



Codsall High Federation of Schools Health, Safety and Wellbeing Statement

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature: *Mrs J Shulman*

Signature: *Mr A Harding*

Mrs J Shulman **Chair of Governors**

Mr A Harding **Executive Head teacher**

Date: 10th March 2020

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Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools Voluntary Aided Schools	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.

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

The Head teacher will make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

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

Organisation and Responsibilities for Health, Safety and Welfare

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

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

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Head teacher					
School Leadership Team					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					

Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

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

As Policy Makers the Governing Body;

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

Planners	
Headteacher Members of the School Leadership Team <i>School Governors</i> <i>Health and Safety Coordinator</i> <i>Health & Safety Committee</i> <i>Heads of Dept/Hoy</i> <i>Managers</i> <i>Site Staff</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.

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

Health and Safety Committee

The Federation has established a Health and Safety Committee which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. The committee share the minutes of the meeting with the Governing Body and a link Governors from each school within the Federation sits on the committee. The committee inform the SLT and Governing Body of all health and safety matters. A termly report to the Governing Body outlines and details all relevant health and safety information. Health and Safety is a standing agenda item in the weekly SLT meetings.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Teaching Assistants</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.

- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;

12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

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

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

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

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

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure,

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

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

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

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

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

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

Staff Safety Representatives

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

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

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions. **Part 2**

Arrangements & Procedures for Health, Safety and Welfare

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

1. Accident Reporting, Recording & Investigation

The Federation has adopted the County Council accident policy which is available to all staff on the SLN and shared areas at the schools. All staff are instructed to report all accidents and also near misses to Student Services at CCHS, reception at Bilbrook and Perton Middle Schools who oversee the completion of all relevant paperwork, reports to the LA as necessary. Any investigations required are carried out by the Head teacher and Business Manager involving relevant staff, in some instances the County health and safety advisor will be involved. This policy is communicated to staff via the staff bulletin, shared area and staff handbook.

2.

Asbestos

The Federation have adopted the County Asbestos policy available to all staff on the shared area. Business Manager, Neil Eveson is responsible for the Asbestos System manual in conjunction with the site staff at each school. The manuals are kept in the reception areas at the three schools. The manual is made available to all contractors and staff who plan to undertake any intrusive works or indeed quote for work to be carried out so that they are aware of where asbestos is present. Work is not started until without first referring to the manual and also signing a declaration of understanding. In the event of damage to asbestos or indeed the discovery of asbestos during works, the area is sealed off and assistance requested from the County asbestos team and health and safety.

3. Contractors

Wherever possible the schools within the Federation use the county approved contractors and suppliers. Prior to works commencing, the contractors meet with the Business Manager and site staff to complete all relevant paperwork, asbestos register, hazard exchange, hot works permit. Where large projects require knowledge of the building, the county advisors are involved in the project. Where necessary method statements, risk assessments and schedules of work are discussed and completed.

All three schools use the buildings SLAs provided by the county council annually.

While contractors are on site, they meet daily with site staff at reception and sign in. Where emergency works are required and a county approved contractor is not available, the site staff stay with the contractor or work is scheduled before or after school or in the holidays.

4. Curriculum Safety

Teaching staff are required to assess significant risks and undertake written risk assessments applicable to their teaching prior to commencing any potentially hazardous activities. Copies are kept within each department as applicable and made available to all other staff via the shared area. Suitably qualified staff are employed to teach certain activities. Staff are required to familiarise themselves with other relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate, CLEAPSS, DFE publications, BAALPE, Safety in PE etc., as applicable to their role. This policy is communicated to staff via their induction and via the shared area, staff handbook and staff bulletin.

5. Drugs & Medications

The Federation has written procedures for dealing with the administration of drugs and medication which is reviewed and updated annually or as required by the Business Manager. Staff are trained where required to administer medication which includes epipen training. All medicines are kept in secure storage and any medication administered or given out for self-administration recorded. This is communicated to parents through

the induction process and to staff via the Centralised Document Server CDS, staff handbook and staff bulletin.

6. Electrical Equipment

All portable equipment is tested annually at the High School by the schools trained PAT testing officer. At the middle schools, the caretakers perform all of the testing on a rolling programme. All of the site staff across the Federation have passed a 3-day PAT testing course and can therefore test anything staff may bring in to the schools.

Electronic registers are maintained by the site staff.

Additionally, all staff are instructed to visibly check all electrical equipment prior to use, to remove any equipment which looks to be unsafe and report this to the site staff who will determine if it is safe to use. Staff are allowed to bring in small electrical goods from home but instructed not to use them in school until they have been tested. Specialised equipment is tested by specialised contractors through SLA with the LA or

LA / school based contracts. Fixed electrical installation is tested every five years through the LA contract. Staff are instructed to report any equipment/fixed installation which appears to be unsafe immediately to the site staff.

7. Fire Precautions & Procedures

The Business Manager in conjunction with site staff and Bursars is responsible for undertaking & reviewing the fire risk assessments for the Federation. This is carried out every 12 months and reported to the Governing Body through the Finance & Premises committee. In liaison with the Head teacher, the Business Manager arranges for a minimum of one fire drill each term which is recorded. Procedures to be followed in the event of an emergency evacuation are in place and reviewed following each fire drill by the Business Manager and Head teacher.

Site staff in conjunction with the Business Manager have responsibility for ensuring that the fire extinguishers are maintained and tested annually and undertakes weekly tests on the fire alarm system and monthly on the emergency lighting system. Where any problems are identified arrangements are made for any required work to be carried out.

Records are kept in the shared area. A site inspection is undertaken at the end of each term to reduce the risk during school closure. These procedures are communicated to staff via the staff bulletin.

A list of all call points and fire extinguishers is held in the shared area in the health and safety folder. Evacuation procedures are detailed in every room in the school on the back of each door or in a prominent position on the exit route.

Extinguishers and call points are annually inspected by Trinity Fire and Protection. The three schools have a Business Continuity plan updated on an annual basis.

8. First Aid

Nominated First Aiders

Appropriate staff to be called in case of an emergency:

Bilbrook	CCHS	Perton
First Aid at Work : Mrs S Miller Miss E Underhill Mrs S Lee Mrs D Hazlehurst (Wed only) Mr A Cox	Mrs E Alexiou Mrs Y Riley Mrs K Foggin Mr D Hazlehurst (Mon & Fri) Mr M Stringer-Abbotts Mrs D Ainsworth	Miss C Jones Mrs Prior
Paediatric 1st Aid : Mrs E Weaver Mrs J Campbell	Mrs K Foggin Mrs E Alexiou	
Mental Health 1st Aid Mrs S Lee	Mrs Y Riley Mrs S Page	
Emergency 1st Aid : Mrs N Till Mrs J Allen Mrs C Gull Mrs K Twardun Mrs L Freeman Miss E Horton Mrs K Bickley	Mr M Horsfield	Mrs T Davies Mr A Cox
(Mrs S Miller – central point for co-ordination of ambulances)	(Mrs J Jacques - central point for co-ordination of ambulances)	(Mrs J Prior -central point for co-ordination of ambulances)

First Aid Certificates

Bilbrook	CCHS	Perton
	Mrs S Acton	Mrs H Blanchette
	Mrs D Ainsworth	Ms R Dando
	Mrs S Page	Mrs Y Fragapane
	Mrs D Croxall	Mr N Rowley
	Mrs G Bennett	Mr M Stackhouse
	Mrs D Hazlehurst (Mon & Fri only)	Mrs D Hazlehurst (Tues & Thurs only)
	Mrs Y Riley	L Brown

Duke of Edinburgh:	Duke of Edinburgh:	
Mrs C Ward (D of E)	Mrs S Freeman (D of E)	
	Mr D Buckley (D of E)	
	Mrs E Brown (D of E)	
	Mrs C Ward (D of E)	

STAFF/VISITORS

The safety of the casualty must be paramount in relation to the procedures outlined below:

Serious Accident

- Make sure it is safe for you to approach the casualty.
- Send for the first aider.
- Immediate/appropriate first aid should be administered. · First aider to take over treatment as soon as possible
- The safety of the injured person takes priority.

Ambulance Procedure

- Notify School Receptions or the Executive Head teacher (Deputy/Assistant) of the need for an ambulance (if SLT are unavailable, **do not wait** to call an ambulance)
- A member of staff may accompany the casualty if necessary
- Staff/Visitor medical details should be available to the ambulance crew on their arrival.

** All accidents which necessitate treatment should be notified to the nominated First Aid coordinator and an Authority Accident Form **must** be filled in by the casualty as soon as possible. The form must be signed by SLT.

Informing Relatives

If it is decided that a member of staff/visitor has to go to hospital, a relative/friend should be contacted so that they can accept responsibility.

Minor Injuries

Statutory first aid boxes are readily available to all employees.

PUPILS

The safety of the child must be paramount in relation to the procedures outlined below:

Serious Accident/Emergencies

- Make sure it is safe for you to approach the casualty.
- Send for the first aider.
- Immediate/appropriate first aid should be administered.
- First aider to take over treatment as soon as possible.
- The safety of the injured person takes priority.

Ambulance Procedure

- Notify School Reception or the Executive Headteacher (Deputy/Assistant) of the need for an ambulance (if SLT are unavailable, **do not wait** to call an ambulance)
- A member of staff should accompany the casualty in the ambulance and stay with them until a relative can take over.
- Pupil medical details should be available to the ambulance crew on their arrival.

****** All accidents which necessitate treatment should be notified to the nominated first aid coordinator and a Local Authority Form must be filled in by the first aider, casualty and witness (usually teacher in charge) and the Senior Site Supervisor as soon as possible. The form must then be signed by the manager completing the form.

Informing Parents

If the first aid co-ordinator or the Executive Headteacher (Deputy/Assistant) decides that a pupil should go home or to hospital, the parents or guardians should be informed so that they accept responsibility for the child and either collect the child from school or meet him/her at the hospital.

Minor Injuries

First aid boxes are readily available to all employees, but all accidents are to be recorded centrally at:

Bilbrook – Medical Room

CCHS – Student Services

Perton – Medical Room

STATUTORY FIRST AID BOXES

These boxes are readily available to all employees. Their contents are restricted to those items that can be used by an untrained person to treat themselves and others without the risk of exacerbating injuries. The boxes are located as follows:-

Bilbrook	CCHS	Perton
Medical Room	Science Prep Room	Medical Room

D&T Food & Textiles	PE Office	PE Office
Mini bus	Front Office	D&T Dept
Canteen	Student Services	Science Prep Room
Site Office / Cleaners	Art Room 2	Administration Office
	D & T Office	
	Main Cleaners Office	
	Site Supervisors Office	

NOTE: Staff with oversight of the first aid boxes must notify SLT Link for Health and Safety of any first aid items that need replenishing.

TRAVELLING FIRST AID KIT

First Aid Kits should accompany any group taking part in outside/off-site activities. These are available from:

Billbrook – Medical Room, Minibus

CCHS – Student Services, Minibus, Leisure Centre

Perton – Medical Room, PE Department, Minibus

and should be returned to the staff link with responsibility for off site visits.

EMERGENCY

For example: accident/asthma attack, epileptic fit:

- First aider to be sent for immediately. Decisions taken will be relayed to nominated first aid co-ordinator / student services who will contact parents/guardian with information related to their son/daughter.
- The parents/guardians of a student, will be notified if the decision to call an ambulance is taken.
- School nurse can also be contacted at Codsall or Perton Clinic – 01902 847676 (Codsall) – 01902 758150 (Perton Clinic)

Phone Numbers for Advice: Accident/Emergency – 999

Wolverhampton New Cross Hospital - 01902 307999

PROCEDURE FOR REPORTING ACCIDENTS

ALL accidents to students, staff and visitors to the site MUST be reported

- a. Accidents to Employees of the Council
Form HSEB1510 and Accident Investigation Form should be completed. These are available from and returnable to the Senior Site Supervisor/Susan Miller (Bilbrook). These completed forms act as records and take the place of the accident book required under the Social Security Act 1975. They will also assist in the general safety management of the school.
- b. Accidents to Pupils and Others not Employed by the Council
Form HSE accident form BI510 should be completed. These are available from, and returnable to the Senior Site Supervisor.

These completed forms are retained on the accident report file located in:

Bilbrook – Reception

CCHS - the Student Services office

Perton – Reprographics Office

and are retained for three years. They then meet the requirements of the Reporting of Injuries, Disease and Danger Occurrences Regulations 1985, in relation to accidents.

9. Glass & Glazing

A glazing survey was carried out in 2013 by the County Council. A company called Durable has since fitted (December 2013 and January 2014) safety film to all windows as recommended in the survey at all three schools.

10. Hazardous Substances (COSHH)

An inventory of all known hazardous substances is maintained on school sites (within high risk departments) along with relevant data sheets. Staff are instructed to follow all instructions in accordance to published regulations to ensure they are used safely. Staff are instructed not to bring into school any hazardous substances. Risk assessments are carried out within departments for all hazardous substances. Staff are instructed to ensure all hazardous substances are kept in secure controlled storage.

Any protective equipment identified is provided by the school and training provided. The Radiation Protection Adviser at LA performed an inspection at the high school in 2013 and all actions following the audit have been completed. COSHH guidance is stored in the shared area.

In cleaner's cupboards, a folder for all chemicals is kept containing COSHH data sheets and assessments. Science and D and T areas use CLEAPPS guidance for risk assessment and data sheets.

11. Health and Safety Advice

The schools obtain competent Health and Safety advice through the SLA with the Health & Safety Team at the County Council. We also have a SLA with the LA HR section and utilise the LA Occupational Health service for advice and support on staff wellbeing. The schools also use CLEAPPS for practical areas for guidance and up to date information.

12. Housekeeping, cleaning & waste disposal

Site staff at the three schools are responsible for ensuring that the premises are kept clean and accumulation of rubbish kept to a minimum. All site staff pick litter after break and lunch times and record this on the shared area.

The schools employ their own cleaners who maintain housekeeping and health and safety and report any issues to the site staff or Business Manager.

Confidential waste is removed and destroyed by an external contactor, SITA. ICT equipment is disposed of by an external contactor.

Paper is recycled via a recycling bank supplied by South Staffordshire District Council. Hazardous waste such as hygienic waste and chemicals are disposed of through an external contractor. The Schools all use external waste disposal experts. In the event of snow or other adverse weather conditions procedures are in place to minimise the risk and all three schools have the same gritting and recording procedure for adverse weather conditions.

These procedures are communicated to staff via the shared area, staff handbook and staff bulletin.

13. Handling & Lifting

Risk assessments are in place for all significant manual handling activities. Cleaning and support staff have all attended manual handling training in 2013. All manual handling is minimised as much as possible. Specialist equipment is purchased when necessary following risk assessments and staff requests.

14. Jewellery

Students are allowed to wear a pair of studs in their ears, facial jewellery of any kind is not allowed. This forms part of the staff risk assessments and is part of the school admissions policy.

15. Lettings/shared use of premises

The Federation has a lettings policy which is approved by governors and reviewed on an annual basis. First aid provision is provided by the hirer. Fire and emergency arrangements are communicated to the hirer by the administrator of the letting via the lettings agreement. Site staff are on site during all lettings to manage the site safety and security. The school holds a public entertainment license.

As a joint use site, South Staffordshire District Council manages Health and Safety for their use of the premises. Any issues they identify relating to joint use are reported and dealt with via the maintenance reporting helpdesk and/or joint use operational management meetings held each term.

16. Lone Working

We aim to minimise the times any members of staff are lone working on site. In the event that this is necessary, a risk assessment has been carried out and procedures for working alone are in place. As a minimum the member of staff is provided with a walkie-talkie and contact details for assistance.

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

Records of maintenance and inspection of fixed and portable equipment are maintained by the site teams. These are kept in the site offices or on the shared area and undertaken by the site staff or external contractors. These include such things as ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm, emergency lighting, fire extinguishers. All new equipment purchased is selected by a competent member of staff who will determine its suitability and ensure that it is installed correctly.

18. Monitoring the Policy and results

The H & S committee reviews all health and safety procedures and policies which is reported to the Head teacher and the Governing Body via a termly report. The site is

also inspected daily and weekly by site staff and each term by Business Manager. The helpdesk at the high school and reporting forms at the middle schools allows all staff to report defects which are dealt with in priority order. Governors are invited to inspect the premises at the beginning of each of the Premises committee meetings. Where any breaches of policy by staff are identified the member of staff is initially spoken to by the Business Manager or Head teacher.

19. Poster on Health and Safety Law

The Business Manager is responsible for ensuring the siting and updating of the poster. It is sited in the staff room at the three schools.

20. Personal Protective Equipment (PPE)

PPE is supplied free of charge to all staff where a risk assessment has deemed it to be necessary. Site staff are provided with protective clothing and footwear including waterproof coats and trousers for adverse weather conditions. In practical areas such as food technology, D & T and Science, PPE is provided for all staff and students, in Science risk assessments, dictate where goggles or safety glasses are needed, CLEAPPS assessments are used for guidance in D and T and Science.

21. Reporting Defects

At CCHS, defects are reported via the helpdesk and are actioned by the site staff, at BMS and PMS staff fill in either a defect form or log book and all defects are actioned by the site staff. For emergencies at all three schools, staff ring reception and site staff are radio'd to attend the incident. Site staff decide if they can perform the repair or if an external contractor is needed.

Any defect equipment is left outside the classrooms at the end of the school day when students have left with a note for disposal. All items are written off at the Governors Finance Committee meetings.

22. Risk Assessments

The Business Manager is responsible for ensuring RA's are undertaken including special RA's such as for staff who are pregnant or who have particular health problems. Head's of department are responsible for carrying out risk assessments in their own area of responsibility.

All assessments are done on a 12 month a rolling programme. All lead teachers review their risk assessments and all members of that department sign a form to say that they have read and understood the documents, the forms are dated.

In practical areas such as Science, D and T, CLEAPPS guidance is used continually. A termly newsletter is issued to inform of any changes to legislation or risk assessment and this is communicated to the three schools via the technicians.

23. School Trips/ Off-Site Activities

The Federation have adopted the LA procedures for undertaking all school trips and use the EVOLVE system for approval. All trips and assessments are approved by the Head teacher. The Examinations Manager at CCHS is the EVC, Bursars at BMS and PMS. All staff planning trips are responsible for conducting their own risk assessments as they know their own groups of students, where students are being taken to a venue, risk assessments are obtained and generic assessments completed for transport and organising groups.

Where visits are deemed to be high risk or residential or foreign, the trip is also approved by the LA via the EVOLVE system. Overall responsibility for trips lies with the Head teacher.

24. School Transport – e.g. minibuses

All staff required to drive the Federation minibuses have passed both the medical and driving assessments organised through Travel Wise through the County Council. The Federation mini buses are leased through Staffs County Fleet Care. Bookings for the bus at CCHS are managed by the Business Manager and via the receptionist at Perton Middle for BMS and PMS.

25. Smoking

The Federation adopts the County Council policy for no smoking on the whole of the premises. Staff and visitors are not permitted to smoke on any of the premises including external areas. No smoking signage is prominent at all three sites.

26. Staff Consultation and Communication

Health and Safety meetings are held once per term, all three schools meet first to discuss local issues, this is then fed in to an overall meeting held at the high school. Each school within the Federation has a health and safety link Governor – Neil

Eveson, Business Manager for CCHS, Neil Rowley, Cover Manager for PMS and Susan Miller Bursar at Billbrook. Staff can raise issues via email or face to face discussion with the nominated staff at the three schools. Staff feedback is always asked for before H & S meetings and these issues are discussed and are a standing agenda item at the main meeting.

Health and safety is a standing item agenda at SLT meetings.

All information on health and safety is stored in its own folder in the shared area at each school, each school can also view the other schools' information.

27. Stress and staff Well-being

The Federation Business Manager has the delegated responsibility for staff well-being working in conjunction with the Head teacher.

Return to work meetings are held following staff absence and referrals to the LA OHU are implemented where necessary through a pay as you go service level agreement with the County Council. We buy into the HR SLA for advice and guidance on stress related matters and utilise Occupational Health as required.

A copy of the Staffordshire County Council Whistle Blowing Policy is available to staff either as a hardcopy in the staffroom or electronic copy on the shared area under policies.

Where a member of staff identifies work related stress; the Business Manager will conduct a stress risk assessment and then refer the findings to the Head teacher who will organise the appropriate follow on actions. Staff are offered the free counselling service organised through the County Council and this information is also detailed in the shared area in the 'stress guidance' folder.

CCHS has a wellbeing committee that looks at all aspects of staff wellbeing including staff morale, social events. Following the latest health and safety meeting, the health and safety coordinators at the middle schools will set up committees to mirror the one at the high school.

28. Supervision

Adequate supervision is maintained for curricular time, lunchtime, educational visits and at any other times students are in the care of staff in line with County Council guidelines.. We have adopted the LA safer recruitment procedures and have sufficient numbers of staff and governors who have completed the NSCL training to ensure there is at least one trained person on every selection panel. All new staff are required to undertake an enhanced CRB check on appointment as well as providing proof of identity, eligibility to work in UK and proof of qualifications. A central record is in place. These procedures are communicated to all prospective staff through the induction process.

29. Swimming Pool Operating Procedures

Not applicable to the middle schools within the Federation.

Leisure Services staff employed by the District Council manage and monitor all swimming pool systems.

All pool operators have undertaken external training and undergone an assessment of competency which is renewed at regular intervals. The pool water quality is maintained to required quality levels and procedures are in place to rectify any problems. Regular testing of the pool is undertaken. Chemicals used are stored in a secure controlled area. Supervision ratio's for the pool are maintained in line with LA guidelines. Staff who supervise the pool are appropriately qualified. Emergency procedures are in place with fire drills being undertaken at least once per term. As a joint use facility staff at the leisure centre notify the site team of any potential issue with the pool and associated facilities via the site helpdesk. First aid provision is in place for school hours and provided by the hirer for out of hours lettings.

Training and Development

All new staff receive an induction on health and safety from the Business Manager. This enables key risks to be identified with either in house training provided or an external provider being brought in to address the individual's needs. A budget is set aside each year by governors for staff training which can be used for Health & Safety. Where any one off special training is required, governors are informed via the termly report. The Federation uses a CPD package called 'Genie Suite'. Staff can request training through this system and staff appraisal is also conducted using the same system. A request for approval is sent to the line manager of the member of staff. All training is assessed through induction or appraisal.

30. Use of VDU's / Display Screens / DSE

All staff who spend more than 2 hours per day using a VDU complete the DSE assessment annually, last done in March 2020. All issues highlighted are resolved by the Business Manager in conjunction with the member of staff.

31. Vehicles on Site

A risk assessment for the interaction between vehicles and people on site has been undertaken. Deliveries are made to reception and then drivers are directed to the nearest possible entrance. A member of the site team will oversee large deliveries. At the end of the school day at CCHS site staff perform duties on the car park to restrict access to site between 2.45pm and 3.15pm. A one way system across the Leisure car park is also in operation. Coaches are situated at the back end of the car park and

can only exit one way. Staff are not allowed to move their vehicles on the school site until 3.15pm. Staff at all three schools perform a duty before and after school on the car parks.

32. Violence to Staff / School Security

The Federation adopts the County Council policy on violence and aggression. All visitors report to reception and this is documented via signage at the schools. All staff wear an ID badge and staff and students are told to question any person in school not wearing a badge.

During open events and holidays, access is restricted to the front doors of the school. All staff are asked to lock their doors and to ensure all valuables and desirable items are not visible and are taken home during holidays or periods of absence. All three schools use a security company during the night time and all site staff are on call overnight on a rota basis.

33. Working at Height

All staff identified as being required to work at heights are given training by an external training provider.

Staff are instructed not to climb on tables or chairs. All steps and ladders are subject to a visual inspection every six months by the site team and a record maintained. Staff are instructed not to allow contractors or students to use any steps or ladders. Contractors are asked to provide risk assessments and method statements for work that they carry out. A list of ladder and tower trained staff is available in the shared areas at each school.

34. Water Hygiene

Regular water and calorifier checks are carried out monthly by site staff, the site staff maintains records for these within the premises water hygiene manual located in the site office. SCC contracts are in place for two regular service checks per annum with Hertel & two yearly risk assessment are carried out through Integrated Water Services (IWS). Shower heads are cleaned and de-scaled every three months by site staff or as and when required. Air conditioning inspections are carried out every three months by M.I.T.I.E. through SCC contract this includes all emergency repairs. Swimming pool tests are carried out by the Leisure Services staff.

36. Work Experience

The high school follows the County Council guidance for organising work experience of our students and uses the Staffordshire Service. Training is provided for the work experience coordinator through the SLA with the local authority. The SLA provides guidance and support for the coordinator by listing approved work places and guidance on risk assessment and health and safety checks and paperwork needed.

Local Health and Safety Key Performance Indicators & Specific Responsibilities

The Governing Body:

The Governing Body will comply with any directions issued by the local authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the local authority carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the local authority will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

The Head teacher:

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head teacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head teacher will include: -

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and firefighting appliances;
- 2.9 The funding of necessary safety training for staff;

- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Head teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. 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

Business Manager:

The Head teacher will delegate to the Senior Site Supervisor, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

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- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

3.11 Ensure that all Lead Teachers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

Lead Teachers:

All Lead Teachers are responsible to the Head teacher (via the Business Manager) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Senior Site Supervisor of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Senior Site Supervisor;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Senior Site Supervisor accordingly;
- 4.11 consult with all staff on any matters, which may affect their health or safety whilst at work;
- 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities, which are peculiar to the department;

- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Senior Site Supervisor;
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

Teaching Staff:

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the school's health and safety policy and any local rules and arrangements, which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Senior Site Supervisor;
- 5.9 investigate all accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;
- 5.10 propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;

5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

Site Staff:

The Site Staff are responsible to the Head teacher via the Business Manager. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- 6.4 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.

Health & Safety Coordinators;

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head teacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;

- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

All Employees [including temporary & volunteers]

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

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

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;

8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;

8.7 follow all relevant codes of safe working practice and local rules;

8.8 report any unsafe working practices to the head of dept/Deputy Head teacher .

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

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

9.1 follow all instructions issued by any member of staff in the case of an emergency;

9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.

9.3 inform any member of staff of any situation, which may affect their safety.

Key Performance Indicators / Ongoing Tasks

Area of work	What is required
Health and Safety Leadership <ul style="list-style-type: none"> - Staff / SLT Roles and Responsibilities staff aware of what their role is and support H&S Policy and Headteacher in carrying them out - Health and safety Policy in place and effective in determining the H&S culture - General Housekeeping - Accident Reporting (including violent incidents or traffic accidents) - Consultation and Communication 	Continuous
PPE Use	Pre-use condition check Ensure staff are wearing correct equipment
Emergency procedures	Have in place plans for emergency Preparedness (Contingency) Review and test annually

10.1

Section 1 - Health and Safety Management - Ongoing Tasks

Section 2 - Daily Premises issues - Ongoing (as required) tasks

Area of work	What is required
Playground	Daily visual inspection to check for hazards
Playing fields	
Paths and access routes	
Contractors (<i>where employed directly</i>)	Pre-work checks and documentation. During work activity – regular reviews. Post work review of performance Hazard Exchange information
Asbestos Records Systems Manual in place and staff aware	Manual present in all premises Any actions required are part of a plan to carry out Manual brought to the attention of contractors Annual reminder of information in manual to staff
Water Hygiene Record Systems Manual	Present in all premises Annual reminder of information in manual to staff Staff who have responsibilities to carry out Water temperature checks are aware of what to do, carry out and record.

	Thermometer accuracy – checked during a service visit by the water hygiene consultant
Premises License	Must be held by premises who wish to hold public entertainment
Driving for Work (Vehicle owned by CC)	Annual check -Driver has licence -Vehicle MOT and insurance up to date -Driver assessment where necessary
Driving for Work (Vehicle owned by driver)	Annual -Drivers Licence MOT Road tax Insurance -Driver assessment where necessary
Work equipment e.g. sports, office equipment	Visual pre-use check Used and operated in correct way
Access equipment for work at height e.g. ladders, scaffold towers, mobile equipment such as cherry pickers	Daily pre-use check
Swimming Pool water hygiene checks	If required. Periods recommended by the manufacturer Includes swimming pools and Jacuzzi baths/hydrotherapy pools

Section 3 - Weekly tasks

Area of work	What is required
First Aid Box	Ensure staff member has responsibility to do this Regularly check contents and replenish with recommended contents only
Local exhaust ventilation (including fume cupboards)	Weekly Visual Checks
Fire Alarm tests	Weekly for electric systems (different call points) See - Six monthly for manually operated systems
Water temperature checks	Weekly - Flushing of little used or disused outlets

	(identified by the water system survey)
Swimming Pool checks	Weekly (depends upon type of test)

Section 4 - Monthly tasks

Area of work	What is required
Water temperature checks: -Cold water systems – temperature checks -Hot water systems – temperature checks for scalding prevention -Hot water system – temperature checks for Legionella prevention	Depending on type of water outlet

Section 5 - Quarterly/termly tasks

Area of work	What is required
Shower head/spray tap cleaning	Quarterly (minimum) or more frequent if necessary Cleaning in line with Water Hygiene Policy
Guttering / grids	Twice during winter months - clear any blockages
Fire Drills	Each Term

Section 6 - Six Monthly

Area of work	What is required
Lifting Equipment	Six or twelve monthly inspections depending on the equipment schedule carried out by lifting equipment contractor
Fire Alarm tests	Six monthly for manually operated systems
Lifts	6 month inspection if passenger lift 12 month inspection if goods lift

	Carried out by lifting equipment contractor
Water Hygiene Policy - Air conditioning equipment	Serviced in accordance with the manufacturer's instructions every 6 months by the contractor appointed by the Council

Section 7 - Annual tasks

Area of work	What is required
H&S Policy Review H&S Policy and local arrangements	Review to ensure that roles and responsibilities are defined and that school procedures are in place. Refresh information to staff, parents and pupils as necessary.
Competent H&S Advice Sign up to H&S Service Level Agreement or ensure services of a Competent Adviser	Annually (in April - Service runs from Sept – Sept) Ensure that there is competent health and safety advice available. Where this is not provided by Strategic Health and Safety Services information about the provider of competent H&S advice will be requested
Design and Technology - where required	Annual inspection takes place where required. Where D&T equipment requires ongoing maintenance contract. D&T Service Level Agreement as required or ensure services of a Competent Person
Insurance Display new Insurance Certificates (Employer Liability and Public Liability)	Annually (April)
Self Evaluation of H&S (Step 1 of Audit and Evaluation Process)	Annual review of day to day health and safety activities. To take place in OCTOBER each year, results retained in school.
Self Audit (Step 2 of Audit and Evaluation Process)	Annual review in JANUARY of health and safety management within the school. Level of achievement in each category agreed and action plan to be created. Send overview and action plan to Strategic Health and Safety Service.
Fire extinguisher servicing	Annually by contractor
Risk Assessments Create and review Risk Assessments for - General premises and activities - COSHH (Control of Substances Hazardous to Health) - Manual handling	Create for existing tasks or when new activity introduced

<ul style="list-style-type: none"> - Fire - Work Equipment - Display Screen Equipment - Working at height - Vibration - Noise at Work - Educational Visits - Curriculum activities (including PE) 	Review at adequate intervals, when significant changes occur, when new hazards are identified or when an accident occurs
<p>Safe Systems of Work Create and review as necessary</p>	<p>Linked to risk assessments and other health and safety procedures</p> <p>Create and review annually as required.</p>
Training and Competency of staff	<p>Annual plan and review</p> <p>In line with training plans, risk assessments, and Personal Review process</p>
<p>First Aiders (where First Aiders are appointed)</p>	RECOMMENDED annual refresher (for certificates after Oct 2009) 3 year recertification
<p>Emergency Aiders (Where Appointed)</p>	RECOMMENDED annual refresher (for certificates after 2009) 3 year full recertification
Medication Policy	Review annually that procedures in place and roles of staff defined
Portable appliance inventory	Review annually or create when new equipment is brought into use
Portable appliance testing (PAT)	<p>PAT test in line with County Council Policy and internal contracts</p> <p>Regular visual checks by users PAT testing - dependant upon type of equipment</p>
Swimming pool equipment – electrical checks	Annual formal test
Local exhaust ventilation	Every 14 months - Formal examination – competent contractor must be in place
Lifting equipment inventory	<p>Ensure that all lifting equipment is added to this inventory</p> <p>Review annually or when new equipment is brought into use</p>
Lifting Equipment	6 or 12 monthly inspections dependent upon type of equipment - contractor
Fire Risk Assessment	Create new if required or annual review of the assessment
<p>Ladders and other access equipment inventory e.g. Ladders, step ladders, kick stools, scaffold towers</p>	<p>Create inventory</p> <p>Review annually or when new access equipment is brought into use</p>

	Annual condition check
Access equipment for work at height e.g. scaffold towers, mobile equipment such as cherry pickers	Create inventory Daily pre-use check Review annually or when new access equipment is brought into use Annual condition check Annual maintenance condition check
Work equipment inventory	Create and review annually or when new work equipment is brought into use Annual maintenance or condition check
PPE condition check	Annual maintenance or condition check See also Daily pre-use check
Building Security Alarms, locks	Annual test – contractor
Gas Boilers	Annual service and test (Contractor must be on Gas Safety Register)
Gas Appliances (Catering)	Annual service and test (Contractor must be on Gas Safety Register)
Gas (Laboratory)	Annual service and test (Contractor must be on Gas Safety Register)
Radiation	Frequency details to be checked by responsible person
Lifts	12 month inspection if goods lift
Windows	Annually (respond to reports of damage or malfunction) Ensure replacement glass and glazing is installed in line with correct glazing standards

Section 8 - Every 2 years

Area of work	What is required
Water system risk assessment review	Every two years - contractor review (to be checked against contract)

Section 9 - Every 5 years

Area of work	What is required
Fixed Electrical equipment	Every 5 years - Contract