

# Health and Safety Policy

St Werburgh's Primary School

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|-----------------|------------------------------|
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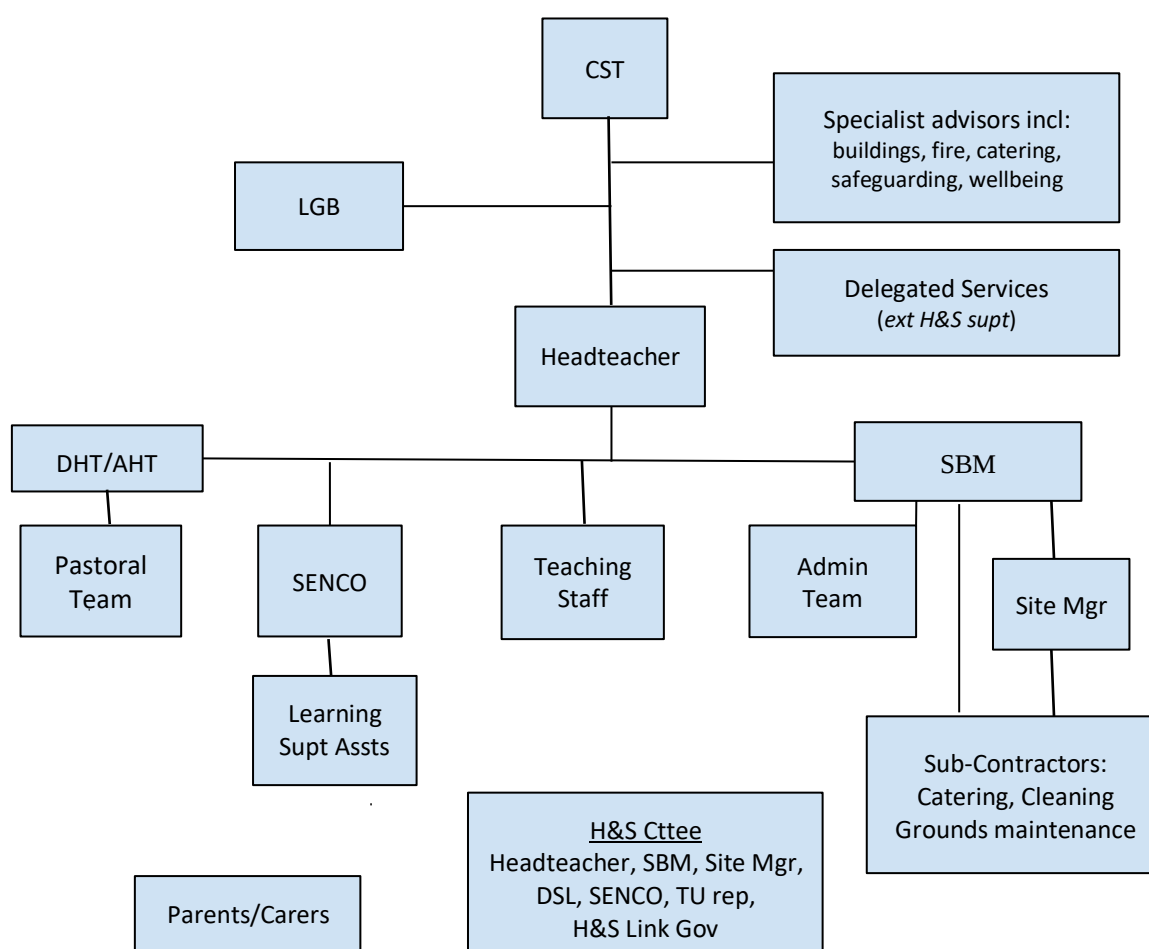
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## **1 INTRODUCTION**

1. This policy should be read in conjunction with the Cathedral Schools Trust's (CST) overarching Health and Safety Policy. Certain elements of this document have been set by CST as requirements, whilst others are for our local attention.
2. The management system covering the health, safety and well-being (H&S) of everybody at St Werburgh's Primary School has been revised and updated. Anyone teaching, learning, working, volunteering or visiting the School can be confident that we have done that the School is doing its best to prevent any harm to them.
3. To make the H&S management task easier we have included some items that would not normally come under H&S provisions, such as food hygiene but this approach should make it easier to administer the School's regulatory compliance.
4. Good practice based on knowledge and experience means that we can do challenging activities safely. We therefore encourage innovation, experiment and well considered risk-taking.

## **2 ST WERBURGH'S PRIMARY SCHOOL – H&S ORGANISATIONAL CHART**



NB The CST H&S organisational chart can be found in the overarching CST Health and Safety Policy.

### **3 ORGANISATION & MANAGEMENT OF H&S AT ST WERBURGH'S PRIMARY SCHOOL**

#### **3.1 Overview**

5. St Werburgh's Primary School (SWP or the School) will comply with the provisos and instructions set out in the CST H&S Policy, and the relevant guidance from the following organisations:

- the Health and Safety Executive (HSE),
- Department for Education (DfE),
- Education and Skills Funding Agency,
- the Food Standards Agency,
- and other regulators or advisors such as the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

6. The School will report to CST regularly on H&S matters. CST in turn will support the School with the development of its H&S practices and procedures, and risk assessment and guidance; and will facilitate the provision of expert advice from internal and external sources.

7. The division of responsibility for H&S matters between CST and SWP is set out at [Annex 1](#).

8. Where appropriate, H&S will be organised in conjunction with child protection and *Safeguarding* arrangements, security, personal health issues such as mental health, and any other relevant matters.

9. The School will adopt an approach of being *risk aware* rather than *risk averse*. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits. All members of staff will be encouraged to adopt this approach, which will be implemented primarily through the use of risk assessments and risk management.

10. The School's H&S organisation will provide the means to do the following:

- Manage and supervise staff;
- Report defects and arrange repairs (using *Every* and the school safety compliance tool *iAM Compliant*);
- Inform and brief employees,
- Involve staff in H&S management and consult with them; and
- Provide a means of whistleblowing should the need arise.

11. The rights of employees will be formally displayed using the HSE poster, which will be put on noticeboards in the school offices and staff rooms.

12. Parents and carers of children at the School, and other relatives and visitors who are not employed by SWP, are covered by the general duties described in Section 3 of the Health and Safety at Work act 1974.

#### **3.2 Children & Parents/Carers**

13. [Expectations of the Children](#). The children are expected to comply with the School's Behaviour Guidelines and to cooperate in the H&S management processes. Teachers and other

school staff are responsible for ensuring that the children are aware of H&S procedures, whether during lessons, trips or more generally. The School has an overall responsibility for safeguarding children, which includes H&S, and for child protection. The requirements are provisions are set out in the ***CST Safeguarding and Child Protection Policy***.

14. Involvement of the Children. The School will encourage children to learn life skills that include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely, and learning how to prepare for adult life and work. The children will be encouraged to take part in the School community and contribute to H&S initiatives.

15. Involvement of Parents/Carers. Parents and carers are expected to follow any instructions and guidance provided by the School with regard to H&S.

### **3.3 External Advisors & Regulatory Agencies**

16. External Advisors. Where possible, the School will have staff trained to provide H&S advice and expertise. However, external advisors will be referred to, where necessary, for advice on matters such as gas safety, critical incidents, educational trips and other H&S management matters.

17. Involvement of External Regulatory Agencies. The School will comply with the statutory requirements and refer to non-statutory guidance published by the external regulatory agencies listed below. The School will also cooperate fully with any informal visits, inspections or investigations by such agencies or other authorised bodies.

- Avon Fire and Rescue service
- Avon and Somerset Police
- Bristol City Council
- Bristol Water
- Department for Education
- Environment Agency
- Food Standards Agency
- Health and Safety Executive
- Ofsted
- UK Health Security Agency

### **3.4 Trade Unions**

18. Trade Unions Consultation. In the absence of any Trade Union representatives at the School, the Headteacher will seek volunteers from teaching and support staff areas to consult with and will comply with the consultation in accordance with the *Health and Safety (Consultation with Employees) Regulations*.

## **4 H&S ROLES AND RESPONSIBILITIES AT SWP**

### **4.1 Headteacher**

19. Accountability. The Headteacher is accountable to CST for:

- a. Complying with the requirements of the ***CST H&S Policy***;

- b. Implementing this H&S Policy; and for
  - c. All H&S-related matters at the School.
20. **Roles.** The Headteacher will carry out the following statutory roles for the School:
- a. **Asbestos Duty Holder** in accordance with the *Control of Asbestos Regulations*,
  - b. **Responsible Person for Fire Safety** in accordance with the *Regulatory Reform (Fire Safety) Order*,
  - c. **Legionella Duty Holder**.
21. **Responsibilities.** The Headteacher will be responsible for the following:
- a. **Safeguarding.** The Headteacher will ensure that *Safeguarding* best practice is followed at the School. The day-to-day responsibility for this will be delegated to the **Designated Safeguarding Lead (DSL)**.
  - b. **Asbestos Duty Holder.** The Headteacher will ensure compliance with the applicable *Control of Asbestos Regulations* in relation to the prevention of the release of asbestos fibres in the School. The day-to-day responsibility for this will be delegated to the **SBM**.
  - c. **Catering.** The Headteacher will ensure that the catering contractor complies with their H&S responsibilities set out at [Annex 2](#) and will delegate the day-to-day responsibility for overseeing this to the **SBM**. The Headteacher will ensure that the catering risk assessments are reviewed annually.
  - d. **Cleaning.** The Headteacher will ensure that the cleaning contractor complies with their H&S responsibilities set out at [Annex 3](#) and will delegate the day-to-day responsibility for overseeing this to the **SBM**. The Headteacher will ensure that the cleaning risk assessments are reviewed annually.
  - e. **Driving.** The Headteacher will ensure that anyone driving a minibus for school-related activities has undergone appropriate training and is aware of the safety provisions set out in **Section 7.11 below**.
  - f. **Emergency Response Procedures.** The Headteacher will ensure that emergency response procedures are in place for evacuation, lockdown, or missing or lost children. The day-to-day responsibility for this will be delegated to the **SBM**.
  - g. **Fire Safety.** The Headteacher will ensure that Fire Risk Assessments of the School and its activities are undertaken regularly; that appropriate Fire Precautions are put in place; and that the School's Fire Safety Arrangements are reviewed annually. The day-to-day responsibility for this will be delegated to the **SBM**. **[See Section 7.14 below]**.
  - a. **Home Visits.** The Headteacher will ensure that risks to staff associated with Home Visits are managed in accordance with the **SWP Home Visits Policy**. **[See Section 7.18 below]**.
  - h. **Lone Working Visits.** The Headteacher will ensure that risks to staff associated with Lone Working are managed in accordance with the **CST/SWP Lone Working Policy**. The day-to-day responsibility for this will be delegated to the **SBM**. **[See Section 7.23 below]**.
  - i. **Risk Management.** The Headteacher will ensure that risks at the School are systematically identified, recorded and managed. The day-to-day responsibility for this will be delegated to the **SBM**.

- j. Training of Staff. The Headteacher will ensure that all staff have received appropriate training to enable them to fulfil their responsibilities. For more details **see Section 8 below.**
  - k. Induction of New members of Staff. The Headteacher will ensure that newly appointed members of staff have received appropriate induction training. For more details **see Section 8 below.**
  - l. H&S Specific Training. The Headteacher will ensure that those members of staff (and governors) who have specific H&S-related responsibilities have received appropriate training. **see Section 8 below.**
  - m. Water Hygiene / Legionella. The Headteacher will ensure that the potential risks from Legionella bacteria that may arise from work activities are properly managed. The management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulation assist and support the assessment, prevention or control of the risk from the bacteria by taking the suitable precautions. The day-to-day responsibility for this will be delegated to the **Site Mgr.**
22. Promulgation of Changes to H&S Documents or Information. The Headteacher will ensure that all staff are informed of any changes to the H&S Policy and relevant H&S-related procedures, arrangements or practices. Any such changes should also be brought to the attention of other relevant stakeholders.
23. Promulgation of New H&S Information. The Headteacher will ensure that all staff are informed of any new H&S-related documents or information. This H&S information should also be brought to the attention of other relevant stakeholders.
24. Reporting to the Local Governing Body. The Headteacher should provide the Local Governing Body with an annual report on H&S matters as detailed in **Section 6.5 below.**
25. Delegation of H&S Management Responsibilities. The Headteacher will ensure that the following specific responsibilities are delegated to appropriate members of staff and specified in the relevant School Policies:
- a. Administration of Medication. The Headteacher will identify and appoint members of staff to assist with the administration of medication to children, as set out in the **SWP Administration of Medication Policy.**
  - b. Educational Visits/Trips. The Headteacher will appoint an **Educational Visits Co-ordinator** to coordinate and manage the School's educational visits/trips, as set out in the **SWP Educational Visits Policy.**
  - c. Emergency Procedures. The Headteacher will delegate responsibility for the School's readiness to respond to emergency situations to the **SBM** together with the updating and revision of the **SWP Emergency Response Plan.**
  - d. First Aiders. The Headteacher will appoint members of staff to take on the role of First Aiders at various skill levels, as set out in the **SWP First Aid Policy.**
  - e. Fire Warden /Fire Marshal Duties. The Headteacher will appoint members of staff to carry out Fire Warden /Fire Marshal duties on each of the School's sites, in accordance with the **SWP Emergency Response Plan.**
  - f. Safeguarding. The Headteacher will delegate the management of *Safeguarding* matters to the **DSL** who will carry out the role in accordance with the **CST Safeguarding and Child Protection Policy.**

- g. Safeguarding Single Central Record (SCR). The Headteacher will delegate the management of the Single Central Record to the **SBM** and ensure that regular checks are carried out, including by the **DSL** and **Safeguarding Link Governor**.
  - h. Special Educational Needs and Disability (SEND). The Headteacher will delegate the management of SEND matters to the Special Educational Needs Coordinator (**SENCO**), who will carry out the role in accordance with the **CST Special Educational Needs and Disability (SEND) Policy**.
26. Contractor/Maintenance Work. The Headteacher has the following specific responsibilities relating to contractor or maintenance work at the School.
- a. Contractor Work / Headteacher's Client Duty. The Headteacher will ensure that the competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. This is part of the Headteacher's *Client Duty* under *The Construction (Design and Management) Regulations*. The day-to-day responsibility for this will be delegated to the **SBM**.
  - b. Coordination of Contractual & Maintenance Work. The Headteacher has overall responsibility for the contractual and maintenance work carried out on school premises but will delegate the day-to-day co-ordination of it to the **SBM**. **NB the School is required to consult with the CST Estates Manager where the cost of any maintenance is above £5000; this requirement is in addition to the CST financial scheme of delegation.**
  - c. Stopping Unsafe Practices. The Headteacher has the authority to stop what are considered unsafe practices, or unsafe use of any plant, machinery, equipment, tools, materials and substances on the School premises. The day-to-day responsibility for this will be delegated to the **SBM**.
  - d. Improvements to Premises, Plant, Machinery And Equipment. The Headteacher has overall responsibility for any improvements to premises, plant, machinery and equipment. The day-to-day responsibility for this will be delegated to the **SBM**.

## **4.2 Local Governing Body**

27. The Local Governing Body (LGB) is responsible for the following:
- a. Reviewing and approving the School's H&S policy.
  - b. Ensuring that the School's H&S policy is being implemented properly and that risk assessments are being carried out as necessary.

## **4.3 School Business Manager (SBM)**

28. H&S Lead. The SBM is designated as the School's **H&S Lead** and is responsible for administering and managing day-to-day H&S matters, plus specific matters on behalf of the Headteacher. As **H&S Lead**, the SBM is expected to take a proactive interest in the H&S aspects of all activities. The SBM will act as the day-to-day link for H&S matters between the School and the Headteacher, governors, contractors and consultants, and any other relevant Competent Person (or Body).
29. Responsibilities. The SBM will be responsible for the following:

- a. Asbestos Management. The day-to-day implementation of *Control of Asbestos Regulations* at the School. [See Sub-section 7.3 below].
  - b. Contractors. Managing contractors as set out below. [See Sub-section 7.7 below].
30. Catering Contractor. The day-to-day management of the catering contract and liaison with the **Catering Manager**.
31. Cleaning Contractor. The day-to-day management of the cleaning contract and liaison with the **Cleaning Manager**.
32. Building/Maintenance Contractors. The day-to-day management of any construction, refurbishment, and maintenance work carried out by contractors or other third parties on the School's buildings, plant, or equipment.
- a. Contractual and Maintenance Work. The day-to-day co-ordination of all contractual and maintenance work carried out on the School's premises; this will involve liaising with the school staff and others to ensure that safety arrangements and procedures are observed.
  - b. Display Screen Equipment. Ensuring that workplace risk assessments are carried out for all users of Display Screen Equipment at the School. [See Section 7.10 below].
  - c. Driving at Work. Ensuring that relevant staff are familiar with the Driving at Work guidance and requirements. [See Section 7.11 below].
  - d. Emergency Response Procedures. The day-to-day responsibility for the School's readiness to respond to any emergency situations in accordance with the **SWP Emergency Response Plan**; and the periodic updating and revision of that plan. [See Section 7.13 below].
  - e. Fire Safety. The day-to-day management of fire safety at the School, including the carrying out of Fire Risk Assessments and the implementation of Fire Precaution measures. [See Section 7.14 below].
  - f. H&S Cttee. Acting as Sec of the School's H&S Committee. [See Section 6.3 below].
  - g. H&S Walks & Site Inspections. Organising and managing regular H&S Walks and site inspections, recording the findings and instigating appropriate rectification measures or responses. [See Section 7.20 below].
  - h. Liaison with Staff. Liaising with school staff who have H&S-related roles, the Dep & Asst Headteachers, the DSL, the SENCO, the Educational Visits Coordinator, the Kitchen Supervisor & Catering Manager, the Cleaning Manager.
  - i. Lone Working. The day-to-day responsibility for managing risks resulting from Lone Working. [See Section 7.23 below].
  - j. Manual Handling. The day-to-day responsibility for managing risks resulting from Manual Handling. [See Section 7.24 below].
  - k. Personal Protective Equipment. The selection and provision of appropriate personal protective clothing and equipment (PPE) for members of staff (in conjunction with the **Site Mgr**) in accordance with relevant risk assessment / best practice guidance. [See Section 7.28 below].
  - l. Risk Management. Undertaking Risk Assessments, as required, and managing and maintaining the School's Risk Register. [See Section 6.1 below].

m. Water Hygiene/Legionella. The day-to-day management of water hygiene at the School in order to prevent potential health risks from the Legionella bacteria. [See Section 7.35 below].

#### **4.4 Site Manager**

33. General Responsibilities. The Site Mgr plays a pivotal role in the management of H&S at the School and keeping the SBM and Headteacher informed on any H&S issues that may arise. The Site Mgr must be familiar with the provisions of this policy and the CST H&S Policy, and their implications for the activities and working arrangements for the employees. The Site Mgr should work in accordance with other relevant policies and guidance issued by CST and the School, ensuring that relevant industry best practice is applied where appropriate.

34. Caretaking, Cleanliness & Hygiene. The Site Mgr is responsible for ensuring that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained throughout the premises on the 2 school sites.

35. Contractual and Maintenance Work. The Site Mgr will work with the SBM to coordinate all contractual work and maintenance carried out on the premises. This will include:

- a. Ensuring that the SBM is made aware of all contractors and/or 3<sup>rd</sup> parties entering the School to undertake maintenance, service, or works contracts.
- b. Liaising with contractors in order to:
  - (1) Check that they have adequate safety procedures in force;
  - (2) Confirm that they are aware of the provisions of the School's H&S Policy, as it affects them, and any other relevant H&S information, for instance the School's Asbestos Register;
  - (3) Ensure that they observe relevant safety procedures and policy agreements.

36. Fire Safety. The Site Mgr is responsible for informing the Headteacher, the SBM and the CST Estates Manager of any issues that may impact on the Fire Risk Assessment annual review. **See Section 7.14.**

37. Manual Handling. See **Section 7.24.**

38. Personal Protective Equipment. See **Section 7.27.**

39. Plant, Machinery & Equipment etc. See **Section 7.28.**

a. Safety Information. The Site Mgr should ensure that all plant, machinery, equipment, tools, materials, and substances etc received from suppliers for the School's use are accompanied by appropriate information. This should include, in particular, manufacturer's data sheets, COSHH guidance, instruction handbooks etc, which should be read before the machinery, equipment is used.

b. Maintenance & Inspection Records. The Site Mgr should obtain copies of maintenance and inspection reports/certificates for all plant and equipment used on the school grounds or in the site maintenance service and should share them with the SBM. This includes portable appliance testing (PAT) and vehicle safety checks. These records should be uploaded to *Every / iAM Compliant*.

- c. Safe Systems of Work. The Site Mgr should produce safe systems of work for any plant, machinery and equipment used on the school sites.
  - d. Defect Reporting. The Site Mgr should report any defects and other problems to the SBM.
  - e. Repair of Equipment.
    - (1) Routine Requirements. The Site Mgr should inform the SBM of any routine equipment repair requirements.
    - (2) Emergency Requirements. In cases of urgency or emergency, the Site Mgr should arrange for equipment repairs and then inform the SBM or Headteacher.
40. Risk Assessments.
- a. The Site Mgr is responsible for risk assessing their own work and related activities, including fire risk assessments and working at height in line with the Working at Height Regulations 2005.
  - b. The Site Mgr is specifically responsible for carrying out risk assessments of the following:
    - (1) Vehicle and pedestrian interactions.
    - (2) Any new equipment supplied to the School.
    - (3) The cleaning and maintenance of plant, machinery and equipment.
41. Site Inspections and Walks. The Site Mgr is responsible for carrying out regular inspection and walks of the 2 sites with a focus on:
- a. Housekeeping. See Section 7.19.
  - b. The condition of the playgrounds. **See Section 7.29.**
  - c. The condition of the playground equipment. **See Section 7.30.**
42. Site Safety and Security.
- a. Site Safety. The Site Mgr should help ensure that the School's 2 sites are safe by:
    - (1) Undertaking general maintenance including repairs and minor improvement works.
    - (2) Carrying out routine inspections of the buildings and external areas to identify defects and record maintenance requirements.
  - b. Safety Compliance. The Site Mgr will work with the SBM to keep the records on **Every** and **IAM Compliant** up to date with results of any repair and maintenance; and taking action to organise work when equipment is overdue for attention.
  - c. Site Security. The Site Mgr is responsible for maintaining the security of both the School sites by:
    - (1) Undertaking regular security checks;
    - (2) Monitoring fire safety equipment and participating in fire drills; and
    - (3) Undertaking caretaking duties and associated tasks.
43. Promotion of H&S. The Site Mgr will assist in the promotion of the health and safety of children, staff and visitors at all times (in line with the appropriate H&S legislation).

44. Safeguarding. The Site Mgr will assist the Headteacher and other staff in ensuring that *Safeguarding* best practice is followed around the School's 2 sites.

#### **4.5 Catering Manager - H&S Responsibilities**

45. The Catering Manager's H&S responsibilities are set out at [Annex 2](#).

#### **4.6 Cleaning Contractor and Staff – H&S Responsibilities**

46. The Cleaning Contractor and Staff's H&S responsibilities are set out at [Annex 3](#).

#### **4.7 Designated Safeguarding Lead (DSL)**

47. The DSL is responsible for the day-to-day management of *Safeguarding* matters at the School. Details of the role and responsibilities of the DSL are set out in the ***CST Safeguarding and Child Protection Policy***.

#### **4.8 Early Years Staff**

48. The School's aim is to meet or exceed the H&S requirements of the EYFS framework. Input from medical practitioners and other advisors will be sought, if this could improve the outcomes for children and their families.

#### **4.9 Educational Visits Coordinator**

49. The Educational Visits Coordinator is responsible for the day-to-day coordination and management of the School's educational visits/trip's role. The detailed role and responsibilities of the Educational Visits Coordinator are set out in the ***SWP Educational Visits Policy***.

#### **4.10 Fire Wardens**

50. Role – General. The Fire Wardens will be appointed by the Headteacher and will receive training on their roles and responsibilities. Their main role is to facilitate fire safety procedures such as fire prevention, inspection, fire detection and alarm, and evacuation. They may also be required to assist in other emergency incidents such as site evacuation, the response to gas leaks or floods, school lockdowns and terrorist type events.

51. Role – Specific. All staff have a role to play in the event of a fire or other emergency occurrences and they would be expected to support the SLT as far as they are able to. However, the Fire Wardens have specific tasks to carry out. In accordance with the ***SWP Emergency Response Plan***, they would support the SLT in organising evacuations if needed, or other movement of staff, children and visitors.

1. The detailed role and responsibilities of the Fire Wardens are set out in the ***SWP Emergency Response Plan***.

#### **4.11 First Aiders**

52. The detailed role and responsibilities of the School's First Aiders are set out in the ***SWP First Aid Visits Policy***. See Section 7.15 below.

#### **4.12 SENCO**

53. SENCO is responsible for the day-to-day management of *SEND* matters at the School. The detailed role and responsibilities of the SENCO are set out in the ***CST Special Educational Needs and Disability (SEND) Policy***.

#### **4.13 Staff Responsibilities - General**

54. Legal Responsibilities. All members of staff have a legal responsibility (under the *Health and Safety at Work Act 1974 Section 7*) to '*take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties*'.

55. Accountability. Members of staff are responsible and accountable to the Headteacher and those with delegated H&S responsibilities for the implementation of this H&S Policy in the performance of their duties.

56. Knowledge of H&S Requirements. All members of staff should be fully aware of what this H&S Policy requires of them, of its implications, and of any H&S-related procedures, arrangements and practices that are applicable to their individual roles and areas of responsibility. All members of staff will be made aware of any changes to the H&S Policy and relevant H&S-related and as part of the policy update procedure.

57. Induction of New Members of Staff. All new members of staff will be given access to the School's H&S Policy during their induction, and they are required to be familiar with all the documents relating to H&S in the School.

58. Policy Changes or Updates. **See paras 19 & 20 above.**

59. Safe Working Arrangements. Members of staff are required to comply with any specific requirements set out in the School's *Safe Working* arrangements set out for their specific roles or areas of responsibility.

60. Instruction and Training of Children. Staff must ensure that all children or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.

### **5 REPORTING**

#### **5.1 Reporting Responsibilities and Requirements.**

61. Headteacher's Reporting Responsibilities. With regard to reporting of H&S-related accidents or incidents, the Headteacher is responsible for the following:

- d. Ensuring that any accidents or other H&S-related incidents, including near misses, are reported in accordance with legal requirements, such as the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*.
- e. Ensuring that local reporting procedures function efficiently and effectively. This includes the agreed procedure for reporting defects, hazards and any problems regarding H&S matters.

62. Staff Members' Reporting Responsibilities. If a member of staff identifies an H&S-related problem, defect or hazard, they should comply with the following procedure:
- Firstly, **isolate** the 'issue' and take immediate safety action; then
  - report** the problem, defect or hazard to the SBM.
  - And then, **ensure** that the matter is recorded on *Every/iAMS* as soon as practicable.
63. Early Years Reporting Requirements. Any RIDDOR report relating to the School's Early Years provision must also be reported to Ofsted at the same time.
64. Safeguarding Reporting. Any accidents involving children may need to be reported in accordance with *Safeguarding* requirements as well. This will depend on the circumstances of the accident.
65. Reporting to Delegated Services using 'Go To'. The School should also keep Delegated Services informed of any reports using the - **Go To** - online reporting tool and the definitions associated with it.

## **5.2 Accidents & Incidents Reporting**

66. These are the most serious incidents and must be reported by the Trust. HSE has produced clear and simple guidance for schools - [Guidance on Incident Reporting in Schools](#).
67. Incidents should be reported by staff using iAMS/Paper forms to the SBM /Headteacher and a decision should be made as to whether a RIDDOR report is required in accordance with the HSE guidance.
68. Where a reportable incident occurs during school activities, the School should notify the CST Estates Manager and/or Delegated Services (CST's H&S advisors) as soon as possible. They will make further investigations and take any necessary actions, including reporting the matter to HSE.
69. Any accidents that result in first aid being carried out should be recorded on Medical Tracker in accordance with the SWP First Aid Policy.

## **5.3 Defect Reporting**

70. The School should have an appropriate procedure for reporting defects so that any identified problems can be addressed quickly and effectively. All members of staff are expected to comply with the procedure set out below:
71. If a member of staff identifies a problem, defect or hazard they should:
- First **isolate** the problem, defect or hazard;
  - Then, take **immediate safety action**;
  - And then, **report** the problem, defect or hazard to their line manager or the SBM as soon as possible. This report should be verbal and also in writing using *Every/iAMS*.

**6.2 Risk Management**

72. General Approach. Risk assessment is about being *risk aware* rather than *risk averse*. Foreseeable risks should be controlled, and the relevant best (or good practice) procedures should be followed. Activities such as challenging and interesting lessons and trips should not be banned but should be risk-assessed carefully to determine if they could be carried out safely.

73. Risk Register. The School uses a risk register to identify and manage risks. Risk assessments are used to control the hazards and the risk of harm through School activities, and they will be managed by the School, with support from CST if required. Where deemed necessary more detailed risk assessments can be undertaken.

74. Risk Assessment. The School should carry out risk assessments to identify potential risks and implement mitigation measures where appropriate. The risk assessments should be reviewed regularly and in accordance with any relevant guidelines.

75. Risk Mitigation. The School should work through relevant government guidance and follow the procedure set out below to address any identified risks. Any possible mitigation measures should be considered at each step before moving onto the next step:

- a. Elimination. Stop an activity that is not considered essential if there are risks attached.
- b. Substitution. Replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- c. Engineering Controls. Design measures that help control or mitigate risk.
- d. Administrative Controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).

**6.3 H&S Committee**

76. Membership. The SWPS H&S Cttee will comprise the following:

- Headteacher (Chair)
- SBM (Sec)
- Site Mgr
- DSL (when required by mtg agenda)
- SENCO (when required by mtg agenda)
- Other staff members (when required by mtg agenda)
- Trade Union representative from within the School
- H&S Link Governor
- CST Estates Mgr (will request to attend occasionally to listen to feedback which can be used by the Trustees)

77. Key Responsibilities. The key responsibilities of the H&S Cttee are to:

- a. Review the School's Risk Register;

- b. Undertake internal and external inspections/walkarounds at least every other term (ie at least 3 times per year);
- c. Review and update the H&S Policy in accordance with **Section 11 below**.

#### **6.4 Staff consultation**

78. If any of the members of staff are also trade union representatives, the School will consult with them on H&S matters; otherwise, the School will consult with appropriate staff representatives. This is in accordance with the regulations on *Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees)*.

79. Where there are Trust-wide issues raised, these will be shared with all the CST schools so that good practice is promoted in all locations and activities.

#### **6.5 H&S Annual Monitoring & Auditing - Local Governing Body**

80. The Headteacher should provide the Local Governing Body with an annual report on H&S matters at the School covering the following areas:

- a. Any statutory information that the School has provided to regulatory bodies, eg accident reports under RIDDOR, food hygiene inspection reports required by local Environmental Health departments.
- b. Confirmation that the School's emergency response plans are up to date.
- c. Confirmation that the School's Risk Register is up to date with a status update on the risk assessments. This should include assurance that they meet any relevant industry standards.
- d. Descriptions of any problems with learning delivery due to H&S-related issues, and/or any educational successes resulting from the informed use of H&S principles;
- e. Outcomes of any audits or inspections, such as in-house site inspections, off-site trip provider inspections, self-assessed H&S audits or external independent H&S audits.
- f. Reports of any staff consultations, stress risk assessments, and any other H&S-related matters.
- g. Any other H&S-related matters that the Headteacher or SBM wish to bring to the LGB's attention or matters that LGB has asked to discuss;
- h. Feedback that trades union or staff reps wish to make to the LGB. (The text should be provided by those reps themselves).
- i. Details of any visits or inspection, and/or actual or threatened enforcement actions, by regulatory bodies, including those responsible for H&S, fire safety and food safety.
- j. Details of any major H&S incidents, related complaints or sanctions taken against members of staff and/or children for H&S breaches.
- k. Reports on any lessons learned in response to significant or major H&S incidents; this is to ensure that appropriate corrective action is being taken and that learning is shared across the School and with CST.
- l. Reports on any H&S trends or patterns identified as a result of ongoing monitoring and review of H&S matters across CST and the Schools.

## **7 H&S MANAGEMENT MEASURES AT SWP**

### **7.1 Administration of Medication**

81. The administration of medication in the School will be managed in accordance with the ***SWP Administration of Medication Policy***.

82. The procedures will be brought to the attention of all relevant employees, volunteers and parents. The aim is to ensure that the School knows of any medical conditions requiring either day-to-day medication or emergency medication. Parents and carers should be informed of any medication administered to their children and should be provided with any additional information that would help in the longer-term management of their children's medical conditions.

### **7.2 Alcohol, Drugs and Substance Misuse**

83. This area is addressed by the ***CST Smoking, Alcohol and Misuse of Drugs and Substances Policy***.

### **7.3 Asbestos Management**

84. The School has an Asbestos Register based on a management survey which will be checked before any maintenance or building work is carried out. More intrusive refurbishment or demolition surveys should be carried out if necessary.

85. Members of staff should be briefed if their workplace contains any asbestos that they could disturb and how they should report any suspected disturbance to the **SBM** or **Site Mgr**. This should be covered in the Staff Induction Briefing. **See Section 8 below.**

86. Contractors who may disturb asbestos in their work must have a valid asbestos awareness training certificate. This should be checked before they start work, and they should be briefed on the School's emergency procedure if any asbestos is disturbed.

87. All work with asbestos should be carried out by asbestos-trained and insured contractors. CST would normally use HSE-licensed contractors. Tradesmen, such as roofers, who are working with non-licensed material will be permitted to work if: they have been trained for working with asbestos; they can provide and follow their risk assessments and method statements; and they have proof of employer's liability and public liability insurance.

### **7.4 Buildings and Premises**

88. The management and maintenance of the School's buildings and premises will be assisted by effective record keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.

89. The School should take all reasonable steps, including ensuring that all corridors and 'traffic routes' are of suitable construction, free from defects and obstructions and are adequately lit, to ensure that:

- a. The buildings and premises are maintained appropriately to reduce the risk of slips and trips to employees, children and other users of the premises.

- b. The School complies with its obligations under the *Workplace (Health, Safety and Welfare) Regulations 1992*.

90. Key documents regarding the buildings and premises (paper or electronic) should include the following:

- a. A premises logbook (or digital records on *Every* and *iAM Compliant*);
- b. Records of maintenance, inspections and repairs;
- c. Defect reports;
- d. Fire, asbestos, Legionella reports, and other key matters as required;
- e. Insurance inspections;

#### **7.5 Communicating H&S Information to Employees and Other Persons who are not Employees.**

91. Staff. H&S information should be disseminated on notice boards; through staff meetings, school and staff newsletters; by email briefings; and by H&S Cttee meetings. If necessary, these measures can be supplemented by special meetings or focus groups.

92. Parents and Carers. Key or urgent H&S information should be shared with parents and carers using the School's normal communication means (including by text message)

93. Contractors. Contractors should H&S briefings appropriate to their work or project. This should include a site induction.

94. Posters & Signs. Perimeter and site posters and signs or other markings should be used where required, to warn that the site is not generally open to the public.

#### **7.6 Computers and other IT Equipment and Systems (ICT)**

95. ICT Equipment. This will be managed on behalf of the School by the CST IT Dept.

96. Display Screen Assessments. This should be arranged by the SBM when required.

97. E-Safety. This will be managed in accordance with the ***SWP E-Safety Policy***.

98. Data Protection. Data protection requirements will be dealt with by the Trust in accordance with the ***CST Data Protection Policy***.

99. Risk Assessments. All IT facilities are subject to relevant safety risk assessments.

#### **7.7 Contractors**

100. Contractors must have obtained permission and authorisation from the **Headteacher** or the **SBM** before they can be permitted to enter or work on the School's premises.

101. Contractors' work should be scheduled to minimise disruption to teaching and learning.

102. H&S documentation appropriate to the working circumstances should be examined when contractors are being considered. This should include references, risk assessments, method statements, and safe systems of work.

103. The SBM and Site Mgr will have overall responsibility for liaising with contractors (**see paras 24b and c, and 27 above**). They should ensure safe working arrangements by:

- a. Providing contractors with copies, where relevant, the School's policies, procedures, codes of practice or other guidelines;
- b. Providing contractors with copies of the School's Management Asbestos Survey, where relevant;
- c. Providing contractors with copies of other H&S-related documents as appropriate;
- d. Checking contractors' risk assessments, and any other relevant details as necessary.

## **7.8 COSHH (Control of Substances Hazardous to Health)**

104. COSHH-related matters should be considered by the **SBM** and the **Site Mgr**.

105. COSHH-related legislation involved includes the following:

- Control of Asbestos Regulations
- Control of Lead at Work Regulations
- Control of Substances Hazardous to Health Regulation The Dangerous Substances and Explosive Atmospheres Regulations
- Explosive Regulations
- Ionising Radiation Regulations
- Petroleum (Consolidation) Regulations.

## **7.9 Defect Reporting**

106. See Section 5.3 above.

## **7.10 Display Screen Equipment (DSE) And Workplace Risk Assessment**

107. The *Health and Safety [Display Screen Equipment] Regulations* require that risk assessments are carried out for regular users of all types of display screen equipment and that appropriate mitigation measures are put in place, as needed, to protect the equipment users' health and safety.

108. The School will arrange risk assessments as necessary. All members of staff and anyone else on school business, such as volunteers, can request a workplace risk assessment and their use of DSE. The **SBM** is responsible for ensuring that such risk assessments are carried out.

## **7.11 Driving at Work**

109. The School occasionally borrows minibuses from other CST schools. These vehicles are on a lease contract which provides vehicles that are safe, maintained and road-worthy.

- a. The School should ensure that anyone driving a minibus has undergone appropriate training.
- b. Children, staff and volunteers are required to wear seat belts at all times when on-board a 'School' minibus.

- c. The driver should ensure that there is a first aid kit and a fire extinguisher on board the minibus.

#### **7.12 Educational Visits, trips and sports events**

110. All educational visits, such as field trips and extracurricular activities, will be conducted in accordance with the ***SWP Educational Visits Policy*** and will comply with the relevant procedures and code of practice for off-site visits.

111. The School will appoint an **Educational Visits Coordinator**, and a **Visit Party Leader** and **Deputy Visit Party Leader** will be appointed for each off-site educational visit.

112. The School should ensure that:

- a. Detailed risk assessments for each trip/visit are completed, agreed and signed off. Risk assessments should be taken on the trip, along with medical information, special educational needs and pupil contact lists.
- b. Members of staff are trained in carrying out risk assessments and on the actions to be taken in event of an emergency.
- c. All necessary instruction, training, information and supervision is provided to ensure the safety of children and staff.
- d. Any incidents, near misses and accidents are investigated to prevent recurrence; and that accident records are assessed periodically to identify any trends;
- e. The School's generic and specific trip risk assessments are reviewed as and when necessary to ensure they remain relevant and correct.

#### **7.13 Emergency Procedures**

113. The ***SWP Emergency Response Plan*** covers the following areas:

- Building Evacuation,
- Site Evacuation,
- Lockdown.,
- Fire Emergency response,
- Control of Major accident Hazards (COMNAH) response,
- Bomb Threat response,
- Suspicious items response,
- Hostile Intruder or Active Shooter response,
- Medical Emergencies response,
- Utilities Failures response,
- Floods response,
- Extreme Winter Weather response.

CST will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the Headteacher and SBM.

114. Further information on these procedures is contained within the ***Business Continuity Plan***. CST will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the **Headteacher** and **SBM**.

115. Weather. Weather problems will be dealt with in a similar way in that local decisions will be made about remaining open in bad weather. The assessment process will be based on a Trust guidance policy agreed with school leaders. The Trust may however opt for a decision overall where weather forecasting indicates this is prudent.

116. Threats to People. Threats to people will be managed with local security and lockdown procedures set out in the ***SWP Emergency Response Plan***.

#### **7.14 Fire Safety**

117. Fire Safety Arrangements. The arrangements for general fire safety (as required under the ***Regulatory Reform [Fire Safety] Order***) will be in accordance with the outcome of a fire risk assessment. These arrangements should be reviewed annually, or more frequently if substantial changes have occurred.

118. Fire Logbook. The School's Fire Logbook will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visit by the Fire and Rescue service, and Emergency Box checks, etc. The Fire Logbook will contain the repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

#### **7.15 First Aid Provision and Medical Support**

119. First aid will be provided at the School in accordance with the ***SWP First Aid Policy*** which includes the areas detailed below. **Cross refer to Section 4.11 above.**

- a. The allocation of responsibility for first aid-related matters;
- b. The identification and duties of the School's First Aiders;
- c. The School's first aid procedures - in-school and off-site;
- d. The School's first aid equipment and its locations;
- e. First aid record-keeping and reporting
- f. Training.

#### **7.16 Food Safety and food hygiene**

120. SWP is registered as a food business.

121. The School or its contractors will strive to achieve at least a 4-star rating on formal Environmental Health food safety and hygiene inspections. CST will provide support if there are any issues in achieving this.

#### **7.17 Health**

122. General. This section covers any public health issue such as outbreaks of mumps, norovirus or Coronavirus (Covid 19). For any health-related issue, the School will follow guidance issued by

government bodies such the UK Health Security Agency (UKHSA) and/or NHS England, and by any local health agencies or bodies.

123. Risk Assessment. The School should carry out risk assessments to identify any health-related risks and implement mitigation measures where appropriate. Such health-related risk assessments should be reviewed regularly with reference to government guidelines. [See Section 6.2 above for more detail on Risk Management].

124. Risk Mitigation. The School should work through relevant health-related Government guidance and take the steps set out below to address any identified risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

- a. Elimination. **Stop an activity** that is not considered essential if there are risks attached.
- b. Substitution. **Replace the activity** with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- c. Engineering Controls. **Design control measures** to control or mitigate risk.
- d. Administrative Controls: **Identify and implement the control procedures** to improve safety (for example, markings on the floor, signage).

125. Personal Protective Equipment (PPE). If the risk mitigation process identifies a requirement for staff to use PPE, it should be used in accordance with UKHSA guidance. **Cross refer to Section 7.28.**

## **7.18 Home Visits**

126. Normal Procedure. To ensure the safety of staff and children during Home Visits, the School will ensure that:

- a. A risk assessment is carried out before a Home Visit is undertaken.
- b. The parent/carer of the child being visited is present at all times during the visit. Visits should never be held in children's bedrooms or bathrooms.
- c. Two members of staff are present for a first time visit or contact and, if possible, for any Home Visit.
- d. Any concerns arising from the visit are discussed with a member of the SLT before any further visits are carried out. If necessary, review the risk assessment.
- e. Any near misses or incidents are recorded and reported.

127. Procedure for Visits by a Single Person. Under special circumstances a visit may be carried out by a single member of staff, if it is judged appropriate, (eg for a repeat home visit). The member of staff carrying out the home visit should follow this procedure:

- a. Ensure that their line manager is informed of the following:
  - the location of the visit,
  - the time of the visit (allowing time to get there safely) and the time it is expected to end.
  - the time when the member of staff expects to return to school.
- b. Request that a School Administrator or their line manager (if out of hours) calls them during the home visit, to check that they are safe and in no imminent danger. They

could/should use an agreed code word if they felt threatened or in danger – this would enable the Administrator or line manager to make a 999 call without the person being visited being aware of it.

- c. Inform the Administrator or line manager once the Home Visit is complete and they have left the child's house.
- d. Transport the child back to school, if required, by public transport or other means but, if alone, **not** in their own car.

## **7.19 Housekeeping**

128. The **SBM, Site Mgr** and others should ensure that adequate housekeeping arrangements are in place for keeping the school sites clean and tidy. For example, rubbish and other combustible materials should be removed and not allowed to accumulate. The boiler rooms and all designated escape routes should be kept clear at all times. Rubbish bins, skips, etc. should be located away from the school buildings on both sites.

129. The **Site Mgr** will make regular checks of the 2 school sites areas to maintain tidiness; will arrange adequate storage; and will ensure appropriate cleaning arrangements. **Members of the SLT** and the **Admin and Pastoral Teams** may also be involved in regular monitoring and will share any concerns they have with the **SBM**.

## **7.20 H&S Walks & Site Inspections**

130. CST Participation. Representatives from CST may take part in some of the School's H&S walks and site inspections to demonstrate the Trust's commitment to H&S, safeguarding and security across all its schools. The CST Estates Manager will make the appropriate arrangements for this with the **SBM**.

131. Other inspections, audit and surveys will be carried by the School with the CST Estates Manager providing support and assistance.

132. Inspection of Buildings & Playgrounds.

a. Responsibility for Inspections. The **SBM** is responsible for the routine inspection of the buildings, playgrounds and external play areas in the 2 school sites.

b. Purpose. The purpose of the buildings & playgrounds inspections is to identify any physical damage or deterioration that could cause slips, trips, and falls. The inspections should also be used to check that the external play areas are free from broken glass or any other sharps. These checks are made daily by site staff.

c. A visual inspection of playgrounds will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity.

d. Frequency of Formal Inspections.

H&S walks and inspections should be carried out a minimum of every other (short) term ie 3 times per year.

a. Internal Areas.

b. External areas

c. Playgrounds

Annual Playground and Fitness equipment inspection by ROSPA: The SBM is responsible for ensuring that this inspection is carried out and areas of concern are addressed.

## **7.21 Lettings**

133. Terms of Letting. The School should ensure that the terms of letting specify the roles and responsibilities of the School and the hirers respectively for H&S matters. This should include the following:

- Insurance arrangements,
- Risk assessments,
- Provision of first aid, and
- Response in the event of an emergency.

134. Actions to be taken before Lettings. The School should take the following actions to support any hirers:

- a. All users of high-risk areas of the school premises, including the Halls, the Dance Studio and other rooms or grounds, should be given instructions regarding relevant procedures operating in the School.
- b. Emergency exits should be left unlocked.
- c. Hirers should be provided with access to a telephone so they can make emergency calls if necessary.
- d. The premises or grounds should be inspected and secured after use by the Locking Key Holder.
- e. Hirers should be provided with a mini version of the Premises Logbook to use in the event of an evacuation and liaison with the Fire and Rescue service, if they are the sole users of the site at the time of an incident.

## **7.22 Local Exhaust Ventilation and Air Extraction**

135. Kitchen Equipment. Cooker hoods and other catering ventilation will be installed in the kitchens on the 2 sites to ensure the adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

136. Other Air Extraction Equipment. Air conditioning equipment is provided and maintained, as required, in the Dance Studio. There is no other air extraction equipment at the School.

137. Checking of Equipment. If expert support is required the School will refer to outside specialists for air monitoring and the checking of ventilation systems such as systems installed for the removal of kitchen fumes, any dusts, vapours, gases etc and for the *Control of Substances Hazardous to Health (COSHH)*.

- a. Frequency of Checks. Such monitoring and checks should take place at least once every 14 months (in accordance with *Schedule 4, COSHH*
- b. Recording of Checks. All such monitoring tests and checks should be recorded in the Premises Logbook.

### **7.23 Lone Working**

138. The precautions to be taken in relation to lone working will be in accordance with the **SWP Lone Working Policy**.

### **7.24 Manual Handling**

139. Definition. The lifting and carrying of an object or objects, and the lifting and carrying of children as part of care arrangements.

140. Responsibilities.

a. The **SBM** will be responsible for organising the safe manual handling of significant loads at SWP.

b. The **Site Mgr** will be responsible for providing assistance with handling where required, for example where teachers need to carry loads.

141. Lifting and Carrying of Children.

a. The lifting and carrying of children as part of care arrangements will be managed by the **SENCO, First Aiders or the SBM**

b. **The SENCO** will ensure safe and considerate manual handling of children to eliminate risks or minimise them if elimination is not possible.

c. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.

142. Lifting and Carrying of Objects or People. A risk assessment should be carried by a competent person before any lifting and carrying of objects or people. Any precautions and control measures identified should be in place before the lifting/carrying task is carried out.

143. Lifting Equipment. Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained in accordance with HSE's [Provision and Use of Work Equipment Regulations](#). Appropriate equipment will be purchased, and specialist training provided if needed. Review and amendment of local policies will take place as necessary.

144. Accidents & Near Misses. Any manual handling accidents and near misses should be investigated and reported. [See Section 5 for details on Reporting]

### **7.25 Other Issues (External Sources of Support)**

145. There are a wide range of support organisations providing help and advice and the Trust will make full use of these. Each school will be encouraged to use them well.

146. The HSE website provides free downloads of most of its publications, and these set out best practice for occupational H&S. CST will facilitate access to support from other relevant membership-based organisations, such as CLEAPSS<sup>1</sup>.

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<sup>1</sup> The Consortium of Local Education Authorities for the Provision of Science Services.

147. Where feasible, school staff will be given the skills, knowledge and experience necessary to carry out most health, safety and wellbeing functions. However, support from external contractors and advisors will be used, where necessary.

## **7.26 Outdoor Structures**

148. This section covers outdoor structures such as: seating, monuments and other miscellaneous features; fences, gazebos and roof gardens.

149. Risk Management Approach. Safety will be maintained by a system of regular inspection and maintenance. Specific risk assessment may be necessary for some specific structures or objects. However, many items commonly in use, such as benches, have '*everyday risks*' and detailed risk assessments would not normally be required.

150. Risk Control Measures. These measures should include the day-to-day walking of the 2 school sites to identify possible problems or defects before they turn into H&S issues.

## **7.27 Personal Protective Equipment (PPE)**

151. The **SBM and Site Mgr** will be responsible for selecting and providing the correct type of PPE for members of staff in accordance with relevant risk assessment and best practice guidance. **See Sub-Sections 4.3 & 4.4 above.**

## **7.28 Plant, Machinery & Equipment**

152. Plant, machinery and equipment at the School should be maintained and used in accordance with the published procedures for maintenance of installations and equipment.

153. Specialist Support. Specialist support would be required to determine the safety requirements for the areas listed below, if they were relevant to the School. Such specialist advice should be obtained, as necessary, by hiring external contractors and/or advisers.

- a. Adequate and correct guarding of machinery;
- b. Run down and emergency stopping of machinery;
- c. General inspection of plant, equipment and machinery;
- d. Storage and transportation of toxic substances, gases etc; and
- e. Disposal of toxic and other waste substances and materials.

154. Checks & Inspections.

- a. The **Site Mgr** should ensure that periodic checks are carried out of plant, machinery, and equipment within their area of activity.
- b. Maintenance and inspection reports should be kept with or near the equipment to which they relate, and copies kept in the Premises Logbook.
- c. Inspections of work areas should be carried out at least every other term ie 3 times per year.

155. The **Site Mgr** will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment. **See Sub-Section 4.4 above.**

## **7.29 Playgrounds**

See Sub-Section 7.20

## **7.30 Playground Equipment**

156. Installation. Playground equipment should be installed in accordance with the current BS/EN standards.

157. Maintenance. The equipment should be maintained in sound condition by having:

- a. An annual condition inspection by a competent person;
- b. A risk assessment at least annually by a competent person;
- c. An operational inspection to a frequency based on the risk assessment and agreed by the H&S Coordinator;
- d. Daily visual inspections by the **Site Mgr.**

## **7.31 Portable Appliance Testing (PAT)**

158. PAT should be carried out on all relevant items of electrical equipment at the School. The type of testing carried out and frequency of testing should be in accordance with HSE guidance and manufacturers' instructions.

159. This testing requirement applies primarily to items of electrical equipment but could be applied to other items of equipment as well.

## **7.32 Portable Equipment**

160. Definition. '*Portable equipment*' is equipment that can be moved around and used by various people. It ranges from small stationary equipment, usually regarded as low risk, to grass-cutting equipment, electrical equipment and other potentially high-risk items.

161. Maintenance & Inspection. The School should follow the HSE guidance on Maintaining portable electrical equipment.

162. Inspections. Timely inspection appropriate to the type and use of the equipment will be carried out, to maximise efficiency, minimise costs and ensure bought in items by staff are proactively dealt with and items such as portable devices. Inspection reports should be filed in the Premises Logbook.

## **7.33 Risk Management (Risk Register)**

163. See **Subsection 6.1** above.

## **7.34 Training**

164. See **Section 8** below.

### **7.35 Water Hygiene (including controlling the risk of Legionellosis)**

165. Responsibilities. The Headteacher will act as the School's **Legionella Duty Holder**. The CST Estates Manager is the CST duty-holder.

166. Requirements. The School should carry out water system surveys and have a Legionella Management Plan, both of which should be reviewed regularly.

### **7.36 Wellbeing**

167. Wellbeing includes the management of pressure and stress. The Trust will monitor and manage the wellbeing of the workforce and provide support and guidance to all the CST schools.

168. The Trust will organise and provide Occupational Health support, counselling, and other HR and health resources to SWP as required.

169. The School will address staff wellbeing issues at local level, where appropriate.

## **8 TRAINING**

170. Staff Training - General. All staff will receive appropriate H&S training to enable them to fulfil their responsibilities. Specifically, this will include the following categories of staff:

- a. Teaching and Support staff,
- b. Temporary and part-time members of staff,
- c. Agency and other contract staff,
- d. Volunteer helpers,
- e. Newly appointed members of staff and staff transferred within the School to other duties.

171. Staff Induction Training. All newly appointed members of staff will receive appropriate induction H&S training to enable them to fulfil their responsibilities. This will also apply to any members of staff transferred to different duties within the School. This briefing should also include details of any asbestos that staff members could disturb and how they should report any suspected disturbance to the **SBM** or **Site Mgr**.

172. H&S Informative & Awareness Training. The School should provide *H&S Informative & Awareness Training* for all members of staff. This is described as:

*'A more in-depth approach provided in house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements'.*

173. H&S Specific Training. All members of staff (*and governors*) who have specific H&S-related responsibilities should carry out the training recommended at [Annex 4](#). Examples of such training are:

- The administration of medication and support of children with particular medical needs
- Fire Safety duties
- First Aid

- Safeguarding roles
- Sports and PE

## **9      OTHER RELEVANT POLICIES**

174. This policy should be read in conjunction with the following document:

- CST Business Continuity Plan
- CST Data Protection Policy
- CST H&S Policy
- CST Lone Working Policy
- CST Safeguarding and Child Protection Policy
- CST SEND Policy
- CST Smoking, Alcohol and Misuse of Drugs and Substances Policy
- SWP Administration of Medication Policy
- SWP Business Continuity Plan
- SWP Educational Visits Policy
- SWP Emergency Response Plan
- SWP E-Safety Policy
- SWP First Aid Policy

## **10     LEGISLATION AND GUIDANCE**

175. This policy reflects the guidance from the Department for Education on and [Health And Safety In Schools](#), and the following legislation:

- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- [HSE Control of Substances Hazardous to Health \(COSHH\)](#).
- [HSE Provision and Use of Work Equipment Regulations](#).

The policy also reflects guidance from the following organisations:

- Health and Safety Executive,
- Education and Skills Funding Agency
- Food Standards Agency
- Other regulators or advisors such as the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

## **11 MONITORING AND REVIEW**

176. This document will be updated as required and reviewed annually.

177. The School will ensure that all members of staff are made aware of any changes to this Policy and relevant H&S-related procedures, arrangements or practices.

### **LIST OF ANNEXES**

- A. [Division of H&S Responsibilities between CST & SWPS](#)
- B. [Catering Contractor/Manager - H&S Responsibilities.](#)
- C. [Cleaning Contractor and Staff - H&S Responsibilities.](#)
- D. [Recommended Training for Staff with H&S-related Responsibilities.](#)

# **ANNEX A. DIVISION OF H&S RESPONSIBILITIES BETWEEN CST & SWP**

| <b><u>No.</u></b> | <b><u>Description</u></b>                                                                               | <b><u>CST<br/>Responsible</u></b> | <b><u>SWP<br/>Responsible</u></b> |
|-------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|
| 1                 | Accident and Incident reporting                                                                         | Yes                               | Yes                               |
| 2                 | Administration of medicines                                                                             | No                                | Yes                               |
| 3                 | Annual report on health, safety and wellbeing                                                           | Yes                               | Yes                               |
| 4                 | Asbestos                                                                                                | Yes                               | Yes                               |
| 5                 | Audit                                                                                                   | Yes                               | No                                |
| 6                 | Buildings and premises                                                                                  | Yes                               | Yes                               |
| 7                 | Business Continuity and Critical Incidents (snow, fire, flood, pestilence etc)                          | Yes                               | Yes                               |
| 8                 | Caretaking and premises management                                                                      | No                                | Yes                               |
| 9                 | Communication with employee about health, safety and wellbeing                                          | Yes                               | Yes                               |
| 10                | Contractors                                                                                             | Yes                               | Yes                               |
| 11                | Control of substances hazardous to health (COSHH) such as chemicals, dust and microbes                  | Yes                               | Yes                               |
| 12                | Coronavirus (Covid 19)                                                                                  | Yes                               | Yes                               |
| 13                | Defect reports                                                                                          | No                                | Yes                               |
| 14                | Display screen equipment                                                                                | No                                | Yes                               |
| 15                | Electricity                                                                                             | Yes                               | Yes                               |
| 16                | Excessive temperatures                                                                                  | Yes                               | Yes                               |
| 17                | Extended activities outside core hours/ lone working                                                    | No                                | Yes                               |
| 18                | Fire precautions                                                                                        | Yes                               | Yes                               |
| 19                | First aid provision and medical support                                                                 | No                                | Yes                               |
| 20                | Food Safety and Hygiene ( <i>this is not covered under the Health and Safety at Work etc Act 1974</i> ) | No                                | Yes                               |
| 21                | Higher risk curriculum areas                                                                            | Yes                               | Yes                               |
| 22                | Housekeeping (clear corridors, storage, trip hazards etc)                                               | No                                | Yes                               |
| 23                | Site defects of significance                                                                            | No                                | Yes                               |
| 24                | Inspections                                                                                             | Yes                               | Yes                               |
| 25                | Lettings                                                                                                | No                                | Yes                               |
| 26                | Local exhaust ventilation/Air extraction                                                                | No                                | Yes                               |
| 27                | Manual handling-loads                                                                                   | Yes                               | Yes                               |
| 28                | Manual handling-carrying children and people                                                            | Yes                               | Yes                               |

| <b>No.</b> | <b>Description</b>                                                                                       | <b>CST<br/>Responsible</b> | <b>SWP<br/>Responsible</b> |
|------------|----------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| 29         | Manual handling-physical intervention/positive handling /restraint                                       | Yes                        | Yes                        |
| 30         | Monitoring and auditing                                                                                  | Yes                        | Yes                        |
| 31         | Noise and vibration                                                                                      | Yes                        | Yes                        |
| 32         | Off-site trips, educational visits, sports events                                                        | Yes                        | Yes                        |
| 33         | Outdoor structures, play equipment etc                                                                   | Yes                        | Yes                        |
| 34         | Plant, machinery and equipment                                                                           | No                         | Yes                        |
| 35         | Playing fields, pavilions and other open space, sports equipment, sports centres or similar              | No                         | Yes                        |
| 36         | Playground equipment                                                                                     | No                         | Yes                        |
| 37         | Portable equipment testing (often electrical but could be air or hydraulic or manual)                    | No                         | Yes                        |
| 38         | Pregnancy/ maternity                                                                                     | Yes                        | Yes                        |
| 39         | Radiation (ionising and non-ionising)                                                                    | Yes                        | Yes                        |
| 40         | RIDDOR –Reporting of injuries, diseases and dangerous occurrences                                        | Yes                        | Yes                        |
| 41         | Risk Assessment                                                                                          | Yes                        | Yes                        |
| 42         | Safety reps, staff reps, involving staff; consultation on health safety and wellbeing.                   | Yes                        | Yes                        |
| 43         | Safety reps, staff reps, involving staff; consultation on health, safety and well-being safety committee | No                         | Yes                        |
| 44         | Security                                                                                                 | Yes                        | Yes                        |
| 45         | Security/ Bomb threat                                                                                    | No                         | Yes                        |
| 46         | Site defects of significance                                                                             | No                         | Yes                        |
| 47         | Stress in the workplace                                                                                  | Yes                        | Yes                        |
| 48         | Training                                                                                                 | Yes                        | yes                        |
| 49         | Transport –fleet vehicles, hire vehicles, public and private transport                                   | Yes                        | Yes                        |
| 50         | Unacceptable behaviour-children and staff                                                                | Yes                        | Yes                        |
| 51         | Unacceptable behaviour – parents and public                                                              | Yes                        | Yes                        |
| 52         | Utility services (eg water)                                                                              | No                         | Yes                        |
| 53         | Waste disposal                                                                                           | Yes                        | Yes                        |
| 54         | Water hygiene and Legionella, Lead in water                                                              | Yes                        | Yes                        |
| 55         | Wellbeing including pressure and stress                                                                  | Yes                        | Yes                        |
| 56         | Working at Height                                                                                        | No                         | Yes                        |

| <b><u>No.</u></b> | <b><u>Description</u></b>                                              | <b><u>CST<br/>Responsible</u></b> | <b><u>SWP<br/>Responsible</u></b> |
|-------------------|------------------------------------------------------------------------|-----------------------------------|-----------------------------------|
| 57                | Work experience/student placements, new teachers and other new joiners | No                                | Yes                               |

## **ANNEX B. H&S RESPONSIBILITIES - CATERING MANAGER**

1. H&S Policies and Regulations. The Catering Manager and staff must be familiar with the School's H&S policy and its implications for catering activities and working arrangements for the employees. Whilst the Catering Manager must be aware of the School's requirements, they will normally follow their own health and safety procedures. If there is any conflict, then this should be resolved by formal discussion with the SBM in the first instance, and then the Headteacher.
2. Food Safety. The Catering Manager and staff are expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a hazard assessment and critical control point food safety management system in place.
3. Environmental Health Rating. The Catering Manager and staff are expected to achieve not less than 4 stars and move to 5 stars after an agreed period under the local government environmental health rating system. All inspections and inspection reports must be supplied to the **SBM**.
4. Maintenance and Inspection Reports. The **SBM** should receive copies of maintenance and inspection reports for all plant and equipment used in the School Catering Service. This includes portable appliance testing and gas safety checks.
5. Defect Reporting. Defects and other problems should be reported in writing to the SBM.
6. Fire Risk Assessments. The Catering Manager is responsible for a fire risk assessment of the catering activities, which should be shared with the **SBM**. This should be carried out in liaison with the School.
7. Risk Management. The Catering Manager is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health-related issues. These need to be shared with the **SBM** and updated yearly, after an incident or a change in legislation.
8. Catering Staff Training. All employees in catering should be given suitable induction training and continuing professional development training including first aid and fire warden training. School procedures for H&S and Fire Safety, as well as *Safeguarding*, are to be included in their training. All employees in catering will be expected to participate in fire drills and lockdown practices, and to comply fully with the procedures.
9. Safeguarding. The Catering Manager and staff will be expected to ensure that *Safeguarding* best practice is followed.

## **ANNEX C. H&S RESPONSIBILITIES - CLEANING CONTRACTOR & STAFF**

1. H&S Policies and Regulations. The Cleaning Contractor and staff must be familiar with the School's H&S policy and its implications for cleaning activities and working arrangements for the employees. Whilst the Cleaning Contractor should ensure all cleaning staff are aware of the School's requirements, they will normally follow their own H&S procedures. If there is any conflict, then this should be resolved by formal discussion with the **SBM** in the first instance, and then the Headteacher.
2. COSHH. The Cleaning Contractor should ensure cleaning staff are familiar with the Control of Substances Hazardous to Health requirements (COSHH) for the storage and usage of cleaning products. The Cleaning Contractor should ensure there is a data sheet and risk assessment for all cleaning products they use at the School.
3. Risk Management. The Cleaning Contractor is responsible for the following:
  - a. Ensuring that any hazardous substances are used correctly.
  - b. Ensuring that any electrical equipment supplied and used by the Contractor's cleaning staff has a valid PAT certificate.
  - c. Ensuring that the SBM has access to any data sheets and risk assessments produced by the Cleaning Contractor.
4. Risk Assessments. The Cleaning Contractor is responsible for producing risk assessments on cleaning and related activities such as manual handling. These risk assessments should be shared with the **SBM** and updated annually and after any incidents or a change in related legislation.
5. Defect Reporting. The Cleaning Contractor should report any defects or other problems in writing to the **SBM**.
6. Cleaning Staff Training. All cleaning staff should be given suitable induction training and continuing professional development training including first aid and fire warden training. School procedures for H&S and Fire Safety, as well as *Safeguarding*, are to be included in their training. All cleaning staff should participate in fire drills and lockdown practices, and to comply fully with the procedures.
7. Safeguarding. The Cleaning Contractor Manager and staff will be expected to ensure that *Safeguarding* best practice is followed.

**ANNEX D. RECOMMENDED TRAINING FOR STAFF WITH H&S-RELATED RESPONSIBILITIES**

| <b><u>Role</u></b> | <b><u>Training</u></b>                                                                                                                                                                                                                                                                                        | <b><u>Frequency</u></b>                 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| H&S Governor       | <ul style="list-style-type: none"><li>• Health &amp; Safety in Education. - Senior Leadership &amp; Management</li><li>• Legionella</li><li>• Fire</li><li>• Asbestos Awareness</li></ul>                                                                                                                     | Once then refresher annually            |
| Headteacher        | <ul style="list-style-type: none"><li>• H&amp;S for Directors</li><li>• Legionella</li><li>• Fire</li><li>• Asbestos</li><li>• COSHH</li><li>• Stress</li></ul>                                                                                                                                               | Once then refresher annually            |
| SBM                | <ul style="list-style-type: none"><li>• H&amp;S for Directors</li><li>• Legionella</li><li>• Fire</li><li>• Asbestos</li><li>• COSHH</li><li>• Manual Handling</li><li>• Working at Height</li><li>• Food Safety and Hygiene</li><li>• Stress</li><li>• Managing Contractors</li><li>• Lone Working</li></ul> | Once then refresher annually            |
| Site Mgr           | <ul style="list-style-type: none"><li>• Legionella</li><li>• Fire</li><li>• Asbestos</li><li>• COSHH</li><li>• Manual Handling</li><li>• Power tools</li><li>• Working at Height</li><li>• Managing Contractors</li><li>• Lone Working</li></ul>                                                              | Once then refresher annually            |
| Other Staff        | <ul style="list-style-type: none"><li>• Appropriate training as required in <i>Risk Assessments</i> eg. Safeguarding, Fire wardens, DSE, first aiders etc.</li></ul>                                                                                                                                          | As in accordance with risk assessments. |

