

Birchgrove Primary School Health & Safety Policy



Birchgrove Primary School

Health & Safety Policy

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.



Birchgrove Primary School Health & Safety Policy Statement

The Governing Body of Birchgrove Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and 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.

This policy will be brought to the attention of all members of staff. A reference copy is kept in the school office.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Cardiff County General Statement of Health and Safety at Work Policy;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the intranet.

Chair of Governors:

Name: Mr Dan Walsh

Signed:

Date:

Head Teacher:

Name: Mrs Sarah Morgan

Signed:

Date:

Section 2: Organisation

Governing Body Responsibilities

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Head Teacher Responsibilities

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below:

Caretaker: Legionella testing, Fire alarm testing

SLA H&S Officer: To provide H&S support and responsible for ensuring specific H&S duties are completed, e.g. Fire Safety Log Book, Evacuation Drills, H&S Walkthroughs, and Legionella Monitoring etc.

Responsibilities of other Teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of Employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Section 3: Arrangements

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Risk assessment: Risk assessments are completed and relevant information provided to staff.</p> <p>Risk assessments are reviewed regularly or following significant change.</p>	Head Teacher	<p>The risk assessments are kept in a file in the Admin office.</p> <p>All risk assessments are shared as required with staff.</p> <p>Class teachers carry out individual risk assessments as identified for the students in their care. These are reviewed by the Head Teacher or Deputy Head Teacher.</p> <p>Risk assessments are reviewed every one to three years, dependent on level of risk, when circumstances change or in response to an incident or accident.</p> <p>Support, advice and guidance from School H&S Officer</p>
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Schools H&S Officer	Specialist risk assessments are completed in conjunction with all relevant personnel, shared and filed accordingly.
<p>New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	Head Teacher	<p>Pregnant worker risk assessments are available under the Health and Safety SLA.</p> <p>The risk assessment should be reviewed and updated at each trimester, on return to work or as required.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p> <p>The Authority's Offsite Visits Advisor must be notified</p>	<p>Deputy Head Teacher is the appointed Educational Visits Officer (EVC).</p> <p>Deputy Head</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.</p> <p>Evolve will be used for the planning and approval of all</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.</p> <p>This will be done via the use of Evolve, the online notification and approvals system.</p>	<p>Teacher advises Dave Golding (Advisor for outdoor education and education visits) where applicable.</p>	<p>offsite visits.</p> <p>Relevant risk assessments, participants names etc. will be attached electronically as required.</p>
<p>Health and Safety Monitoring and Inspections:</p> <p>General inspections of the site will be conducted periodically.</p> <p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>General Site Inspection – Head Teacher Health & Safety Governor</p> <p>In the absence of a caretaker all visual inspections will be carried out by HT or a delegated person</p>	<p>General Site Inspection: Termly Visual inspection of Play Equipment: Termly Visual inspection of Finger Guards: Termly Health & Safety – Self-Audit: Annually Visual inspection of Chairs and Furniture: Annually Visual inspection of Glazing: Annually</p> <p>All reports to be forwarded to the Head Teacher to be signed off.</p> <p>The Head Teacher will escalate any relevant concerns.</p> <p>Support, advice and guidance from School H&S Officer</p>
<p>Governors:</p> <p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p> <p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Health & Safety Governor</p> <p><i>Cllr Graham Hinchey</i></p>	<p>Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc</p>
<p>Health and Safety Information instruction and training:</p> <p>The health and safety law poster is displayed in</p>	<p>Head Teacher</p>	<p>The Health & Safety Law Poster is prominently displayed in the main office.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
school		
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher	A H&S induction is undertaken on commencement of employment, a template is provided for this, recorded and then filed. Documented in employee personal files
Training records: Relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Head Teacher	Training records maintained and stored in the Head Teacher's office.
Programme of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Head Teacher	New members of staff are instructed in the school's health and safety arrangements by the Head Teacher/Health and Safety Officer. Supply staff are briefed on the school's emergency procedures, risk assessments, the accident/violent reporting system and other relevant health and safety information by the Administration team. All other health & safety training identified and delivered by the Health and Safety Officer
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher	Fire notices and instructions are visually checked on a monthly basis to ensure they are clearly visible and legible. In the absence of a caretaker all visual inspections will be carried out by HT or a delegated person
Fire drills are undertaken termly, and a record kept in the fire log book.	Head Teacher	Fire drill evaluation form completed and feedback given to staff.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who	Head Teacher Class Teachers	Requirement for PEEPs is identified by Teachers or Line Managers. On completion these are shared appropriately and filed in

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
requires assistance evacuating the building.		the fire log book. Support, advice and guidance from School H&S Officer
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	Head Teacher All Staff	It is policy not to attempt to fight fires in school. No training in the use of firefighting equipment has been completed by staff.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Head Teacher All Staff	Staff are made aware of the type and location of portable firefighting equipment however staff have not received instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Head Teacher All Staff	Throughout the working day it is the responsibility of all staff to check and ensure that all identified escape routes are free from obstruction. In the absence of a caretaker all emergency equipment checks / inspections will be carried out by HT or a delegated person
Statutory maintenance: The school has opted out of the Authority's statutory maintenance contracts.	Head Teacher	If contractors are organised directly by the school – the Governing body and Head teacher will be directly responsible for the H&S of the contractors used. The following statutory maintenance is carried out by LA – Gas safety inspections, fixed electric inspections, Asbestos, Legionella and FRA
Portable Appliance Testing (PAT): The school has opted out of the Authority's internal PAT testing arrangements. Inspection & Testing of electrical equipment carried out by external company	Head Teacher	Portable electrical equipment is visually checked by the users of any equipment before use .i.e. damage to cable, sheath, plug, casing and evidence of overheating. Damaged equipment is taken out of use and labelled 'Do not use – electrical fault' and reported to the Head Teacher

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		to be made safe or disposed of. Staff are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected and/ or tested by a competent person.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	Head Teacher	In the absence of a caretaker weekly flushing of little used outlets will be carried out by HT or a delegated person. Monthly temperature monitoring will be carried out by the Health & Safety Officer. Support, advice and guidance from School H&S Officer
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	First Aid Trained Staff:	All staff listed have completed First Aid at Work training. (3 day) All lettings are required to have adequate first aid cover. The school have decided to have one first aider for every 150 pupils, meaning that three first aiders should be on site at any one time.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head Teacher	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Head Teacher Class Teacher Office Staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance) There is a separate head bump policy to cover this.
Transport to Hospital: Where appropriate pupils will be transported to hospital (usually by ambulance).	Head Teacher Class Teacher Office Staff	Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied. A member of staff will accompany a pupil where parents/guardians cannot attend immediately.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Administration of Medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Head Teacher Class Teacher Office Staff	Medication will not be administered for acute medical conditions e.g. pain relief Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school. Anti-biotics will only be given if the dosage is 4 times a day in total. They can only be administered once during the school day. The school has an Administration of Medicines Policy
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Head Teacher Class Teacher	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Head Teacher	The Head Teacher to contact Public Health Wales to report any communicable disease and adhere to any actions provided.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Head Teacher	Accident and Near Miss information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall (within 48 hours): SchoolsAccidentsHandS@cardiff.gov.uk
Near Miss: Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Head Teacher All Staff	Near misses are a free lesson and will be investigated proactively. The procedure for investigating incidents / accidents will be followed. All near misses will be recorded on a school pro-forma. These will be reviewed, responded to and cascaded to staff.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and	Head Teacher Office Staff	The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.		Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Head Teacher Class Teacher Office Staff	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p> <p>Support, advice and guidance from School H&S Officer</p>
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team. The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	Head Teacher	<p>Records retained and information relayed to senior level management at the school for discussion / follow-up action.</p> <p>ALERT Report Form to be sent to Corporate H&S: SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk</p> <p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Head Teacher</p> <p>Head Teacher</p>	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</p> <p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher or checking the survey for the school.</p> <p>Survey and log book is kept in the school office.</p> <p>The asbestos survey is referred to prior to any work carried out and the head teacher ensures that a permit to work is issued.</p>
<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	Head Teacher	<p>All contractors view the survey and sign the logbook before undertaking work.</p> <p><i>A localised R&D survey may be necessary – all works to go through County Estates One Front Door (Landlord permission) Seek advice from Corporate Asbestos Team (CAT)</i></p>
<p>Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	Head Teacher	<p>In the absence of a caretaker visual inspection of ACMs will be carried out by HT or a delegated person annually or sooner if damage suspected / reported and documented.</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p> <p>Support, advice and guidance from School H&S Officer</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	Head Teacher	<p>Any damage or deterioration is reported to the Headteacher who will contact: asbestos@cardiff.gov.uk</p>
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>	Head Teacher	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher who will contact: asbestos@cardiff.gov.uk</p>
Managing contractors:	Head Teacher	Contractors are managed by Headteacher who will ensure

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>		<p>that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. If engaging more than one contractor then a principal contractor will be appointed in writing.</p>
<p>Contractors and visitors on site: All contractors must sign in using the school's electronic sign in system and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	Head Teacher Office Staff	<p>All contractors must report to the school office where they will be asked to sign in. They will be issued with a visitor's badges and given site specific instructions.</p> <p>All contractors will be required to read, understand and sign site inductions before commencing work.</p>
<p>School managed building/environmental projects: Where the school undertakes building / environmental projects direct the governing body would be considered the 'client' under CDM Regs 2015 and therefore have additional statutory obligations.</p>	Head Teacher	<p>These are managed by Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. If engaging more than one contractor then a principal contractor will be appointed in writing.</p>
<p>Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations. (SLA)</p>	Head Teacher	<p>Where possible school will use Contractors who have been vetted by the Authority. The school Health & Safety Officer will carry out Health & Safety vetting of contractors if requested to do so. Competency checks will be carried out by the 'client' or the client's representative before engaging contractor.</p>
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	Head Teacher	<p>Site / project specific risk assessments and method statements and construction phase plans are required to be in place and prior to work commencing. Contractors should provide RAMS & CPP at least 48hrs before contract commences to allow scrutiny.</p>
Ground maintenance and cleaning contracts: The	Head Teacher	

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
school has a cleaning contract operated by the Authority. General site maintenance is undertaken by the Caretaker.		
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Head Teacher	There is a specific lone working risk assessment. Lone Working must be pre-approved by head teacher and specific Risk Assessment / Control Measures put into place to eliminate or reduce potential hazards and risk. Support provided by SLA H&S Officer
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Head Teacher	There is a specific estates lone working risk assessment. Working at Height and other higher risk activities MUST NOT be carried out whilst Lone Working.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Head Teacher	There is a specific 'Working at Height' risk assessment. Small, lightweight step ladders and elephant steps are provided for staff to be able to put up displays etc., No staff are permitted to use furniture in order to work at height.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Head Teacher	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and an external contractor will conduct a formal termly inspection of the equipment. It is recommended that play equipment is inspected annually. PE Equipment is inspected annually
Hazardous substances: Where possible hazardous materials are substituted with non hazardous	Head Teacher	Consider the types off hazardous materials you may have

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed		on site e.g. cleaning materials, glues adhesive spray. COSHH Assessments carried out by competent staff and/or by utilising SLA H&S Officer for the school. All staff to be briefed on COSHH annually. Support, advice and guidance from School H&S Officer
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Head Teacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Head Teacher	Under the Health and Safety SLA a school is able to request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Head Teacher	DSE assessments are available under the Health and Safety SLA. H&S Officer will make arrangements for workstation / DSE assessments. Support, advice and guidance from School H&S Officer
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing	Head Teacher	School has an overarching stress risk assessment in place to support wellbeing. There is stress guidance available on SLA online. VIV UP support for staff: Employee Assistance Programme (yourcareeap.co.uk) free 24/7 helpline and website. No usernames or passwords required. Up to x6 half hour counselling sessions are available. You can call for "in the moment" support as and when required.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Attendance Team to monitor any related absenteeism linked to Well Being.		
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	To be arranged with the Head teacher	The school is not hired out beyond 5:30pm and outside of term-time. Arrangements, e.g. risk assessments, nominated competent person and fire safety measures will be put into place if premises/hiring of rooms to third parties occurs.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Head Teacher	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change. Support, advice and guidance from School H&S Officer