



Cotham School

Health Safety & Wellbeing Policy

Version control

The table below shows the history of the document and the changes made at each version:

Version	Date	Summary of changes
160108		January 2016 review

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COTHAM SCHOOL

HEALTH, SAFETY & WELLBEING POLICY

This Statement of Health, Safety & Wellbeing Policy is produced in respect of Cotham School only and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the school.

1. STATEMENT OF GENERAL POLICY

- 1.1. The Governing Body accept its responsibility for setting out the overall Health Safety & Wellbeing Policy.
- 1.2. It is the policy of the Governing Body to take all reasonable steps within its power to prevent, or reduce the possibility of;
 - (i) harm and injury to pupils/students, employees, contractors, members of the general public, and
 - (ii) damage to property, plant, machinery, equipment, tools, materials, and the environment by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.
- 1.3. The Governing Body will ensure, so far as is reasonably practicable, that the school budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.
- 1.4. The Governing Body accepts its responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:
 - (i) provide plant, equipment and systems of work which are safe and without risks to health
 - (ii) make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health
 - (iii) provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils/students in the school to perform their work and studies safely and efficiently
 - (iv) promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory
 - (v) maintain the premises in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises
 - (vi) provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils/students
 - (vii) provide as necessary personal protective equipment (PPE) to all employees and pupils/students in the school, for the safe use of plant, machinery, equipment, tools, materials, and substances
 - (viii) maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school
 - (ix) be kept informed of all developments relating to Health, Safety and Well-being matters by the clerks to the Governors who will include such matters on the agenda of regular meetings.

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- 1.5. The Governing Body recognises the requirement to consult staff on health and safety matters which will be achieved by discussion through the School Safety Committee.
- 1.6. The Governing Body will agree one of their number to be designated the Health and Safety Governor who will attend meetings of the Safety Committee, and speak on Health, Safety & Wellbeing matters at the Finance and General Purpose sub Committee and Full Governing Body.
- 1.7. The Governing Body will delegate authority for the development and implementation of this Policy to the Headteacher who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract staff, and volunteer helpers, so that they fulfil their duties to co-operate with this Policy.
- 1.8. The Governing Body recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Headteacher to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of the School at least three times a year.
- 1.9. The Governing Body will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated by Delegated Serviced.
- 1.10. This Policy will be reviewed by the Governing Body on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This Policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

Signed: Chair of Governors

Headteacher

Name:

.....

Signature:

.....

Date:

.....

Issue Date:

Review Date:

2. ORGANISATION

2.1. The Governing Body

- 2.1.1. The Governing Body recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health, safety, and wellbeing matters. The Governing Body also recognise the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2. Headteacher

- 2.2.1. The Headteacher is accountable to the Governing Body for implementing the School Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the School. The Governing Body require the Headteacher to ensure that the School Health, Safety & Wellbeing policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
- 2.2.2. The Headteacher may delegate the day-to-day administration and management of Health, Safety, and Wellbeing matters to an appropriate competent member of staff who will be designated the Health and Safety Coordinator.
- 2.2.3. The Headteacher will delegate the coordination of off-site visits to an appropriate competent member of staff who will be designated the Educational Visits Coordinator.
- 2.2.4. The Headteacher will, be designated Asbestos Duty Holder for the School, and will ensure compliance with the Control of Asbestos Regulations 2006 in so far as they relate to preventing the release of asbestos fibres in the School. The day to day responsibility for this role will be delegated to the Health and Safety Coordinator.
- 2.2.5. The Headteacher will be designated the Responsible Person for the School in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the School and its activities, and as a consequence appropriate Fire Precautions are put in place. The day to day responsibility for this role will be delegated to the Health and Safety Coordinator.
- 2.2.6. The Headteacher will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on School premises to the Facilities Manager, who will liaise with Curriculum Team Leaders and others to ensure safety procedures and policy agreements are observed.
- 2.2.7. The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant pupils/students, employees, contractors, and members of the general public.

- 2.2.8. The Headteacher must ensure that accidents and all other Health and Safety incidents including near misses are reported in accordance the School Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.2.9. The Headteacher will actively seek Safety Representatives and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties.
- 2.2.10. The Headteacher will be a member of, and participate in, the School Safety Committee.
- 2.2.11. The Headteacher will, with the Safety Committee, review at least once a year:
- (i) Fire and Evacuation procedures;
 - (ii) First Aid provision both in the School and on off site visits;
 - (iii) and from time to time, according to a plan
 - (iv) all other Health, Safety, and Wellbeing polices, procedures, codes of practice, risk assessments, and guidelines
- 2.2.12. The Headteacher will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 2.2.13. The Headteacher will have the authority to stop what he/she considers unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances which he/she considers to be unsafe.
- 2.2.14. The Headteacher will make arrangements, with appropriate members of staff, for improvements to premises, plant, machinery, and equipment which are the schools responsibility.
- 2.2.15. The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the School to other duties.
- 2.2.16. The Headteacher will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for pupils/students, including both internal and external work experience arrangements.

2.3. Health and Safety Co-Ordinator

- 2.3.1. The member of staff designated as the School's Health and Safety Coordinator will administer and manage day-to-day health and safety matters on behalf of the Headteacher by; acting as the day-to-day link within the School and any providers of Health, Safety, and Wellbeing services.
- 2.3.2. School's Health and Safety Coordinator will work with personnel in the School who have a lead role in Health, Safety, and Wellbeing e.g. the Educational Visits Coordinator; Catering Manager; Curriculum Team Leaders (particularly those managing high hazard activities such as Arts & Drama, DT, PE, Science); Site Supervisor; Special Needs Coordinator; by:-
- (i) requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the School Safety Committee;
 - (ii) requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the School Safety Committee. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to time scales.
 - (iii) disseminating Health, Safety, and Wellbeing Information e.g. passing on information from CYPS and professional bodies eg. CLEAPSS, to appropriate persons and the School Safety Committee;
 - (iv) arranging for Instruction and Training; ensuring a Training Matrix (or equivalent) is kept up to date; reporting training statistics to the School Safety Committee;
- 2.3.3. School's Health and Safety Coordinator will take a pro-active interest in the Health, Safety, and Wellbeing aspects of all School activities including:-
- (i) joining with others to undertake inspections and risk assessments as appropriate;
 - (ii) being involved in pre-start contract meetings with contractors;
 - (iii) advising the Headteacher of potential breaches of legislation and/or School Policy;
 - (iv) prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage.
- 2.3.4. School's Health and Safety Coordinator will organise the School Safety Committee meetings as frequently as may be appropriate to give time and a full consideration of all aspects of School Health, Safety, and Wellbeing, and in so doing arrange for the:-
- (i) attendance of permanent committee members
 - (ii) attendance of occasional contributors
 - (iii) management of the agenda to include:-
 - a. Accident and near miss incident monitoring
 - b. Receiving Risk Assessments & Safe systems of work
 - c. Receiving Inspection Reports and resultant Action Plans
 - d. taking and distribution of minutes
- 2.3.5. School's Health and Safety Coordinator will recommend revisions to the School Health, Safety, and Wellbeing Policy to the Headteacher and Governing Body.
- 2.3.6. School's Health and Safety Coordinator will be familiar with the content of the School Health, Safety and Wellbeing Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher and Curriculum Team Leaders as necessary.

2.4. Facilities Manager

- 2.4.1. The Facilities Manager will be responsible for co-ordinating all contractual work and maintenance carried out on School premises and must make the Health and Safety Coordinator aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with Curriculum Team Leaders and others to ensure safety procedures and policy agreements are observed.
- 2.4.2. The Facilities Manager will have authority from the Health and Safety Coordinator to check that contractors have adequate safety procedures in force and that they are aware of the School Health, Safety & Wellbeing Policy as it affects them.
- 2.4.3. The Facilities Manager will be responsible for:
- (i) ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
 - (ii) Health, Safety and Wellbeing matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ cleaning/ grounds maintenance managers are aware of any implications of the School Health, Safety & Wellbeing Policy as it affects their work activities e.g. the storage arrangements for materials, equipment, and substances.
 - (iii) compiling a Site 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable materials and substances etc).
- 2.4.4. The Facilities Manager will ensure that:
- (i) a seasonal inspection is completed three times a year with defects reported accordingly and
 - (ii) a property survey of the School buildings/premises is carried out annually.
 - (iii) the Premises Log Book is kept up-to-date with the results of repair & maintenance, taking action to organise work when equipment is overdue for attention. (The day to day responsibility for this role will be delegated to the Site Supervisor.)
 - (iv) there are established Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown (e.g. severe weather, trespassers, industrial incident) of the School premises
 - (v) competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Well-being matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
 - (vi) all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for the School use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.

2.5. Curriculum Team Leaders / Line Managers

- 2.5.1. Curriculum Team Leaders and the Managers of support sections are accountable to the Headteacher for all matters relating to Health, Safety, and Wellbeing within their areas of activity.
- 2.5.2. Curriculum Team Leaders will liaise on a day-to-day basis with the Health & Safety Coordinator and Site Supervisor regarding Health, Safety, and Wellbeing matters.
- 2.5.3. Curriculum Team Leaders must ensure that all staff under their control:
 - (i) receive information on their duties regarding H S& W matters
 - (ii) are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
 - (iii) are supervised appropriately according to their level of competence.
- 2.5.4. Curriculum Team Leaders must make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas e.g. by applying guidance from appropriate professional bodies for example:
 - Association for Physical Education (previously BAALPE)
- <http://www.afpe.org.uk>
 - Design and Technology Association (DATA)
- <http://web.data.org.yk/data/index.php>
 - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- <http://www.cleaps.org.uk> (and in particular the Model Health & Safety Policy for Science Departments L223)
- 2.5.5. Curriculum Team Leaders are responsible for carrying out all risk assessments and for producing their own Departmental safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- 2.5.6. Curriculum Team Leaders must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, laboratory, workshop or any other area for teaching and learning activity, are made aware of the Departmental arrangements and procedures, including risk assessments, relating to the work area, before commencing work.
- 2.5.7. Curriculum Team Leaders are responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.
- 2.5.8. Curriculum Team Leaders are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
- 2.5.9. Curriculum Team Leaders must ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas for which they are responsible.

- 2.5.10. Curriculum Team Leaders are responsible for liaising with the Health & Safety Coordinator and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.5.11. Curriculum Team Leaders are responsible for ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. so that appropriate risk assessments can be undertaken prior to use.
- 2.5.12. Curriculum Team Leaders must carry out a seasonal safety inspection of the department three times a year. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.
- 2.5.13. Curriculum Team Leaders must first isolate then report to the Facilities Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent.
- 2.5.14. Curriculum Team Leaders will report and if appropriate make recommendations to the Health and Safety Coordinator on any practices, premises, equipment etc, which give rise to risks to health, safety and wellbeing concerns.

2.6. Contract Managers

Contractual requirements as part of a Cleaning/Grounds Maintenance Contract.

- 2.6.1. As a condition of contract the Cleaning/ Grounds Maintenance Manager must
 - (i) familiarise him/herself with the School Health, Safety and Wellbeing Policy and its implications for cleaning/ grounds maintenance activities and working arrangements for his/her staff.
 - (ii) work in accordance with the School Health, Safety and Wellbeing Policy and the Safety Policy of the Cleaning/ Grounds Maintenance Company, and other appropriate guidance issued by the School and the Cleaning/ Grounds Maintenance Company, bringing any inconsistencies to the attention of the Facilities Manager.
 - (iii) provide the Facilities Manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH).
- 2.6.2. As a condition of contract the Cleaning/ Grounds Maintenance Manager must induct new employees and other persons involved with cleaning/ grounds maintenance provision into the health and safety policies, practices and procedures for their work activity.

2.7. Employees

- 2.7.1. Every employee has a responsibility under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions at work and to cooperate with his employer in the performance of the employer's health & safety duties.
- 2.7.2. All employees will be given access to the School Health, Safety & Wellbeing policy and are required make themselves familiar with all documents relating to health, safety and wellbeing in the School. They should pay particular attention to the departmental policy and risk assessments as they relate to their particular work activities.
- 2.7.3. All employees must be familiar with the School Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/ section.
- 2.7.4. All employees are responsible and accountable to their Line Manager for the implementation of the School Health, Safety & Wellbeing Policy in the performance of their duties.
- 2.7.5. All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.7.6. All employees must ensure that all pupils/students or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.
- 2.7.7. All employees must first isolate then report, (verbally and in writing) all problems, defects and hazards to their Line Manager as soon as they become apparent.

2.8. Safety Representative(s)

- 2.8.1. The Governing Body will encourage the appointment of Safety Representatives from both teaching and support staff.
- 2.8.2. The Headteacher will consult regularly with Safety Representatives on health, safety and wellbeing matters. Safety Representatives will be encouraged by the Headteacher to fulfil their role, including being released for any appropriate training.
- 2.8.3. Safety Representatives will be entitled to inspect the School in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the School Safety Committee.
- 2.8.4. Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

2.9. Specialist Advisers

- 2.9.1. The Governing Body recognise there will be occasions when the School will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at School Safety Committee level.

3. ARRANGEMENTS

3.1. Emergency Procedures

3.1.1. Cotham School became an Academy in September 2011, at that time the school adopted policies as written by Bristol City Council. Emergency procedures will continue to comply with the BCC CYPS 'Policy, Procedures and Guidance for Emergencies and Business Continuity Planning' working title (or as subsequently titled).

3.1.2. Fire Precautions

- (i) The arrangements for general fire safety will be in accordance with the outcome of an annual School Fire Risk Assessment conducted by the Facilities Manager in conjunction with appropriate Curriculum Team Leaders.
- (ii) The School Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, emergency crate inspections etc.
- (iii) The School Premises Log Book will hold the Fire Log Book repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc

3.1.3. First Aid Provision

- (i) The arrangements for first aid in the School will be in accordance with the policy as laid down in the School 'First Aid at Work Policy'.
- (ii) First aid boxes must be located in high hazard areas e.g. Science, DT, Sports and PE, Kitchens. The names of First Aiders and Appointed Persons must be posted on the School Health, Safety, and Wellbeing notice board and at strategic locations within the School.
- (iii) Arrangements for the Administration of Medication in the School will be in accordance with the policy as laid down in the School 'Policy for the Administration of Medicines'

3.1.4. Incident Reporting/Investigation

- (i) The reporting procedure will be in accordance with the policy as laid down in the School 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences'
- (ii) This procedure must be brought to the attention of all employees.
- (iii) All employees and pupils/students will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an accident occurs.

3.2. Off Site Visits

- 3.2.1. Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the School Policy 'Procedures and Code of Practice for Off Sites Visits/School Trips'

3.3. Transport

- 3.3.1. The use of transport by the School will be in accordance with the School Policy, 'Procedures and Guidance on the Use of Transport'

3.4. Work Experience

- 3.4.1. Curriculum Team Leaders will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided as determined by a risk assessment, undertaken in advance of the placement by the trainee's supervisor, which relates the individual trainee to the working conditions which the trainee will experience.
- 3.4.2. The Head of Connexions will arrange external work experience placements in accordance with the guidance contained within the resource pack issued by Connexions.

3.5. Unacceptable Behaviour

- 3.5.1. The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the School's 'Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling'

3.6. Lone Working

- 3.6.1. The precautions to be taken in relation to lone working will be in accordance with the School 'Lone Working Policy'

3.7. Risk Assessment

- 3.7.1. The procedure for assessing risks will be in accordance with the School 'Risk Assessment Policy'

3.8. Contractors

- 3.8.1. All contractors entering or working on School premises will do so only with the permission and authorisation of the Headteacher and will be expected to arrange their work so as to avoid disrupting the primary purpose of the School.
- 3.8.2. Health & Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered for a project.
- 3.8.3. All contractors must be informed in writing as to the point of contact at the School and will be issued with a copy of the School's 'Health & Safety Guidance for Contractors' and will be expected to follow that guidance.
- 3.8.4. The Health & Safety Coordinator will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the School Policies, Procedures, Codes of Practice and other guidelines, including the School Asbestos Survey, appropriate to the working circumstances.

- 3.8.5. The Health & Safety Coordinator will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governing Body aware of any specific problems, through the Headteacher.

3.9. Caretaking

- 3.9.1. The School will adopt, adapt and improve the School 'Safe Working Policy and Practice for Caretaking Personnel'

3.10. Lettings

- 3.10.1. The School will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including:-
- (i) Insurance arrangements
 - (ii) Risk Assessments
 - (iii) First Aid
 - (iv) Emergencies
- 3.10.2. All hirers of the School premises or grounds must be given instructions regarding all relevant procedures operating in the School. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

3.11. Extended Activity outside Core Hours

- 3.11.1. The Governing Body recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Playschemes etc.
- 3.11.2. In addition to arrangements already in place for Lettings (see 3.10), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

3.12. Plant, Machinery, and Equipment

- 3.12.1. The provision and use of Plant, Machinery, and Equipment in the School will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures for the Maintenance of Installations, Plant and Equipment'
- 3.12.2. The Governing Body recognise that specialist advice is available to determine the safety requirements for the:
- adequate and correct guarding of machinery
 - run-down and emergency stopping of machinery
 - general inspection of plant, equipment and machinery
 - storage and transportation of toxic substances, gases etc
 - disposal of toxic and other waste substances and materials.
- 3.12.3. Curriculum Team Leaders will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their department. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book held by the Facilities Manager.
- 3.12.4. A thorough inspection of Departments will take place three times a year in the presence of the Safety Representative and other designated person(s) as decided by the School Safety Committee.

- 3.12.5. New plant, machinery, equipment, materials, substances will be brought onto the premises only if approved by the School Safety Committee.
- 3.12.6. Curriculum Team Leaders will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery, equipment.
- 3.12.7. Curriculum Team Leaders will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

3.13. Portable Electrical Equipment

- 3.13.1. The procedure to be adopted is as specified in the School 'Policy and Procedure for the Maintenance of Installations, Plant and Equipment'. Inspection reports will be kept in the Premises Log Book which is held by the Facilities Manager.

3.14. Utility services

- 3.14.1. The provision and use of utility services in the School will be in accordance with the policy as laid down in the School 'Policy and Procedures or the Safe Provision and use of Utility Services'

3.15. Local Exhaust Ventilation

- 3.15.1. The Governing Body recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months. A record of all such tests will be kept in the Premises Log Book held by the Facilities Manager.

3.16. Noise and Vibration

- 3.16.1. The Governing Body recognise there may be several problems experienced with noise and vibration. Curriculum Team Leaders will report all such cases to the Facilities Manager. If required, specialist advice will be sought to monitor the hazard.

3.17. COSHH (Control of Substances Hazardous to Health)

- 3.17.1. The Governing Body recognise the requirement for the School to carry out risk assessments in accordance with the COSHH Regulations.

3.18. Housekeeping

- 3.18.1. Arrangements will be put in place to ensure that the School is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms and all designated escape routes will be kept clear at all times. Rubbish bins, skips etc. will be located away from School buildings and secured to suitable fixed points.
- 3.18.2. Curriculum Team Leaders will make regular checks of their department, maintaining tidy work areas, arranging adequate storage and ensuring appropriate cleaning arrangements.

3.19. Playing Fields

- 3.19.1. An inspection of playing fields must be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. A visual inspection of playing fields will also be carried out before organised games and contact sports and all debris removed.

3.20. Playground Equipment

- 3.20.1. All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition. There will be:-
- (i) an annual condition inspection by a competent person;
 - (ii) a risk assessment at least annually by a competent person;
 - (iii) an operational inspection to a frequency based on the risk assessment and
 - (iv) daily visual inspections in accordance with the risk assessment.

3.21. Manual Handling

- 3.21.1. The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place - including the deployment of appropriate equipment e.g. hoists, the issue of personal protective equipment (PPE) e.g. gloves, and suitable and sufficient training e.g. in lifting persons.

3.22. School Safety Committee

- 3.22.1. The Governing Body recognise that the way forward in achieving effective management of the School Health, Safety and Wellbeing Policy and the arrangements necessary to fulfil the obligation is through the School Safety Committee.
- 3.22.2. The Safety Committee will comprise:
- (i) The Governor holding the Health and Safety portfolio;
 - (ii) Headteacher;
 - (iii) Health & Safety Coordinator;
 - (iv) Facilities Manager;
 - (v) Site Supervisor;
 - (vi) Safety Representative(s) and
 - (vii) other persons as appropriate to contribute to matters under discussion e.g. the Educational Visits Co-ordinator, Curriculum Team Leaders, pupils/students, parents
- 3.22.3. The Safety Committee shall meet frequently so as to give time and full consideration of:
- (i) risk assessments, safety procedures and working practices;
 - (ii) reports on premises inspections;
 - (iii) the resources required for training & development and other health, safety, and wellbeing matters
- 3.22.4. The Safety Committee shall in addition meet annually in order to exercise an overview of the School's Health, Safety and Wellbeing performance and to produce a report for the Governing Body.

3.23. Arrangements for Safety Representatives

- 3.23.1. The Headteacher and Curriculum Team Leaders will liaise with and communicate to Safety Representatives about problems, hazards, or defects either arising from or relating to the Safety Representatives' sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee.
- 3.23.2. Specific issues that require immediate action will be taken after consultation with the Headteacher.

4. TRAINING

4.1. Induction Training

- 4.1.1. This will apply to new employees, employees transferred within the School to other activities, contract & agency staff, and volunteer helpers all of whom will need to be shown over the School and host department, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

4.2. Informative and Awareness Training

- 4.2.1. A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

4.3. Specific Training

- 4.3.1. This is a hands-on training approach where it is recognised by the Governing Body that employees will require an accepted level of competence to perform their tasks.
- 4.3.2. Design Technology (D&T) - Employees who use, and/or operate and instruct upon, machinery or equipment e.g. for woodwork, metalwork, heat treatment will be required to meet the Health & Safety standard as laid down by DATA.
- 4.3.3. Science, Microbiology - Employees will be trained in biological hazards and also in accordance with COSHH Regulations 2002.
- 4.3.4. Radiology - Employees will be trained to be competent in the use of radioactive sources. This will be in accordance with 'Ionising Radiation Regulations'. The Head of Science, or other competent designated person, will act as Radiation Protection Supervisor for the School.
- 4.3.5. First Aid - Employees designated as First Aiders will be trained in accordance with the CYPs 'First Aid at Work Policy for Education Establishments'
- 4.3.6. Administration of Medication - Employees designated as persons able to administer medication will be trained in accordance with the CYPs 'Policy for the Administration of Medicines in Education Establishments'
- 4.3.7. Other functions - where employees will require a recognised level of competence

4.4. Communicating Information to Employees

- 4.4.1. The Headteacher will be responsible for ensuring that any Regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.
- 4.4.2. Information relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.
- 4.4.3. Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.
- 4.4.4. New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.
- 4.4.5. There are various categories of training requirements in School. They can be defined as induction training, informative/ awareness training and specific 'hands-on' training.

5. MONITORING HEALTH, SAFETY AND WELLBEING PERFORMANCE

- 5.1. The Governing Body will require the Headteacher to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement.
- 5.2. The report will provide an annual overview of:
 - (i) reported incidents; incident investigations, bump book analysis lost time data; and resulting preventative measures;
 - (ii) emergency procedures, including fire precautions and first aid arrangements;
 - (iii) policies introduced, risk assessments undertaken, and procedures implemented;
 - (iv) internal / external inspections and audits.

6. IMPLEMENTATION AND REVIEW

- 6.1. This policy is effective from 01 September 2011
- 6.2. Governors are responsible for reviewing this policy document on a regular basis, following consultation with employees, to ensure that strategies are developed in response to changing circumstances and in line with legislation.
- 6.3. Last review January 2016
- 6.4. Next review (not later than) January 2017