



Bedford
Borough
Council

School Health and Safety Policy

Section A -Statement of Intent

Autumn 2018 – To be reviewed Autumn 2019

School Name	TURVEY PRIMARY SCHOOL
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Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

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

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

Name **A Pickford** Signature *A Pickford*

Date: **25.9.18**

(Chair of Governors)

Section B - ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent and the Objectives of this policy 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 statement of intent 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 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.
- h) New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure this Policy is communicated adequately to all relevant persons.
- d) Appropriate information on significant risks is given to visitors and contractors
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) All staff are provided with adequate information, instruction and training on health and safety issues.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- k) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Arrangements are in place to monitor premises and performance.
- n) Accidents are investigated and any remedial actions required are taken or requested.
- o) A report to the Governing Body on the health and safety performance of the school is completed annually.
- p) Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

¹**The School Health and Safety Co-Ordinator is [HEADTEACHER – SHARON COLES]**

She is 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) Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- e) Dealing with 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 health and safety matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Governing Body.
- h) Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- i) Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Assistant Headteacher, School Business Manager, Subject Leaders and the Caretaker.

They have the following responsibilities:

- 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 adopted/ approved health and safety procedures and arrangements.

¹ The Health and Safety Co-ordinator must be a senior member of staff. In a small school the Headteacher will undertake this role.

- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to School Business 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. (Some testing of equipment may require a specialist contractor e.g. Local Exhaust Ventilation (LEV), design and technology equipment – reports of these inspection must be retained).
- f) Ensure, 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 recorded and investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.

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 , accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- 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 correct use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, 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 their Headteacher or Head of Department.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education,

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to www.hse.gov.uk (INDG 232), Bedford Borough Council Health & Safety Manual, secure area for schools document SO6.

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, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative /

Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) 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.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with local procedures.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the local procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- l) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- m) Use all work equipment and substances in accordance with instruction, training and information received.
- n) 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.

- o) 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.

Section C – Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book: Headteacher's Office
- Completed accident forms should be passed to: Headteacher – S.Coles
- Name of Assessnet online accident system Administrator: Secretary - A Mul
- Name of person responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system:
Headteacher – S.Coles
- Accidents must be reported within 3 hrs.
- The name of the person who would undertake any investigation - Headteacher – S.Coles

Asbestos

Also see BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Information Circular BBSIC/10/35 (Sept 2010), Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers

- The Head Teacher is responsible for drawing up a site specific Asbestos Management Plan which should clearly set out who has responsibilities for Asbestos management on site. At Turvey Lower School this is the Headteacher. (There is no asbestos in the school)
- 6/3/12 – David Wilkinson (Caretaker) attended asbestos awareness training
- Location of Site Asbestos Log Book: Headteacher's Office
- Location of site specific asbestos management plan: In Log book – No asbestos in school
- Name of person responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises: School Business Manager
- Name of person responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc: Headteacher
- Procedure for reporting damage to asbestos materials: N/A

Audit

- The Caretaker has a planned preventive maintenance schedule displayed in the CT cupboard. This outlines all tasks and frequency. Jobs are ticked as completed. The SBM checks and signs this monthly.
- Termly health and safety walk round audit by the Caretaker, SBM, HT and H/S gov, this is reported back to the governing body

Behaviour Management/Bullying

- Clear anti bullying and behaviour policies are in place and are understood by staff.
- Staff training provided:
- 4/9/13 - Teachers/TA's -Care & Control of children & young people (including restraint)
- April 2017 – All classroom based staff +SBM positive handling
- Nov 17 – Moving and handling of people – KP, MR, CS
- Jan 18 – Moving and handling of people (St Johns) MR
- 12 & 19/3/14 – LG promoting positive behaviour – cascaded to staff
- 5 & 12/11/14 – CS promoting positive behaviour
- Behaviour logs kept by class teachers, incident report forms kept in HT office

Caretaking and Cleaning

Refer to BBC Manual for Site Agents and Caretakers, [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools). See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).

- Arrangements in place for caretaking: David Wilkinson – 8 hours per week
- Cleaning – Contract - Paul Hammond Cleaning Services 12.5hrs per week
- Training records: Caretakers records available in CPD file
- PPE issue and maintenance: Responsibility of SBM
- Procurement of materials process (to ensure same brand/ products purchased consistently to match COSHH risk assessments): Responsibility of SBM

Contractors

See BBC Health & Safety Manual – C02 Managing Contractors.

- Detail process used to select contractors: 3 quotes obtained following recommendations, references obtained., copies of liability insurance taken, DBS checked if relevant

- Name of person responsible for induction of contractors to exchange health and safety information and agree safe working practices while on site: Patti Gurney – School Business Manager
- Name of person responsible for checking contractor risk assessments: Angela Laval – School Business Manager
- Detail the frequency of meetings during works: To be agreed at start of project, dependent on project
- Name of person responsible for monitoring contractors working methods: Angela Laval – School Business Manager
- Detail procedure for staff to report health & safety concerns: Staff to report any issues to Angela Laval – School Business Manager
- Name of person responsible for liaising with Contractor re health and safety matters: Angela Laval – School Business Manager

Consultation arrangements with employees

- Termly meeting to include HT, CT,SBM and governor.
- Induction – full details given, staff meeting minutes distributed and stored on i drive, memos to staff and staff training.

Curriculum Safety (including out of school learning activities)

Risk Assessments can be found in the RA file in the HT office, these include RA for specific curriculum areas.

- Refer to Cleapss Guidance for science and food technology.
- Refer to DATA (Design & Technology Association) for Design & Technology and British Standard 4163.
- Refer to BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk)

Display Screen Equipment (DSE)

BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form to be used annually in January.

- Name of person responsible for ensuring DSE self-assessments are completed by users and reviewed: SBM
- Location of DSE self-assessment form: H & S file in HT office
- Provision of guidance information for DSE users: all users provided with HSE guide Working With VDU's/ available on w drive.or at www.hse.gov.uk
- Arrangements for eyesight testing: Eye tests to be provided at staff request
- How to report health concerns associated with DSE and to whom: SBM

Educational Visits and Journeys

Refer to current Educational Visits and Journeys Policy.

- Name of the educational visits and journeys co-ordinator: Headteacher
- Detail use of Evolve online system (if applicable): Class teachers to complete, HT to authorise
- Location of guidance information for staff to follow when organising any off-site trips: EV file in HT office

Electrical Equipment (fixed and portable including curriculum based equipment)

See BBC Health & Safety Manual – E01 Electrical Safety.

- Name of competent person(s)/ company responsible for inspection and testing of portable electrical equipment: Annual testing in October
- Frequency of user checks: Before use
- Name of person responsible for maintaining records of inspection and testing:SBM
- Staff must not bring any electrical equipment into school without prior permission (made aware at induction)
- Name of competent person(s)/ company who undertake examination of fixed electrical installation: CB electrical services, May 2013

- Name of competent person responsible for checking lighting e.g. stage lighting, general lighting: Caretaker, annual check of emergency lighting by fire contractor
- How to report defective electrical equipment: In CT log book, CT to refer to SBM if required

Equipment (other, including curriculum based equipment)

- Name of competent person(s)/ company responsible for inspection and testing of [Inventory of equipment]: SBM to arrange annual asset register, equipment visually checked at this point.
- Frequency of user checks, inspection and testing by competent person: On Caretaker's PPMS
- Name of person responsible for maintaining records of inspection and testing: Caretaker e.g.
 - Local Exhaust Ventilation maintenance (LEV) N/A
 - Gas Appliances – Cooker & Boiler tested annually, CT to inform SBM of date for booking
 - Lifting Equipment & Lifts N/A
 - Kilns N/A
 - Photographic equipment N/A

Fire Precautions and Emergency Procedures

See BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.

- Name of the responsible person as defined in Regulatory Reform (Fire Safety) Order 2005 (usually Headteacher): Headteacher
- Arrangements for undertaking and reviewing the fire risk assessment: Annually in May
- Location of map of assembly points: In entrance
- Emergency plan location: In Office 1

- Frequency and arrangements for test of fire alarm, extinguishers, emergency lighting, drills, procedures to be followed are all recorded in the Fire log book, location of log book: HT Office
Weekly test of alarms, Termly evacuation drills, Monthly emergency lighting, monthly extinguisher check and annual service.
- Name(s) of staff with special responsibilities for fire safety e.g. fire warden(s): HT & CT
- Name of person responsible for maintenance of fire exit/escape routes: Class teachers/CT
- Staff training (all recorded in Fire log book):
Annual DVD to all staff in January – Fire safety in schools
HT trained fire warden – 7/10/14
CT Trained fire warden – 27/9/18
SBM Trained fire warden – 27/9/18
- Process for calling emergency services: Admin staff to call 999 wherever possible
- How to report faults and hazards: To CT – then to refer to SBM if required

First Aid

See BBC Health & Safety Manual – F03 First Aid.

- Names and locations of trained first aid staff: HT & L Starsmore trained first aiders in workplace
- Location of first aid boxes: One in each classroom, in library and school hall
- Name of person responsible for checking and restocking first aid boxes: Class teachers check
A Hackworth restock
- Who summons an ambulance: HT/SBM
- Who accompanies children to hospital: HT/AHT
- Arrangements for first aid outside school hours: Before and after school parents may bring their children into the school office.
- Arrangements for first aid for offsite activities: First aid kit taken, qualified first aider to accompany children.

- Arrangements for the provision of first aid cover in the event of the temporary absence of the appointed first aider: 2
- Name of person responsible for organizing training and retraining of first aiders/ training records: Secretary to maintain records and book training

Grounds Maintenance

See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).

- Name of person(s)/ company responsible: Caretaker, contractor for grass cutting
- Name of person(s) responsible for managing Grounds Maintenance Contractor(s): SBM
- Arrangements and procedures school has in place for grounds maintenance on school site:
- Arrangements and procedures contractor has in place for health and safety e.g. accident reporting, first aid etc.: Caretaker – via school procedures
- Name of person responsible for record keeping: CT/SBM

Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

- Arrangements for the procurement and use of hazardous substances: Items purchased by SBM or CT
- Location(s) of hazard data sheets/ COSHH assessments/ emergency procedures for spillages: Main File kept in HT office, copies kept in kitchen of kitchen products and in CT cupboard CT items
- Name of person(s) responsible for undertaking COSHH risk assessments: SBM
- Detail any staff training: S.Coles - Feb 2015 A Laval: 26/9/18
- Detail any Personal Protective Equipment (PPE) provided: Gloves, gauntlets, goggles, plastic aprons
- Name of person (s) responsible for selection, issue, maintenance and storage of PPE:SBM

Note: For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.

- Name(s) of person with access to CLEAPSS guidance and hazcards: HT
- Guidance on emergency procedures for spillages is contained on hazcards and in more detail in Section 7 of Cleapss Handbook.
- Name of person(s)/ company to contact re disposal of chemicals: Local recycling centre

Inclusion

- Arrangements for planning and assessment for Special Educational Needs (SEN) pupils:
SENCO responsible
- Arrangements for making reasonable adjustments in respect of access under the Disability Discrimination Act: SENCO/HT
- Arrangements to ensure staff are suitably informed and trained to be able to support include pupils safely and effectively - training: The SENCO is trained and experienced in supporting pupils with SEN & behavioural issues. Full training for staff is provided as required. Additional support is sought from the Bedford Borough Support Services.

Legionella

- Name of person responsible for legionella management on site: D.Wilkinson - CT
- Arrangements e.g. risk assessment, implementation of actions: 3yrly risk assessment,
- Frequency of temperature checks: Monthly
- Record Keeping: Detailed records kept in Legionella log book in CT cupboard.
- Training: 6/3/12 – CT (David Wilkinson) Legionella awareness training

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

- Name of person responsible for lettings/ out of hours activities: SBM
- Name of person responsible for providing information to hirers using the premises out of hours (see points below): SBM
- Detail agreements, procedures and arrangements for lettings: Attached as appendix

- Detail any staffing requirements e.g. site agent lock up: N/A
- Detail out of hours first aid provision: To provide own first aid equipment
- Detail fire and emergency arrangements for out of hours: Evacuation procedures explained and given as part of lettings agreement
- Detail any restriction on use of equipment by hirers: If any school meal equipment is used it is to be left out so that it can be sterilised again in the dishwasher
- Detail any licensing requirements: N/A
- PTA responsibilities: See Appendix
- Insurance requirements: All hirers required to have public liability insurance, this can be arranged through the school.

Lone Working

See BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working

- Detail Safe working practices/rules for staff who work alone:
- Detail contact arrangements for lone workers: To make one person aware that you are lone working and give a time you expect to be home. HT mobile number to be given to that person.
- Name of person responsible for risk assessment of lone working activities: HT

Managing Medicines & Drugs

Refer to BBC Guidance on Managing Medicines in Schools and Early Years Settings, and DFES guidance, Managing Medicines in Schools and Early Years Settings 2005.

- Specific staff training and retraining requirements e.g. managing medicines, epi-pen etc.:
Epi pen training –5/2/18 all classroom based support staff
Managing medicines – HT on 21/4/15
- Arrangement for storage/disposal of medicines: Kept in a labelled tin in fridge or HT office
- Location of forms with regard to administration of medicines (templates in BBC Guidance on Managing Medicines document: Green Box file in HT office – First Aid and medicine forms

School Management of Medicines policy is on the school website

Manual Handling and Lifting

- See BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.
- Arrangements for identifying all activities involving lifting/handling: All staff are trained in manual handling and are asked to complete a RA prior to manual handling in order to assess the load.
- Name of person(s) responsible for completing manual handling risk assessment(s): HT
- Risk assessments to identify precautions to minimise manual handling tasks: See RA folder
- Staff training in manual handling/ date: At induction, 1/9/14 – all staff manual handling training – BBC Julie Richardson
- Guidelines for specific tasks:
- Availability / location of lifting aids on site:
Sack Barrow - Hall
Chair trolley – Hall
Wheelbarrow – Outside Year 1
- Detail any hoists / lifting equipment used on site: N/A

Noise

- Detail any arrangements in place for noise monitoring e.g. D&T/ Music: N/A
- Detail any arrangements for health surveillance where appropriate: N/A
- Detail any Personal Protective Equipment provided e.g. ear plugs: N/A

Occupational Health

- As part of our buy-back HR services from Bedford Borough Council we have access to the Borough Council's Occupational Health Service. This can be accessed through a referral by the HT/SBM. Staff also have access to a confidential counselling service, full details can be found on the staff notice board.

Outdoor Play Equipment & PE Equipment

- Arrangements and procedures for use: Visual check by teacher before use
- Risk Assessments for use of equipment, (including setting up, moving and packing away): See RA file
- Supervision requirements: As for school lessons/breaktimes. Separate risk assessment for trim trail, 1 member of staff to be next to trim trail whilst in use.
- Detail user checks required: Visual check prior to use, indoor fixed PE equipment tested by class teacher to ensure it is secure.
- Name of approved contractor who conducts inspections/ regularity: Sportsafe
- Detail inspections by approved contractor: Annual inspection every Summer term by Sportsafe.
- Detail periodic inspections: Regular inspections by school caretaker as part of PPM schedule
- How to report hazards: To HT or SBM verbally.
- Repair and maintenance procedures: Minor repairs to be carried out by CT after being agreed by HT/SBM and logged in CT maintenance book. SBM to book contractors if required.
- Name of person responsible for keeping records: CT to record on PPM schedule, SBM to check this. SBM responsible for booking annual Sportsafe inspection.
- Staff responsibilities: Visual check of equipment prior to use.
- Instruction and training for staff/pupils provided: Pupils given clear rules for using equipment safely. New staff briefed on these rules as part of induction.

Personal Protective Equipment (PPE)

See BBC Health and Safety Manual – Work Instruction SWI01 PPE.

- Person(s) responsible for assessing requirements for PPE:SBM/HT
- Risk assessment(s): See RA file
- Arrangements for supply and maintenance of equipment required: Equipment checked prior to use and stored in CT cupboard.
- Person(s) responsible for training in use of PPE: SBM

Radiation

- Arrangements in place with regard to Radiation Protection: N/A
- Name of Radiation Protection Supervisor: N/A
- Training Received: N/A

Risk Assessments - General

See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template.

- Identify who is responsible for ensuring that risk assessments are undertaken: HT
- Arrangements for undertaking specific risk assessments (i.e. staff who are pregnant or who have health problems) - HT
- Arrangements for undertaking specific pupil risk assessment where appropriate e.g. SEN):[HT]
- Arrangements for the retention and periodic review of risk assessments: Annual review of all RA by HT in Summer Term. Periodic reviews as required. See RA file in HT Office.

School Transport – N/A School does not provide transport. RA in place for private coach providers.

Security

See Insurance and Risk “School Security” guidance (contact Insurance Team for copy)

- Arrangements in place for securing school site: At end of school day person responsible for locking up will ensure all windows are closed and doors are locked. The CT will check site security on a regular basis as part of the PPM schedule
- Name(s) of staff responsible for securing school site: Member of staff locking up on each day – usually HT/SBM or AHT
- Emergency contacts: CT – 07833 34638
- School opening times: 8.00-5.30 Lettings and governor meetings will be outside of these hours

Site Maintenance

- See also BBC Manual for Site Agents and Caretakers (available at [www.bedford.gov.uk/education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools)).
- Arrangements and responsibilities in place for upkeep and maintenance of school buildings and site: PPM schedule followed by CT
- Process for reporting of hazards: Hazards to be recorded in CT maintenance book. CT to report to HT if contractor required.
- Responsibility for safety signage: HT

Slips, Trips and Falls

- Detail how hazards are minimised e.g. weekly walk-rounds, staff safety briefings:
Staff briefed at induction
Health and safety a standing agenda item at staff meetings
Health and safety folder of information on ‘I’ drive
CT weekly walk arounds as part of PPM schedule

Termly walk rounds with Gov CT and HT

Staff Training & Development

- Arrangement to brief new staff/ temporary staff about health and safety arrangements: See induction procedure
- Name of person responsible: HT/SBM
- Arrangements to identify training needs e.g. part of PDR: Annual appraisals, identification of specific needs at induction
- Detail specific training for certain roles i.e. site agent/caretaker, health and safety co-ordinator, first aid, fire safety, training updates, competencies for certain activities e.g. hazardous substances, working at height, risk assessment:

CT trained in asbestos, ladders, legionella, fire warden

HT trained in COSHH, fire warden, managing medicines, risk assessments

All staff first aid trained
- Name of person responsible for keeping general staff training records: Secretary

Stress

- Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.

The school monitors staff stress levels and takes positive steps to ensure staff wellbeing

Swimming

- Refer to Guide 2 Swimming Pools (Managing School Facilities) available at www.teachernet.co.uk.
- Refer to LA "Swimming in Schools Policy"
- Refer to Safe Practice in Physical Education and School Sport (Association for Physical Education, section 26.2, Aquatic activities)

The school does not have its own swimming pool. However, pupils swim at Trinity Leisure in Bedford with a qualified swimming instructor and a lifeguard on duty.

A RA is carried out and can be found in the RA file

Vehicle Movements on site

- Detail how risks are minimised and hazards identified.
- Include management of contractor vehicles on site e.g. deliveries, building works etc.

Violence (also see lone working)

See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.

- Detail arrangements in place for reporting of violence .e.g on accident/ incident report, behaviour log etc.: Accident/incident report form if involving 2 adults or if actual harm has been caused by a child. General incidents with children recoded in the behaviour logs.
- Specific RA in place as required.

Visitors

- Detail arrangements for providing health & safety information to contractors / visitors to school i.e. parking, disabled facilities, accident reporting, fire and evacuation, first aid
 - Leaflet provided on arrival.
- Detail arrangements for recording visitor information – Visitors sign in the visitor book and wear a visitor badge whilst on site

Work Experience

See BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young persons safety record.

- Arrangements for work experience: Occasional work experience students are organised by the local Upper School. Students are supported and mentored by the class teacher that they are placed with.
- Identify who is responsible for undertaking Risk assessments: HT
- Induction and training: By HT
- Monitoring and supervision: By Class Teacher
- Information provided e.g. Staff Handbook: Staff handbook given and other paperwork as part of the induction. Referred to policies on school website.

Working at Height

Refer to BBC Health & Safety Manual, SWI05 Working at Height, refer to BBC Manual for Site Agents and Caretakers

- Guidance and procedures in place: Covered as part of induction. RA in place. CT trained in working at height.
- Identify who is responsible for undertaking Risk assessments: HT has overall responsibility. Individual staff members are responsible for checking RA prior to carrying out a task.
- Staff training and updates: Annually
- Identify what access equipment is available on site and who is authorised to use it: Ladder in CT cupboard for CT to use, step stool in photocopier cupboard for all staff.
- Regularity of user checks for ladders & tower scaffold: monthly
- Records of maintenance and training: Maintenance records kept by CT, training records kept by secretary

Section D – Arrangements of Monitoring and Evaluating the Policy

- Detail how monitoring and evaluation of the policy will be achieved: Annual review in the Spring term
- Detail who will be responsible: H & S Committee

Appendix 1

Organisational Chart

