos Log Book, the manual is located in the school office. All contractors have sight of and complete the log book prior to starting any work on the premises, and all staff are instructed not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher and/or checking manual.

An asbestos survey must be completed by an external assessor prior to any improvement work being undertaken. Staff should report any damage to the Headteacher.

Audit

Termly inspections will be carried out by a member of the SLT, H&S Governor and the Site Manger. Findings will be reported back to the Finance & Premises termly committee meeting.

The Headteacher must ensure that the buildings are maintained in an optimum condition so that the school can function safely and without interruption to curriculum delivery. Also any building projects need to be planned in such a way that the school gets value for money, and the works proceed safely and in compliance with legislation and the end result enhances the life of the school.

Buildings, including mobile or temporary classrooms, should be in good repair and services should be in efficient working order.

Introducing proactive building maintenance systems, with identified priority action areas, may be helpful. Boilers, pump system and fire extinguishers are maintained annually and PAT tests on electrical equipment are carried out annually.

Where appropriate, a suitable system of maintenance ensures that:

- Regular maintenance including (as necessary) inspection, testing, adjustment, lubrication and cleaning are carried out at suitable intervals.
- Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime.
- Regular maintenance and remedial work is carried out properly; and a suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.

Behaviour Management/Bullying

See Promoting Positive Behaviour and Anti Bullying Policy.

Catering

School meals are provided by Caterlink and the Health and Safety training of their staff is the responsibility of Caterlink. However, the staff members who work on the school sites take part in the school's practice of the Evacuation Procedure and reporting any concerns related to health and safety.

Caretaking and Cleaning

The Site Manager is Gerald Hicks who follows procedures identified by the Health and Safety LA link advisers s identified in the Central Bedfordshire Manual for Site Agents and Caretakers. The Site Agent has duties to



check the general condition of the premises on a daily basis, and in particular to see that matters involving health and safety are dealt with and/or reported to the Headteacher

Contractors

Following Central Bedfordshire Health and Safety Guidance and Central Bedfordshire Schools' Finance Regulations, contractors are selected by the Headteacher and Governing Body obtaining 3 reasonable quotes for the project of work and then deciding on the best one in terms of value for money, proposed way of working with regard risk assessment and procedures and proposed outcome. It is the responsibility of the contractors and their employees to read and comply with the school's Health and Safety Policy. Initially contractors must meet with the Headteacher and the Site Agent to exchange Health and Safety information, the school's Safeguarding Policy, Risk Assessments and to agree safe working practices. The contractor's named person must meet with the Headteacher and/or the Site Agent on a daily basis to liaise effectively. The School staff must inform the Headteacher if they have a concern regarding the practices of the contractor.

If the school is having construction or building work carried out then legal duties under the Construction (Design and Management) Regulations 2007 (CDM 2007) will apply to all projects.

The Headteacher or Project Manager must use the Regulations ensure that the construction project is safe to build, safe to use, safe to maintain and delivers good value. Good health and safety planning will also help ensure that the project is well managed and that unexpected costs and problems are minimised.

For all building projects the Governing Body and the Headteacher will:

- Appoint the right people.
- Allow adequate time.
- Provide information to school staff.
- Ensure the contractor and school staff communicate and co-operate.
- Ensure suitable management arrangements are in place.
- Ensure adequate welfare facilities on site.
- Ensure workplaces are designed correctly.

In addition, for notifiable construction work (work lasting longer than 30 days or involving 500 person days of work), the school will:

- Appoint a CDM co-ordinator.
- Appoint a principal contractor.
- Ensure a health and safety plan is in place.
- Keep the health and safety file.

Curriculum Safety (including out of school learning activities)

In order to develop and produce risk assessments for all school work activities including those off site, and specification of staff qualification requirements to teach certain activities the following Central Bedfordshire LA documents are to be referred to: Physical Education and Good Practice, Association for Physical Education – www.afPE.org.uk, CLEAPSS (Science), DCFS, DATA (Design & Technology).

Each teacher, or other person with supervisory control over any school activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity. They are to ensure that all new



members of staff and pupils under their control are instructed to their own individual responsibility with regard to Health and Safety at Work Act 1974 as laid down in their Induction Pack. Each teacher with their own designated classroom will at least weekly check the room and report any Health and Safety issues to the Site Agent and/or Headteacher so that remedial action can be taken as soon as possible. Teachers will identify potential risks in their lesson planning and produce an appropriate risk assessment in their plans to ensure the safety of the children and other adults and equipment.

The Senior Mid-Day Supervisor and / or designated teacher have delegated duties to oversee safety in the school building and in the school playground and field during the lunch break.

Display Screen Equipment

Central Bedfordshire Health & Safety Guidance regarding work station risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, advice on maximum time to be spent on VDU without break is to be referred to.

Visual Display Units (VDUs) are a common tool throughout the workplace. Prolonged use can lead to some VDU users experiencing headaches, eye strain or muscle pain. If school staff spend a significant part of their working day using the VDU, the correct equipment and working conditions can ensure their comfort. The Headteacher must:

- Ensure permanent and temporary staff working in their area complete a DSE self-assessment and thereafter on an annual basis or following a room move.
- Review users' answers to the self-assessment and complete the action plan.
- Ensure the action plan is followed.
- Make users aware of the entitlement to an eye sight test using the voucher scheme.
- Ensure that work stations are kept tidy and maintained.
- To send DSE assessments which identify physical problems to the health and safety team at risk.management@centralbedfordshire.gov.uk

Pupils are not required by law to complete a DSE self-assessment, as they do not use the equipment for sufficient time per day, however pupils should be taught best-practice with regard to the use of the equipment, sitting position, posture etc.

Educational Visits and Journeys

Risk assessments are written for all educational visits and journeys and these are recorded on the on-line system of Evolve. The school's Educational Visits and Journeys Co-ordinator is Mick James.

Educational Visits and Journeys are planned with reference to Central Bedfordshire's Educational Visits and Journey Policy 2014. All guidance in this document regarding gaining approval for individual visits including for those residential and those abroad, emergency arrangements, parental authorisation, supervision requirements for specific activities, first aid and medication provision is followed by the school.

Electrical Equipment (fixed and portable)

Portable appliance testing is carried out on an annual basis by an external competent person, who maintains school records of inspection and testing (a copy of which is available from the school office). No personal items should be bought into school by staff unless they have been PAT tested first.



Examination of fixed electrical installation is conducted on a five yearly basis by an external competent person and records are held in the respective school office. Defective electrical equipment should be reported to the Site Agent.

The Headteacher must take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons should be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- The plug must be switched off and withdrawn on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Equipment must not be handled with wet hands and work must not be carried out in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. This test must be recorded.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
- Where there are supplies to design & technology equipment, these supplies must be insulated and a control/emergency switch must be close by.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (e.g. switches must not be mounted upside down and single pole switches must not be wired into the neutral lead.)
- If it is possible to do so, always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled, and suitable assessments of risk, and control features, prepared prior to use.

Fire Precautions and Emergency Procedures

The Headteacher and Governing Body refer to the Central Bedfordshire Health & Safety Guidance and Bedfordshire & Luton Fire & Rescue Services website www.bedsfire.com

Fire safety covers fire evacuation procedures, fire precautions, fire risk assessments etc. and is the responsibility of the Headteacher. Fire safety arrangements in the school are in place for all staff, contractors, pupils, and visitors taking into account those with physical and learning difficulties. Personal Emergency Evacuation Plans (PEEP) are held for all pupils and staff with additional needs



- The Governing Body and the Headteacher undertake that the building fire risk assessment is completed for the school by a trained external advisor (FireSafe) and ensure advice given is acted upon.
- The Headteacher ensures all adults and children in the building must know the building fire evacuation arrangements.
- The Headteacher ensures staff receive induction training on fire safety arrangements.
- The Headteacher ensures fire exits are kept clear at all times.
- The Headteacher ensures fire doors are kept closed and not propped open.
- The Site Manager ensures that the accumulation of flammable materials is minimised.
- The Site Manager ensures that the Fire Alarm is tested weekly.
- The Headteacher ensures that the Fire Evacuation Procedure is practised by the whole school once per term.
- All staff must log in and out of the building at the main entrance during the day. Class Teachers must return the class register as soon as possible to the School Office so that Admin staff are able to take them out to the Assembly Point to distribute to each class appropriately for the roll to be taken.

In the event of a fire admin staff will telephone the Fire Brigade and direct them to the Fire and/or to where to switch off the gas and electric supplies are. The Headteacher makes these procedures clear to any clubs outside school hours and to any Lettings

First Aid

The Headteacher and the Governing Body have a policy for First Aid which identifies procedures for dealing with injuries and first aid and which staff are appropriately trained. A list of trained staff is located in first aid basis.

First aid boxes are checked on a termly basis. However, all staff are responsible for informing the first aiders of any use of supplies.

When First Aid is carried out by any member of staff an appropriate accident form must also be completed. Parents/carers are sometimes informed by telephone if their child has been injured or that they need to collect them. First Aid given routinely in school is for grazes and bruises in the form of washing wounds with water and/or antiseptic wipes and application of a cold compress i.e. ice packs.

The Deputy Head who is the First Aid Lead ensures that all First Aid training is kept up to date.

Staff will only administer medicines to children when they have written indemnity permission from their parent/carer and/or when prescribed by the child's doctor in accordance with the school's policy on the Administration of Medicines.

Care Plans for individual pupils are written by the school nurses and a copy is kept by them and also in the relevant class. Where appropriate staff are trained to carry out specific care e.g. for Diabetes care, Anaphylaxis Epilepsy, Asthma.

In the event of an emergency the Headteacher/Deputy or a member of the admin staff will telephone for an ambulance. Parents/carers will be telephoned after the ambulance has been summoned. One adult will accompany the individual in the ambulance. If an individual is driven to the doctors' surgery or the hospital then 1 other adult other than the driver must travel as well.

Grounds Maintenance

Grounds maintenance contractors may only come onto site at agreed times when they are not near the children with equipment. Any necessary training and equipment required is the responsibility of the contractor. Their visits are logged in the Visitors' Book.

Hazardous Substances

The Headteacher, Governing Body and Site Agents refer to the Central Bedfordshire Health & Safety Guidance; Manual for Site Agents and Caretakers - Section T, for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use of protective equipment and storage arrangements.

No hazardous chemical agents will be used in school until an assessment has been carried out in accordance with the Control of Substances Hazardous for Health Regulations 1988 (COSHH). An inventory of cleaning solutions used in school is kept up to date by the Site Agent. The Site Agent will keep available the relevant COSHH assessments for cleaning and maintenance chemicals used in the school. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the Site Agent so that an assessment can be prepared before use.

Inclusion

Reasonable alterations to the school building and curriculum are undertaken as far as possible to make safe access to learning for all individuals. Where an individual is identified as requiring specialist equipment and assistance to access the school environment and the curriculum then appropriate training is acquired for relevant staff.

The school's Disability Accessibility Plan implements a 3 year plan to ensure the accessibility of the building and the curriculum for all.

Lettings/shared use of premises/use of Premises Outside School Hours

The school policies on Safeguarding and Health and Safety are shared with each group letting the building and each club in school out of school hours. Before agreeing to let school premises to outside bodies the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the individuals, premises and equipment and that residual problems relating to subsequent school use are not likely to arise.

The school makes it clear which areas of the school and which equipment is available during the letting. Groups using the premises outside school hours must be covered by insurance and provide the school with a copy of this insurance prior to the letting.

Lone Working

The Headteacher and Governing Body follow the Central Bedfordshire Health & Safety Guidance on lone working.

It is important that the school makes adequate arrangements to ensure that any individuals on site alone are safe at all times. The Headteacher must:

- Carry out a risk assessment and identify lone workers for the school.



- The lone worker must liaise with another member of staff regarding the expected time period spent alone in school and who to contact when arriving/leaving the building and who to contact in an emergency.
- The lone worker must agree the task and equipment to be used with the Headteacher.
- Individuals must pre-arrange their work schedule with the Headteacher and/or Site Agent prior to working alone on the school premises so that an appropriate risk assessment can be prepared which must be agreed by the Governing Body.

Managing Medicines & Drugs

The Headteacher and Governing Body refer to the Central Bedfordshire Health & Safety Guidance – Managing Medicines in Schools and Early Years Settings to develop this policy. Please see the school's policy on the Administration of Medicines.

Prescription medicines may be administered to pupils, but only at the specific request of the child's parent/carer and after their completion of the indemnity form. All such medicines will be stored away from pupils and will only be administered to pupils individually and by a competent adult. Indemnity forms are kept in the school office.

Maintenance and Inspection of Equipment

The boilers, electrical equipment, PE apparatus, outdoor play equipment and fire extinguishers are checked by the appropriate professional accordingly on an annual basis. The Site Agent maintains a record of these checks.

Machinery and Equipment Inspection Policy

To ensure machinery and equipment remain in a safe condition the school organises the following annual checks which are undertaken by outside bodies

- Electrical Safety
- PE Equipment indoor and outdoor
- Boiler
- Fire Extinguishers
- Kitchen extractor fans
- Condition Survey of Building and Site

Manual Handling and Lifting

Staff are discouraged to manually handle pupils. Pupils of any ability are encouraged to carry out any activity to the best of their ability with any help made available except manual handling. For example, in PE if a child who uses a wheelchair is able to reach a piece of large apparatus then that child is able to try to work on that apparatus.

In the case of a child who shows aggressive behaviour or is unable to comply with instructions then staff must be trained in how to deal with this safely to avoid the child hurting themselves, another child or the intervening adult. It may be safer to remove other individuals away from an aggressive child rather than intervening. See the Physical Intervention Policy.

Outdoor Play Equipment

The outdoor play equipment is inspected annually and the maintenance is carried out as soon as possible when recommendations are made. The Site Agent maintains these records. The Site Agent and all staff must refer any signs of deterioration to the Headteacher so that maintenance work can be agreed by the Governing Body where appropriate.

PE Equipment

The PE apparatus is inspected annually and the maintenance is carried out as soon as possible when recommendations are made. The Site Agent maintains these records.

Staff are responsible for writing risk assessments into their lesson planning for gymnastics, games, athletics, dance and outdoor investigation. Staff teach the children how to use equipment safely. It is the responsibility of the Headteacher to ensure that risk assessments are in place for use of areas of the site for PE and for lessons on that site and that risk assessments are in place for PE or Sports events on and off site.

Personal Protective Equipment (PPE)

PPE used in school includes protective First Aid and personal care gloves, gardening gloves, washing up gloves, aprons and reflective clothing.

The Headteacher is responsible for ensuring their staff and pupils understand and comply with the schools procedures on the use of PPE. This includes ensuring:

- PPE requirements are considered when risks are assessed
- Suitable PPE is provided and is always easily available to all those who need to use it including permanent staff , pupils and visitors
- PPE is properly stored, maintained, cleaned, repaired and replaced when necessary
- Adequate information and training is provided to all those who need to use, maintain or select PPE.
- Any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action taken.
- Everyone uses the PPE provided properly
- The use and maintenance of PPE is regularly monitored and reviewed.
- Special arrangements are made, where necessary, for individuals with health conditions or religious beliefs that could affect the use of PPE.

All PPE users have a responsibility to ensure they:

- use all PPE provided properly whenever it is required
- attend training sessions and comply with the training, instruction and information provided
- check the condition of their PPE before each time that they use it
- store, clean and maintain their PPE correctly
- report any losses, defects or other problems with PPE to their manager or other responsible person immediately
- report to management, in confidence, any personal conditions that may affect their ability to use PPE correctly

Risk Assessments

The Headteacher arranges the reviews and appropriate training in relation to the individual care plans for pupils and adults in school. The Headteacher is responsible for ensuring risk assessments are in place, implemented and then reviewed by the Governing Body.

Risk Assessments for Educational Visits and Journeys are submitted on line to Central Bedfordshire LA. These on line risk assessments are prepared by the individual visit organiser (usually the class teacher) which are then checked by the Educational Visits Co-ordinator, Mick James before being approved by the Headteacher or Pete Hardy LA Education Consultant.

The Headteacher carries out the Risk Assessment for and with any, pregnant members of staff or members of staff with health problems. Risk Assessments should be reviewed annually or sooner as events arise.

School Transport (coach)

Transport is arranged with companies that share their insurance details and are experienced in carrying school parties on their coach.

The Group Leader

- checks the exit and seat belts of the coaches or minibuses
- confirms the destination and rest stops with the driver
- gives the driver details of any special needs of those travelling on the bus
- gives the driver the number of persons in the group on the coach
- confirms times of travel with the driver

Each time a group of children travel by coach this aspect is included in the risk assessment.

Security/Violence

The Headteacher and Deputy Head secure the school site between 9.00a.m. and 3.10p.m. The building is secure at all times due to gates and fencing.

The Headteacher will identify whether or not there is a problem of potential violence in the school through the risk assessment process. No employee should be asked to carry out duties that would place them in an unreasonable risk of violence.

- All staff have a duty to not knowingly carry out any activity that would put themselves or others at unreasonable risk of violence. Employees should ensure that they have read and understood all risk assessments including individual behaviour plans regarding potential violence and aggression and must comply with the appropriate control measures.
- Where violence and aggression is a risk the Headteacher ensures that employees affected are made aware of the policy and the procedures implemented to reduce the likelihood of violence and aggression.
- If violence and aggression is identified as a risk then the issue of violence and aggression is discussed at the initial interview stage and a record kept.
- Review the generic risk assessment and if a risk of violence is identified then ensure that all employees are made aware of the findings.
- Acts of violence and aggression towards employees are recorded using the AssessNET accident and incident reporting system and in house Behaviour Log

- The Headteacher ensures that the assaulted employee has access to the employee support service and should the employee wish to have police involvement then to support this decision.

Site Maintenance

The Headteacher ensures the Site Agent is guided by the Central Bedfordshire Manual for Site Agents and Caretakers. The Site Agent upkeep and maintains the school buildings, equipment and site, safety signage and reports hazards to the Headteacher.

The Headteacher and Staff monitor the school site for hazards, wear and tear and tidiness and act upon their findings by tidying up themselves and reporting maintenance jobs to the Site Agent in his book in the school office.

Larger maintenance works are discussed with the Headteacher who discusses with the Governing Body as part of the cycle of decorations and maintenance.

Smoking

No smoking is allowed in the school building or in its grounds. This includes E-Cigarettes.

Staff Training & Development

All new members of staff will be provided with induction training and will read and know the Safeguarding and Health & Safety Policies.

Specific training for specific posts will be given e.g. First Aid & Management of Medicine training to the First aiders, Fire Marshall Training.

Stress

The Headteacher and Governing Body refer to the Central Bedfordshire Personnel Handbook – Chapter 8, Circular H/05/21).

Stress is a legitimate cause of ill-health and the school has an obligation in law to reduce stress in staff by the appropriate assessment of risk and consequent work adjustments.

The Governing Body and Headteacher must make these work adjustments:

- Undertake to identify workplace stressors and conduct risk assessments in order to eliminate or control stress. Risk assessments will be reviewed regularly.
- Provided to all training to all managers in regard to the HSE Stress Management Standards.
- Provide training to staff to enable them to recognise their own stress and the strategies for dealing with it.
- Suitable resources will be provided to support the stress programme by Human Resources and Occupational Health.

Sun Safety

During the summer months it is important that we protect the pupils in our care from the damaging effects of the sun. Whilst the health of the children is paramount we must also be mindful of the risk of litigation if a child does suffer from excessive sun exposure whilst at school. .

The Headteacher requests parents to:

- Dress their child in loose clothing that protects the upper limbs.
- Provide their child with sunhats or caps on hot days.
- Apply sunblock before the child comes to school. There are products available which provide 8 hour protection and these should be used if possible.
- Train their child to apply sunblock in a sensible fashion or give permission to the school to apply sunblock

The Headteacher and Governors should, where reasonably practicable:

- Provide shady areas in the school grounds
- Allow children ready access to fresh water
- Allow children to apply their own sunblock before play and sports lessons if a request is made by parents or carers.
- Apply sunblock to pupils where parental permission has been obtained
- Be particularly careful on sports days and visits when longer periods of time are spent outside.

N.B. Children should be discouraged from sharing sunblock but the risk of infection from sharing is very low.

Swimming

The Headteacher and Governing Body refer to the Central Bedfordshire Health & Safety Guidance and Safe Practice in School Swimming. The school has its own onsite 1m depth pool and has annually reviewed policies, risk assessments and procedures in place for the safe use of the policy. Refer to Normal Operating and Emergency Operating Procedures in Swimming Policy.

Visitors

All visitors sign the Visitors' Book on entry and exit and are given a visitors badge to wear. Disabled Parking is available. Visitors are shown the fire evacuation procedure and the Visitors Guidance is pointed out to them to read. Visitors are asked if they have any special requirements on arrival.

Work Experience

Health & Safety Law defines people by age. Staff who are under 18 or are young people on work experience in school have the limitations placed upon their work by their age. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. Students are provided with an Information Sheet to inform them of the Safeguarding and Health & Safety Procedures. Please see the Induction Policy.

Definitions:

- **A young person** is anyone under eighteen years of age (young people).
- **A child** is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA).

Before employing a young person, health and safety risk assessments written by the Headteacher must take these specific factors into account:



- the fitting-out and layout of the workplace and the particular site where they will work;
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- what types of work equipment will be used and how this will be handled;
- how the work and processes involved are organised;
- the need to assess and provide health and safety training; and risks from the particular agents, processes and work.

Working at Height

The Headteacher and the Governing Body refer to the Central Bedfordshire Health & Safety Guidance for Risk assessments, procedure, staff training and updates, access equipment, requirements and standards, user checks for ladders, tower scaffolds, and contractors, and the Central Bedfordshire Manual for Site Agents and Caretakers.

Working at height is a high-risk activity with falls from height being the largest cause of workplace fatalities in the UK, most of which occur below 2 meters; these can be easily avoided through the provision and correct use of suitable access equipment.

CBC is aware that working at height takes place throughout its premises and provides guidance for all such work. Working at height is avoided where possible;

- when working at height is unavoidable, all hazards are considered and sufficient safe systems of work are in operation that will actively reduce the risk of injury to all persons involved;
- compliance with relevant legislative requirements;
- best practice is adopted.
- School personnel do not work at height. Contractors who do need to show the Headteacher they are trained and insured to do so using safety checked equipment.

Appendix 1
ORGANISATIONAL CHART

