Newall Green
Primary School
Aiming High To Reach Our Goals

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Cherry
Tree
Trust

Health & Safety Policy

This policy is read and updated annually and is used in conjunction with the Health and Safety Audit completed annually.

Health and Safety walks completed ½ termly.

Document Control	
Title:	Health & Safety Policy
Date:	Oct 2022
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Amendments:	Head of School identified as lead in NGPS, CPOMS to record actions, reports to Governors process, staff updated, additional criteria / descriptions. Index added
Related Policies / Guidance:	Whole School Risk Assessment, Fire Risk Assessment, First Aid Policy, Equality Policy, Educational Visits Policy, Asbestos Policy, Compliance Monitoring in Council Buildings, Mental Health in School Policy
Review:	Annually

ABBREVIATIONS
The following are used in the policy:
AfPE – Association for Physical Education
ASE – Association for Science Education
COSHH – Control of Substances Hazardous to Health
DSE – Display Screen Equipment (Computers)
H&S – Health and safety
HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)
RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations
VLE – Vocational Learning Environment
SCHOOL – Trustees of Cherry Tree Trust, Governors of Newall Green Primary and all staff linked to both.

CONTENTS

PART 1 - GENERAL STATEMENT
PREAMBLE
This policy is produced in respect of Newall Green Primary School only and is supplemental to the Council & Departmental Safety Policy Statements.

STATEMENT OF POLICY
The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:
1. plant, equipment and systems of work are safe and without risks to health.
2. the handling, storage or transport of articles and substances will be safe and without risk to health.
3. information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. the site is maintained in a safe condition and without risks to health.
5. access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. a working environment is provided that is safe and without risks to health.
7. there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

PART 2 - ORGANISATION

TRUSTEES OF THE CHERRY TREE TRUST
The Trustees will ensure that:
a) Competent Health and Safety advice is obtained to support the school management using www.hse.gov.uk
b) A H&S policy is in place and that the policy is reviewed annually;
c) Risk assessments of work activities are undertaken and a written record of the assessments kept;
d) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
e) Regular safety inspections, take place in line with the Compliance Monitoring in Council Buildings
f) A positive H&S culture is established and maintained.

RESPONSIBILITIES FOR HEALTH AND SAFETY

EXECUTIVE HEAD TEACHER
The Executive Head Teacher will ensure that:
a) Competent health and safety advice is obtained to properly assist the school management to comply with its health and safety obligations;
b) Risks are identified and managed using the plan, do, check, act approach to protect the health and safety of employees, children and members of the public within school grounds;
c) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
d) Safe systems of work, identified from risk assessments or to comply with national standards/ guidance, are monitored to ensure they are being followed and are effective;
e) Information and advice on health & safety is acted upon/circulated to employees, governors and staff are monitored to be sure advice is being followed;
f) Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
g) A report is produced termly that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified;
h) Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
i) Delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

Signed: Date:
Executive Head Teacher

HEAD OF SCHOOL

The Head of School is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

a) ensuring that health and safety is considered prior to the implementation of new processes
b) ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy
c) ensuring that there is a training policy in place so that members of staff are competent for their respective roles and their health and safety responsibilities
d) ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety
e) ensuring suitable arrangements are in place in relation to fire, accidents and first aid
f) ensuring suitable controls are in place for the effective management of contractors
g) ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance

h) Promptly inform the Board of Trustees and executive team of any significant health and safety failure
i) Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay
j) Monitoring performance in relation to health and safety and reporting to the Executive Head and the Board of Trustees of progress against the objectives of the health and safety policy
k) Reviewing accidents and other incidents in relation to health and safety and repoting to the Executive Head and the Board of Trustees on the outcomes of these investigations
l) Informing the Executive Head of any situation which may affect or incur adverse publicity for the school

Signed: Date:
Head of School

SCHOOL BUSINESS MANAGER

The school business manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting the Executive Head and the Head of School in meeting the objectives of the health and safety policy, and in particular:

a) Monitoring and reviewing the implementation of the health and safety policy
b) Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for employees
c) Ensuring team members under their control comply with relevant health and safety legislation and follow approved procedures and systems of work
d) Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicate appropriately
e) Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented
f) Ensuring that the health and safety management system is implemented
g) Ensuring that relevant policies, procedures and safe work practices are provided
h) Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed
i) Ensuring appropriate personal protective equipment is provided, worn and maintained
j) Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated
k) Ensuring that the arrangements for communication, cooperation and consultation are maintained
l) Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing SLT immediately of any significant failures
m) Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented
n) Ensuring that staff receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities
o) Providing the Executive Head with health and safety updates as necessary, including accident reports and recommendations for improvements
p) Ensuring that health and safety records and documentation are complete and are systematically sorted

Signed: Date:
School Business Manager

H&S COORDINATOR (SITE MANAGER)
The H&S Coordinator will:
a) undertake daily, weekly and termly safety inspections to ensure the site is safe and health and safety advice is being followed;
b) advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
c) in consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.

SENIOR MANAGERS

The Senior Manager will:

a) ensure that H&S is addressed at phase meetings.

b) assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;

c) ensure that H&S requirements, e.g. staff training, are adequately catered for in the phase on induction of a new member of staff

d) ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.

EMPLOYEES (ALL)

All employees must:

a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;

b) report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;

c) not misuse anything provided for health and safety purposes;

d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;

e) cooperate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council and the school do not hold insurance to cover use of private vehicles.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

STUDENTS

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Students are expected to:

a) comply with school rules relating to general behaviour;

b) take note of and comply with information provided for safety with regards activities undertaken;

c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and

d) not to misuse anything provided for H&S reasons.

PART 3 – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1. – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – STUDENTS – All accidents to students involving injury are to be recorded. This will initially be by using the standard sheet available either in the EYFS, KS1 or KS2 carbon copy sheets. These sheets will be collected termly by the designated member of office staff who will then monitor the accidents to see if there is a common theme that needs addressing.

In addition any reportable incident will immediately be input on to the reportable incident form which is kept in the office.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. All of these incidents are reported by Kath to the H&S Executive.

Kath prepares a H&S Report to the Board of Trustees 3 times per year. This includes all reported accidents that have occurred in school.

1.2 – STAFF – All accidents to staff are to be recorded via Kath in the main office.
NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information.

1.3 – VISITORS – All accidents to visitors other than students are to be recorded and this will be done by inputting information on the form that Kath has in the office.
NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed and reported to the Executive head teacher or the Head of school so that the situation can be assessed to prevent future incidents. Including the accidental release of any substance that may cause serious injury or damage to health, an electrical short-circuit or overload causing a fire or explosion.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by logging onto CPOMS under the category of Behaviour.

2. – **LEGIONELLA & Legionnaires 'Disease**

Newall Green Primary school will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold-water systems for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The School will ensure that:

Relevant risk assessments are carried out and that control measures are implemented by Cleartech.

The School site manager- Robert Brownhill is the nominated competent person for Legionella on the premises and acts on behalf of the School to provide the necessary competence to enable Legionella to be managed safely.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with H&S requirements. He will advise the heads of school/ CEO (Chief Executive Officer) of any condition or situation relating to Legionella which may affect the safety children or staff.

Records are kept for each water outlet of flushing and testing and any disinfection procedures by Cleartech and site manager.

An assessment has been completed on the hot and cold-water systems and measures have been introduced to manage the risk of legionnaire's disease.

The school water assessment register is kept in the School Office.

3. – ASBESTOS
Include which of the following applies

A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the office and condition checks as necessary are carried out by the caretaker/H&S Coordinator before any changes or building works commence.

NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. See building contractor sign in sheet.

4. – COMPUTERS

All computers in use within school, whether PC's or Lap Tops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

4.1 – COMPUTER WORKSTATION ASSESSMENTS - Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. A copy of the 'User Audit' is in Appendix 2.

4.2 – LAP TOP COMPUTERS - A lap top is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the lap top then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the lap top up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

5. - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

5.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

5.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;

b) being hit by falling objects dropped by persons working above head height;

c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.

d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

5.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Campus/Site Manager.
b) Before any work is commenced, it is essential that the Site Manager is made aware of
i) what work is to be undertaken,
ii) where the work is to be carried out,
iii) an indication of the likely timescale,
iv) what equipment is to be used,
v) what services are required.
c) Before work is to commence, the contractors must be advised by the Site Manager
i) where they can gain access to services,
ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the Fire Assembly Point.
iii) any particular problems with the work, e.g. access may still be required to the area.
d) The contractors must be issued with a visitor pass and advised that it must be worn at all times whilst on site.
e) The contractors must be advised who to contact on site if they have a problem.

5.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-meeting will take place and the Head Teacher will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

6. – CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by having H&S as a standard item on the agenda of staff meetings at least once a term

7. – COMPETENCY

All employees appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Employees appointed to the roles will be assesses against this list and where competency requirements are not already met, how the person will be made competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

8. – E-SAFETY

The school has separate policies for 'E-safety' and 'Acceptable Use', copies of which can be found on the School Website. These policies indicate there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

9. – ELECTRICAL SAFETY

The school has fixed electrical installation checked and certificated once every 5 years in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested annually.

10. – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Personal Emergency Evacuation Plans (PEEP's) are written for those children who require help with this process.

10.1 - FIRE DRILLS - Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out every half-term. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

10.2 - FIRE ALARM – The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at 3.30pm on a Tuesday each week to ensure that it is working and can be heard throughout the school.

10.3 - FIRE EXTINGUISHERS - Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

11. – FIRST AID (Please refer to First Aid Policy for further information)

The school has been assessed as a low risk in terms of first aid requirements and will have a minimum of two first aid at work qualified first aiders on site during the normal school day. The contact details for which are displayed or are available via the office. The following are the general principles followed.

11.1 – FOLLOWING AN ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the student will be kept under observation. If concerns increase however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

11.2 – RECORDING - Any accident where first aid is administered to students is to be recorded initially on the carbon copy form.

11.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site.

11.4 – INJURIES INVOLVING BLEEDING - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the first aid box.

12. – HAZARDOUS SUBSTANCES

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessments are kept in the Curriculum Areas and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their Line Managers.

13. – INDUCTION

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

14. – INFECTIOUS DISEASES (INCLUDING COVID-19)

The school follows the national guidance produced by the Health Protection Agency, which is summarised within the leaflet, 'Guidance on Infection Control in Schools and other Child Care Settings', which is held by the H & S Coordinator. Where there is a significant change in routine, for example, in a pandemic, risk assessment will be undertaken and agreed actions implemented.

15. – MANUAL HANDLING OR LIFTING

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All employees must also ask themselves the question, when considering undertaking any manual handling operation, can I move the objects where I need to safely and without risks to health? Where employees feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance. Staff are made aware of the regulations through HSE Guidance 'Manual Handling at Work' document.

15.1 – MANUAL HANDLING – STUDENTS – All students who may need to be lifted or supported for medical needs are to be risk assessed by completing the manual handling assessment form. All students who require 'Team Teach' will have a risk assessment and Social Emotional Plan (SEP).

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

16. – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with its approved medical procedures.

17. – NOISE

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their Line Manager.

18. – RISK ASSESSMENT

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities.

Where supplemental risk assessments are required they will be specific to an activity, added to more general assessments, e.g. COSHH, Manual Handling etc. or will be student specific. These are kept in the Executive Head's Office Risk Assessment file, checked annually or as required.

19. – SECURITY

The school site has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to students. If employees have any questions on Security they should initially speak to their Line Manager.

20. – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees need to be aware of the policy, a copy of which is kept in the office and can also be found on the school website.

21. – SCHOOL TRIPS

The school undertakes a mix of school trips in line with its approved school trips procedures which are on in the policy file. All local trips are to be approved by the Executive Head or Head of School, these are short duration trips, inter school activities or local trips, e.g. to library. Any trip away from site overnight must be approved by the Board of Governors and must be notified to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

22. –TRANSPORT

The options for transporting students are either by coach, taxi or mini-bus. When a member of staff transports a child ideally another adult should be present or if this is not possible the child should travel in the rear of the car using the appropriate age-related car / booster seat and seatbelt restraints.

22.1 – Use of Employees vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use, verification of documents by Dianne Harris, Business Manager prior to using the vehicle. Employees must follow the lone working policy when they are transporting children.

22.2 – Use of Professional Transport - The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

22.3 – Parents Transport – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s) /daughter(s) /ward(s) are required to be there at that time.

23. – WELLBEING (Please refer to Mental Health in School Policy)

The wellbeing of employees is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees' team as a whole.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the school's absence policy

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support employees' wellbeing.

24. – STRESS

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work-related stress, we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

25. - WORK AT HEIGHT

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following advice outlined in HSE 'Safe Use of Ladders and Step Ladders' is provided to all staff.

26. – SPECIALIST OPERATIONS – These are where specific high-level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders. Risk assessments must be completed and signed off before any 'specialist operations' can commence.

27. OFFICES – ADMIN

The admin offices and associated facilities have been assessed as low risk. The activities mainly being sedentary.

The Office Manager will ensure health and safety is a standard item on team meetings.

28. - SITE MANAGEMENT

The Site Management Area has been assessed as a higher risk area. Activities undertaken include cleaning, opening/closing, DIY and maintenance tasks, grounds maintenance and portage.

The Site Management team are given the necessary training and advice to complete these tasks safely and competently. Their performance is monitored through Appraisal / Performance Management processes (see Appraisal / Performance Management Policy).

Weekly buildings meetings monitor works taking place, future works planned, costings of works, training needs and suitable work wear and tools.

29. – MANAGING TEMPORARY or MIGRANT EMPLOYEES AND VOLUNTEERS

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for the job. They receive induction training, using the induction training pack, including the Health and Safety information and instructions and details of emergency and first aid procedures. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

30. – TRAINING POLICY

HR and Line Managers should ensure new starters are directed to the health and safety policy and accident reporting procedure as part of their induction training

The School Business Manager is responsible for ensuring all staff with a health and safety responsibility have current training abilities (first aid and fire marshall) and any leavers are replaced as soon as is reasonably possible

First Aid and Fire Marshall training needs will be reviewed regularly and relevant training arranged to ensure we adhere to our training objectives on health and safety

Any risk gap concerns should be referred to the School Business Manager in the first instance and escalated as necessary to the Head of School

31. – PERSONAL PROTECTIVE EQUIPMENT

The site manager and assistant caretaker are issued with protective steel toe capped boots and heavy-duty clothing. During the COVID 19 Pandemic, PPE has been available for all staff in school. It is also available for visitors on arrival to the main office.
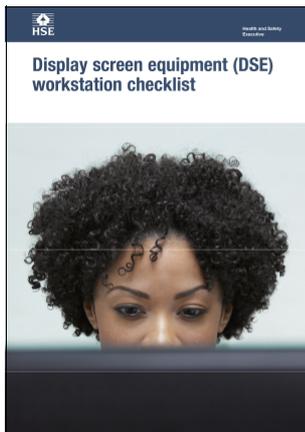
LIST OF CURRENT FIRST AIDERS

See Appendix 1

LIST OF CURRENT FIRE MARSHALLS

See Appendix 2

Display screen equipment (DSE) workstation checklist

This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable): ....

User: ....

Checklist completed by: ....

Assessment checked by: ....

Any further action needed: Yes/No

Follow-up action completed on: ....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
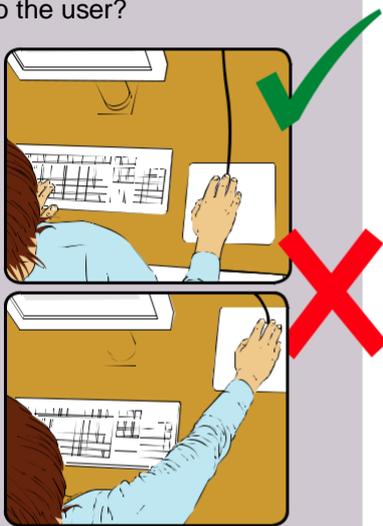
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

■ 'Yes' answers require no further action.
■ 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

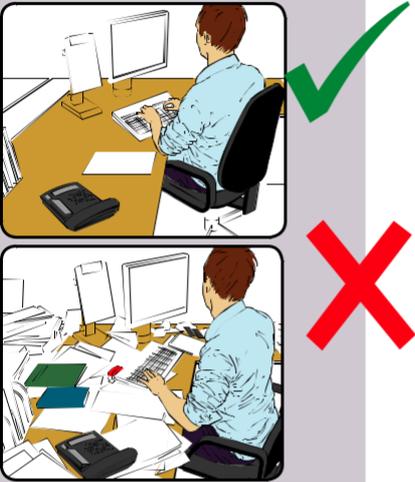| Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
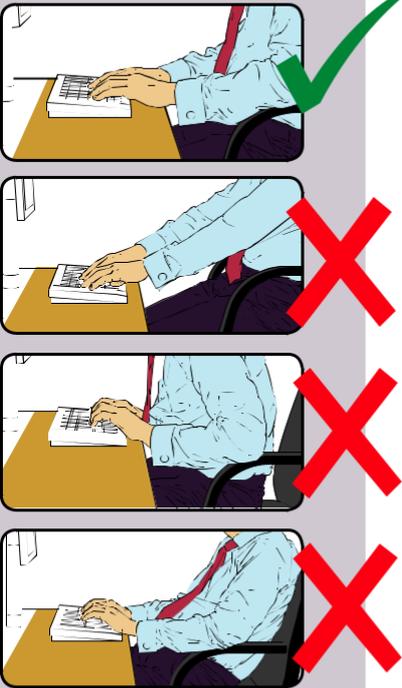
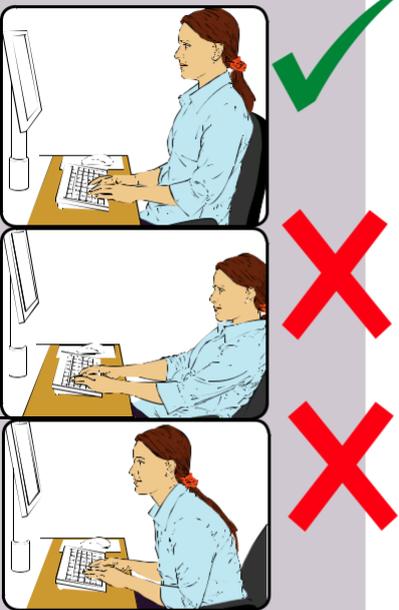| Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition? If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc?			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	**No**		
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Further information

Working with display screen equipmemt (DSE): A brief guide Leaflet INDG36(rev4)
HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

For information about health and safety visit https://books.hse.gov.uk or http://www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

To report inconsistencies or inaccuracies in this guidance email:
commissioning@wlt.com

British Standards can be obtained in PDF or hard copy formats from BSI: http://shop.bsigroup.com or by contacting BSI Customer Services for hard copies only Tel: 0846 086 9001 Email: mailto:cservices@bsigroup.com

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Email: customer.services@tso.co.uk Website: http://www.tso.co.uk. They are also available from bookshops.

Statutory Instruments can be viewed free of charge at http://www.legislation.gov.uk where you can also search for changes to legislation.

APPENDIX 1

FIRST AIDERS

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedure;
Maintaining a valid First Aid at Work certificate issued by an HSE approved first aid training centre with refresher training taking place every 3 years;
Attending appropriate additional courses to maintain their expertise as required to remain up-to-date on the latest treatments;
Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary;
Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a GP or Hospital A&E department;
Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained;
Recording details of all accidents and treatments in the appropriate accident book;
Ensuring the relevant manager is advised of all accidents or incidents to ensure the appropriate investigations can be completed.

Please print your name and date in the box below to confirm you have read the roles and responsibilities of a First Aider above.

Name	Date	Name	Date

APPENDIX 2

FIRE MARSHALLS

ROBERT BROWNHILL – SITE MANAGER
SIMON COOPER – ASSISTANT CARETAKER

Fire Marshalls are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

Being familiar with the emergency procedures;
Taking responsibility to ensure training is complete and refresher training takes place every 3 years;
Taking appropriate and effective action if a fire or related incident occurs;
Identifying hazards in the workp0lace and recording and reporting their observations;
Ensuring that escape routes and doors are kept closed;
Checking suitable and sufficient notices are displayed;
Ensuring appropriate extinguishers are in place and are subject to regular maintenance;
Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the Fire Marshals should:

a) Ensure that the alarm has been raised
b) Evacuate people from the building or area involved and check that anyone with disabilities is assisted as planned;
c) Conduct a sweep of the building to ensure the premises are empty;
d) Ensure the fire service has been called;
e) Go to the designated assembly point – main school field on Firbank Road.
f) Ensure all persons have been accounted for as far as possible and remain at the assembly point until instructed otherwise;
g) Report to the Head of School or Executive Head to confirm all persons are accounted as far as possible for and report any persons missing.

Signature: Date:
Robert Brownhill
Site Manager

Signature: Date:
Simon Cooper
Asst Caretaker