

Bidford on Avon CofE Primary School

Health and Safety Policy

'Striving for excellence in health, safety and wellbeing management and performance'

Date created: Sept 2024

Review date: Sept 2025

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how BIDFORD ON AVON COFE PRIMARY School will manage occupational health and safety.

1. Statement of Intent

BIDFORD ON AVON COFE PRIMARY School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff, and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable BIDFORD ON AVON COFE PRIMARY School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees.
- Having an occupational health and safety management system which sets clear health and safety standards, roles, and responsibilities.
- Identifying significant risks to health, safety, and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks.
- Promoting the principles of sensible and proportionate risk management.
- Having a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicating, consulting, and cooperating with employees on all relevant health and safety matters.
- Providing a safe and healthy place to work.
- Providing access to competent health and safety advice, guidance, and support.
- Requiring our contractors to cooperate with us.
- Ensuring resources are available to ensure the successful management and implementation of health, safety, and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing, and either eliminating, reducing, or managing the risks that arise from activities, processes, or operations through the risk assessment process. Monitor

our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.

- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Name

Headteacher

Date:

Signed

Name

Chair of Governors

Date:

2. Organisation

This policy establishes our school's occupational health and safety management system. It describes how we will plan, organise, implement, monitor, review, and audit our health and safety practices. While legal compliance is the minimum standard BIDFORD ON AVON COFE PRIMARY School aims to meet, our health and safety management framework will seek to achieve higher standards and best practices wherever possible, ensuring continuous improvement. **2.1 Health & Safety Roles and Responsibilities**

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Maintaining awareness and attention on significant health and safety issues.
- Ensuring the school has appointed competent individuals to provide health and safety assistance and advice for implementing measures that meet legal requirements. Personally respond to any legal notice received by the HSE or other enforcing body.
- Ensuring decisions comply with health and safety legislation and this policy. Promoting a positive health and safety culture.
- Ensuring that adequate resources are provided to effectively manage health and safety and comply with all relevant statutes.
- Ensuring health and safety matters are considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Headteacher / Executive Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the **'Responsible Person'** for health and safety within the school.

The Headteacher / Executive Headteacher is responsible for ensuring effective health and safety in the school. They must make sure all employees understand and are accountable for their health and safety duties. The Headteacher/Executive Headteacher can delegate responsibilities to specific employees but must ensure those employees are competent and understand their duties. The Headteacher/Executive Headteacher will still be accountable for those activities. If the Headteacher/Executive Headteacher delegates operational responsibilities to senior management, they must ensure those individuals are competent and understand their duties. The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Ensure health and safety is adequately and properly considered by all employees within the school. Attend relevant health and safety management or leadership training as needed, and complete any required refresher training, when necessary.
- Present a report to the Governing Body termly on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Monitor and address major risks in the school, ensuring they are thoroughly assessed, controlled, and managed through effective risk management. Ensure that health, safety, welfare, and wellbeing issues are fully considered and addressed when making decisions or planning new projects. Ensure that adequate health and safety communication channels exist within their area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Ensure that procedures *are in place* and effectively implemented to identify and provide the necessary information, instruction, training, and supervision for maintaining health and safety
- Ensure procedures are established for reporting and recording accidents, incidents, and near misses, and that investigations are conducted and appropriate actions are taken to prevent recurrence within the required timeframes. Review and monitor accidents and incident statistics to identify trends and high-risk areas. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement;
- Ensure that senior managers and all employees (including agency staff) are made aware of, understand, and accept their individual health and safety responsibilities, and are adequately trained fulfil these duties.
- Collaborate with staff to monitor and review health and safety targets and priorities in line with the overall school objectives, and ensure that adequate resources are provided to achieve compliance;

- Ensure that health and safety management and performance is formally evaluated, monitored, and reviewed at least annually.
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices.
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; as well as immediately notified of any involvement by the Health and Safety Executive (HSE). Additionally, if the Governing Body/MAC/MAT/LAC has assigned responsibility to the Headteacher/Executive Headteacher, ensure that they respond promptly to any legal notices received from the HSE or other enforcing bodies.
- Ensure that formal health and safety workplace inspections and audits are undertaken, and appropriate action implemented.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and any relevant departmental policies if applicable;
- Ensure that risk assessments are undertaken and recorded for work activities, processes, and operations. Risk assessments must identify significant risks and establish controls that will eliminate the risk or reduce it to the lowest possible level through, sensible and proportionate risk management. Involve employees in this process and implement necessary controls in accordance with legislative and school policy requirements.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- Ensure arrangements are in place for the health and safety of agency workers (as the host employer) and for volunteers. This includes detailing the responsibilities of both the host employer and the agency. E
- Ensure that relevant information, instruction, training, and supervision programmes are in place, maintained and monitored to help ensure all employees are competent.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated as necessary and take appropriate action to prevent a recurrence.
- Monitor the activities of contractors and others in your area and raise any concerns with the appropriate person promptly. Support all employees, including safety representatives, in fulfilling their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.

- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document the safety of the work environment and identify necessary actions.
- Ensure that communication channels are in place to keep employees informed and updated on health and safety matters as needed.
- Facilitate cooperation and consultation between organisations and relevant employees' safety representatives, when sharing premises.
- Take appropriate action following external audits and inspections.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy the term 'employees' includes work placement and experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care while at work to ensure that they do not endanger themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or relevant authorities (line manager, senior management) regarding health and safety duties. Follow all relevant arrangements, instructions, control measures, training, procedures (both written and verbal) to protect their own and other's health and safety. Additionally consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety, and welfare (such as safety equipment and/or protective clothing).
- Check that any equipment, plant, or substances used at work are in a safe condition before use. Familiarise themselves with all relevant processes, materials and substances and use them only as advised. Report any defects, loss, or damage to their manager via the defect reporting system.
- Immediately inform their manager of any work situation that might present a serious or imminent danger to themselves or others, or any other issues in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising, or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases, and dangerous occurrence) and near misses.
- Be familiar with all relevant health and safety policies, procedures, risk assessments and other documentation, applicable to them and their work. Follow all provided induction, information, instruction, and training, whether verbal or written.
- Be aware of the first aid provision at their workplace.
- Understand the fire and emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.

- Participate in health and safety training and development as required.
- Cooperate with health surveillance programmes and other control strategies to protect their health and wellbeing, as required.
- Lead by example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect BIDFORD ON AVON COFE PRIMARY School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.
- Follow all health and safety instructions given and cooperate with teaching and support staff.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety, and welfare.
- Report any health and safety concerns that they may have, to a teacher or other member of school staff

2.7 Shared site users

Where multiple employers share a workplace, each must cooperate with the others to ensure compliance with health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate and collaborate with the school on health and safety matters.
- Provide information of any new or additional risks or procedures, relating to work activities, which may be new or unusual to those of the school.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards of the school, to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with the school's health and safety arrangements, and ensure they are communicated, to their employees and service users.

The school will ensure that, where not forming part of the shared site, users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Collaborate with shared site users on matters of health and safety.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Bidford on Avon Primary School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	<i>The Governing Body will specifically review progress of health and safety at the termly Resources meeting; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.</i>	<i>Governing Body Mr A Morris - Headteacher</i>
Consultation: Provision of an effective joint consultative process with employees	<i>The school's Site Health and Safety Committee meet once per term and report back termly to the Governing Body. The Site Health and Safety Committee consists of a Headteacher, Site Manager, SBM, governor and member of staff and reports and consults with all employees, The Governing Body to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.</i>	<i>Mr A Morris – Headteacher Mr J Smith – Site Manager Mrs A Goode – SBM Mrs P Moore – staff Mr R Williams – H & S Governor</i>
Consultation: Employees	<ul style="list-style-type: none"> • <i>Staff are encouraged to raise issues of concern or make suggestions for health and safety improvement directly to the Headteacher or at staff meetings.</i> • <i>Staff know to report any defect to the office/Site manager</i> • <i>The Health and Safety Law poster is situated in the school office.</i> <p>Reference links: <u>HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263)</u> <u>HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</u></p>	<i>Mr A Morris – Headteacher Mrs A Goode – SBM Mr J Smith – Site Manager</i>

Topic	Action/Arrangements	Responsibility of:
Consultation: Trade Unions	<ul style="list-style-type: none"> • <i>Headteacher is responsible for informing and consulting “in good time” with trade union and employees.</i> • <i>Headteacher is responsible for ensuring that Trade Representatives are consulted and informed of new health and safety information for school?</i> Reference links: <u>HSE Involving your workplace in health and safety: Guidance for all workplaces</u> <u>HSE Consulting employees on health and safety: A brief guide to the law</u>	<i>Mr A Morris – Headteacher</i>
Communication: Establishing adequate channels	<p><i>Communication channels are established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</i></p> <ul style="list-style-type: none"> • <i>Governing Body Meetings</i> • <i>Senior management, Departmental and/or staff meetings</i> • <i>Provision of information relating to safe systems of work and risk assessments</i> • <i>Staff briefings & Staff training days</i> • <i>Health and safety noticeboard</i> • <i>School Council</i> • <i>Communication of health and safety bulletins/press releases from WES Health and Safety, HSE, Fire Service, etc.</i> • <i>Communications with other relevant specialist advisors</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris, Headteacher</i> • <i>Miss Hickman – Deputy Headteacher</i>
Competencies: Provision of effective health and safety training	<p><i>The Governing Body and Headteacher will consider health and safety training on an annual basis in line with the school’s health and training matrix focusing on mandatory training as a priority.</i></p> <ul style="list-style-type: none"> • <i>The Headteacher or Deputy Headteacher are responsible for conducting and recording inductions with new staff</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Miss Hickman – Deputy Headteacher</i> • <i>Mrs A Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>The Headteacher or Deputy Headteacher are responsible for conducting inductions for volunteers, agency workers and contract workers</i> • <i>The Headteacher is responsible for establishing minimum health and safety competencies for certain roles and activities?</i> • <i>The Headteacher/SBM is responsible for organising refresher training.</i> • <i>Training records are kept in the school office.</i> <p>Reference links:</p> <p><u><i>HSE Brief guide to health and safety training.</i></u></p>	
Competencies: Risk assessment	<ul style="list-style-type: none"> • <i>Staff in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</i> • <i>The Headteacher is trained to carry out risk assessments</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i>
Competencies: Specialist advice and support	<p><i>Specialist competent advice and support will be obtained as required.</i></p> <p><u><i>See HSE Information on the law and specialist help.</i></u></p>	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mrs Goode - SBM</i>
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	<p><i>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following:</i></p> <ul style="list-style-type: none"> • <i>Health and Safety audits by WES with an accompanying action plan will be carried out every 3 years for H & S, Fire and Security.</i> • <i>Statutory Fire Risk assessment will be carried out every 3 years by external consultant.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris – Headteache</i> • <i>Mr J Smith – Site Manager</i> • <i>Mrs A Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, • WES Health and Safety has a template 'H&S Action Planner' for use. Reference links: <u>DfE Governance handbook and competency framework</u> <u>HSE Leadership Role</u>	
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	<p><i>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. Bidford on Avon Primary School recognises that auditing needs to take place at a local level and this will be carried out by the Governing Body. The auditing process will review and establish whether:</i></p> <ul style="list-style-type: none"> • <i>Appropriate management arrangements are in place.</i> • <i>Adequate risk control systems/strategies are in place for the associated risks.</i> • <i>Those control strategies are being implemented.</i> <p><i>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</i></p>	<ul style="list-style-type: none"> • <i>Governing Body</i> • <i>Mr A Morris - Headteacher</i>
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p><i>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved. Bidford on Avon Primary School will continually review and update our policies when there are:</i></p> <ul style="list-style-type: none"> • <i>Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance</i> • <i>Changes in organisational structure, process, activities and/or equipment.</i> • <i>Lessons learnt/actions resulting from the findings of an incident investigation or audit.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris – Headteacher</i> • <i>Mr J Smith – Site Manager</i> • <i>Mr A Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"><li data-bbox="577 256 1323 288">• <i>Lessons learnt from a national or regional incident.</i>	

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> • <i>Minor accidents, incidents and near misses recorded in the accident book and reported to WCC if hospital treatment is required.. Where necessary, parents / guardians or other persons should be notified of the accident. All children receive a headbump letter where appropriate. First Aid books should be retained for 3 Years after the date of the last entry(GDPR).</i> • <i>If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The headteacher and governing body are responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).</i> • <i>The Headteacher needs to be notified at the school when major and more serious accidents occur.</i> • <i>WCC is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).</i> • <i>The Headteacher is responsible for completing investigations following minor incidents or near misses.</i> • <i>The Headteacher is responsible for completing investigations following major and serious accidents/incidents.</i> • <i>Parents / guardians or other persons will be notified of accidents involving pupils by telephone and Red 'Bump' notes will be sent home.</i> • <i>The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences and what training have they had. Note that accident and incident investigation training is available from WES Health and Safety.</i> • <i>The governing body monitor accidents on a termly basis to identify any trends.</i> • <i>Serious accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.</i> • <i>Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.</i> 	<ul style="list-style-type: none"> • <i>All staff</i> • <i>Mrs Goode - SBM</i> • <i>Mr A Morris - Headteacher</i> • <i>Mr Williams H&S governor</i>

Topic	Action/Arrangements	Responsibility of:
	Reference links: HSE RIDDOR - General HSE RIDDOR School specific DfE Guidance on first aid for schools	
Asbestos management	<ul style="list-style-type: none"> <i>There is no Asbestos on Bidford on Avon Primary School. The school was built in 2002.</i> Reference links: HSE FAQ's - Schools HSE Managing Asbestos in Buildings HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools	N/A
Compressed Gases	<ul style="list-style-type: none"> <i>Compressed gasses are not kept in Bidford on Avon Primary School.</i> Reference links: CLEAPSS Secondary Site Design and Technology Association	N/A
Contractors, selection and management of	<ul style="list-style-type: none"> <i>The Headteacher or Site Manager is the Responsible Person for managing contractors on site. Both have attended Safe Management of Contractors training in the last 3 years.</i> <i>WCC will responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer for major projects..</i> <i>Staff should report any concerns to the Headteacher about safe working practices of contractors.</i> <i>The Headteacher and Site Manager has attended the WCC Safe Management of Contractors Course and is the person responsible for managing contractors..</i> 	<ul style="list-style-type: none"> <i>Mr A Morris - Headteacher</i> <i>Mr Smith – Site Manager</i> <i>Mrs Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Only competent contractors are to be employed to carry out work in and around the school. Suitable checks of their health and safety competence are made before employing any contractor. This is achieved by requesting copies of all appropriate qualifications and relevant training documentation, copies of method statements and relevant risk assessments, using the WCC preferred list of contractors. All contractors who have unsupervised access to children must be DBS checked.</i> • <i>All contractors need to have suitable insurance.</i> • <i>Before beginning any work all contractors need to have read the school induction information, signed the school visitors book and gained a visitors sticker, which must be worn at all times. All H&S information needs to be exchanged prior to beginning any work and safe working arrangements agreed with the headteacher or caretaker based on the method statement and risk assessments.</i> • <i>RAMS are required before undertaking any work, health and safety information will be exchanged and safe working arrangements will be agreed before work starts etc The headteacher is responsible for checking RAMS prior to commencement of work, but may delegate this to the Site Manager when appropriate.</i> • <i>All contractors should use their own equipment and are not allowed to use school equipment.</i> <p>Reference links: <u>HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015</u> <u>HSE Managing health and safety in construction: Guidance on Regulations</u></p>	
<p>Control of Substances Hazardous to Health (COSHH) SP up to here checking links.</p>	<ul style="list-style-type: none"> • <i>The Site Manager maintains the COSHH file and it is kept outside the school office.</i> • <i>The Site Manager is responsible for obtaining safety data sheets (SDS) and carrying out risk assessments for hazardous substances.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • COSHH products are controlled by the Site Manager. Staff are informed not to bring products in from home. • Staff receive training e.g. Caretaker seminars, Health and Safety Awareness. • Containers with decanted substances are clearly labelled with product information and dilution rates? • Any specific disposal procedures for waste, unwanted or spilt substances are listed in COSHH records. <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	
Cooking activities	<ul style="list-style-type: none"> • Staff complete a risk assessment for all cooking activities. • Food is stored appropriately, using the studio fridge for ingredients requiring a low storage temperature. • Staff check the sell buy dates before using any ingredients. • All staff and pupils ensure that surfaces are correctly cleaned and that all participants follow handwashing routines before, during and after the activity. Pupils are given an induction pre activity on hygiene and safety rules. • Pupils are trained in the correct use of equipment, including knives. All activities involving cutting with knives are supervised. • Fresh meat, fish or poultry is not used in cooking activities. • Halogen hobs are used to avoid direct access to heat and hobs are positioned so that they are out of pupil reach. • Pupils will not engage directly in activities using hot liquid or pans/ frying pans, which will be demonstrated by an adult. • All pupils with an allergy are recorded on a list which staff access when planning their activity 	<ul style="list-style-type: none"> • All Staff • Mr A Morris - Headteacher • Mrs Goode - SBM

Topic	Action/Arrangements	Responsibility of:
Defect Reporting	<ul style="list-style-type: none"> • Staff are responsible for taking unsafe equipment out of use. • Defects should be reported to the office/Site Manager/Headteacher. • “Out of use” labels or signs and be used if required. • The Site Manager and SBM monitor defects to ensure they have been resolved. • The Headteacher will complete a Risk Assessment if a defect is likely to affect the normal running of the school and define alternative procedures. • Defect reporting records are kept for recommended minimum of 5 years. 	<ul style="list-style-type: none"> • All staff • Mr A Morris - Headteacher • Mr Smith – Site Manager • Mrs Goode - SBM
Design and Technology	<p>Primary schools should refer to “Make it Safe” booklets and where they can be found.</p> <ul style="list-style-type: none"> • Miss Powell is the curriculum lead for D & T • CLEAPSS <p>Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)</p>	<ul style="list-style-type: none"> • Mr A Morris - Headteacher
Design and Technology – Kilns/Pottery	<ul style="list-style-type: none"> • There is no kiln in Bidford on Avon Primary School <p>Reference links: CLEAPSS DT Site http://www.hse.gov.uk/non-metallic-minerals/kilns-in-schools.htm</p>	<ul style="list-style-type: none"> • Mr A Morris - Headteacher
Display screen equipment (DSE)	<ul style="list-style-type: none"> • Staff receive on the safe use of DSE. • DSE “users” are identified if they use a screen inc laptops • DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work during induction. • Headteacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc. • Staff are signposted to services for eye tests and spectacles for DSE use. 	<ul style="list-style-type: none"> • All staff • Mr A Morris - Headteacher • Mr Smith – Site Manager • Mrs Goode - SBM

Topic	Action/Arrangements	Responsibility of:
	Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide	
Driving at work: use of personal cars, minibuses and transporting children etc.	<ul style="list-style-type: none"> • <i>Staff do not ordinarily transport children in their car.</i> • <i>'Driving for Work Policy' will be considered and any school specific Driving at Work risk assessments will be carried out by the Headteacher.</i> • <i>There are no school vehicles.</i> • <i>Headteacher or SBM will undertake checks of driver and vehicle documentation as required.</i> Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.	<ul style="list-style-type: none"> • <i>Mr A Morris – Headteacher</i> • <i>Mrs A Goode - SBM</i>
Electricity	<ul style="list-style-type: none"> • <i>WCC Property Resources are responsible for ensuring hardwiring checks are carried out every five years.</i> • <i>Portable appliances are tested (PAT) and by Terri Hawkins (October each year)</i> • <i>PAT is carried out to HSE standards.</i> • <i>PAT registers are kept in the school office.</i> • <i>Staff expected to conduct pre-use visual checks on electrical items to identify defects.</i> • <i>The stage lighting, is included in the PAT test schedule and is carried out by external contractor via WCC.</i> • <i>Where premises are let out hirers'are asked to use our equipment. Where this is not possible the caretaker, with support from the headteacher and office administrator is delegated to ensure that hirer equipment is tested.</i> • <i>All defective equipment needs to be reported and brought (where possible) to the office immediately, labelled with a defect label and recorded in the defects folder.</i> • <i>Pupils should not be asked to plug in electrical equipment.</i> 	<ul style="list-style-type: none"> • <i>All staff</i> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Socket guards should not be used as they can damage the internal workings of the main socket.</i> Reference links: <u>HSE Electricity at work: Safe working practices</u> <u>HSE Electrical safety and you: A brief guide</u>	
Emergency Planning: dealing with health and safety emergencies – procedures and contacts	<ul style="list-style-type: none"> • <i>Headteacher is responsible for undertaking and reviewing emergency plans for foreseeable incidents (plans for evacuation, invacation, terrorism and lockdowns should be in place). Plans are reviewed every 3 years or after a major guidance update.</i> • <i>The school has a business continuity plan.</i> • <i>Plans are kept in the emergency planning folder and emergency grab bag in the school office.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mrs Goode - SBM</i>
Externally provided services/activities, lettings, and hirers	<ul style="list-style-type: none"> • <i>Site Manager is responsible for discussing and agreeing health and safety arrangements before premises are used.</i> • <i>The school provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i>
Fire safety	<ul style="list-style-type: none"> • <i>The school’s Fire Risk Assessment and emergency plans are kept in the school office</i> • <i>All staff take part in Fire training at the beginning of each school year.</i> • <i>Site Manager is responsible for keeping fire precaution manual up to date. It is kept in the school office.</i> • <i>Headteacher & Site manager Inspects and maintains of fire exits/escape routes to ensure they are kept clear at all times.</i> • <i>Headteacher & SBM update the Fire Evacuation Notices around the school site.</i> 	<ul style="list-style-type: none"> • <i>All staff</i> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i> • <i>Mr Williams – H & S Governor</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Site manger carries out weekly testing of fire alarms and visual checks of fire extinguishers.</i> • <i>Site Manager carries out monthly testing of emergency lighting and fire door closures.</i> • <i>City Fire carries out yearly inspection and maintenance of fire extinguishers.</i> • <i>Chubb carries out six monthly inspections and maintenance of the fire alarm and emergency lighting systems.</i> • <i>Liaison arrangements are in place with other parties on site e.g. nursery and Bidford Community Library.</i> • <i>Headteacher is responsible for undertaking and reviewing the fire risk assessment and it is kept in the school office and emergency grab bag.</i> • <i>Headteacher is responsible for updating the fire evacuation plan.</i> • <i>Headteacher/Deputy Headteacher is responsible for co-ordinating evacuations and will be identified by staff and emergency services by wearing a hi-vis vest.</i> • <i>Office staff will call the emergency devices and take registers to assembly point. Headteacher/Deputy Headteacher/Office staff will meet fire service on arrival.</i> • <i>Fire drills are carried out termly.</i> • <i>Assembly points are in front of and behind the school building.</i> <p>Reference links: <u>HM Government - Fire safety risk assessment: educational premises</u></p>	

<p>First aid, medication and supporting pupils at school with medical conditions</p>	<ul style="list-style-type: none"> • <i>A WES First Aid Needs Risk Assessment is available.</i> • <i>Qualified Paediatric First Aider and First Aid at Work details displayed in all classrooms and communal areas in the school</i> • <i>SBM is responsible for identifying and organising refresher training.</i> • <i>Where are First Aid kits kept at the First Aid Stations and Mrs Moore (Senior First Aider) is responsible for replenishing them.</i> • <i>A First aider will be on duty in the conservatory area during break times</i> • <i>In the case of a medical emergency the office administrator, First Aider or a member of the SLT will summon an ambulance and inform the parents/ carers. In the case of parents being unable to accompany their child the headteacher or Deputy headteacher will accompany children to hospital.</i> • <i>There are a number of First Aiders available to cover sickness absence.</i> • <i>A First Aider must be present on all trips and visits.</i> • <i>School policy allows the administration of prescribed medication only.</i> • <i>In the case of emergency medication, a care plan will provide information on medical needs and identified staff authorised to provide treatment, following training.</i> • <i>All staff have received training for epipen.</i> • <i>Epipens and asthma inhalers are kept in the class medical box. Other medication is kept in the school office.</i> • <i>Prescribed medicine must be given to school in its original packaging. Parents must sign a medicine form giving permission to the school and outlining the medicine and dose.</i> • <i>Two members of staff sign to witness what dose has been given to pupils if possible.</i> • <i>In the case of residential visits a volunteer member of staff will give medication in the presence of another member of staff provided signed consent is given by a parent / guardian with clear instructions on the dosage. Two members of staff should sign to say they have given the dose</i> <p>Reference links: <u>HSE First aid at work: Guidance on Regulations</u> <u>HSE First aid at work: Your questions answered</u> <u>DfE Guidance on first aid for schools</u></p>	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i> • <i>Mrs Moore – Senior First Aider</i> • <i>Mr Williams – H & S Governor</i>
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	<p><u>DfE Supporting pupils at school with medical conditions: Statutory guidance</u></p>	
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Topic	Action/Arrangements	Responsibility of:
Forest school	<ul style="list-style-type: none"> • <i>School has Forest school areas around the boundary and within a fenced area by the school playground.</i> • <i>Pupils are only allowed within the Forest school area with adult supervision.</i> • <i>The site must be inspected before use, using the Forest school check list and any risks removed before entry.</i> • <i>A risk assessment and hazard reporting book is kept within the Reception Class.</i> • <i>Weekly inspections are made to identify risks.</i> • <i>All children are taught about safety awareness and precaution. Pupils are taught about the potential danger of plants i.e fungi/ berries/ brambles.</i> • <i>Children are taught to use tools safely and use them under supervision.</i> • <i>Adults only are allowed to light fires within Forest school in the fire pit. Gloves must be worn and a safety cordon placed around the fire. Matches stored securely and the fire put out at the end using sand/ water. The extinguished fire must be raked over to ensure all parts are cool before leaving the site.</i> 	<ul style="list-style-type: none"> • <i>All staff</i> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Moore – Forest school leader.</i>
Glass and glazing including window restrictors where applicable	<ul style="list-style-type: none"> • <i>Glazing survey and subsequent risk assessments are kept in the office.</i> • <i>Glass installation is to standard and/or safety film is in place</i> • <i>Any remedial actions from surveys will be undertaken at the direction of the Headteacher.</i> • <i>Building is all ground level and there is minimal risk of children falling through windows.</i> • <i>Headteacher is responsible for keeping the risk assessment up-to-date (reviewed at least annually) or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i>
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> • <i>The premises are cleaned daily after school and rubbish bins emptied in the main external bins to minimise accumulation of rubbish. Staff and pupils are advised to ensure that all rubbish is placed in the bins at the end of the day, that all objects</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<p><i>are picked up off the floor and that work areas are kept tidy and free of unnecessary clutter.</i></p> <ul style="list-style-type: none"> • <i>Wet floor cleaning takes place out of school hours to minimise risks of slips. Where a floor is cleaned during the school day and presents risk of slippage, a slippage warning sign is displayed or the area is cordoned off.</i> • <i>Glass and other sharp objects must be disposed of safely by the caretaker. During the school day effected areas must be cordoned off, until thoroughly cleaned, using gloves and dustpan/ brushes. Glass and sharp objects must be placed in a secure container and not plastic bin bags.</i> • <i>In icy or snowy conditions the main pathway into school via the pedestrian gate, the reception entrance and the car park pathway is salted and cleared. Parents are reminded via the weekly school newsletter only to use the pedestrian access during icy conditions. Children are asked to go straight into class when icy conditions on the playground present a risk and are not used during break times.</i> • <i>Leaves are cleared off the main entrance and exit pathways into school when they present a hazard</i> • <i>External waste bins are kept around the back of the school where they can be safely accessed by refuse vehicles without presenting risk to pedestrians. The school site is secured when the school/ library is closed to prevent vandalism or potential fire risk.</i> • <i>Special arrangements will be made for disposal of hazardous waste such as computers, photocopier consumables etc.</i> 	
Jewellery	<ul style="list-style-type: none"> • <i>Pupils are allowed to plain wear stud earrings and no other jewellery. Information is given to parents regarding all school uniform within the school prospectus.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i>
Infection control	<ul style="list-style-type: none"> • <i>The school is cleaned daily using the appropriate ant bacterial/viral cleaners.</i> • <i>Hand soap and hand sanitiser is available for all pupils and staff to use as required.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris – Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Additional cleaning & hygiene arrangements will be put into place in the event of any outbreak. Reference links: Health protection in education and childcare settings – Guidance WCC Connect for Health	<ul style="list-style-type: none"> Mr J Smith – Site Manager
Lifting Equipment - including lifts and hoists	<ul style="list-style-type: none"> Shower table is installed in the gents toilet. It is not used but WCC are responsible for inspecting and servicing the equipment. Reference links: HSE Safe use of lifting equipment: Approved Code of Practice and guidance HSE Thorough examination of lifting equipment: A simple guide for employers HSE Lifting equipment at work: A brief guide http://www.hse.gov.uk/pubns/hsis3.pdf	<ul style="list-style-type: none"> Mr A Morris – Headteacher Mr Smith – Site Manager
Lone Working/ Personal Safety	<ul style="list-style-type: none"> Refer to the Local Authority Policy. Lone Working is limited to the caretaker and headteacher, who work to agreed rules and safe working practices, including issues of security. Lone workers are required to inform a responsible adult when lone working, including details of the activities to be undertaken and the time scale involved e.g caretaker informs the headteacher. Lone workers are not to engage in any tasks which could potentially lead to injury e.g using ladders. The caretaker has a generic risk assessment, which highlights activities not to be undertaken whilst lone working. Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust	<ul style="list-style-type: none"> Mr A Morris - Headteacher Mr Smith – Site Manager
Maintenance/Inspection of Equipment	Maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.	<ul style="list-style-type: none"> Mr A Morris – Headteacher Mr Smith – Site Manager

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Servicing, maintenance and inspection of plant and equipment is carried out through WES Service Contracts via the WES indemnity scheme. • Records are retained on ATLAS and some paper records are kept in the school office. <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	<ul style="list-style-type: none"> • Mrs Goode – SBM
Manual Handling – loads	<ul style="list-style-type: none"> • The Headteacher and caretaker will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks. • Staff members are made aware of the manual handling policy and HSE guidance on safe practice for manual handling. • Training will be provided where appropriate e.g dinner ladies. • Trolleys are available for moving boxes etc around school. <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	<ul style="list-style-type: none"> • Mr A Morris - Headteacher • Miss Hickman – Deputy Headteacher
Manual Handling – people <i>(note this is not related to the use of force and physical intervention in schools – this is covered under Behaviour Policies)</i>	<p><i>If there are pupils who require assistance -</i></p> <ul style="list-style-type: none"> • Every individual child or young person with a moving and handling need, must have a written Handling Risk Assessment and Moving and Handling Plan. • Headteacher/Deputy Headteacher will carry out individual risk assessments, where needed, to identify precautions to minimise manual handling tasks. • Staff will receive training as necessary. • Guidelines will be in place for specific tasks, e.g. use of lifting aids. 	<ul style="list-style-type: none"> • Mr A Morris – Headteacher • Miss Hickman – Deputy Headteacher
New and expectant mothers	<ul style="list-style-type: none"> • The WCC Policy & Risk Assessment Guidance identifies arrangements for New and Expectant Mothers. Staff who are Expectant Mothers or those who have health problems need to inform the headteacher of their condition to ensure 	<ul style="list-style-type: none"> • Mr A Morris – Headteacher

Topic	Action/Arrangements	Responsibility of:
	<p><i>suitable health and safety arrangements are in place. The headteacher will meet new mothers to ensure that their return to work is supported and potential risk identified.</i></p> <ul style="list-style-type: none"> <i>Staff inform the Headteacher when they are pregnant.</i> <p>Reference links: <u>HSE Information on New and Expectant Mothers</u> <u>HSE Infection risks to new and expectant mothers in the workplace: A brief guide</u> <u>HSE</u></p>	<ul style="list-style-type: none"> <i>Miss Hickman – Deputy Headteacher</i>
<p>Offsite and Educational Visits including residential visits and any school-led adventure activities</p>	<p><i>Bidford Primary School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</i></p> <ul style="list-style-type: none"> <i>Refer to the Offsite visit policy. The Offsite Visit Manual outside the HT office details good practice for offsite visits and records details of school visits and risk assessments.</i> <i>The headteacher is the school’s Educational Visits Co-ordinator (EVC). All trips require completion of the EVOLVE activity record form and a risk assessment signed off by the HT. A register of adults and children is submitted to the office.</i> <i>Planning school trips requires a pre-site visit; correct adult to pupil ratios; appropriate DBS checks; adequate insurance, risk assessments; details of timetables and timescales; specific pupil details, including numbers, SEN and health needs; a named party leader and contact details; adequate First Aid provision; parental authorisation; an adult helpers pre trip briefing; emergency planning in case of accident, injury, breakdown, medical need or change in details of visit on the day.</i> <i>Risk assessments need to be completed by the party leader, monitored by the headteacher.</i> <i>A category visits require permission from the headteacher, Governor and Local Authority permission is required for residential visits and category B or C.</i> 	<ul style="list-style-type: none"> <i>All staff</i> <i>Mr A Morris – Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> The headteacher updates training every three years from Juniper Education. Reference links: <u>Outdoor Education Advisors Panel (OEAP)</u>	
Outdoor Play Equipment	<ul style="list-style-type: none"> The area is checked by a member of staff before use. In wet or frosty conditions staff need to check the equipment to ensure it is not slippery. The area is checked daily by the site manager. All pupil are given an induction session to ensure its appropriate use. Numbers are limited and children use it on a rolling class timetable across the week. Equipment is inspected annually as part of our WES inspection schedule and inspected as part of the termly H&S inspection. Records are kept in the school office. 	<ul style="list-style-type: none"> Mr A Morris, Headteacher Mr Smith – Site Manager Mrs Goode – SBM
Personal Protective Equipment	<ul style="list-style-type: none"> Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment. Equipment will be selected by the caretaker or subject coordinator and monitored by the headteacher. The Site Manager will ensure that PPE is used correctly and readily available to staff. Reference links: <u>HSE Personal protective equipment (PPE) at work: A brief guide</u>	<ul style="list-style-type: none"> Mr A Morris, Headteacher Mr Smith – Site Manager Mrs Goode – SBM
Physical Education	<ul style="list-style-type: none"> Refer to PE policy PE equipment is inspected annually as part of our WES inspection schedule and inspected as part of the termly H&S inspection. 	<ul style="list-style-type: none"> All staff Mr A Morris – Headteacher Miss Hickman – Deputy Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff make a pre-use visual check before use and organise the set up of equipment ensuring that all pupils involved in its set up are aware of good practice for handling PE equipment. • The Association for Physical Education (afPE) guidance on safe use of the equipment is followed and kept with the health and safety folder. • Outdoor play equipment is inspected annually. Use of the equipment is organised around a daily Year group timetable. Signage and barriers are used to ensure that equipment is not be used during wet or icy conditions. • The playdome is limited to 30 pupils using it at any time. Site should be inspected before use for faults and bird waste. Use of dome is supervised by an adult. Pupils should not jump from the dome or climb over the metal frame. Pupil should wear suitable clothing – PE kit/ flat shoes. Warning signage is placed around the dome. • KS1 play facility is supervised at each session and numbers limited to a class groups for each session. • Soft balls are used for football etc to avoid injury. • Loose parts are selected to avoid sharp edges, splinters etc <p>Reference links: Association for Physical Education</p>	
Physical intervention	<ul style="list-style-type: none"> • The school follows Department for Education’s guidance on the use of reasonable force to restrain pupils.. • Some staff have staff received Team Teach training. <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	<ul style="list-style-type: none"> • Mr A Morris – Headteacher • Miss Hickman – Deputy Headteacher
Public Events	<p>Headteacher will carry out Risk Assessments for school fetes and other events attended by the public, including where organised by PTA/PTFA</p> <p>Reference links: HSE Event safety microsite</p>	<ul style="list-style-type: none"> • Mr A Morris, Headteacher • Mrs Goode – SBM

Topic	Action/Arrangements	Responsibility of:
Risk Assessments (on – site)	<ul style="list-style-type: none"> • <i>Risk assessments are needed for all activities which present significant foreseeable hazards.</i> • <i>The headteacher and teaching staff are responsible for ensuring risk assessments are carried out for all activities which they believe may represent a hazard.</i> • <i>The headteacher and classroom teachers are trained to carry out risk assessments.</i> • <i>Risk assessments are reviewed annually and shared with staff. All risk assessments are kept with the H&S folder.</i> • <i>Every off-site visit should be risk assessed and recorded on the EVOLVE system.</i> • <i>WES Health and Safety templates and models are used for risk assessments.</i> <p>Reference links: <u>HSE Risk assessment: A brief guide to controlling risks in the workplace</u></p>	<ul style="list-style-type: none"> • <i>All Staff</i> • <i>Mr A Morris, Headteacher</i> • <i>Mrs Goode – SBM</i>
Science (Primary)	<p><i>We will follow guidance set out in the current ‘Be safe – health and safety in primary school science and technology’ booklet – published by The Association for Science Education (ASE). For activities outside of this guides and advice will be followed from CLEAPSS.</i></p> <p>Reference links: <u>CLEAPSS – Primary Site</u> <u>CLEAPSS – Secondary Site</u> <u>Association for Science Education (ASE)</u></p>	<ul style="list-style-type: none"> • <i>Mr A Morris, Headteacher</i> • <i>Mrs Satchwell – Science Co-Ordinator</i>
Security	<ul style="list-style-type: none"> • <i>The doors entering the school are magnetically locked and can only be released using the internal buttons. All visitors report to the reception area and must sign in and out. Seating is available for visitors to wait within the reception area whilst their details are checked.</i> • <i>The reception window is locked when the office is unattended.</i> • <i>Children are not allowed to use the internal magnetic door release button.</i> • <i>All visitors should wear identification, either LA badges or a school visitor sticker.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris, Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode – SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> The school gates are locked after the morning bell and unlocked at 3:15pm to allow access to the playground to collect children. Parents are asked to stand behind the line at the end of the KS 1 building and not to allow younger children to run in the playground. The gates are locked at 3:30pm. Reference links: <u>DfE School and College Security Guidance</u>	
Smoking	Refer to the WCC Corporate Smoke Free Workplace Policy. <ul style="list-style-type: none"> The site is a 'NO SMOKING SITE'. 	<ul style="list-style-type: none"> Mr A Morris – Headteacher Mrs Goode - SBM
Sports pitches / playing fields/ running track	<ul style="list-style-type: none"> Limebridge Rural Services are contracted to maintain the area. All staff risk assess the field before starting activities. The caretaker will carry out daily visual inspections. Tarapalin covers are used to prevent animals fouling in sand pits. The grounds are inspected as part of termly governor inspections. The bark track is inspected weekly and before use to ensure the path is clear of obstacles. 	<ul style="list-style-type: none"> All staff Mr A Morris - Headteacher Miss Hickman – Deputy Headteacher Mr Smith – Site Manager Mrs Goode – SBM
Swimming lessons (Public Pool)	Refer to the Off Site Activities Manual. <ul style="list-style-type: none"> Swimming lessons take place at Stratford on Avon Leisure Centre. Supervision is 1:10 on the coach and in the changing rooms. At the pool side qualified leisure centre staff take over responsibility for the children in and around the water. Life saving and First Aid equipment is available in the pool area. All staff are DBS checked and inducted in safeguarding and travel procedures. 	<ul style="list-style-type: none"> All staff Mr A Morris - Headteacher Miss Hickman – Deputy Headteacher Mrs Goode – SBM
Work-related stress and mental wellbeing	Refer to the school specific 'Management of Work-Related Stress/Wellbeing Policy'. A toolkit is available on Governor Hub which includes a template.	<ul style="list-style-type: none"> All staff

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff are given regular PPA time and encouraged to work in teams and avoid unnecessary paperwork. Timetables and weekly bulletins are used to inform staff of on going events and activities. The assistant head works closely with staff to support with behaviour management issue. • Anyone experiencing problems should refer to the headteacher or assistant headteacher or use professional helplines. • Management will support staff in managing their workload; provide appropriate behaviour or learning interventions, ensure that classrooms, work areas and the staff room are adequately resourced. • Individual stress risk assessments will be carried out by referral to the Occupation Health Service. • Occupational Health Service will be used to obtain health advice, counselling etc. for employees. • Expectant mothers are encouraged to report as soon as possible so that relevant risk assessments and support can be implemented. <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	<ul style="list-style-type: none"> • Mr A Morris – Headteacher • Miss Hickman – Deputy Headteacher • Mrs Goode - SBM
Training and Development related to Health and Safety	<ul style="list-style-type: none"> • The headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of DSE) • The headteacher and assistant headteacher are responsible for new staff inductions and briefings 	<ul style="list-style-type: none"> • All Staff • Mr A Morris - Headteacher • Mrs Goode – SBM

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>The headteacher and assistant headteacher are responsible for establishing minimum health and safety competencies for certain roles (e.g. care taker, cleaners, Deputy headteacher, subject coordinators, SBM, teaching assistants etc)</i> • <i>A single health and safety training database identifies training needs and qualifications.</i> • <i>The headteacher and Deputy Headteacher are responsible for ensuring staff undertake refresher training.</i> • <i>The SBM keeps training records and refresher notifications up to date.</i> 	
Trees	<ul style="list-style-type: none"> • <i>Caretaker visually checks condition of tress especially after adverse or severe weather.</i> • <i>Advice is sought from WCC Forestry as and when required.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode SBM</i>
Traffic management On-site vehicle movements	<ul style="list-style-type: none"> • <i>The headteacher is responsible for the management of vehicles on site.</i> • <i>All vehicles on site need to be parked in an identified car parking space and not against the kerbs. Traffic cones identify non-parking areas.</i> • <i>Vehicles should not use the drop of bay as a parking area.</i> • <i>Deliveries are made using the drop of bay and kitchen delivery area.</i> • <i>Site Manager is responsible for opening and locking access gates.</i> • <i>Parents are not allowed to drive on site at drop off and pick up times (unless Blue Badge holders)</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mr Smith – Site Manager</i> • <i>Mrs Goode SBM</i>
Violence and aggression, Prevention of work-related...	<p>Refer to Behaviour Policy</p> <ul style="list-style-type: none"> • <i>Verbal abuse or threatening behaviour will not be accepted by any member of staff. Staff will report all incidents of verbal & physical violence and the police will be informed of any threatening behaviour made towards members of staff.</i> • <i>Any meeting with a parent should be within view of other members of staff i.e by the corridor windows. Where a member of staff has concerns about meeting a</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mrs A Goode - SBM</i>

Topic	Action/Arrangements	Responsibility of:
	<p><i>parent they should discuss them with the head or assistant headteacher and arrange to meet the parent with another member of staff present.</i></p> <ul style="list-style-type: none"> <i>If a parent acts in a threatening manner staff should advise them that the meeting will be discontinued if they continue with their behaviour and contact the head or assistant headteacher if they require support or feel uncomfortable continuing.</i> <p>Reference links: <u>HSE Preventing workplace harassment and violence</u> <u>HSE Violence at work</u></p>	
Visitors	<ul style="list-style-type: none"> <i>Visitors should sign in with the visitors ipad by the main office.</i> <i>Visitors should wear a visitors badge and be escorted if necessary.</i> <i>Visitors are signposted to the health and safety information for the site – Leaflet by the Reception window.</i> <i>Any specific arrangements for school plays, parents evening will be explained by the headteacher at the beginning of the event.</i> 	<ul style="list-style-type: none"> <i>Mr A Morris - Headteacher</i> <i>Mrs A Goode - SBM</i>
Water Hygiene (Legionella) and Water Systems	<p><i>Refer to the WCC Legionnaires and Water Hygiene Policy</i></p> <ul style="list-style-type: none"> <i>The water hygiene log book is kept in the school office.</i> <i>WCC premises service provide inspections for carrying out water hygiene sampling and ensuring regular flushing of shower heads and external taps.</i> <i>An automatic flushing system is in place in the boy's urinals.</i> <p>Reference links: <u>HSE Legionella and Legionnaires' Disease microsite</u> <u>HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations</u> <u>HSE Legionnaires' Disease: A brief guide for duty holders</u></p>	<ul style="list-style-type: none"> <i>Mr A Morris - Headteacher</i> <i>Mrs A Goode – SBM</i> <i>Mr Smith – Site Manager</i>
Welfare facilities and wellbeing of staff and pupils	<p><i>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</i></p> <ul style="list-style-type: none"> <i>toilets and hand basins, with soap and towels or a hand-dryer;</i> 	<ul style="list-style-type: none"> <i>Mr A Morris - Headteacher</i> <i>Mrs A Goode – SBM</i>

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	<ul style="list-style-type: none"> • <i>drinking water;</i> • <i>a place to store clothing (and somewhere to change if special clothing is worn for work).</i> • <i>somewhere to rest and eat meals.</i> • <i>To ensure a healthy working environment, will we ensure there is:</i> <ul style="list-style-type: none"> ○ <i>good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system.</i> ○ <i>a reasonable working temperature.</i> ○ <i>lighting suitable for the work being carried out.</i> ○ <i>enough room space and suitable workstations and seating</i> ○ <i>adjustments may be made as necessary in the event of very hot weather.</i> <p>Reference links: <u>HSE Welfare at work: Guidance for employers on welfare provision</u> <u>DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</u></p>	<ul style="list-style-type: none"> • <i>Mr Smith – Site Manager</i>
Work Experience	<ul style="list-style-type: none"> • <i>The headteacher or and assistant headteacher will provide a H&S induction.</i> • <i>The headteacher will carry out the risk assessment.</i> • <i>Work experience pupils will be supervised by the relevant class teacher, who will report to the headteacher or assistant headteacher of any concerns or support needed.</i> • <i>Anyone over 18 years of age taking part in work experience must complete a DBS, unless working supervised at all times.</i> <p>Reference links: <u>HSE Work experience microsite</u></p>	<ul style="list-style-type: none"> • <i>Mr A Morris – Headteacher</i> • <i>Miss Hickman – Deputy Headteacher</i> • <i>Mrs Goode - SBM</i>
Work at Height	<ul style="list-style-type: none"> • <i>Ladders and step ladders are available and kept in the boiler room.</i> • <i>Annual inspections are carried out during the PAT testing schedule.</i> 	<ul style="list-style-type: none"> • <i>Mr A Morris - Headteacher</i> • <i>Mrs A Goode – SBM</i> • <i>Mr Smith – Site Manager</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>The headteacher and caretaker will carry out risk assessments and safety pre-checks.</i> • Teaching and non teaching staff are not to use ladders. <i>Only the headteacher, caretaker and contractors should use ladders on the school site. Staff can only use step ladders with another adult present and following agreed guidelines. If staff require the use of a ladder they should inform the headteacher who will work with the caretaker to complete the activity.</i> • <i>All staff are advised only to use a step ladder with the assistance of another adult. They should wear appropriate footwear and clothing; ensure it is firmly positioned on the floor; move the equipment so that they don't have to stretch or unbalance</i> • <i>Specialist training is required for staff using equipment tower scaffolds.</i> • <i>Pupils are not allowed to use ladders or stepladders</i> • <i>Contractors are only to use their own ladders which must be safety checked and used appropriately. The headteacher will ask any contractor using unsafe equipment or unsafe practices to stop their work.</i> <p>Reference links: <u>HSE Working at height: A brief guide</u> <u>HSE Safe use of ladders and stepladders: A brief guide</u> <u>HSE WAIT Toolkit</u></p>	