

ETTINGTON CofE PRIMARY SCHOOL

'Learning for Fullness of Life'

Health and Safety Policy

Date created: Jan 2020
Review date: Jan 2023

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 Ettington CofE Primary School will manage occupational health and safety.

1. Statement of Intent

Ettington 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 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 Ettington 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 eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring 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 : D Johnson

Headteacher

Date: Jan 2020

Signed

Name Mrs M Patel

Chair of Governors

Date: Jan 2020

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard Ettington CofE Primary School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

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 / 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.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be 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.

2.3 Headteacher

The Headteacher as the '**Responsible Person**' for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

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.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body 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
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- 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 exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. 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 their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- 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; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised 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 (i.e. Deputy Headteacher, SLT's)

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:

- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or 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;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- 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 where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out 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 that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- 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, 'employees' will include work placement/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 either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and 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 provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems 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.
- Behave appropriately at all times 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/or 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 any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal 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 Ettington CofE Primary School's Behaviour Policy and in particular are expected to:

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

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under 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, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as 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 and communicate, to their employees and service users, the school's health and safety arrangements.

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.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Ettington CofE 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>	Headteacher
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 member of senior management, Headteacher, Business Manager, and a member of the Governing Body; and reports and consults with all employees, and 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>	Resources Committee
Consultation: Employees	<p><i>Staff can raise issues of concern or make suggestions for health and safety improvements, e.g. staff meetings</i></p> <p><i>The Health and Safety Law poster is situated in Reception area</i></p> <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</p>	Staff

Topic	Action/Arrangements	Responsibility of:
<p>Communication: Establishing adequate channels</p>	<p><i>Communication channels will be 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>Site Health and Safety Committee 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</i> • <i>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 Safety & Premises, HSE, Fire Service, etc.</i> • <i>Communications with other relevant specialist advisors</i> 	<p>Headteacher</p>
<p>Competencies: Provision of effective health and safety training</p>	<p><i>The Governing Body or 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 is responsible for conducting inductions with new staff</i> • <i>The Headteacher is 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 is responsible for organising refresher training</i> • <i>Training Records are kept with the Headteacher</i> 	<p>Headteacher</p>
<p>Competencies:</p>	<p><i>Team Leaders, Curriculum Subject Coordinators, Heads of Department, EVC, and</i></p>	<p>Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
Risk assessment	<p><i>persons 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></p> <ul style="list-style-type: none"> • <i>Staff must undertake training annually</i> 	
Competencies: Specialist advice and support	<p><i>Specialist competent advice and support will be obtained from WCCHSW, as required.</i></p>	Headteacher
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>3 yearly Annual health and safety audit by Local Authority with an accompanying action plan</i> • <i>Annual Health & Safety audit by Governor</i> • <i>Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit</i> <p><i>Reference links:</i> <u>DfE Governance handbook and competency framework</u> <u>HSE</u></p>	SBM/Governor
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. Ettington CofE Primary School recognises that auditing needs to take place at a local level.</i></p> <p><i>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> 	

Topic	Action/Arrangements	Responsibility of:
	<p><i>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</i></p>	
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance</p>	<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.</i></p> <p><i>Ettington CofE 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> <i>• Lessons learnt from a national or regional incident.</i> 	<p>Headteacher</p>

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 by staff and kept in Staffroom</i> • <i>Major or more serious accidents recorded in Log Book in School Office</i> • <i>Headteacher is notified at the school when major and more serious accidents occur?</i> • <i>The Headteacher /SBM is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)?</i> • <i>The Headteacher/SBM 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 are notified of accidents involving pupils by phone, text depending on seriousness of accident</i> • <i>Relevant notifications are made to parents/carers – telephone / accident slip form</i> • <i>Staff are responsible for taking any appropriate action necessary to prevent recurrences</i> <p>Reference links: HSE RIDDOR DfE Guidance on first aid for schools</p>	<p>Headteacher / SBM</p>
<p>Asbestos management</p>	<ul style="list-style-type: none"> • <i>Up to date information regarding asbestos is held on the Atlas Site</i> • <i>Asbestos can be identifiable on map layout</i> • <i>If asbestos is disturbed Property Services must be informed immediately</i> • <i>The Asbestos Register is referred to prior to any intrusive work being carried out by a contractor, member of staff or other</i> • <i>The school purchases asbestos surveys through WES Property Risk Services</i> • <i>Staff have access to Atlas to inform them of the location of any asbestos on site and the correct procedures for managing it safely</i> 	<p>Local Authority</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Contractors are asked to sign to say they have seen the relevant asbestos information for the site when they sign in <p>Reference links: HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools</p>	
Contractors, selection and management of	<ul style="list-style-type: none"> • Headteacher/SBM is the Responsible Person for managing contractors on site including relevant qualification or competency • Headteacher/SBM is responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer • A meeting will take place with the Headteacher/SBM to go through arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc. • Who should staff report any concerns to about safe working practices of contractors? <p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	Headteacher/SBM
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> • Caretaker maintains the COSHH file and it is kept in School Office • Caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances? • COSHH products controlled on site e.g. all products purchased through a central point, staff informed not to bring products in from home etc.? • Training is done through Caretaker seminars, Health and Safety Awareness etc. • All containers with decanted substances are clearly labelled with product information and dilution rates 	Caretaker

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Caretaker will arrange for disposal of waste, unwanted or spilt substances 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	
Defect Reporting	<ul style="list-style-type: none"> • Staff are responsible for taking unsafe equipment out of use • Defects are reported to SBM • Staff will put “out of use” labels or signs onto defect equipment • SBM will monitor defects to ensure they have been resolved • Defect reporting records are kept for a minimum of 5 years 	
Design and Technology	<p>“Make it Safe” booklets are available in the school office</p> <ul style="list-style-type: none"> • Headteacher is responsible • CLEAPSS Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)	Headteacher
Display screen equipment (DSE)	<ul style="list-style-type: none"> • Staff follow leaflet instructions on the safe use of DSE • Headteacher advises staff of their entitlements to eye sight tests and help towards glasses for DSE work • Headteacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc. • A small budget is in place for eye tests and spectacles for DSE users • Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide 	Headteacher

Topic	Action/Arrangements	Responsibility of:
Driving at work: use of personal cars for transporting children etc.	<p><i>Use of staff personal cars to transport children is forbidden unless in an emergency and must have two members of staff in car</i></p> <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	Headteacher
Electricity	<ul style="list-style-type: none"> • <i>LA is responsible for ensuring hardwiring checks are carried out and how often is this done normally every 5 years</i> • <i>SBM arranges annual portable appliances tested (PAT) by outside contractor</i> • <i>PAT registers kept in school office</i> • <i>Staff are expected to conduct pre-use visual checks on electrical items to identify defects</i> <p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	LA/SBM
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 e.g. bomb threats, explosion, floods, intruders etc. and how often is this done?</i> • <i>The school uses the Warwickshire Resilience Team documentation to write a school specific plan “Emergency Advice for Educational Establishments”</i> • <i>The school should have a business continuity plan (and battle box).</i> • <i>This can be found on link to cloud</i> <p>Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments</p>	Headteacher
Externally provided services/activities, lettings and hirers	<ul style="list-style-type: none"> • <i>Caretaker/SBM are responsible for discussing and agreeing health and safety arrangements before premises are used</i> • <i>School provides specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire</i> 	Caretaker/SBM

Topic	Action/Arrangements	Responsibility of:
	<i>precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc.?</i>	
Fire safety	<p><i>See Fire Risk Assessment, Security Policy and Building Emergency Evacuation Plan.</i></p> <ul style="list-style-type: none"> • <i>Staff & Children Receive regular training and termly drills</i> <i>SBM / Caretaker have responsibility of :</i> <ul style="list-style-type: none"> - <i>keeping fire precaution manual up to date and is kept in the school office</i> - <i>Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times</i> - <i>Regular Checks and updating Fire Evacuation Notices around the school site</i> - <i>Weekly testing of fire alarms and visual checks of fire extinguishers</i> - <i>Monthly testing of emergency lighting and fire door closures</i> - <i>Yearly inspection and maintenance of fire extinguishers</i> - <i>Six monthly inspections and maintenance of the fire alarm and emergency lighting systems</i> • <i>Review of the fire risk assessment which is kept in school office</i> • <i>Headteacher is responsible for updating the Building Emergency Evacuation Plan</i> • <i>Headteacher is responsible for co-ordinating evacuations and how will they be identified by staff and emergency services e.g. high visibility vest</i> • <i>School Office Staff calls the emergency services, takes registers to assembly point and meets fire service on arrival; frequency of drills is termly; details of assembly points etc. located in all classrooms and around the school</i> <p><i>Reference links:</i> <u>DfLG&C Fire Safety Risk Assessment Educational Premises</u> <u>Coventry Solihull and Warwickshire Resilience Team</u></p>	Headteacher/SBM / Caretaker

Topic	Action/Arrangements	Responsibility of:
<p>First aid, medication and supporting pupils at school with medical conditions</p>	<ul style="list-style-type: none"> • <i>First aid needs are assessed and updated regularly</i> • <i>First Aider details are displayed around the school</i> • <i>SBM is responsible for identifying and organising refresher training</i> • <i>First Aid kits are kept in Staffroom and School Office and staff are responsible for replenishing them</i> • <i>Staff will accompany children to hospital in an emergency</i> • <i>There is a school policy on administering medication</i> • <i>Teaching staff and T/A's receive training for epipen</i> • <i>Medicine is kept in a locked cabinet in school office or fridge in staffroom if needed</i> • <i>Arrangements for parents who want the school to administer medication are in place and parents/carers have to sign a consent form</i> • <i>All medicines are marked with pupil details</i> • <i>Two members of staff sign to witness what dose has been given to pupils</i> <p><u>Reference links:</u> HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	<p>SLT</p>

Topic	Action/Arrangements	Responsibility of:
Glass and glazing	<p><i>A glazing survey / risk assessment has been carried out and kept in school office</i></p> <ul style="list-style-type: none"> <i>Where assessment identifies the risk of falling against or through glazing, suitable safety film or replacement with safety glass has been installed</i> 	Headteacher
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> <i>Caretaker will ensure premises are kept clean to minimise accumulation of rubbish</i> <i>External waste bins are chained at night, weekends and holidays for security</i> <i>Caretaker will dispose of hazardous waste such as fluorescent tubes and computers etc.</i> 	Caretaker
Infection control	<p><i>See School specific policies or procedures.</i></p> <p>Reference links: Public Health England Guidance on infection controls in schools and other childcare settings</p>	
Lone Working/ Personal Safety	<ul style="list-style-type: none"> <i>Lone working is discouraged wherever possible due to potential risks involved</i> <i>Safe working practices/rules for staff that have to work alone are in place e.g. mobile phones, keeping in touch arrangements etc.</i> <p>Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust</p>	Headteacher
Maintenance/Inspection of Equipment	<ul style="list-style-type: none"> <i>Arrangements are in place for servicing, maintenance and inspection of plant and equipment Through WES Service Contracts, WES Safety and Premises contractors etc</i> <i>Records are kept in school office and Atlas website</i> <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	Headteacher

Topic	Action/Arrangements	Responsibility of:
New and expectant mothers	<ul style="list-style-type: none"> • <i>Staff who are pregnant must report to Headteacher and risk assessment put in place</i> • <i>Reference links:</i> HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE 	Headteacher
Offsite and Educational Visits including residential visits and any school-led adventure activities	<p>Ettington Cofe Primary School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</p> <ul style="list-style-type: none"> • <i>SBM is the school's Educational Visits Co-ordinator (EVC).</i> • <i>Headteacher is the school's Educational Visits Advisor</i> • <i>Staff are aware of the requirements when planning school trips</i> • <i>Staff are responsible for carrying out risk assessments before visits</i> • <i>Arrangements for emergencies, parental authorisation, supervision, first aid etc is all part of the online application processed by Leader of any trip/visit</i> • <i>Reference to OEAP Guidance is used as a basis for school policy.</i> <p><i>Reference links:</i> Outdoor Education Advisors Panel (OEAP) </p>	Headteacher / SBM
Outdoor Play Equipment	<ul style="list-style-type: none"> • <i>All inspection records, equipment specifications etc. are kept in the school office</i> • <i>LA carries out formal inspections of equipment</i> • <i>Caretaker carries out pre-use/daily visual inspections on outdoor play equipment and is recorded and kept in the school office</i> • <i>All relevant staff made aware of Risk Assessments</i> 	Headteacher
Physical Education	<ul style="list-style-type: none"> • <i>Inspection records, equipment specifications etc. kept in school office</i> • <i>LA carries out formal inspections of equipment</i> • <i>Pre-use visual checks are carried out by staff on PE equipment prior to lesson</i> 	Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • All relevant staff made aware of Risk Assessments including • sports fields, pitches, sandpits • Headteacher checks qualifications of staff <p>Refer to the current AfPE Safe Practice in Physical Education and Sport document. Reference links: Association for Physical Education</p>	
Physical intervention	<ul style="list-style-type: none"> • Ettington CofE Primary School follows the Department for Education's guidance on the use of reasonable force to restrain pupils? • Staff receive Team Teach training <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	Headteacher
Public Events	<p>Arrangements for school fetes and other events attended by the public, including where organised by FOES are in place</p> <p>Reference links: HSE Event safety microsite</p>	Headteacher
Risk Assessments	<ul style="list-style-type: none"> • Headteacher has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school • Staff are aware of any risk assessments relating to the activities they undertake • Headteacher is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum • Risk assessments are kept in the school office <p>Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace</p>	Headteacher

Topic	Action/Arrangements	Responsibility of:
Science	<p><i>For all science related activities we follow guidance produced by CLEAPSS. We also follow guidance set out in the current 'Be safe' – health and safety in primary school science and technology' – published by The Association for Science Education (ASE).</i></p> <ul style="list-style-type: none"> <i>This can be found in the School Office</i> <p>Reference links: CLEAPSS – Primary Site Association for Science Education (ASE)</p>	
Security	<p><i>View school's Security Policy</i></p>	Headteacher
Smoking	<p><i>We are a smoking free zone on school premises at all times</i></p> <p>Reference links: Smokefree England HSE Smoking at work</p>	Headteacher
Work-related stress and mental wellbeing	<ul style="list-style-type: none"> <i>Staff should speak to Headteacher if they are experiencing any problems</i> <i>Procedures are in place to obtain health advice, counselling etc. for employees when required</i> <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>	Headteacher
Swimming Lessons (Public pool)	<ul style="list-style-type: none"> <i>Swimming lessons take place at the local leisure centre</i> <i>The School follows health and safety standards for all swimming and aquatic activities contained within the current edition of AfPE Safe practice in physical</i> 	Headteacher

Topic	Action/Arrangements	Responsibility of:
	<p><i>education and sport</i></p> <ul style="list-style-type: none"> • <i>Site specific management and monitoring arrangements which include supervision levels are followed</i> <p>Reference links: <u>Association for Physical Education</u></p>	
Trees	<ul style="list-style-type: none"> • <i>Caretaker visually checks condition of trees especially after adverse or severe weather</i> • <i>LA Forestry department do 3 yearly checks</i> 	Headteacher
Violence and aggression, Prevention of work-related...	<p><i>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</i></p> <ul style="list-style-type: none"> • <i>Staff are encouraged to report all incidents of verbal and physical violence and aggression to the Headteacher</i> <p>Reference links: <u>HSE Preventing workplace harassment and violence</u> <u>HSE Violence at work</u></p>	Headteacher
Visitors	<ul style="list-style-type: none"> • <i>All visitors must report to Reception on arrival and sign in visitors book then display badge whilst on the premises, where necessary they will be escorted through the building</i> • <i>Visitors are informed about health and safety information for the site by visitors leaflet from office staff at reception</i> 	
Water Hygiene (Legionella) and Water Systems	<ul style="list-style-type: none"> • <i>The water hygiene (legionella) risk assessment and log book are kept in the school office</i> • <i>WES property management are currently responsible for carrying out</i> <ul style="list-style-type: none"> - <i>monthly water hygiene testing</i> - <i>weekly flushing of infrequently used outlets</i> 	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>School purchases the water hygiene surveys through WES Property Risk Services or other competent contractor?</i> <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	
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> • <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> <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	Headteacher
Work Experience	<ul style="list-style-type: none"> • <i>Headteacher is responsible for carrying out inductions and risk assessments before commencement of placement</i> • <i>Work experience pupils are monitored / supervised whilst on site by Member of Staff</i> <p>Reference links:</p>	Headteacher

Topic	Action/Arrangements	Responsibility of:
	HSE Work experience microsite	
Work at Height	<ul style="list-style-type: none"> • <i>Height Foot Stool and Ladders are available and stored in locked caretaker cupboard</i> • <i>Staff are expected to only use access equipment provided by the school and not stand on tables and chairs</i> • <i>Staff are expected to carry out pre-use visual checks on equipment and report any defects to school office</i> <p>Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit</p>	Headteacher