



**ST LEONARD'S FIRST C.E (VC)
FIRST SCHOOL**
Staffordshire



Health and Safety

A Statement of Policy

Date adopted by Governing Body:

September 2016

Date of last Review: September 2016

Frequency of Review:

Every 12 months

Next Review: September 2017

Author:

LEA Policy adapted by Julie Lane and Caron Armstrong

Signature of Headteacher: _____

Signature of Chair of Governors: _____

Statement

This policy statement compliments (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
Office Manager					
Teaching Staff					
Health and Safety Coordinators					
All Staff					

	Policy-makers	Planners	Implementers	Assisters	Employees
Teachers					
Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Office Manager					
Site Supervisor or Caretaker					
Health and Safety Advisor					

County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Advisor					
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The responsibilities of these people

Policy-makers

School Governors
Headteacher
CC H&S Policy Group
H&S Advisers

- Devise and produce policy on health, safety and welfare at a strategic level.
- Preserve, develop, promote and maintain the School's and the Council's health and safety management system.
- Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Health and Safety Co-ordinators Health and Safety Committee	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall County Council Policy.
- Seek help from the County Council Health & Safety Advisor or other specialist to ensure that the Health & Safety Policy can be implemented effectively and advise the Governing Body and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff.)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health & Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health & Safety is integrated into the strategic planning meetings of the school, a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers

Headteacher (also Policy maker, Planner)
Teaching Staff [Including supply teachers]
Teaching Assistants
Learning Support Staff
Administration Staff
School Janitor

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others;
 - Promoting good practice;
 - Identifying H&S problems and rectifying them if possible ;
 - Challenging poor H&S performance or attitudes;
 - Communicating regularly about H&S.
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.

- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Headteacher specific duties

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. 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;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. 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;
14. 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;
15. 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;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. 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 Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Co-ordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Co-ordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- 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** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary staff and volunteers]

Employees – Irrespective of their position within the County Councils structure, All members of staff are employees and, therefore, all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc;
- inform any member of staff of any situation which may affect their safety.

Health and safety at Work Law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Arrangements & Procedures for Health Safety and Welfare

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:

1. Accident Reporting, Recording & Investigation

[Accidents can be reported the Headteacher or Office Support Manager.]

- *Office Support Manager to support/assist in the completion of the form.*
- *An immediate investigation will be conducted – i.e. go to scene, consider environmental factors, obtain details from injured party as to the conditions etc, ask if there were any witnesses.*
- *Complete investigation details on the county councils HSF40 form, going onto additional sheet(s) if required.*
- *Witness names and statements to be obtained if appropriate.*
- *An Accident/First Aid Book will be maintained within the staffroom.*

Reportable accidents as defined in Appendix IV, are sent to John Burdett, Health & Safety advisor at Staffordshire County Council.

** Accidents involving students which result in the student going straight to hospital must be reported to the Headteacher immediately.*

2. Asbestos

*The Asbestos Record System Manual is kept in the main school office. **All** contractors must meet with the Office Support Manager prior to commencement of any intrusive work on the premises, and the asbestos register must be signed and understood by all contractors before performing the works, not just the leading hand or foreman. No staff other than members of the site team would be expected to drill into or fix anything to the walls without prior approval from the Headteacher. In the event of any concerns, further advice will be sought from Mr. John Burdett, School Support Health and Safety Adviser. Any suspected damage or disturbance of asbestos materials must be reported immediately to the Headteacher or Office Support Manager. Before any works commence, all contractors working on site should have completed a Hazard Exchange form and received a school contractor information sheet. Any contractors working on site without these documents must complete / obtain them on the day work commences and ensure they are provided to the Office Support Manager.*

Contractors

Contractors are selected using either the County Council's list of approved contractors or by recommendation or by previous knowledge/experience of the company. When first reporting onsite, they are met by the Site Supervisor who carries out an induction, exchanges health and safety information, agrees safe working practices, risk assessments and frequency of liaison meetings.

The Site Supervisor is responsible for monitoring contractors' working methods. Any staff with concerns about contractors and their work should report them to the Headteacher in the first instance. All contractors must complete the Hazard Identification Checklist before any works commence.

Curriculum Safety [including out of school learning activity/study support]

Teaching staff are required to undertake suitable (written) risk assessments prior to commencing any hazardous activities. Staff qualification must match the requirement to teach such activities. Staff leading educational visits must be familiar with the DFE publication, "Health and Safety of Pupils on Educational Visits" (HASPEV). Subject Curriculum Leaders are responsible for ensuring their staff adheres to the school's Health and Safety Policy and requirements and that subject-specific requirements are in place where applicable, such as Design & Technology, Performing Arts, PE and Science. The Educational Visits Co-ordinator is responsible for ensuring requirements are followed for Educational Visits.

3. Drugs & Medications

The school follows the County policy. Drugs and medications can only be administered by staff in school when accompanied by written parental requests. A medicine log is kept within the school office, and must be signed by parents/guardians in the event of any requests for medicine/s to be administered to pupils within school.

In respect to Epi-Pen and Asthma medication, care plans for individual pupils who suffer from allergies/asthma are kept in or displayed within the First Aid Cabinet.

The school agrees to notify Staffordshire County Catering or external caterers of individual allergies/care plans.

Electrical Equipment [fixed & portable]

It is the user's responsibility to keep a frequent check on the condition of items by regular visual inspection. All electrical equipment is PAT tested according to the recommended intervals and the record of inspection is kept by the school office.

No personal items of electrical equipment should be used in school, unless they have been PAT tested by the school – contact Site Supervisor to arrange PAT testing. Fixed installations are the responsibility of the Site Supervisor. Defective equipment should not be used and the fault should be reported to the Headteacher or Office Support Manager Immediately:

PAT TESTING UNDERTAKEN.....DATE.....

4. Fire Precautions & Procedures [and other emergencies including bomb threats]

The Site Janitor will be responsible for conducting the annual fire risk assessments, ensuring the annual maintenance of fire extinguishers, calling the fire brigade if required, weekly testing of the fire alarm and regular checking of emergency lighting. Fire Drills/procedures are the responsibility of the School Business Manager. Staff training is delivered as part of the induction process. Additional training needs are identified through PDRs or after a fire drill evaluation. Fire Marshalling Duties are conducted by designated staff.

Fire Risk Assessments

These will be carried out / reviewed on an annual basis or if there are any significant changes to the building structure by the way of extending or altering the fabric of the building. Risk Assessments will also be reviewed if there are any changes to current legislation that may require action. It will be the responsibility of the site team to carry out the initial assessments and annual reviews. The documents will be stored in the school office.

5. First Aid

A number of staff are First Aiders and they trained in line with government recommendations and go on refresher courses at the required intervals. Our first aid trained staff are:

Anna Davey - Paediatrician First Aider

NickyWilliams - Paediatrician First Aider

- First Aid Boxes are located in the staffroom

If required, the decision to call an ambulance will be made by the first aider who will then notify the school office so that a member of staff can call 999 and meet and direct the ambulance on arrival. Where this proves impossible, a member of staff must accompany the pupil and remain with him/her until a parent/carer can arrive at hospital.

A monthly stock take of the First Aid stock will be actioned.

Lunchtime Supervisors will be offered First Aid Training.

6. Glass & Glazing

All glass used in school is safety glass. All replacement glass must be of safety standard and marked accordingly by etching or stickers. The Health and Safety Committee are responsible for ensuring that the County guidelines for use of glass in educational premises are followed. Where necessary, the Health and Safety Committee will carry out an assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard. Broken glass will be made safe as a matter of priority with 10 minutes of reporting – partitioning off the area if necessary.

7. Hazardous Substances (COSHH)

Any hazardous substances used in school are stored and used in accordance with COSHH regulations. Staff using these substances are to be given the correct training in safe use, selection and requirement of protective equipment, storage arrangements, health surveillance and the use of mechanical controls. COSHH POSTERS WILL BE DISPLAYED AROUND THE SCHOOL

8. Health and Safety Advice

The school's Health and Safety advisor at Staffordshire County Council is John Burdett, The main contact number for Health and Safety team is 01785 278855. A lot of useful information can also be obtained from visiting <http://education.staffordshire.gov.uk/SchoolAdministration/HS/>

9. Housekeeping, cleaning & waste disposal

It is the responsibility of the Janitor and Cleaning staff to make arrangements which ensure that premises are kept clean, rubbish accumulation is kept to a minimum, arrangements are in place for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects are in place, arrangements for snow shifting/ice clearing and security/location of external waste bins/skips.

10. Handling & Lifting

All site staff must receive manual handling training and be certificated which forms part of the staff induction for their roles. Staff requiring items to be moved should request this to be carried out by a member of the site team who have received appropriate training. Students should not be used to move/set up equipment without being appropriately trained and certified.

MANUAL HANDLING ADVICE WILL BE DISPLAYED ON THE STAFF NOTICE BOARD

11. Jewellery

For health and safety reasons, no form of facial or body piercing may be worn at school. If earrings are worn, there should be no more than one per ear and of the stud type. These must be removed for PE. No other jewellery may be worn except a wrist watch. All hair longer than collar length must be tied back for health and safety reasons in the appropriate lessons, eg: Science, Design & Technology and PE.

12. Lone Working

All staff who might be required to work alone or in isolation have or will have individual lone working risk assessment carried out. Detailed advice as to Lone Working is available on the Staff Notice Board.

Should the Janitor have any emergency situation out of hours i.e. damage to the property Please telephone 01782 749910, or ring Headteacher or Office Support Manager.

13. Monitoring the Policy and results

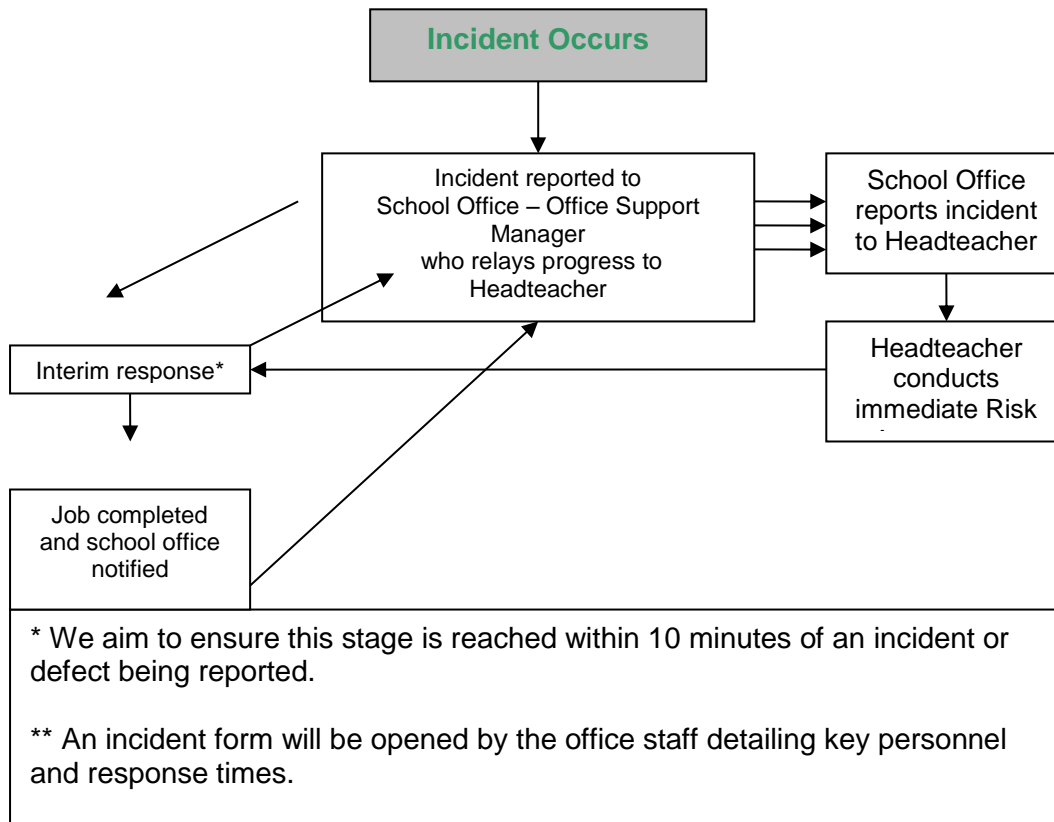
The Headteacher is responsible for ensuring that the school carries out the bi-annual Health and Safety checklist and ad hoc workplace inspections in order to monitor implementation of policy by staff and to monitor accident reports/trends, complaints etc. In carrying out this role, the Office Manager will use the County Health and Safety Advisor and/or the Health and Safety Executive, as required

14. Poster on Health and Safety Law

The Office Support Manager is responsible for ensuring an up to date poster is displayed in the staff room or Visitor Area

15. Reporting Defects

The process for ensuring defects and potentially dangerous incidents are reported and dealt with promptly with minimal risk is shown below



16. Risk Assessments

All managers are responsible for ensuring necessary risk assessments are carried out in their areas. It is the responsibility of line managers to ensure risk assessments are only carried out by competent persons. A competent person is one that has sufficient knowledge and experience of the task to be assessed not a person trained to carry out general risk assessments (example – a teacher would be classed as the competent person within their classroom environment).

The Educational Visits Co-ordinator is responsible for ensuring risk assessments are carried out before a visit leaves the school site. The school's Headteacher are responsible for risk assessments relating to health issues, such as for staff who are pregnant, suffering health problems etc. The school uses generic risk assessments from the County Council, where applicable. Periodic reviews of risk assessments are carried out by the 'competent' person or persons in line with a mandatory annual review or after significant changes of circumstance or legislation that directly affect the integrity of the risk assessment.

17. School Trips/ Off-Site Activities

- All school trips and off-site activities are planned according to the county's Educational Visits policy and 'Evolve' system and adhere to guidelines set out in the DfE's HASPEV Good Practice Guide. All trips and off-site activities must be approved by the Educational Visits Co-ordinator before detailed planning and parent contact can take place. Once all arrangements are in place, the visit will receive final sanction from the headteacher. Governors will be informed of all visits.

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- The school's Educational Visits Co-ordinator is the **Headteacher**.

18. School Transport – e.g. Minibuses

- Where transport is required for educational visits, the County Council generic risk assessment is used. The school recommends that staff use County approved operators to ensure that the necessary checks are in place and the vehicles conform to the required standards.
- The school does not currently operate its own minibus;
- The school does not recommend the practice of parent use of private motor vehicles for transport in connection with school activities. If this is unavoidable, they should sign a Volunteer Driver's Declaration beforehand. Permission should be sought from parents of students affected.
- All relevant insurances must be in place, checked and approved by the EVC before private vehicles can be used for the transportations of students.

19. Smoking

The school operates a No Smoking Policy which applies to all staff, students and visitors on any part of the school campus.

20. Staff Consultation and Communication

St. Leonard's First School does have a Health and Safety Committee that meets to monitor, review and improve high risk areas of the school on an annual basis or after an event or incident that causes concern. New staff have Health and Safety induction, provided by the Office Manager, within staff induction processes. There are also regular H&S updates sent to all staff by the Office Support Manager, with copies always displayed on the staff notice board.

Annually, in the Spring Term The Headteacher/Office Support Manager will host a Health and Safety meeting to advise all staff of any changes i.e. training schedule for the forthcoming year. This will include information sheets and H&S information from the County Council. We promote an open door policy, recommending use of our Health and Safety suggestions book (in the school office). The Office Manager will ensure lunchtime supervisors are kept up to date as to health and Safety concerns and also host a Q and A session.

We will ensure Health and Safety is discussed during staff meetings (each term) and will endeavour to promote health and safety via. our Friday newsletter (The Friday Post).

21. Stress and Staff Well-being

Return to work interviews are conducted following sickness or non-sickness related absences in order to ensure that, when necessary, support arrangements can be put into place. Staff can volunteer to be referred to Occupational Health in the event of ongoing issues or concerns, or this can be recommended by their line manager.

SCC Guidelines are clearly displayed on the staff notice board.

The school agrees to participate in stress surveys when applicable.

22. Supervision [including out of school learning activity/study support]

Children are supervised at all times in accordance with the type of activity being carried out. Supervision on educational visits is set in accordance with guidelines laid out in the DfE's HASPEV Guide, as recommended by Staffordshire County Council.

All adults in school must have full enhanced CRB clearance before working in the school.

23. Training and Development

Part of the staff induction process is to ensure that all staff are sure of where to locate both hard and electronic copies of our Health & Safety Policy and are made aware of all relevant procedures, such as fire drills and the reporting of H & S issues. It is line management's responsibility to ensure risk assessments are completed on any employees expected to use hazardous substances, work at heights, use of VDUs, lone working etc. It is essential that risk assessments are only completed by competent persons.

24. Use of VDUs / Display Screens / DSE

All staff who use VDUs as part of their role have to complete a DSE self assessment as part of their induction process (usually within the first 3 months), if they move desk or every two years. Defects to ICT equipment should be reported to the Office Support Manager and any health and safety concerns should be reported to their line manager. All staff who use a VDU for a significant amount of time, are eligible to receive an eye test – please see the Office Support Manager for further details:

25. Violence to Staff / School Security

Visitor access is via the visitor door, reception has signing in arrangements, and security locks on the doors accessing the school. All staff would report incidents of verbal or physical violence to the Office Support Manager so that appropriate action can be taken. It is the policy of the school to adopt a zero tolerance approach to violence and abuse towards staff.

26. Working at Height

St. Leonard's First School actively discourages working at height but at times it is the only solution. All employees expected to work at height must only do so if they feel confident to carry out the task expected of them. Any requests for additional training or equipment in relation to working at height can be made to the Office Support Manager.

27. Water Hygiene

Water hygiene tests are conducted and recorded by the school janitor in accordance with the county councils stated requirements. The manual is kept in the Site Supervisors office.

28. Work Experience

Any work experience placement is approved by the Headteacher. Each placement has a designated person who will support the individual during the placement. A full programme is produced and discussed with affected staff to ensure that a meaningful placement is obtained.

29 Staff representative is Caron Armstrong – School Office Manager: Should you have any concerns please contact the Office Manager.*

