



St Nicholas C of E Primary School

Part of the Arden Forest C of E MAT

Health and Safety Policy and Arrangements

Inspiring Educational Excellence for Everyone

Date: July 2020

Review date: July 2021

Introduction

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

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

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

This Policy will therefore set out how St Nicholas C of E Primary School will manage occupational health and safety.

1. Statement of Intent

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

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

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

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

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

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Signed

Name

Name

Executive Headteacher

Chair of Governors

Date:

Date:

2. Organisation

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

2.1 Health & Safety Roles and Responsibilities

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

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

2.2 Chair of Arden Forest C of E MAT Board and the Trust Board of Directors

The **Chair of the Trust Board and MAT board of Directors** have overall responsibility throughout all schools within the MAT:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The **Trust Board** will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the **Executive Headteacher and Head of School through the Local Governing Body of each school**.

2.3 Executive Head

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

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

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

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

The **Executive Headteacher** will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the **Local Governing Body** termly on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;

- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the **competent health and safety person** is consulted, along with employees' representatives, prior to changes in working practices;
- **Ensure that the Governing Body & MAT is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, respond to any legal notice received by the HSE or other enforcing body.**
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Head of School, Assistant Heads)

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

In general, all senior management must:

- **Comply with the school's health and safety policy and all relevant policies;**
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.

- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

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

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

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.

- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect **each School's Behaviour Policy** and in particular are expected to:

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

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

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

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

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

3. Arrangements

The following arrangements have been adopted to ensure **St Nicholas C of E Primary School** fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Local Governing Body will specifically review progress of health and safety, termly at the Resources committee meeting ; this may also be included as part of the Headteacher's report to Governors . Where necessary, health and safety improvements will be identified and included within a school action plan. The Local Governing Body will report to the Trust Board to ensure health and safety policies are implemented.	<i>Local Governing Body Executive Headteacher MAT</i>
Consultation: Provision of an effective joint consultative process with employees	The school's Health and Safety Committee meet once per term (as part of the Resources Committee) and report back termly to the Governing Body and MAT . The Site Health and Safety Committee consists of a member of senior management, Caretaker/Site Manager and members of the Governing Body ; and reports and consults with all employees, TU Representatives and the Governing Body/MAT to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	<i>Local Governing Body Executive Headteacher H&S Director</i>
Consultation: Employees	<ul style="list-style-type: none"> • <i>How can staff raise issues of concern or make suggestions for health and safety improvements, e.g. staff meetings, suggestion schemes, trade union involvement etc.? Staff complete an audit annually which is reviewed – they can also raise concerns through staff meetings and maintenance book in the school office.</i> • <i>Where is the Health and Safety Law poster situated? Main Corridor on disabled toilet door.</i> <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</p>	<i>All Staff</i>

Topic	Action/Arrangements	Responsibility of:
<p>Consultation: Trade Unions</p>	<ul style="list-style-type: none"> Who is responsible for informing and consulting “in good time” with trade union and employee health and safety representatives? The School subscribes to, and follows, health and safety procedures of WCC who consult and inform trade unions and employee health and safety representatives. <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law</p>	<p>CEO</p>
<p>Consultation: Involvement of pupils</p>	<p>The School Council are given opportunity and encouraged to voice concerns regarding the safety and security of the school including, for example, considering the fire and emergency procedures in school.</p>	<p>School Council Lead</p>
<p>Communication: Establishing adequate channels</p>	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> Governing Body & MAT Meetings Site Health and Safety Committee Meetings Senior leadership/phase leader meetings and/or staff meetings Provision of information relating to safe systems of work and risk assessments Staff briefings Staff training days Health and safety noticeboard School Council Communication to relevant staff of health and safety bulletins/press releases from WES Safety & Premises, HSE, Fire Service, etc. Communications with other relevant specialist advisors 	<p>School Business Manager Executive Headteacher Local Governing Body H&S Director</p>

Topic	Action/Arrangements	Responsibility of:
<p>Competencies: Provision of effective health and safety training</p>	<p>The <i>Headteacher/ Executive Head</i> will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.</p> <ul style="list-style-type: none"> • Who is responsible for conducting inductions with new staff? <i>Head of School/Phase Leader</i> • What arrangements are in place for volunteers, agency workers and contract workers? There is a pack which is given which includes H&S and safeguarding. A member of staff will go through these with them. • Who is responsible for establishing minimum health and safety competencies for certain roles and activities? <i>Head of School with phase leaders, caretaker/site manager or school business manager as relevant.</i> • Who is responsible for organising refresher training? <i>School Business Manager</i> • Where are records of training kept e.g. database? <i>Shared Admin Area</i> 	<p><i>Executive Headteacher Head of School/Phase Leader School Business Manager</i></p>
<p>Competencies: Risk assessment</p>	<p><i>Senior Leaders, Curriculum/Subject Leads, EVC</i>, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</p> <ul style="list-style-type: none"> • What are the training requirements for staff that are expected to carry out risk assessments? Depending on the Risk Assessment being completed, staff have relevant training (eg EVC, Fire, working at height) and are given access to <i>Risk Assessment Guidance</i> 	<p><i>Executive Headteacher</i></p>
<p>Competencies: Specialist advice and support</p>	<p>Specialist competent advice and support will be obtained from <i>WES Health and Safety</i>, as required.</p>	<p>CEO</p>
<p>Monitoring, Measuring and Reviewing Performance and Auditing:</p>	<p>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following:</p>	<p><i>Local Governing Body Executive Headteacher MAT</i></p>

Topic	Action/Arrangements	Responsibility of:
Measuring and monitoring performance	<ul style="list-style-type: none"> Annual health and safety audit with an accompanying action plan Termly updates on the progress of audit and action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit <p>Reference links: DfE Governance handbook and competency framework HSE</p>	<p><i>Site Manager (testing)</i> <i>Business Manager (booking audits and RAs)</i></p>
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	<p>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. St Nicholas C of E Primary School recognises that auditing needs to take place at a local level.</p> <p>The auditing process will review and establish whether:</p> <ul style="list-style-type: none"> Appropriate management arrangements are in place. Adequate risk control systems/strategies are in place for the associated risks. Those control strategies are being implemented. <p>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</p>	<p>Executive Headteacher</p>
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body and MAT to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p>St Nicholas C of E Primary School will continually review and update our policies when there are:</p> <ul style="list-style-type: none"> <i>Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance</i> <i>Changes in organisational structure, process, activities and/or equipment.</i> <i>Lessons learnt/actions resulting from an incident investigation or audit.</i> <i>Lessons learnt from a national or regional incident.</i> 	<p><i>Executive Headteacher</i> <i>Local Governing Body</i> <i>H&S Director</i></p>

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> • <i>How are minor accidents, incidents and near misses recorded?</i> All minor accidents are recorded in the minor accident book. • <i>How are major or more serious accidents recorded?</i> All serious accidents that occur on the site are recorded on an accident injury form • <i>Who needs to be notified at the school when major and more serious accidents occur?</i> The Head of School and Executive Headteacher are made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action is taken and, where possible, details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). • <i>Who is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)?</i> Head of School and Executive Headteacher (see link below) • <i>Who is responsible for completing investigations following minor incidents or near misses?</i> Executive Headteacher, Head of School, H&S Governor or H&S Director • <i>Who is responsible for completing investigations following major and serious accidents/incidents?</i> Executive Headteacher, Head of School, H&S Governor or H&S Director – external support/consultant may be deemed appropriate • <i>How are parents / guardians or other persons notified of accidents involving pupils?</i> Where necessary, parents / guardians or other persons are notified of the accident by phone call and receive written confirmation (e.g. accident slip). • <i>Who is responsible for taking any appropriate action necessary to prevent recurrences?</i> Head of School and Executive Headteacher <p>Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.</p> <p>As an employer of more than 10 employees, the school must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.</p> <p>Reference links: HSE RIDDOR DfE Guidance on first aid for schools</p>	<p>Head of School/ Executive Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
<p>Asbestos management</p>	<p>The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.</p> <ul style="list-style-type: none"> • <i>Where is up to date information regarding asbestos held?</i> Atlas Web. A printout of the location of asbestos is kept in the H&S file in the office. • <i>How will asbestos be identifiable?</i> There is no easily accessible asbestos within the school site. • <i>What should be done if asbestos is disturbed?</i> Staff should follow the procedures outlined the Asbestos Management Plan and Asbestos Policy. • <i>Is the Asbestos Register referred to prior to any intrusive work being carried out by a contractor, member of staff or other?</i> Yes, where relevant, contractors are given access to Atlas Web. The site manager and business manager also check the areas of intended work. • <i>Does the school purchase asbestos surveys through WES Property Risk Services?</i> Yes • <i>How are staff informed of the location of any asbestos on site and the correct procedures for managing it safely?</i> Relevant staff are informed of asbestos in their areas. All staff are provided with the Asbestos Management Plan. • <i>Are contractors asked to sign to say they have seen the relevant asbestos information for the site?</i> All contractors sign-in the 'contractors' log-book where there is a relevant section for asbestos. <p>What training, information, instruction and/or supervision will staff receive? The responsible persons will attend an asbestos awareness training course.</p> <p>Reference links:</p>	<p>Site Manager School Business Manager Executive Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
	HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools	
Compressed Gases	<p><i>Primary school site – not applicable</i></p> <p>Reference links: CLEAPSS Secondary Site Design and Technology Association</p>	
Contractors, selection and management of	<ul style="list-style-type: none"> Who is the Responsible Person for managing contractors on site including relevant qualification or competency? Executive Headteacher/Head of School/School Business Manager, Site Manager Who is responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer? Executive Headteacher/School Business Manager/ Site Manager What are the local arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc.? All contractors are given the Health and Safety leaflet available in the entrance hall. Who should staff report any concerns to about safe working practices of contractors? Site Manager when on site/Executive Headteacher/ Head of School/School Business Manager <p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	Executive Headteacher/Head of School School Business Manager Site Manager (Caretaker)
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> Who maintains the COSHH file and where is it kept? Caretaker, the file is kept in each room where chemicals are kept, e.g. cleaning cupboard. And a master copy is kept in the office 	Site Manager (Caretaker)

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Who is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances? Caretaker • How are COSHH products controlled on site e.g. all products purchased through a central point, staff informed not to bring products in from home etc.? They are kept locked in secure areas and regularly checked by the caretaker. • What training do staff receive e.g. Caretaker seminars, Health and Safety Awareness etc.? Staff complete a classroom inspection checklist which makes them aware of hazardous substances. Cleaning staff trained annually by caretaker. • Are all containers with decanted substances clearly labelled with product information and dilution rates? Yes • Any specific disposal procedures for waste, unwanted or spilt substances? No, not applicable. • Any transportation arrangements for hazardous substances? (if applicable) No, not applicable. • Any emergency procedures for cleaning spillages including emergency evacuation procedures or where to find them? (If applicable). These are outlined in the Swimming Pool Policy <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	
Defect Reporting	<p>Staff are responsible for taking unsafe equipment out of use.</p> <ul style="list-style-type: none"> • How are defects reported? All staff report defects on the reporting form located in the office. • Are defect “out of use” labels or signs used? Yes, but very rarely necessary. • Who monitors defects to ensure they have been resolved? The school business manager will check that action has been taken. 	School Business Manager

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>What action will be taken if a defect is likely to affect the normal running of the school?</i> The Executive Headteacher will be informed and seek advice. If the decision is made to close the school the Executive Headteacher will inform the 'schools closure website' and governing body. • <i>How long are defect reporting records kept?</i> 5 years 	
Design and Technology	<p>As a Primary school, we refer to the "Make it Safe" booklets which can be found in the school office.</p> <p>Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)</p>	DT Leader
Display screen equipment (DSE)	<ul style="list-style-type: none"> • <i>What training do staff receive on the safe use of DSE?</i> • Office staff are aware of the Display screen Policy and their entitlements. • Environments are checked regularly to ensure they are in line with recommendations • <i>How are DSE "users" identified?</i> A "user" is defined in the Regulations as someone who habitually uses DSE as a significant part of their normal work. To classify the employee as a Defined DSE User if they satisfy all points 1 – 3 and one of points 4 – 6 below: <ol style="list-style-type: none"> 1. Use DSE for continuous or near-continuous spells of an hour or more at a time; and 2. Use DSE in this way more or less daily; and 3. Have to transfer information quickly to or from the DSE; and also 4. Need to apply high levels of attention and concentration; or 5. Are highly dependent on DSE or have little choice about using it; or 6. Need special training or skills to use the DSE. 	Executive Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • How are DSE users informed of their entitlements to eye sight tests and help towards glasses for DSE work? The Executive Headteacher reviews regularly and informs “identified users”. • Who is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc.? A competent health and safety advisor or occupational health professional who have been trained to carry out a formal detailed DSE workstation assessment. These assessments are undertaken if the employee is experiencing an issue(s) which cannot be remedied by the manager (for example, muscular aches which may be exacerbated by use of DSE and warrants a further assessment to the self-assessment on the DSE e-learning package) <p><i>What arrangements are in place for eye tests and spectacles for DSE use?</i> The school will provide eye and eyesight tests upon request from identified users.</p> <p>Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p>	
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<ul style="list-style-type: none"> • Staff who drive for work activities are signpost to any school specific <i>Driving at Work risk assessments.</i> • Staff driving hired mini buses are required to have taken and passed the WCC mini bus competency course. • Office staff undertake checks of driver and vehicle documentation (driving license, MOT and insurance). This is checked annually. <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	<p>School Business Manager</p>
<p>Electricity</p>	<ul style="list-style-type: none"> • Who is responsible for ensuring hardwiring checks are carried out and how often is this done? (This should be every five years). Every five years (Due June 2021) 	<p>School Business Manager Site Manager</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • How are portable appliances tested (PAT) and by whom? Every year by the school's contracted supplier. • Where are PAT registers kept? In the School office and on Atlas Web • Are staff expected to conduct pre-use visual checks on electrical items to identify defects? Yes • The school's stage lighting, is included in the PAT. <p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	
<p>Emergency Planning: dealing with health and safety emergencies – procedures and contacts</p>	<ul style="list-style-type: none"> • Who is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. and how often is this done? Executive Head, annually. • The school has used the CWS (Coventry Warwickshire and Solihull) Resilience Team documentation to write a school specific plan “Emergency Advice for Educational Establishments” • The school has a business continuity plan. • Where can it be found? In the Executive Head's office, in H&S file <p>Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments</p>	<p>Executive Headteacher</p>
<p>Externally provided services/activities, lettings and hirers</p>	<ul style="list-style-type: none"> • Who is responsible for discussing and agreeing health and safety arrangements before premises are used? The School Business Manager/Site Manager • Does the school provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc.? Yes, there is a leaflet which is given to organisers. A member of staff is always on site. 	<p>School Business Manager/Site Manager</p>

Topic	Action/Arrangements	Responsibility of:
Fire safety	<p>Please see the school's current Fire Risk Assessment and Building Emergency Evacuation Plan.</p> <ul style="list-style-type: none"> • What training do staff receive? In their induction, staff are informed of the Fire Evacuation plan. Updated plans are circulated to staff. Staff also undertake Fire Safety training. • Who is responsible for the following:- <ul style="list-style-type: none"> - Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times? The site manager/caretaker check twice a day. - Checking and updating the Fire Evacuation Notices around the school site? Caretaker does this in the Autumn Term of each year. These are checked by governors through the H&S walk. - Weekly testing of fire alarms and visual checks of fire extinguishers? The Caretaker conducts these on a weekly basis. - Monthly testing of emergency lighting and fire door closures? The Caretaker conducts these on a monthly basis - Yearly inspection and maintenance of fire extinguishers? Abbey Fire UK ltd do the yearly inspection - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems? Dodd group • Does the school have any specific liaison arrangements in place with other parties on site e.g. shared occupancy etc.? Yes. Copies of Evacuation Plan (Building Emergency Evacuation Plan) are shared with Teddy Bear Corner and Children's Centre. They are responsible for ensuring their areas are clear. They let us know that their areas are clear. • Who is responsible for undertaking and reviewing the fire risk assessment and where is it kept? Executive Headteacher with the Site Manager/Caretaker. The fire risk assessment is kept in the Health and Safety folder in the Executive Head's office. • Who is responsible for updating the Building Emergency Evacuation Plan? The Executive Headteacher. • Who is responsible for co-ordinating evacuations and how will they be identified by staff and emergency services e.g. high visibility vest? Head of School – details are outlined in the Fire Evacuation Plan. 	Executive Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Who calls the emergency services? Who takes registers to assembly point? who meets fire service on arrival?; frequency of drills?; details of assembly points etc.? The person discovering the fire should call 999. The fire service is met by either the Executive Head or the Head of School. Fire drills are conducted termly. The assembly point is located on the 5/6 playground adjacent to the perimeter fence. <p>Reference links: DfLG&C Fire Safety Risk Assessment Educational Premises Coventry Solihull and Warwickshire Resilience Team</p>	

<p>First aid, medication and supporting pupils at school with medical conditions</p>	<ul style="list-style-type: none"> • How have the first aid needs been assessed and where is this recorded (this should be reviewed annually or if significant changes occur)? Spreadsheet kept so we know who is trained at what level and when they expire • Where are First Aider details displayed in the school? List in medical room • Who is responsible for identifying and organising first aid refresher training? School Business Manger • Where are First Aid kits kept and who is responsible for replenishing them? Medical room, boiler room, swimming pool. These are checked by the first aiders. • Any specific arrangements for accompanying children to hospital? parents are contacted when not available, 2 members of staff accompany with any relevant information. . • Any specific arrangements for covering First Aiders during absences e.g. annual leave, sickness etc.? We have more first aiders than we require so that this does not arise. • What is the school policy on administering medication? Prescription only: parents complete a form, medicine is then kept in locked cabinet or fridge in the medical room. • What training do staff receive e.g. epipen? Staff who come into direct contact with children who have an epipen receive the training annually. • Are medicines marked with pupil details, photo etc.? Epipens are kept with care plans which have photos on. Prescriptions medicine has their name on • Do two members of staff sign to witness what dose has been given to pupils? YES <p>Reference links:</p> <p>HSE First aid at work: Guidance on Regulations</p> <p>HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for schools</p> <p>DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	<p>School Business Manger</p>
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Topic	Action/Arrangements	Responsibility of:
Glass and glazing including window restrictors	<ul style="list-style-type: none"> • Has a glazing survey / risk assessment been carried out? <i>Yes.</i> • Where is the glazing survey and subsequent risk assessments kept? <i>Atlas Web</i> • Where assessment identifies the risk of falling against or through glazing, what precautions have been taken? This may include provision of suitable safety film, replacement with safety glass or provision of barriers. • Who is responsible for ensuring remedial actions from the survey are undertaken? • Who is responsible for assessing the risk potential for any adults or children to fall out of any window within the school buildings? • Who is responsible for keeping the risk assessment up-to-date (reviewed at least annually) or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people? 	Site Manager (caretaker)
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> • Any arrangements to ensure premises are kept clean to minimise accumulation of rubbish? <i>The school has four cleaners who empty rubbish and recycling bins on a daily basis.</i> • Any procedures for disposing of glass and other sharp objects including needles? <i>There is a needle disposal box for the disposal of needles. Glass is wrapped securely and disposed of in the general waste bins.</i> • Any arrangements for security/location of external waste bins? <i>The bins are chained together.</i> 	Site Manager (caretaker)
Infection control	<p>For reference see WCC Infection Control Policy, Health Directory for School Age Children, Infection Control Standard IC Precautions guide and Hand Protection Policy.</p> <p>Reference links: Public Health England Guidance on infection controls in schools and other childcare settings</p>	
Lifting Equipment - including lifts and hoists	<ul style="list-style-type: none"> • What equipment is used at the school? <i>There are two hoists one in the pool area and one in the disabled toilet – both are currently out of service.</i> • Who inspects and services the equipment and frequency? <i>N/A</i> • What training do staff receive on the use of equipment? <i>N/A</i> 	Site Manager (caretaker)

Topic	Action/Arrangements	Responsibility of:
	<p>Reference links: HSE Safe use of lifting equipment: Approved Code of Practice and guidance HSE Thorough examination of lifting equipment: A simple guide for employers HSE Lifting equipment at work: A brief guide http://www.hse.gov.uk/pubns/hsis3.pdf</p>	
<p>Lone Working/ Personal Safety</p>	<ul style="list-style-type: none"> • <i>Is lone working discouraged wherever possible due to potential risks involved? It is discouraged but where unavoidable, staff follow the Lone Working Policy</i> • <i>What are the safe working practices/rules for staff that have to work alone? Staff have mobile phones, buddy system and keeping in touch arrangements.</i> • <i>Have Risk Assessments been carried out and shared with staff?</i> <p>Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust</p>	<p>Executive Headteacher</p>
<p>Maintenance/Inspection of Equipment</p>	<p>Maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.</p> <ul style="list-style-type: none"> • <i>What arrangements are in place for servicing, maintenance and inspection of plant and equipment e.g. WES Service Contracts, WES Safety and Premises contractors etc.? External contractors complete servicing/maintenance at least annually or every six months. (Dodds via WCC Service Contracts)</i> • <i>Where are records kept? Records are kept in the relevant area.</i> <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	<p>School Business Manager/Site Manager</p>
<p>Manual Handling – loads and people</p>	<ul style="list-style-type: none"> • <i>Are there any activities that require a manual handling operation, e.g. lifting, pushing, pulling etc.? Yes, within school there is a range of activities which require manual handling. Please refer to relevant policies.</i> 	<p>Executive Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Are there people who require assistance that involves people handling? If so:- <ul style="list-style-type: none"> - Who will carry out individual risk assessments, where needed, to identify precautions to minimise manual handling tasks? <i>Executive Headteacher/Head of School/SENCo</i> - What training / awareness do staff receive? <i>Relevant training is provided. All staff receive Team Teach training.</i> <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	
New and expectant mothers	<ul style="list-style-type: none"> • What are the school specific arrangements for new and expectant members of staff e.g. who should staff inform when they are pregnant? <i>Staff should inform the Executive Head/Head of School. A risk assessment is completed. See policy.</i> <p>Reference links: HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE</p>	<i>Executive Headteacher/Head of School</i>
<i>Offsite and Educational Visits including residential visits and any school-led adventure activities</i>	<p><i>St Nicholas C of E Primary School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</i></p> <ul style="list-style-type: none"> • <i>Who is the school's Educational Visits Co-ordinator? (EVC). Kelly Kalaker</i> • <i>Who is the school's Educational Visits Advisor? EVOLVE</i> • <i>What are the requirements for staff when planning school trips? Check if parent consent is required. Complete checks on provider. Ensure cost of trip is not prohibitive. Complete risk assessment. Enter information into EVOLVE. Check health requirements of children and ensure medication is taken along with first aid kit.</i> 	<i>EVC</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>What are the arrangements for emergencies? Staff to take the school mobile phone on trips. Staff have a small leaflet highlighting emergency procedures. Including essential first aid reminders.</i> <p>Reference links: Outdoor Education Advisors Panel (OEAP)</p>	
Outdoor Play Equipment	<ul style="list-style-type: none"> • <i>Where are inspection records, equipment specifications etc. kept? In the office</i> • <i>Who carries out formal inspections of equipment? Play Safe and WCC</i> • <i>Who carries out pre-use/daily visual inspections on outdoor play equipment and how is this recorded? Caretaker</i> • <i>Are all relevant staff made aware of Risk Assessments? Yes, staff are required to sign to say they have read and understood it.</i> 	Site Manager (caretaker)
Personal Protective Equipment	<ul style="list-style-type: none"> • <i>Is Personal Protective Equipment (PPE) provided free of charge for employees where it has been identified through risk assessment? Yes</i> • <i>Who is responsible for selecting equipment? The post holder</i> • <i>What arrangements are in place for periodic checking and maintenance of the equipment? The post holder maintains and check the equipment.</i> • <i>Who is responsible for ensuring its proper use, supervision, correct fit, etc.? Post holder</i> • <i>COVID-19 – PPE IS PROVIDED AND TO BE USED IN LINE WITH THE SCHOOL'S RISK ASSESMENT. Supplies are kept in the first aid room, Personal packs should be maintained by each individual. All staff have been provided with an apron to store equipment.</i> <p>Reference links: HSE Personal protective equipment (PPE) at work: A brief guide</p>	Site Manager (caretaker) Head of School, School Business Manager
Physical Education	<ul style="list-style-type: none"> • <i>Where are inspection records, equipment specifications etc. kept? Main Office</i> 	Site Manager (caretaker)

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Who carries out formal inspections of equipment? <i>Sports Safe (internal) WCC (external)</i> • Are pre-use visual checks carried out by staff on PE equipment? <i>YES</i> • Are all relevant staff made aware of Risk Assessments? <i>YES</i> <p><i>Refer to the current AfPE Safe Practice in Physical Education and Sport document.</i></p> <p>Reference links: Association for Physical Education</p>	
Physical intervention	<ul style="list-style-type: none"> • Does the school follow Department for Education's guidance on the use of reasonable force to restrain pupils? <i>Yes</i> • Do staff receive Team Teach training? <i>Yes all staff are Team Teach trained, this is refreshed every 3 years. (Next due June 2022)</i> • Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies 	Executive Headteacher
Pond	<ul style="list-style-type: none"> • Does the school follow CLEAPSS and RoSPA guidance on pond safety? <i>Yes</i> • What are the levels of supervision required for this area? <i>Two members of staff are required</i> • How is unauthorised access prevented? <i>(e.g. height of fencing, padlocked gate) fence is 1.2m high and the area is within another fenced, padlocked area.</i> • Are warning signs displayed? <i>Yes</i> • Is a Risk Assessment in place? <i>Yes, it is part of the Forest School Risk Assessment</i> • Who is responsible for the maintenance of this area? <i>/Forest School Leader</i> <p>Reference links: RoSPA Water Safety CLEAPSS Primary Site</p>	Site Manager /Forest School Leader

Topic	Action/Arrangements	Responsibility of:
	CLEAPSS Secondary Site	
Public Events	<p><i>Include arrangements for school fetes and other events attended by the public, including where organised by PTA/PTFA</i></p> <p>Reference links: HSE Event safety microsite</p>	School Business Manager
Risk Assessments	<ul style="list-style-type: none"> • <i>Who has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school? Executive Headteacher</i> • <i>Who is responsible for making staff aware of any risk assessments relating to the activities they undertake? Executive Headteacher</i> • <i>Who is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum? Executive Headteacher</i> • <i>Where are risk assessments kept? In Exec Head's office in Risk Assessment file</i> <p>Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace</p>	Executive Headteacher
Science	<p><i>For all science related activities we will follow guidance produced by CLEAPSS. We will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' – published by The Association for Science Education (ASE).</i></p> <p>See Science Risk Assessment</p> <p>Reference links: CLEAPSS – Primary Site CLEAPSS – Secondary Site Association for Science Education (ASE)</p>	Science Leader
Security	<i>Please refer to the School's Security Policy.</i>	Site Manager (caretaker)

Topic	Action/Arrangements	Responsibility of:
Smoking	<ul style="list-style-type: none"> This is a non-smoking site. Reference links: Smokefree England HSE Smoking at work	Executive Headteacher
Work-related stress and mental wellbeing	<ul style="list-style-type: none"> Who should staff speak to if they are experiencing any problem? <i>Line Manager</i> What procedures are in place to obtain health advice, counselling etc. for employees? <i>Please refer to the School's Managing Stress at work for staff Policy and the Well-being Policy</i> Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work	Executive Headteacher
Swimming Pools / Hydrotherapy Pool (school operated)	<p><i>Refer to School's Swimming Pool Policy and risk assessments which are kept in the School Office and Executive Head's office.</i></p> <p><i>The School follows the guidance within the AfPE Safe practice in physical education and sport document.</i></p> Reference links: Association for Physical Education HSE Managing health and safety in swimming pools Pool Water Treatment Advisory Group (PWTAG)	Executive Headteacher School Business Manager Site Manager
Trees	<ul style="list-style-type: none"> What monitoring arrangements are in place for trees on site. <i>The Caretaker visually checks condition of trees especially after adverse or severe weather.</i> 	Site Manager

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Does the school have a tree management strategy for the site? <i>The school engages a consultant to review trees, this is done annually.</i> 	
<p>Traffic management On-site vehicle movements</p>	<ul style="list-style-type: none"> Who is responsible for the management of vehicles on site? <i>Site Manager</i> Any site specific arrangements for the management of vehicles? <i>None – see car park risk assessment</i> Who is responsible for locking/unlocking access gates? <i>Site Manager/Caretaker</i> <i>COVID-19. VEHICLE ENCTRANCE TO SITE RESTRICTED DUE TO STAGGERED START AND FINISHES – SEE RISK ASSESSMENT.</i> 	<p>Site Manager</p>
<p>Violence and aggression, Prevention of work-related...</p>	<p>Any citizen in an emergency may use reasonable force and self defence to prevent another person being injured or committing a criminal offence. Teachers have additional statutory powers to use force to control and to restrain pupils. The executive headteacher authorises all other adult employees of the school to use force in accordance with section 93 of the Education and inspections Act 2006. All staff encouraged to report all incidents of verbal and physical violence and aggression and ensure these events are recorded so that appropriate support can be put in place. (reference Physical Contact and Restraint Policy, Behaviour Policy)</p> <ul style="list-style-type: none"> Does the school have any specific procedures e.g. warnings letters to aggressive parents? <i>Yes – model letters are provided by Legal Services</i> <p>Reference links: HSE Preventing workplace harassment and violence HSE Violence at work</p>	<p>Executive Headteacher</p>
<p>Visitors</p>	<ul style="list-style-type: none"> How are visitors controlled? <i>All visitors are required to sign in using the digital sign in system. Badges with photos on are created. All visitors are required to wear a bdage</i> How are visitors informed about health and safety information for the site? <i>Visitors leaflet and poster at reception.</i> 	<p>School Business Manager</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Any specific arrangements for school plays, parents evening etc.? <i>School plays are ticketed. Parent Evenings, senior staff are located by the entrance.</i> 	
Water Hygiene (Legionella) and Water Systems	<ul style="list-style-type: none"> Where is the water hygiene (legionella) risk assessment and log book kept? <i>Staff Room</i> Who is responsible for carrying out <ul style="list-style-type: none"> monthly water hygiene testing? <i>Site Manager/caretaker</i> weekly flushing of infrequently used outlets? <i>Site Manager/caretaker</i> Does the school purchase water hygiene surveys through WES Property Risk Services or other competent contractor? <i>YES</i> Any maintenance arrangements for air conditioning units, humidifiers etc.? <i>Serviced annually/six months (Dodds – WCC)</i> Who is responsible for cleaning and flushing of the system? <i>Site Manager/Caretaker</i> Who is responsible for cleaning and flushing of the showers? <i>Contractor, every three months. Site Manager descales showers.</i> <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	<i>Site Manager (caretaker)</i>
Welfare facilities and wellbeing of staff and pupils	<ul style="list-style-type: none"> <i>the school has a well-being policy which outlines the actions and support for the wellbeing of staff and pupils of the school</i> <p><i>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</i></p> <ul style="list-style-type: none"> <i>toilets and hand basins, with soap and towels or a hand-dryer;</i> <i>drinking water;</i> <i>a place to store clothing (and somewhere to change if special clothing is worn for work);</i> 	<i>Executive Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>somewhere to rest and eat meals.</i> • <i>To ensure a healthy working environment, will we ensure there is:</i> <ul style="list-style-type: none"> ○ <i>good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;</i> ○ <i>a reasonable working temperature;</i> ○ <i>lighting suitable for the work being carried out;</i> ○ <i>enough room space and suitable workstations and seating</i> <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	
Work Experience	<ul style="list-style-type: none"> • <i>Who is responsible for carrying out inductions and risk assessments? HoS</i> • <i>How are work experience pupils monitored / supervised whilst on site? They are allocated a class teacher who supervises them.</i> • <i>What information is obtained to ensure a safe environment will be provided, prior to the placement commencing? HoS liaises with key staff from the High Schools to prepare for each placement.</i> <p>Reference links: HSE Work experience microsite</p>	Head of School
Work at Height	<ul style="list-style-type: none"> • <i>What equipment is available and where it is kept? Ladders, kept in the boiler room.</i> • <i>What training do staff receive? Caretaker seminar, every three years.</i> • <i>Are staff expected to only use access equipment provided by the school and not stand on tables and chairs? Small step ladders provided for each year group</i> • <i>Are staff expected to carry out pre-use visual checks on equipment and report any defects? Yes</i> • <i>Are there any restrictions on the use of access equipment e.g. by pupils and contractors, when staff lone work etc.? Yes</i> 	Site Manager

Topic	Action/Arrangements	Responsibility of:
	Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit	