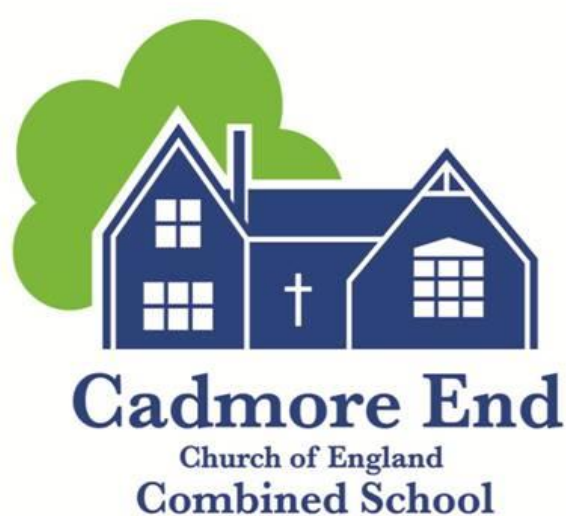


# Cadmore End CofE Primary School

## Health and Safety Policy



This policy was reviewed Autumn 2020

The policy is to be reviewed by Autumn 2021

| Statement of intent  |
|--|
| <p>This policy and its supplements should be read in conjunction with the Buckinghamshire County Council Health and Safety Policy. It sets down the local organisation and arrangements established by the governing body to implement that policy.</p> <p>The Governing Body of Cadmore End CofE School is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the County Council's health and safety policies and procedures and other documentation listed below are implemented with regard to the provision of:</p> <ul style="list-style-type: none"> <li>• a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;</li> <li>• an effective local organisation within the school to implement the policy;</li> <li>• full and effective consultation with employees on matters affecting their health and safety;</li> <li>• effective communication throughout the school on health and safety matters;</li> <li>• competent specialist advice on health and safety matters when this is not available in the school;</li> <li>• sufficient information, instruction and training for staff on health and safety;</li> <li>• staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;</li> <li>• the effective management of contractors;</li> <li>• the effective monitoring and review of the implementation of the health and safety policy and health and safety performance.</li> </ul> |
| Responsibilities of the Governing Body   |
| <p>The Governing Body recognises its responsibilities as set out in the Local Authority's scheme of delegation and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility for:</p> <ul style="list-style-type: none"> <li>• Complying with the County Council's Health and Safety Policy, Organisation and Arrangements;</li> <li>• Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;</li> <li>• Regularly reviewing health and safety arrangements ( at least once annually ) and implementing new arrangements where necessary;</li> <li>• Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;</li> <li>• Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;</li> <li>• Ensuring that the statement and other relevant health and safety documentation from the Local Authority is drawn to the attention of all employees;</li> <li>• Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;</li> <li>• Reporting to the Local Authority any hazards which the establishment is unable to rectify from its own budget;</li> <li>• Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;</li> <li>• Promoting high standards of health and safety within the establishment;</li> </ul>  |

|   |
|---|
| <ul style="list-style-type: none"> <li>Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;</li> </ul> <p>The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.</p> <p>This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.</p>   |
| <b>Sources of Health and Safety Information</b>   |
| <ul style="list-style-type: none"> <li>Buckinghamshire County Council Health and Safety Policies and Procedures;</li> <li>Education Visits Policy Document;</li> <li>Asbestos Log;</li> <li>Legionella Log;</li> <li>Regulations for the Use of Vehicles 2007;</li> <li>Health and Safety Executive Website – Education <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>;</li> <li>Buckinghamshire Fire and Rescue Website <a href="http://www.bucksfire.gov.uk">www.bucksfire.gov.uk</a>.</li> </ul>   |
| <b>Organisation</b>   |
| <ul style="list-style-type: none"> <li><b>Responsibilities of the Headteacher</b></li> <li>The Headteacher is responsible for:</li> <li>Being the “Responsible Person” under the Fire Safety Order within the School.</li> <li>Nominating themselves or a senior manager as Health and Safety Co-ordinator;</li> <li>Ensuring that subordinate managers meet their health and safety responsibilities;</li> <li>Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;</li> <li>Ensuring effective communication on health and safety matters within the school;</li> <li>Ensuring and County Council and school health and safety policies and procedures are implemented;</li> <li>Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;</li> <li>Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;</li> <li>Completing the school's Annual Health and Safety Compliance Report to the Strategic Director Children and Young People's Services;</li> <li>Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board;</li> <li>Ensuring that remedial action is taken following health and safety inspections;</li> <li>Ensuring health and safety monitoring is undertaken, including: <ul style="list-style-type: none"> <li>Accident, incident and near miss reporting and investigation;</li> <li>Specific equipment which requires statutory testing;</li> <li>Termly health and safety inspections;</li> <li>Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;</li> <li>Providing an annual health and safety report to the Governing Body.</li> </ul> </li> <li>Making recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies</li> <li>Reporting to the School's Governing Body any health and safety issues which cannot be</li> </ul> |

resolved;

- Ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Attending Swimming Pool Awareness for Headteachers Training if the school has its own swimming pool.

**Note:** in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

#### **Responsibilities of the Senior Management Team**

- The senior management team will support the Headteacher with the overall management of health and safety in the school. This will include:
- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

#### **Responsibilities of the Health and Safety Co-ordinator**

Responsible to the Headteacher and/or Governing Body for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;

- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the County Council;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least every six months;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

Other Managers including Heads of Subject Departments/Subject Co-ordinators and Managers of Non-Teaching Staff

- Managers are responsible for implementing this policy in the area of their control. This includes:
- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;
- Implementing health and safety monitoring arrangements within their area of responsibility, such as:
- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- The schools annual monitoring checklist;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator to the Governing Body and the County Council.

**Heads of Subject Departments have the following specific Health and Safety Responsibilities:**

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least annually );
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;

- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

### **Responsibilities of all staff**

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
  - check classrooms/work areas are safe;
  - check equipment is safe before use;
  - ensure safe working procedures are followed;
- co-operate with the Local Authority, School Governors and Headteacher on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

### **Safety Representatives**

Safety representatives do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

**Note: A flow chart showing the management of health and safety hierarchy should be included at this point in the policy.**

## **Arrangements**

### **Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation**

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident to the Contacts Centre on 0845 3708090 or 01296 395000 Monday to Friday 8.00 am until 6.30 pm as soon as possible after the event

The Headteacher or a nominated person will verify the report.

The nominated person(s) are:

| Name of Nominated Person (Reporter) | Job Title          |
|-------------------------------------|--------------------|
| <b>Jenny Coyle</b>                  | <b>Secretary</b>   |
| Name of Nominated Person (Verifier) | Job Title          |
| <b>Debbie Groom</b>                 | <b>Headteacher</b> |

|   |                    |
|---|--------------------|
| The person responsible for monitoring accidents and incidents to identify trends and patterns is: | <b>Headteacher</b> |
|---|--------------------|

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made

### **Administration of Medicines**

|  |                                    |
|--|------------------------------------|
| The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:  | <b>First:</b><br>Jenny Coyle       |
|  | <b>Deputy:</b><br>Lindsey Pattison |
| The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is: | <b>First:</b><br>Jenny Coyle       |
|  | <b>Deputy:</b><br>Lindsey Pattison |
| The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:   | <b>SENCO</b>                       |

### Asthma Inhalers/Epipens

|  |                    |
|--|--------------------|
| The person responsible for the supervision and storage where appropriate of asthma inhalers/epipens is | <b>Headteacher</b> |
|--|--------------------|

### Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations using Workstation Safety Plus on the Schools' Web. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

| Employee Name | Job Title       |
|---------------|-----------------|
| Jenny Coyle   | Secretary       |
| Debbie Groom  | Headteacher     |
| Emma Leigh    | Finance Officer |

|   |                    |
|---|--------------------|
| The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is: | <b>N/A</b>         |
| The person responsible for ensuring that the requirements of the risk assessment is implemented is:   | <b>Headteacher</b> |

## Fire and Other Emergency Arrangements

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

| Type of emergency procedure          | Location(s)                          |
|--------------------------------------|--------------------------------------|
| Fire Evacuation Procedure            | Emergency planning file in HT office |
| Bomb Alert                           | Emergency planning file in HT office |
| Gas Leak                             | Emergency planning file in HT office |
| Electrical Fault                     | Emergency planning file in HT office |
| Water                                | Emergency planning file in HT office |
| Storm or Flood Damage                | Emergency planning file in HT office |
| Persons Threatening Violence on Site | Emergency planning file in HT office |
| Dangerous Animal(s) on Site          | Emergency planning file in HT office |

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

| The person ( and deputy ) responsible for ensuring and supervising ( where appropriate ):  | Person           | Deputy           |
|--|------------------|------------------|
| <ul style="list-style-type: none"><li>the controlled evacuation of people from the building or on the site to a place of safety,</li></ul>   | Secretary/Bursar | Mrs Patterson    |
| <ul style="list-style-type: none"><li>the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs,</li></ul>   | N/A              | N/A              |
| <ul style="list-style-type: none"><li>the summoning of the emergency services</li></ul>  | Secretary/Bursar | Head teacher     |
| <ul style="list-style-type: none"><li>that a roll call is taken at the assembly point</li></ul>  | Headteacher      | Secretary/Bursar |
| <ul style="list-style-type: none"><li>that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. Headteacher, Deputy Headteacher or other member of the senior management team)</li></ul> | Headteacher      | Secretary/Bursar |

**Note: The priorities are as follows:**

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- to call the emergency services when appropriate;**
- to safeguard the premises and equipment, if this is possible without putting persons at risk.**



|  |   |
|--|---|
| The person responsible for arranging, recording and monitoring training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:                               | Secretary   |
| The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is: | Secretary   |
| The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:   | Secretary/Headteacher   |
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:<br>( e.g. in the school office )   | <b>First Copy</b><br>Caretakers Room<br><b>Second Copy (Off Site)</b><br>Not kept |
| The competent person responsible for carrying out and updating the fire risk assessment for the premises is:   | No trained person   |
| The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:   | Headteacher   |

### Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

| <b>System</b>             | <b>Location of Test Records</b> | <b>Person Responsible</b> |
|---------------------------|---------------------------------|---------------------------|
| Fire Alarm                | Fire Log/Office (current sheet) | Headteacher               |
| Emergency Lighting System | Fire Log                        | Advanced Fire Systems     |
| Heat detection Systems    | Fire Log                        | Advanced Fire Systems     |
| Smoke Detection System    | Fire Log                        | Advanced Fire Systems     |

|  |                       |
|--|-----------------------|
| The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is: | Headteacher           |
| The approved County Council contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:  | Name: <b>Churches</b> |
|  | Telephone Number      |

### First Aid

Refer to 'First Aiders' Information sheet which has a list of all our First Aiders'

|   |                    |
|---|--------------------|
| The person responsible for ensuring first aid qualifications are maintained is:                                       | <b>Headteacher</b> |
| The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is: | <b>Headteacher</b> |

First aid boxes and first aid record books are kept at the following points in the school.

| <b>Location of First Aid Box(es)</b> | <b>First Aid Record Book(s)</b> |
|--------------------------------------|---------------------------------|
|--------------------------------------|---------------------------------|

|                |                          |
|----------------|--------------------------|
| Outside office | Office                   |
| KS1 corridor   | Playground first aid bag |
| EYFS           |                          |
| Kitchen        |                          |

Travelling first aid boxes are kept at the following points in the school.

| Location of Travelling First Aid Box | Location of Travelling First Aid Box |
|--------------------------------------|--------------------------------------|
| Outside office                       |                                      |
|                                      |                                      |

|   |                         |
|---|-------------------------|
| A termly check on the location and contents of all first aid boxes will be made by.                               | <b>Lindsey Pattison</b> |
| Use of first aid materials and deficiencies should be reported to:<br>who is responsible for their replenishment? | <b>Headteacher</b>      |

|   |                  |
|---|------------------|
| The address and telephone number of the nearest medical centre/NHS GP is: | Lane End Surgery |
|   | 01494 881209     |

|   |                  |
|---|------------------|
| The address and telephone number of the nearest hospital with accident and emergency facilities is: | Stoke Mandeville |
|   | 01296 315000     |

### Health and Safety Committee

|   |           |
|---|-----------|
| The constitution, membership and the minutes of the School Safety Committee are kept: | HT office |
|---|-----------|

### Health and Safety Co-ordinator

|  |             |
|--|-------------|
| The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters<br>(Health and Safety Co-ordinator ) is: | Headteacher |
|--|-------------|

### Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

| Professional Association | Name         |
|--------------------------|--------------|
| NAHT                     | Debbie Groom |

### House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

|  |              |
|--|--------------|
| When rubbish needs to be disposed of it should be reported to:<br>( who will arrange for its safe disposal).               | Debbie Groom |
| The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is: | Debbie Groom |
| The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:              | Debbie Groom |

### Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

| Service     | Location of Isolation Point Details |
|-------------|-------------------------------------|
| Water       | Prayer area                         |
| Electricity | Heads office                        |
| Oil         | Behind EYFS building                |

### Maintenance of Site, Premises, Housekeeping and Hazard Reporting

|   |              |
|---|--------------|
| All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: | Debbie Groom |
| Verbal reports should be followed up in writing using the hazard reporting form or e-mail which can be found:   | N/A          |
| It should then be placed/given to:  | Debbie Groom |

### Manual Handling of Loads

#### *Manual Handling of Objects*

|   |             |
|---|-------------|
| The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is: | Headteacher |
| The person responsible for arranging training in safe manual handling of objects is:  | Headteacher |
| The person responsible for monitoring the safety of manual handling activities is:  | Headteacher |

#### *Manual Handling of People*

|   |     |
|---|-----|
| The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is: | N/A |
| The Load Risk Assessors for the moving and handling of people are:  | N/A |
|   |     |
|   |     |
| The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:                               | N/A |

## Premises Security

|  |                              |
|--|------------------------------|
| The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is: | <b>First</b><br>Headteacher  |
|  | <b>Deputy</b><br>Jenny Coyle |

|   |                              |
|---|------------------------------|
| The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are: | <b>First</b><br>Headteacher  |
|   | <b>Deputy</b><br>Jenny Coyle |

## Risk Assessment

|  |             |
|--|-------------|
| The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated is: | Headteacher |
|--|-------------|

## Repairs and Maintenance

|  |                          |
|--|--------------------------|
| A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure                                | Headteacher              |
| Defective furniture should be taken out of use immediately and reported to:<br>who will arrange for its replacement or repair  | Headteacher              |
| The person responsible for ordering repairs which are the school's responsibility is:  | Headteacher              |
| The person responsible for reporting repairs which are the responsibility of the Local Authority to the Local Authority and checking repairs are carried out, for example, gas boilers etc is: | Headteacher              |
| The name and telephone number of the school's attached maintenance surveyor is:  | <b>Name:</b>             |
|  | <b>Telephone Number:</b> |

## Safety Representatives and Safety Committees

|   |             |
|---|-------------|
| Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform: | Headteacher |
|---|-------------|

## Severe Weather

|   |             |
|---|-------------|
| During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by: | Headteacher |
| The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:   | Headteacher |
| During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:       | Headteacher |

### Training for Health and Safety

|  |             |
|--|-------------|
| The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is: | Headteacher |
|--|-------------|

- Health and Safety Policies: County Council,
- Health and Safety Policy: School.
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Premises Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Policy on School Swimming

|   |             |
|---|-------------|
| The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is: | Headteacher |
| The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:                              | Headteacher |
| The person responsible for compiling and implementing the school's annual health and safety training plan is:   | Headteacher |
| The person responsible for reviewing the effectiveness of health and safety training is:  | N/A         |
| The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:  | N/A         |

|   |             |
|---|-------------|
| Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is: | Headteacher |
|---|-------------|

### Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

#### Working at Height - Access Equipment

*Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds*

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |
| Training in safe use received from:<br>including dates   | N/A |

*Non-Powered Access Equipment Ladders, Stepladders, Podium Steps, Platform Steps etc*

|  |                                      |
|--|--------------------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Headteacher                          |
| Person(s) authorised to use is/are:  | Any person authorised by Headteacher |

### Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

|   |             |
|---|-------------|
| The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, evac. chairs etc are maintained in a safe condition is: | Headteacher |
|---|-------------|

### Equipment Provided for Pupils with Special Educational Needs

|  |     |
|--|-----|
| The person responsible for ensuring that all slings hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is: | N/A |
| The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:   | N/A |
| The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person  | N/A |

|   |     |
|---|-----|
| and kept in a safe and hygienic condition and in good working order on a day to day basis is:                                       |     |
| The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is: | N/A |

## Lifts

|  |     |
|--|-----|
| The person responsible for ensuring that passenger lifts including stair lifts are inspected and serviced every six months is:                         | N/A |
| The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is: | N/A |

## Caretaking and Cleaning Equipment

|  |             |
|--|-------------|
| This includes moving and handling equipment; powered cleaning equipment, power tools, Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Headteacher |
| Person(s) authorised to operate and use is/are:  | Headteacher |

## Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

## Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

## Grounds Maintenance Equipment ( Machinery and Tools )

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

## Laboratory Apparatus and Equipment

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

## Design and Technology Equipment (Resistant and Compliant Materials)

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

|  |     |
|--|-----|
| The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are: | N/A |
| The person responsible for taking out of use any equipment which is inadequately guarded is/are:   | N/A |

### **Design and Technology Equipment (Food Technology and Textiles)**

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:       | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |
| The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are: | N/A |

### **Art and Design Equipment (Fine Arts)**

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |

### **Art and Design Equipment (Ceramics)**

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Persons authorised to operate and use is/are:  | N/A |

### **PE Equipment**

|  |                    |
|--|--------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Headteacher        |
| Person(s) responsible for regular (daily) visual inspection is/are:  | All staff          |
| Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:               | Headteacher        |
| Contractor responsible for annual full inspection and report is:   | Universal Services |

### **Stage Lighting Equipment**

|  |     |
|--|-----|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | N/A |
| Person(s) authorised to operate and use is/are:  | N/A |
| Contractor responsible for regular inspection and maintenance of the stage lighting equipment is:                  | N/A |

### **Mobile Staging and Seating**

|  |             |
|--|-------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Headteacher |
| Person(s) authorised to operate and use is /are:   | All staff   |

### **Pianos, Organs and Other Musical Instruments**

|  |             |
|--|-------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Headteacher |
|--|-------------|



|   |           |
|---|-----------|
| Person(s) authorised to operate and use is/are: | All staff |
|---|-----------|

### Portable Electrical Appliances

|   |             |
|---|-------------|
| The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:   | Secretary   |
| Person(s) responsible for carrying out formal visual inspection and testing is/are:   | Headteacher |
| Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is: | Headteacher |

### Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment ( PPE ) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

|  |                  |
|--|------------------|
| The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows |                  |
| Science  | N/A              |
| Design and Technology  | N/A              |
| Art and Design   | N/A              |
| Caretaking and Cleaning including Swimming Pools   | Cleaning company |
| Catering   | N/A              |
| Grounds Maintenance  | N/A              |
| The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is:                        | N/A              |

### Respiratory Protective Equipment

|  |     |
|--|-----|
| The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is: | N/A |
|--|-----|

### Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

|   |     |
|---|-----|
| Science                                     | N/A |
| Design and Technology ( Materials )         | N/A |
| Design and Technology ( Food and Textiles ) | N/A |

|                              |                  |
|------------------------------|------------------|
| Art and Design ( Fine Arts ) | N/A              |
| Art and Design ( Ceramics )  | N/A              |
| Caretaking and Cleaning      | Cleaning company |
| Swimming Pool Maintenance    | N/A              |
| Catering                     | N/A              |
| Grounds Maintenance          | N/A              |
| Other                        | N/A              |

|  |                       |
|--|-----------------------|
| Copies of all the hazardous substances inventories are held centrally in:  | (RA and COSHH folder) |
| The person responsible for undertaking and updating the hazardous substance risk assessments is:   | Headteacher           |
| The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by the County Council approved contractor is: | N/A                   |
| The reports are kept available for inspection by:  | N/A                   |

#### Asbestos

|  |                 |
|--|-----------------|
| The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is: | Headteacher     |
| The premises Asbestos Log is kept at the following location in the building:   | By sign in book |
| The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:   | Headteacher     |

#### Legionella

|   |                  |
|---|------------------|
| The premises Legionella Log is kept:  | Headteacher room |
| The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school is:                                 | Headteacher      |
| The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is: | Headteacher      |

#### Radioactive Sources

|   |     |
|---|-----|
| The Radiation Protection Supervisor is: | N/A |
|---|-----|

The location of the following records is:

|                        |     |
|------------------------|-----|
| History of the sources | N/A |
|------------------------|-----|

|   |     |
|---|-----|
| Use log                                 | N/A |
| Monitoring/Test records                 | N/A |
| Risk assessments for use                | N/A |
| County Council Science Code of Practice | N/A |

## Noise

|   |             |
|---|-------------|
| <b>Any employee</b> concerned about the noise levels at work should report the matter to:<br>who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor. | Headteacher |
|---|-------------|

## Waste Management

|  |                  |
|--|------------------|
| Waste will be collected daily by:  | Cleaning company |
| The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is: | Headteacher      |
| All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:   | Cleaning company |
| The person responsible for checking that the oil tank bund wall is effective is:   | Headteacher      |
| The company responsible for collecting the schools general waste is:   | South Bucks DC   |
| The company responsible for collecting the schools special waste for example, clinical waste, sharps is:   | N/A              |
| The company responsible for collecting the schools waste electronic equipment is:  | N/A              |

## Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

|   |     |
|---|-----|
| The person responsible for the collection and management of soiled laundry is:<br>(Residential establishments only) | N/A |
|---|-----|

|  |                  |
|--|------------------|
| The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the Local Authority is: | N/A              |
| A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:                                    | Headteacher      |
| Spill kits can be found at the following locations:  | Caretaker's Room |

### Health and Safety Inspections

|   |                         |
|---|-------------------------|
| The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is: | Health and Safety Chair |
|---|-------------------------|

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

An inspection form is available in Appendix 3, section 2.5, Bucks Policies and Procedures/SchoolsWeb.

A copy will also be provided to the school Governors for consideration at their next meeting.

|   |             |
|---|-------------|
| The person responsible for ensuring follow up action on the report is completed is: | Headteacher |
|---|-------------|

### Provision of Information

|  |                 |
|--|-----------------|
| The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is: | Headteacher     |
| Records of employees signatures indicating that they have received and read and understood health and safety information are kept:   | In H and S file |

New employees will be informed of all relevant health and safety information as part of the induction process.

|  |                    |
|--|--------------------|
| Health and Safety Documentation will be kept:  | Medical Room       |
| The person responsible for maintaining it is:  | Headteacher        |
| The person responsible for deciding on the appropriate circulation of each document is:<br>Employees will sign to confirm they have read and understood the information. | Headteacher        |
| The health and safety notice board is sited:   | In kitchen/hallway |
| The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:                            | Headteacher        |
| The Health and Safety Law Poster is sited:   | In kitchen         |
| The person responsible for maintaining it is   | Headteacher        |

### Educational Visits and Journeys

|   |              |
|---|--------------|
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is: | Head teacher |
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is: | N/A          |
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:                | N/A          |

### Work Experience

|  |              |
|--|--------------|
| The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Buckinghamshire Education Business Partnership as appropriate is: | Head teacher |
|--|--------------|

### Team Teach

|   |     |
|---|-----|
| The person responsible for arranging for Team Teach training and monitoring its effectiveness is: | N/A |
|---|-----|

### Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

|  |             |
|--|-------------|
| The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:                                    | Headteacher |
| The person responsible for following up the annual play equipment inspection report is:  | Headteacher |
| The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is: | Headteacher |
| The person responsible for ensuring that the equipment is adequately supervised when in use is:  | All staff   |

### Swimming

|   |     |
|---|-----|
| The teacher responsible for school swimming is: | N/A |
|---|-----|

### Swimming Pools (Schools with their own Swimming Pools Only)

|   |     |
|---|-----|
| The person with overall responsibility for ensuring that the pool is: <ul style="list-style-type: none"> <li>• correctly and safely maintained</li> <li>• regular inspections are carried out</li> <li>• remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• appropriate records are kept</li> </ul> is: | N/A |
|---|-----|

The person(s) who have been trained and certificated to run the pool are:

| Name | Job Title | Pool Operator | Expiry Date |
|------|-----------|---------------|-------------|
|      |           |               |             |
|      |           |               |             |
|      |           |               |             |

| Name | Job Title | Pool Carer | Expiry Date |
|------|-----------|------------|-------------|
|      |           |            |             |
|      |           |            |             |
|      |           |            |             |

| Name | Job Title | Swimming Pool Awareness for Headteachers | Expiry Date |
|------|-----------|--|-------------|
|      |           |  |             |

The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:

N/A

#### Use of Premises Outside School Hours

|   |     |
|---|-----|
| The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:                   | N/A |
| The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is: | N/A |
| The person responsible for checking that the premises are left in reasonable order by other users before locking up is:           | N/A |

#### Visitors

|   |                        |
|---|------------------------|
| On arrival all visitors should report to:<br>where they will be issued with: <ul style="list-style-type: none"> <li>an identification badge</li> <li>relevant health and safety information</li> <li>and will sign the visitors book</li> </ul> | Office staff           |
| An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:   | Policy file, HT office |

#### Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the Local Authority for approval through the self help scheme procedure is:

Bursar/Finance Chair

#### Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

| Name   | Types of Order |
|--------|----------------|
| Bursar | All            |
|        |                |

|  |           |
|--|-----------|
| Deliveries of goods will be reported to:<br>who will arrange for them to be taken to the appropriate location: | Secretary |
|--|-----------|

#### **Catering (For completion only by schools with a catering operation on site)**

|  |     |
|--|-----|
| The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is: | N/A |
| The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:                 | N/A |
| The person responsible for ensuring an adequate schedule of deep cleaning is carried out is:   | N/A |

#### **In-house Catering**

|  |     |
|--|-----|
| The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is: | N/A |
|--|-----|

#### **Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers**

|  |             |
|--|-------------|
| The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LEA is: | Headteacher |
|--|-------------|

#### **Smoking**

Smoking in the school and in vehicles under its control is prohibited by law.

The only exceptions will be in or during:

- certain areas outside work if they have not achieved Healthy School status;
- car parks and areas outside the school buildings

#### **Notes:**

***Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.***

***The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.***

All job applicants will be informed of the no smoking policy.

No smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

|   |             |
|---|-------------|
| The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to: | Headteacher |
|---|-------------|

## Vehicles

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in *"Regulations for the Use of Vehicles 2007"*

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

|  |             |
|--|-------------|
| Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from:<br>(prior to the first use of any vehicle.)<br>He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary. | Headteacher |
| The person responsible for informing Bucks Transport Services of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:   | N/A         |
| The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:  | N/A         |
| The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:  | N/A         |
| The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:   | N/A         |

## Stress and Well Being

|   |             |
|---|-------------|
| The persons responsible for monitoring absence owing to stress related illness and promoting well being is: | Headteacher |
|---|-------------|

## Lone Working

|   |             |
|---|-------------|
| The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is: | Headteacher |
|---|-------------|

## Bullying/Harassment

|  |                                |
|--|--------------------------------|
| The school's policy on behaviour (including bullying) is kept: | Policies file, HT office       |
| Records of bullying incidents and action taken are kept:       | Confidential drawer, HT office |

## Insurance

In addition to the insurance arranged by the County Council for all Local Authority maintained schools, the Governing Body has decided to arrange the following additional cover.

| Insurance Company | Details |
|-------------------|---------|
|                   |         |
|                   |         |
|                   |         |



|  |  |
|--|--|
|  |  |
|--|--|

# **Audit, Review, Performance Measurement and Action Plan**

|   |                            |
|---|----------------------------|
| The person responsible for completing the school's on-line Annual Health and Safety Compliance Report to the Strategic Director of Children and Young People's Services on line by the end of the summer term each year is: | Headteacher                |
| The person(s) responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school is/are   | Chair of Health and Safety |
| The person responsible for ensuring the implementation of the recommendations of any audit reports carried out by the County Council is:  | Headteacher                |
| The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:   | Headteacher                |
| Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:   | On SIMs system             |