



Windsor Park CE Middle School

Learning for Life
"Teach me good judgement and knowledge"
Psalms 119:66

Health, Safety & Wellbeing Policy

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Date of first issue:	January 2024
Review cycle:	Spring 1

RESPECT '*clothe yourself with compassion, kindness, humility, gentleness and patience*'

RESILIENCE '*I can do anything through Christ who strengthens me*'

RESPONSIBILITY '*for God gave us a spirit not a fear, but a power and love and self-control*'

OUR VISION

Learning for Life

*“Teach me good judgement and knowledge”
Psalm 119:66*

As an inclusive Church of England school, who aim to provide transformational experiences for all God’s children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.

OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

Introduction

This policy statement complements the Uttoxeter Learning Trust Health, Safety and Wellbeing Policy. The school subscribes to the Staffordshire County Council Health, Safety and Wellbeing enhanced consultancy services. It records the school's local organisation and arrangements for implementing the Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body and Senior Leadership Team recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

The Governing Body, Headteacher and those in control of the school recognise and take responsibility to ensure risks are managed effectively and that the school is compliant with the relevant legislation and guidance. They will ensure so far as is reasonably practicable that all staff, students, contractors, and visitors who work or visit the school or are involved in activities are safe.

Arrangements are in place to ensure:

- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate risk assessments / safe systems of work exist and there is sufficient information, instruction, training, and supervision available and provided to ensure a safe environment.
- Non-employees are not adversely affected by the school's activities.
- Consultation on health and safety with employees and employee representatives occurs on a regular basis.
- Ensure that procedures exist which allow the implementation of the health and safety policies and any arrangements through procedures.
- Health and Safety responsibilities are defined for staff and governors.
- A system for monitoring, reviewing, and auditing of the procedures takes place and any actions arising from this review are acted upon, as necessary.
- Health and safety targets are set each year and communicated to all staff.
- School activities (including residential visits and any school-led adventure activities) are planned, risk assessed and have sufficient supervision to be carried out in a safe manner, appropriate to the nature of the activity.
- All injuries to staff, students, contractors, and visitors who visit the school or are on a school trip are recorded. Significant incidents are also recorded and reported appropriately to the School Governors.
- A healthy working environment is maintained with adequate welfare facilities.
- Ensure that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware.
- A formal management review of health and safety performance is conducted to monitor and report performance and the effectiveness of the health and safety policy.
- Staffordshire County Council Health and Safety policy is adopted as required.

It is the responsibility of every employee / individual within in the school or on an activity to:

- Perform their job in a safe manner.
- Look out for themselves and their colleagues.
- Stop and seek guidance if they believe what they are doing is unsafe.
- Report any unsafe acts or conditions they see.
- Comply with all health and safety requirements.
- Contribute ideas to help continually improve the effectiveness of health and safety risk management

MANAGEMENT ARRANGEMENTS

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

The Uttoxeter Learning Trust

The Multi School Trust, Uttoxeter Learning Trust as the employer has ultimate responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

Local Governing Body

The Local Governing Body has a delegated responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

They will take reasonable steps to fulfil this responsibility, to provide suitable facilities, equipment, adequate health and safety training, and safety arrangements for the provision of a healthy working environment and adequate welfare facilities.

The Local Governing Body will delegate day-to-day responsibility for health and safety matters to the Headteacher.

A Link Governor will be appointed to oversee health and safety they will be named on the Health and Safety notice board.

Headteacher

The Headteacher has primary responsibility for Health and Safety matters within the school. In the Headteacher's absence a nominated member of the Senior Leadership Team will assume this responsibility.

Responsibilities:

- To produce a Health, Safety and Wellbeing Policy that is approved by the Governing Body and to ensure that all the aspects of this policy are implemented and enacted.
- To ensure a copy of the Health, Safety & Wellbeing Policy and organisational arrangements document is communicated and made available to all staff.
- To set up arrangements to cover all health and safety legal requirements.
- To develop a Health, Safety and Wellbeing Plan as an integral part of the school's Improvement Plan.
- To appoint a Premises Manager.
- To arrange for suitable health and safety induction training to be provided to new employees and that every assistance is given to them to perform their duties in a safe manner.
- To ensure arrangements are in place to provide cover for staff with key health and safety responsibilities and that there are enough staff to safely supervise pupils.

- To ensure the safety and physical condition of all areas of the school is maintained.
- To ensure staff receive the necessary health and safety training and supervision.
- To report to the governing board on health and safety matters.
- To ensure appropriate evacuation procedures are in place and regular fire drills are held.
- To ensure that in their absence, health and safety responsibilities are delegated to the Deputy Headteacher or another nominated member of the Senior Leadership Team.
- To ensure all risk assessments are completed and reviewed.

Staff

Are responsible for:

- Ensuring they are familiar with and conforming to the School's Health, Safety and Wellbeing Policy.
- The safety of any children under their charge by effectively supervising their activities.
- Performing their job in a safe manner, observing and following all safety procedures and instructions and not interfering with or misusing anything that has been provided for their health, safety or wellbeing.
- Informing their line manager of any condition or concern that might affect their ability to work safely.
- Reporting all injuries or health and safety incidents or safety concerns. Stop and seek guidance if they believe what they are doing is unsafe.
- Taking care of their own health and safety and that of others who may be affected by their actions at work and co-operate with others to help everyone meet their legal requirements.
- Attending appropriate Health and Safety training as directed by the Headteacher or Uttoxeter Learning Trust.
- Contributing ideas to help continually improve the effectiveness of health and safety risk management within the school.
- Co-operating with the school on health and safety matters.
- Informing the appropriate person of any situation representing a serious and immediate danger so that remedial action can be taken.
- Modelling safe and hygienic practice for pupils.
- Understanding emergency procedures and implementing them when needed.

In addition to the above, Heads of Departments are also responsible for ensuring:-

- Health, Safety and Wellbeing is an agenda item on all Departmental Meetings.
- A Health, Safety and Wellbeing Plan is in place to ensure a continuous monitoring of relevant issues within their area of responsibility. This plan to be updated termly.
- All staff within their area of responsibility have received appropriate Health Safety and Wellbeing training, including induction training in order to carry out their role within the school in a safe manner.

The Premises Manager is responsible for:

- Maintaining an understanding of the Health, Safety and Wellbeing Policy and Arrangements and the Premise Manager's responsibilities detailed within them.
- Maintaining an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate wellbeing facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

The Premises Manager will delegate duties to the Caretaker.

Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

- Contractors will agree health and safety practices with the Headteacher or their representative before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and have adequate controls in place to mitigate any risks for of all their planned work.

The Health and Safety Officer

- Has the core duty to ensure that there is a system established for the management of health and safety.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an annual report on Health and Safety performance including essential KPIs.

Competent Health and Safety Advice

The school/school obtains competent health and safety advice from:	Andrea McCarthy, H&S Officer amccarthy@windsorpark.staffs.sch.uk 07778 603090 01889 561820
In addition to providing competent health and safety advice, the school will also contact in an emergency:	SCC Health, Safety and Wellbeing Service Duty Officer shss@staffordshire.gov.uk 01785 355777 Charlotte Evans - 01785 278277 Mobile: 0781 5826740 charlotte.evans2@staffordshire.gov.uk

Monitoring Health and Safety and Key Performance Indicators

The Headteacher has overall responsibility for monitoring of health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for monitoring health and safety include: -

- Annual Health and Safety Audit.
- Accident analysis completed every half-term.
- Termly report to the Local Governing Body includes H&S issues and accident analysis.
- Health and Safety Plan in place and shared with stakeholders at Link Governor meetings.

- Personal Performance Appraisal Process includes review of H&S.
- Regular Line Management meetings with the Health and Safety Officer and the Premises Manager.
- Regular inspections of the premises are carried out by the Headteacher and the Premises Manager.
- Health and Safety Targets are set and communicated to all stakeholders.

Detailed Health and Safety Arrangements

1. Accidents, Incidents and Near Miss Reporting, Recording & Investigation

- All accidents involving pupils, staffs, visitors, contractors or members of the public on the site are treated, recorded and investigated in accordance with all applicable Health and Safety Law.
- A Head Injury Procedure, appropriate for the age of the student is in place
- All work-related accidents/incidents are treated the same whether there is injury or not – they may constitute a “near miss”
- Staff are aware of the need to report all accidents and near misses. Line managers are responsible for investigating the accident and consulting any applicable risk assessments and making any reviews necessary.
- Parents/carers are informed as soon as is possible of any accident involving their child.
- Any accident where the injured party needs external medical help is reported to SCC using the “Info tracker” link to MyH&S and they make any RIDDOR reports which are necessary.
- A BI510 Accident book is used to record details of any accident affecting an employee of the school.
- The BI510 Accident book is kept securely in the Main Office to ensure full data protection for personal details of employees who have an accident on site.
- An Accident Book which is used to record accidents to pupils, visitors and contractors. This will record all details related the incident including the date, time, details of the incident and or injury, any first aid administered, name of first aider, contact with parents/carers, follow up information from parent, subsequent actions i.e. referral to H&S Officer, MyConcern or other member of staff.
- Accidents, Incidents and Near misses are investigated where required to ensure the health, safety and wellbeing of the users of the school.
- Post-accident/incident risk assessments are carried out where required to ensure the health, safety and wellbeing of the users of the school.
- Violent incidents are reported and investigated and further action if necessary.
- Accidents will be analysed every half-term in order to identify any trends or areas of concern and a report made to the Headteacher and Governors.
- All Accident books are archived for at least 10 years.

2. Asbestos

- Asbestos located in the school buildings is managed in accordance with relevant Health and Safety legislation.
- The Asbestos Register and its contents are familiar to the Premise Manager and the Caretaker.
- The Asbestos Register is kept updated and managed by the Premises Manager and is kept in the school office.
- The Headteacher, Premises Manager and Caretaker will be trained in asbestos management and this is repeated online every 12 months and records kept.
- All contractors, carrying out work which is likely to disturb the asbestos, will be shown the register and asked to sign it.
- All contractors working at the school understand the risks involved in disturbing asbestos containing materials.
- Any removal of asbestos must be carried out by an approved Asbestos Contractor and SCC approval/inspection arranged.
- All reasonable steps are taken to prevent the accidental release of asbestos.
- No staff carry out alterations to the fabric of the building or drill or affix anything to the wall without the permission of the Premises Manager.
- Staff responsibilities for the control of asbestos is included in the H&S induction training process.
- The Premise Manager ensures that an Intrusive Works Assessment Form and a Control of Contractors Hazard Exchange Form are completed with the contractor before any works begin.
- **In the event of an emergency** – suspected asbestos breach -
 - Work will immediately cease.
 - The area will be evacuated, and further access prohibited.
 - All contaminated material, including clothing will be left in the area.
 - No attempt will be made to remove items from the area or carry out any cleaning.
 - The incident will be reported immediately to:
 - The Entrust Property Helpdesk 01785 337200 (this will be redirected to out of hours call centre where necessary).

3. Communication

The Headteacher has overall responsibility for communication of health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for communicating on health and safety matters:

- Regular full staff meetings
- Twice weekly staff briefings
- E-mail
- Personal communication with line manager and Headteacher
- Use of the Health and Safety Notice Board

Staff are encouraged to make suggestions to improve the health and safety performance of the school by talking to their line manager, Health and Safety Officer or to the Headteacher

4. Consultation

The Headteacher has overall responsibility for consulting on health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for consulting on health and safety matters where staff are encouraged to raise any issues of concern are:

- Regular full staff meetings
- Twice weekly staff briefings
- E-mail
- Personal communication with line manager and Headteacher.
- Discussion with Trade Union Representative(s).
- Risk assessments are shared with colleagues to ensure consultation on assessment outcomes and control measures required.

5. Contractor Management and Construction Work

The Premises Manager is responsible for contractor management and construction work and will delegate duties to the Caretaker.

The Caretaker is responsible for monitoring contractor activity.

Arrangements for contractor management are:

- The Premises Manager will determine the competence of the contractor. If applicable/available Entrust approved contractors will be used in preference.
- If work comes under the CDM Regulations, a Duty Holder will be appointed.
- Staff engaging contractors ensure that they have completed the Hazard Exchange Form (HSF46) with the contractor.
- Risk Assessments for the operations will be provided by the contractor.
- The interface of contractor operations and staff and pupils on site will be considered in the risk assessment and appropriate control measures will be put in place.
- Any changes to emergency evacuation routes due to contractor operations are relayed to staff and pupils and are clearly signposted.
- The Asbestos Register will be seen by the contractor and signed.
- Where large areas of the site are involved or the contracted work may impact the fire management control measures in place in the school, the fire risk assessment is taken into consideration and amended if required.
- The Premise Manager will carry out a H&S Induction for the contractor staff.
- Any accidents, incidents or unsafe practices are reported to the Premises Manager.
- The Premise Manager must oversee the work and ensure that safe practices are being employed and surrounding areas kept free from hazards.
- Where work takes place when staff or students are on site, an appropriate safe operating procedure will be followed i.e. closure of areas, movement of equipment and materials only allowed at designated times etc.
- Hot Working – where any hot work is taking place the Premise Manager must ensure the contractor signs a Hot Work Permit which states the safety procedures needed for

this work. The Premise Manager must check, before the contractor leaves, that all sources of heat have been extinguished and that there are no hot spots on the area worked on. This must be completed at least 1 hour before the site is vacated.

- Any electrical equipment used by contractors must be their own and have been suitably PATested.
- All equipment used must belong to the contractors – they must not borrow school equipment.
- Contractors are not permitted to enter any area of school or touch or use school equipment or tools without the authorisation of the Premises Manager.

6. Curriculum areas – Health and Safety

- Heads of Department ensure risk assessments are carried out for the curriculum activities for their areas of responsibility. They are responsible for implementing control measures and communicating these control measures where required, in order to control the risk to staff and students.
- All teaching staff have access to generic risk assessments and more specific risk assessments; they are required to be aware of these and the instructions and safe working systems they detail; they are required to follow the instructions and controls in them.
- All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the CLEAPSS Organisation.
- All staff are required to undertake additional risk assessments before they commence any activity outside of the scope of the department risk assessments.
- The PE department follow the safe working practices detailed National Governing Bodies for each sport undertaken and by the Association for Physical Education.

7. Display Screen Equipment use (including PC's, laptops and tablets)

- The Health and Safety Officer is responsible for ensuring Display Screen Equipment Assessments are carried out.
- The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using DSE daily for continuous periods of an hour or more. A self-assessment form is available and the line manager is responsible for making necessary changes to the work area.
- Users are notified of their entitlement to free eye testing and prescribed corrective glasses.
- DSE Assessments are carried out as part of new staff induction where required and periodically for staff workstations.
- The school recommends that all DSE users have regular breaks from their workspace (10 minutes / 2 hours)
- DSE assessments are reviewed every 2 years unless problems arise.
- Staff are made aware of the need to report any health conditions that may affect them when using the DSE.
- Staff are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must

be carried out and any control measures actioned immediately.

- DSE self-assessments are signed by the reviewer and any remedial equipment provided as a result of the assessment is signed as received by the DSE User

8. Educational Visits / Off-Site Activities

- The Educational Visits Co-ordinator assists and oversees student visits off the school premises.
- All visits will be led by a trained/experienced member of staff who has knowledge of the venue and as such will be able to plan, risk assess and lead the visit safely in accordance with the Outdoor Education Advisers' Panel National Guidance.
- The Visit Leader completes the risk assessment with the assistance of the EVC.
- The Visit Leader and EVC will ensure that the staff:student supervision ratios take account the venue visited, the nature of the activity, the experience of the teaching staff accompanying, the age of the students, expected behavioural issues, ability of students, medical issues etc. to ensure that the staff: student ratio is adequate to ensure the safety of the students on the trip and will include a contingency should a member of supervising staff become unable to continue on the visit.
- The Visit Leader will consult the EVC to determine if a qualified First Aider should accompany the trip. This assessment will take into consideration the nature of the activities, the students attending, whether qualified First Aiders are available at the venue etc.
- Control measures required are shared with all staff and volunteers accompanying the visit and roles and responsibilities are clearly defined and communicated.
- The EVOLVE system of visit planning is used to ensure that all visits are correctly planned, staffed, insured and assessed as safe.
- The advice of the Entrust Educational Visits Advisor will be sought as required.
- All staff are DBS checked – including volunteers on residential visits.
- Low Risk visits/activities: Final approval for the visit will be given by the Headteacher; the EVC is responsible for preliminary checking the planning of the visit.
- Higher Risk and Residential Activities: after approval by the EVC and Headteacher the visits are sent via Evolve to the Entrust Educational Visits Adviser for final approval.
- Insurance covering school visits will be in place at all times.
- Visits use transport from companies assessed as competent by the EVC.
- Parents will have given permission for their child to take part.
- A list of all students taking part is available at the school.
- Emergency contact details for parents/carers is available at all times during the visit. Where a visit takes place outside of school office hours, the Visit Leader will take the parent/carers contact details on the visit
- The visit is appropriate for the age and ability of the students and is of benefit to them.
- All staff accompanying the visit will know their role and responsibilities.
- The Visit Leader and Headteacher will ensure that there is a robust emergency plan in place and a member of senior staff will be designated as emergency contact. If the incident is outside of the coping mechanism of the school's Emergency Plan, school SLT will call the County Emergency number (07623 910065) which will connect them with the on-call director for use if a major incident/accident occurs. If this number does not provide response in reasonable time – call 08451 213322 and ask Fire Control to page the CUU Duty Officer.
- Leaders ensure that all necessary medications likely to be necessary during the visit

are carried.

- All accidents will be reported at school and on Evolve.

9. Electrical Equipment (fixed & portable)

The Premises Manager is responsible for electrical equipment and supply on site and will delegate duties to the Caretaker.

- A full site electrical inspection and test is carried out every 5 years and the results passed to the Headteacher who is responsible for ensuring that any repair or renewal work is carried out.
- No alterations to the fixed electrical wiring are made by anyone other than an approved electrical contractor.
- All portable electrical equipment is tested for electrical safety (PATested) every twelve months apart from computers and office equipment which is tested every 2 years and records are kept and held.
- Staff and visitors are permitted to bring in:-
 - Mobile/Smart Phones
 - Tablet/organiser
 - Laptops
- Staff, visitors and contractors must ensure that any personal equipment they bring into school is in a safe condition by verifying the following:
 - Any equipment is visually inspected before use for defects.
 - The cable and body of the equipment and/or charger do not show any signs of damage.
 - The equipment, including charger, has been purchased from a reputable supplier and is CE marked.
 - Any damaged or faulty equipment is removed from use immediately.
 - Staff must not carry out any electrical fault finding or repairs, unless trained and authorised to do so.
 - All equipment will be switched off at the mains when not in use.
- Staff, visitors and contractors are not permitted to bring into school any other privately-owned electrical equipment that requires a mains supply to run or charge the equipment unless authorised by the school's maintenance staff.
- Students are not permitted to bring into school any privately-owned electrical equipment that requires a mains supply to run or charge the equipment unless authorised by the school's maintenance staff, with the exception of laptops/tablets authorised for use by school staff. Students are informed of the requirement to visually check the safe condition of these items before use. Students are not permitted to charge mobile phones on the school site.
- All staff are aware of the need to visually check electrical equipment before they use it or allow students to use it.
- Staff will remove any faulty or damaged equipment from use and will report this to the Premises Manager.
- All private electrical equipment used in school must be PATested before being used in school. Staff are reminded of this in the Staff H&S Induction.
- Records are located in the Caretaker's Office.
- Science equipment is checked before it is used and any broken or damaged

equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and students are encouraged to report any faults.

- In D&T the Head of Department ensures that all equipment is checked by trained staff before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person. Each year the main saws, drills and cutting benches are checked for safety by a Technician employed by Staffordshire County Council or Entrust; this report is passed to the Head of Department, who arranges for any repairs or alterations to be made.

10. Fire Precautions & Procedures – Evacuation and Invacuation (e.g. for terrorist threat, local pollution incident, dangerous animal on the premises etc.)

- A Fire Risk Assessment is completed every 12 months or sooner should there be any substantial changes to the law, staff or site i.e. building works may necessitate an earlier risk assessment.
- A copy of the Fire Risk Assessment is kept in the main entrance to the school for use by the Fire Services in an Emergency situation.
- The Fire Risk Assessment process is managed by the school's Senior Leadership Team, the Health and Safety Officer and external authorised contractors are consulted as required.
- Management and compilation of the Evacuation and Invacuation Procedures are the responsibility of the Headteacher with responsibilities delegated to the Senior Leadership Team, the Caretaker and the Health and Safety Officer.
- The Fire Log Book is located in the main entrance to the school includes:-
 - Contact numbers for key staff on site, i.e. Premises Manager, Maintenance team, Asbestos Team at SCC, SCC Property Managers
 - Latest Fire Risk Assessment
 - The location of any hazardous materials stored on site – i.e. flammable stores, flammable gases etc.
 - The location of fire fighting equipment.
 - Records of maintenance of fire fighting equipment, emergency lighting etc.
 - Records of relevant training, i.e. Fire Warden training, Use of Fire Extinguishers.
 - Records of Fire Evacuation Practices / evacuation times.
- Personal Emergency Evacuation Plans (PEEPs) are in place for any student or member of staff who may need assistance to evacuate the building safely.
- Registers of pupils are taken each day, staff, contractors and visitors sign in and out of the building to ensure that we have accurate records of who is in school.
- These procedures are communicated to staff in the H&S Induction process and are available on the school shared drives and on the Health and Safety Notice Board.
- Evacuation Practices:
 - will be carried out each term, times for evacuation recorded and comments attached as to the efficiency of the drill and any amendments which may be needed in future drills – these will be shared with all staff.
 - Early in September a fire drill is performed to ensure that new entrants to Year 5 are aware of the procedures in place.
 - All contractors are made aware of evacuation procedures before they begin work as part of the hazard exchange system.
 - All new staff have the fire procedures explained to them both verbally and as part of the H&S Summary booklet when they receive their induction training.

- When the fire alarm rings the:
 - Premises Manager or member of SLT checks the alarm panel to determine which alarm has sounded and makes their way there, if safe to do so, and checks for any signs of fire or smoke. If found the Fire Service is immediately called.
 - Staff accompany their students to the Assembly Area – the playground, they close classroom door.
 - Staff designated as Fire Marshalls check their designated area has been evacuated [if safe to do so].
 - Other marshals and staff use daily registers maintained by the Office staff to check that all students, visitors and staff are accounted for and time the evacuation.
 - The foreman of any contractor on site is responsible for ensuring they all evacuate the building.
 - Persons only re-enter the building when instructed that it is safe to do so.
- Staff designated as Fire Marshalls are given appropriate training. This training is updated at least biannually and is organised by the Health and Safety Officer.
- Visitors – it is the responsibility of the member of staff they are visiting to ensure they evacuate the building when alarm sounds.
- Visitors are given a H&S leaflet on arrival which details evacuation arrangements.

Site Management for Fire protection

- The school is protected by a fire alarm, emergency lighting and appropriate fire extinguishers which are maintained regularly by outside contractors and checked monthly by the Caretaker – records are kept in the Fire Log Book. This is located in the School Office
- The site is kept in a clean condition with rubbish removed daily. Particular care is taken during holiday periods to ensure rubbish bins are emptied and moved indoors and skips are situated away from the building and secured in place.
- Corridors and escape routes are kept clear and clear of obstructions and evacuation routes and fire exits are clearly marked by appropriate signs.
- Fire doors are checked daily by the Premises Manager and they will never be left propped open for any length of time. SCC approved fire door holdbacks are in use in some areas of the site will deactivate and close fire doors in the event of the alarm sounding.
- Fire exits are checked daily by the Premises Manager and the area around them, both inside and out, is be kept free from obstructions.
- Each room/office has a Fire Action Notice which details the procedures for evacuation and action to take if a fire is found.
- Flammable liquids and substances – minimum amounts are kept and used; they are stored in secure flammable cabinets with access only allowed to designated staff. They are stored away from sources of heat and any combustibles.
- D&T and Science departments maintain department procedures for isolation of gas supplies prior to leaving the building in the event of an evacuation and also at the end of every school day.

11. First Aid *see also Medication / Medical Conditions

- There is adequate and appropriate first equipment, facilities and trained personnel on site to deliver First Aid to all employees, visitors, contractors and pupils when needed.
- Extra emphasis is placed on areas considered at higher risk i.e. DT, Science, and PE where activities are more likely to lead to injury.
- Provision is adequate whenever there are persons on site i.e. after hours, holiday when contractors are working.
- A First Aid Assessment is reviewed every 12 months by the Health and Safety Officer to assess the numbers of First Aid personnel needed. This is located on the Staff Share Health and Safety section of the school intranet.
- First Aiders receive training and retraining which meets all the latest HSE Guidelines i.e. use of epipens, anaphylactic shock etc. as applicable.
- First Aid boxes are kept stocked with in-date equipment and sundries and a member of staff will be as designated responsible for checking these and re-stocking as necessary.
- PPE is made available to First Aiders.
- Spills kits and disposal facilities are available for bodily fluids.
- All First Aid and accidents will be logged in the Accident Books which are kept in the Reception Office.
- A First Aider will determine whether parents/carers (or next of kin for adults) are informed of the injury taking a precautionary approach at all times and always if Emergency Services are called.
- Lists of First Aiders are located in the Staff Room, the School Office and at other key locations around the school. Attendance of a first aider to casualty can be arranged via the school office.
- Emergency Services will be called as required, coordinated through the Reception Office using "999". Communication with emergency services and the staff attending the injured party (if not in the School Office) is via the use of school and mobile phones as required.
- All staff are aware of the procedure for summoning the assistance of First Aid or the Emergency Services. This is communicated in the H&S Induction and on Staff Notice Board.
- A member of school staff or parent/carer will always accompany a student whilst in the care of the Emergency Services.
- Where required by a personal risk assessment, additional information may be retained in the school office for communication to the Emergency Services.
- Records of all accidents and first aid treatment will be kept and the H&S Officer will analyse these and provide a report to Governors every half term.

12. Glass & Glazing

- The site has undergone a glazing survey carried out by authorised contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced it is replaced with the appropriate safety glass.
- The site undergoes a monthly safety check carried out by the Caretaker, glazing forms part of the checklist.

- Staff report damage to windows or other glazing either directly Caretaker or using the Fault Report system – (book in the school office). Caretaker then makes the area safe and organises repairs.

13. Hazardous Substances (COSHH)

- The school follows the rules and guidance provided by CLEAPSS, Health and Safety Officers and the HSE.
- The school uses CLEAPSS as a resource. A Chemical Catalogue has been prepared on the intranet site which has links to the Hazard and Safety Data Sheet for each chemical available in the main science department.
- Only those chemicals recommended by CLEAPSS for use in the school are used for curriculum activities.
- COSHH Assessments for curriculum activities are the responsibility of the relevant Head of Department for that subject area.
- Chemicals in use by the site maintenance and cleaning teams and by teaching and office staff are subject to separate COSHH Assessment which is the responsibility of the Premises Manager to maintain.
- Material Safety Data Sheets are held for all chemical materials on site.
- All chemicals are appropriately labelled and kept in their original containers unless diluted for use.
- Minimum amounts of chemical substances are stored on site.
- Where possible, lower hazard and less environmentally hazardous materials will be purchased in preference.
- Chemical substances are stored in defined chemical storage areas that are appropriate for the substances stored, i.e. ventilated flammable store, locked metal poisons cabinets etc.
- Chemical Storage areas are appropriately signed.
- All chemical storage areas are locked when not in immediate use.
- Students are not permitted to enter science prep rooms or chemical storage areas.
- Extreme care is taken to ensure that all hazardous chemical substances are kept out of the reach of students at all times unless in use under supervision of trained staff as part of a curriculum activity.
- Staff ensure that the distribution of chemical substances during a lesson activity is strictly controlled to minimise the chance of any being removed without authorisation.
- Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.
- Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazcards or the manufacturers' instructions and by authorised waste disposal contractors.

14. Health and Safety Law Poster

This is located in the main school Staff Room and is annotated with the name of the school's appointed Governor with health, safety and wellbeing responsibilities.

15. Housekeeping, cleaning & waste disposal

- A team of cleaning staff are employed by the school.
- The cleaners are under the supervision of the Premises Manager.

- The school provides information and site orientation training to ensure the cleaners can operate safely on our site.
- COSHH and risk assessments for activities carried out and reviewed annually.
- Staff, pupils and the Caretaker endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site, including lidded pedal bins where required for reasons of hygiene, and these are emptied daily into waste bins by which is located at the side of the site, well away from buildings. These are emptied on a regular basis by registered Waste Management Services.
- A separate bin is provided for recycling.
- Toilets are cleaned daily.
- Liquid spills onto floors are dealt with immediately by the Caretaker and warning cones are placed around the area until it is dry.
- Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then double bagged and placed in the skip along with the contents of the sharps bin.
- Clinical waste is collected in special bins which are collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.
- Sanitary bins are located in female toilets and these are emptied monthly by registered contractor.

16. Infection Control

- The Headteacher is responsible for implementing procedures and controls for the control of infections including hand washing and sanitisation and ventilation.
- Where required a risk assessment is carried out to determine the control measures required, for example for COVID-19. Controls may include:-
 - Hand washing promotion / posters / instruction
 - Sanitisation of hands and regularly touched surfaces
 - Ventilation of shared rooms
 - Exclusion of students and staff with transmissible infections according to the UK Health Security Agency guidelines (formerly Public Health England).
 - Communication to staff of particular transmissible infections they may have been exposed to according to the UK Health Security Agency guidelines (formerly Public Health England).
- Controls are implemented and additional information is communicated to staff via email and Departmental and Whole School Meetings.
- Students are informed of control measures required by verbal communication from form teachers during form time, posters and communications with parents.

17. Lettings

- Contractual arrangements for lettings are the responsibility of the Premises Manager who will ensure that the health and safety considerations for the letting are considered and reviewed annually, including ensuring the hirer is aware of actions to take in the event of fire alarm activation or other emergency.
- Hirers have to provide their own risk assessment and are responsible for their own first aid, fire and evacuation procedures.

- Hirers are responsible for following all health and safety procedures required by the school and for ensuring all instructions regarding health and safety, access arrangements and site security are followed.
- Hirers are responsible for obtaining any necessary local authority licences and these must be provided on request.

18. Lone Working

- A risk assessment is carried out for staff who work alone for significant periods of time. .

19. Maintenance / Inspection of Equipment (including selection of equipment)

- All staff are responsible for maintaining vigilance for any damage to the premises, defective furniture or equipment in use in the school.
- Any damaged equipment that could result in injury to pupils or staff must be removed from use immediately.
- The Premises Manager or Caretaker must be informed immediately in order for defect to the premises or equipment to be repaired or disposed of.
- The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.
- All inspection and maintenance of school equipment must be carried out by competent persons or authorised contractors.

Item	Inspection cycle	Responsibility	Location of Record
D&T equipment – general	Visual Inspection Before issue to pupils	D&T Staff	N/A
D&T Equipment	Annual inspection	Entrust under Service Level Agreement	D&T Office
Electrical equipment (portable)	Annual Contractor Inspection And before issue to pupils	Premises Manager Staff as applicable	Caretaker's office
Site Fixed Electrical test	5 years	Entrust Property Management	Entrust Property Maintenance Portal
Electrical Sockets	Before use	All staff to maintain ongoing vigilance of condition of electrical sockets in use.	N/A
<u>Lab and Prep Room</u>			

Isolators – gas and electric Gas Taps and bench electric points	Daily check and weekly record Weekly	Science Technician	Lab Weekly Checklist
<u>D&T and Kitchen</u> Isolators – gas	Daily	D&T Teacher	
Canteen – isolators – gas and electricity	Daily	Canteen Manager	
Emergency lighting	Monthly Quarterly	Caretaker Contractor	Caretaker's Office Entrust Property Maintenance Portal
Fire alarms – servicing	Annual	Contractor	Entrust Property Maintenance Portal
Smoke alarms	Termly	Contractor	Entrust Property Maintenance Portal
Fire alarms – site checks	Weekly	Caretaker	Fire Alarm Weekly Check list
Fire extinguishers	Monthly Annual	Caretaker Service – contractors	Fire Extinguisher Check List Entrust Property Maintenance Portal
Glazing	5 Years Regular	County Council Part of site inspection – Caretaker	Entrust Property Maintenance Portal Site Check List
Ladders/steps	6 Monthly and before each use	Caretaker	Ladder Check List
LEV – D&T	14 monthly	Insurance contractor / Head of D&T Department	Entrust Property Maintenance Portal

Other mechanical ventilation systems	Annual	Premises Manager	Entrust Property Maintenance Portal
PE equipment / fitness equipment	Annual	Contractor	PE Department
Science equipment – general	Visual inspection Before issue to pupils	Science staff + technician	N/A
Water quality	3 months	Caretaker – IWS	Entrust Property Maintenance Portal
Water temperature	Monthly Weekly purging	Caretaker	Caretaker's Office
Whole site inspection	Termly	Premises Manager, Caretaker, Headteacher	Premises Manager

20. Manual Handling

- Manual handling risk assessments are carried out on all staff involved in this process by the Health and Safety Officer.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training i.e. Caretaker.
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Pupils are not permitted to carry heavy loads.
- Pupils are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the pupil.
- Arrangements for manual handling of loads by staff and avoidance of risk are included in the H&S Induction information summary document shared with all staff.

21. Medication / Medical Conditions

The school refers to the Department for Education document:

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/Supporting_pupils_at_school_with_medical_conditions.pdf)

- Information will be obtained from parent/carer and if applicable previous school/childcare setting, of the medical and health needs of the students prior to or at admission.
- Where required a Health Care Plan is in place for students in order that their medical needs are managed in order for their access to education to be maintained as far as possible.
- The Health Care Plan is drawn up with medical support by school staff, teachers, first aiders, parents/carers and the student to identify the level and type of support required.
- The Health Care Plan is reviewed according to an agreed time plan.
- The medical information in the Health Care Plan is treated with confidentiality; the Head Teacher seeks agreement from both the student and parents regarding which staff will be allowed access to this information.
- Students' records include notes on any outstanding medical conditions, any need for medication and also the name and address of their GP. Emergency contact numbers are also in these records. These records are made known to staff responsible for the students concerned.
- Any restrictions on a student's ability to take part in sport is included in their health care plan. Some students may need to medicate either directly before or after sports activities i.e. asthmatics, PE staff are aware of these students and will supervise if necessary.
- All staff involved in the administration of medication to pupils are appropriately trained i.e. epipens, asthma inhalers.
- The administration of medication is recorded by the administrator and a record maintained in the Reception Office.
- Administration of GP prescribed medications, with name and prescription label which details the dosage and length of time required will be administered.
- Parents are asked to fill out a consent form which details the dosage and length of time required. Parents are asked to keep the school up to date with any changes to medications.
- Non GP prescribed medication will not be administered except in exceptional circumstances when it is agreed by the Headteacher and will only be administered where it would be detrimental to the child's health or school attendance not to do so. Medication will be provided by parent/carer. Written consent to administer is required from parent/carer. Parent will also be contacted before administration and maximum dose and when the previous dose was taken is checked.
- Aspirin will not be administered.
- In this case written parental permission
- Aspirin will not be administered.
- Emergency medication is kept in a cupboard the in the Reception Office i.e. epipens / inhalers. Other medication is kept in locked cupboard in the Medical Room.
- Trained First Aid staff will be responsible for administering medications.
- Checks will be kept on expiry dates on items.
- Any adverse effects will be reported to the parents as soon as possible.
- Unused medication will be returned to the parents.
- Diabetic students who self-administer medication are supervised by trained school support staff and are provided with a suitable private location to administer and store medication.
- Where a member of staff is taking a medication that may impair their ability to carry out their normal work, they are required to inform their line manager in order that a

personal risk assessment may be carried out. Staff are informed of this requirement in the H&S Information for Staff booklet.

22. Personal Protective Equipment (PPE)

- Risk Assessments will be carried out to determine the requirement for PPE. These risk assessments are the responsibility of the Head of Department who will be supported by the Health and Safety Officer.
- The Health and Safety Officer will support the Head of Department with the specification of the PPE.
- Personal Protective Equipment will be provided free of charge to all staff and pupils where they are involved in an activity which has shown, through risk assessment that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to the relevant British and EN safety standards for purpose.
- Staff and pupils will be taught how to use/wear PPE properly by a competent person.
- PPE will be correctly stored, cleaned/disinfected and inspected and replaced where necessary.
- Staff will ensure that pupils do use PPE when necessary.

23. Reporting Hazards or Defects

- Staff report day to day problems to the Caretaker using the Caretaker's online H&S reporting system or the reporting book in the school office.
- The Caretaker will assess the problem and either repairs/replaces or reports the fault to the Business Manager who then arranges for a contractor to attend. The Headteacher monitors this system.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Staff report any H&S concerns relating to the site or buildings to the Business Manager and/or Headteacher.
- H&S concerns related to the curriculum are reported to the Head of Department. The H&S Officer may be contacted for further advice.
- Staff are informed of their requirement to report hazards, defects or dangerous situations in the H&S Induction training and regularly during department or whole school meetings and emails.

24. Risk Assessments

- The school has risk assessments in place in order to identify and assess risks and to identify control measures required to eliminate or reduce risk in all areas of the school including by not exclusively:-
 - Internal premises
 - External premise and grounds
 - Site Maintenance
 - Cleaning
 - Curriculum activities
 - Classroom activities

- Office activities
 - School events
 - Fire or other Emergency
 - Lettings
 - COSHH
 - Manual handling
 - Display screen equipment
 - Pupil welfare
 - Staff Welfare
 - Stress and Wellbeing Risk Assessment
 - Personal Risk Assessments
- Heads of Department are responsible for:
 - Ensuring risk assessments are carried out for their areas of responsibility.
 - Relevant staff are involved / consulted in the assessment process.
 - That associated control measures are practicable and effective.
 - Risk assessments are reviewed annually or more frequently if required by changes in regulation, process, staff, post-accident etc.
 - Personal risk assessments take place as required including for example:-
 - For medical conditions that may affect staff or students in school, including stress
 - Medication that may affect staff or students in school
 - Return to work following a period of absence due to illness
 - Pregnancy, new and at 28 weeks gestation
 - Staff or students who are assisted by the use of crutches or wheelchairs
 - Risk Assessments are available for all staff on the school Intranet and are communicated via the email system, department meetings and whole school meetings.

25. Smoking

- The whole site is a no-smoking area and notices are displayed around the site stating this. Staff and students and contractors are not allowed to smoke or bring E-cigarettes on site at any time.

26. Stress and Staff Wellbeing

- A Stress and Wellbeing risk assessment has been undertaken and control measures have been communicated, discussed and implemented. This risk assessment is reviewed annually or earlier should this be considered necessary by the school's leadership team
- All staff have the opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
- Staff who return to work after a period of illness receive a back to work interview with their Head of Department where all issues involved in assuring a smooth return to work are discussed.
- Staff can ask to be referred to the Occupational Health Service where work and health problems are thought to coincide.

- Where workplace stress is proved to be involved in the illness an individual risk assessment must be performed.
- A notice board in the staff room is used to publicise and highlight staff well-being issues.

Supervision of Students – including out of school learning and study support

- Where required due to their age or risk assessment of the activity, students are supervised at all times by trained staff.
- All staff working in school must be checked for Disclosure and Barring Service clearance before they begin work.
- The requirement for DBS check for volunteers, guest speakers etc. will be assessed on an individual basis by the school's safeguarding lead.

27. Training and Development

- All new staff will receive health and safety induction training from the Health & Safety Officer before they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident etc.
- Head of Department will provide/ensure provision of department specific H&S training
- Training needs are identified by the process of risk assessment and records of training are maintained.
- Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

28. Vehicle movement on site

- Arrangements for the safe access and movement of vehicles on site are subject to risk assessment.
- Controls in place include allocated entrance for vehicles and pedestrians, defined parking areas, safe access routes and walkways for pedestrians, segregation of vehicles from pedestrian areas, supervision of pupils arriving and departing at the start and end of the school day, supervision of coach and minibus arrival and departure, with restrictions on pupil access to parking areas during these times.
- Reversing vehicles for deliveries etc. are supervised by the Caretaker.

29. Violence and Aggression and School Security

- The school provides a safe and secure place of work and education and is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
- All doors to the school are locked with electronic locks which allow exit from inside the school but not entrance except via authorised card entry. Visitors may enter the reception area but are prevented from entering the main part of the school by a locked door which is controlled by the office staff.
- Visitors to the school sign in at reception and are given a visitor's badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not access the school alone. It is the member of staff's responsibility to look after

their visitor whilst they are on site and then return them to reception to sign out as they leave.

- Recreation areas on site are all fenced and gated for security reasons.
- Violence is defined as being – *“behaviour which produces damaging or hurtful effects physically or emotionally in other people”* – it can be both physical and verbal. The governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does, they will take all necessary lawful steps to prevent it happening again. Advice and counselling will be provided to those who have been affected.
- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.
- A risk assessment is carried out where staff are at increased risk of injury due to their work.
- Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

30. Volunteers

A volunteer working within the school will be treated as a member of staff and it is the responsibility of the appropriate Head of Department to ensure adequate safeguarding, induction training and supervision takes place.

- Should work experience be organised for a student, it is the responsibility of the Head of Department to ensure a full risk assessment, induction training and supervision of the student whilst on the placement takes place.
- Placement risk assessments and insurance checks are arranged by the Head of Department.
- Copies of these documents along with a letter and medical form are sent to parents so that they can consent to their child taking part with full knowledge of where they will be working and what they will be doing.
- A copy of the medical form and the risk assessment is then sent to the placement.

31. Water System Safety

The Premises Manager is responsible for the safety of the site water systems. Duties are delegated to the Business Manager and the Caretaker.

- A competent contractor carries out a Legionella Risk Assessment every two years (or earlier if there is a significant change to the water system in the school).
- Water Contractors perform regular water hygiene tests on the water on site and records are kept in the premises Water Hygiene Manual which is kept in the Caretaker's office.
- The Caretaker makes regular checks on the water temperatures in the school, at locations and intervals required by the legionella risk assessment.
- Outlet flushing takes place regularly at locations and intervals required by the legionella risk assessment.
- Shower heads are cleaned monthly to prevent the build up of scale.

- Additional flushing takes place when the school is closed for any length of time.
- Records are maintained in the Water Hygiene manual.
- A digital thermometer is used to record temperatures. This is calibrated at least 12 months.
- Adequate information, instruction and training is provided for the staff in school with responsibilities for maintaining the water system.
- Drinking water is clearly labelled in school.
- All taps used by pupils are fitted with TMVs.
- Warning notices are placed to identify where taps provide water that is sufficiently hot to present a risk of scalds.

32. Working at Height

- Working at height is avoided wherever possible.
- Where it is not possible to avoid working at height, suitable equipment, e.g. a ladder or stepladder is used.
- Stools, chairs and tables and window ledges must never be used in place of ladders.
- Staff are informed of their requirements to work safely at height in the H&S Induction training.
- Ladders and stepladders are of the appropriate industrial standard and are inspected visually each time they are used.
- A full safety inspection of all ladders and step ladders takes place monthly. Records are kept on the Site Check List. Ladders are all numbered.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.
- Pupils are not allowed to work at height.
- The requirement for working at height for tasks or projects is identified prior to the task commencing, in order for appropriate assessments may take place.
- Staff who regularly (as part of their job) need to work at height have received all appropriate training; staff who occasionally work at height for very short periods of time have received information on the correct, safe methods to be used when working at height i.e. positioning of ladder, choosing, checking ladder etc.

33. Work Experience

- Should work experience be organised, it is the responsibility of the Head of Department to ensure a full risk assessment, induction training and supervision of the student whilst on the placement takes place.
- Placement risk assessments and insurance checks are arranged by the Head of Department.
- Copies of these documents along with a letter and medical form are sent to parents so that they can consent to their child taking part with full knowledge of where they will be working and what they will be doing.
- A copy of the medical form and the risk assessment is then sent to the placement.

34. Health and Safety Key Performance Indicators (KPI's)

- Health and safety targets will be set each year by the Headteacher.
- A Health and Safety Self-Audit will be completed every 12 months.
- A Health and Safety Evaluation Checklist will be completed every 12 months
- Accident analyses will be completed every half term and the results seen by the Headteacher.
- Personal staff reviews include a section on Health and Safety.
- Any staff surveys dealing with Health and Safety.
- Ill health is monitored and actions put in place where necessary.