



Health, Safety and Welfare Policy and Arrangements for Bures CEVC Primary School

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Part 1: General Statement of Intent and Commitment

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for Health and Safety and that the Governing Body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level.

The Governing Body and Headteacher also have responsibilities:

- To support the published policies and aims of the County Council.
- To promote continuous improvement in health and safety.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;
3. The Governing Body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment are safe and fit for purpose**
- **substances used are kept in a secure, locked cupboard and that Control of Substances Hazardous to Health (“COSHH”) assessments have been completed**
- **equipment provided is safe for use and subjected to regular spot-checks by staff as well as independent safety checks, if appropriate;**
- **working methods adopted do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.**

This document is available to all staff through the Staff Handbook and is readily available upon request.

This policy document has been adopted by the Governing Body and is signed by the Chairperson on its behalf.

(Chair of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

(Head teacher)

EDITION NUMBER

DATE THAT THE POLICY WAS
ADOPTED BY THE GOVERNING
BODY

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following Health and Safety organisational structure, roles and responsibilities are approved by the Governing Body and Headteacher of Bures CEVC Primary School.

1. The Governing Body

The Governing Body approves the Health and Safety Policy of the school and monitors its successful implementation. The Governing Body further ensures that sufficient and appropriate resources are allocated to implement Health and Safety procedures. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the Building Plan & Accessibility Plan.
Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor (Health and Safety) as a Health and Safety link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Suffolk County Council's Health and Safety Policy, and receive advice and support from relevant Officers of Suffolk County Council or Advisers acting on Suffolk County Council's behalf.
- 1.4 Ensure that Health and Safety is an agenda item on full Governing Body termly meetings, and receive a termly Health and Safety report from the Headteacher at this time (see Appendix 1). This report should include information on,
 - Progress of the Health and Safety targets in the Building Plan and the Accessibility Plan.
 - Accident/incident analysis
 - Relevant Health and Safety information received from Suffolk County Council or its Advisers.
 - Suggestion on future Health and Safety initiatives.
- 1.5 Facilitate any necessary review of the School's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the school premises, and of all on and off-site school related activities, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise Governors of any Health and Safety issue where their support or intervention, either via

system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (as per separate risk management procedure document).
 - Appropriate control measures are implemented, and that
 - Risk Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy (see Appendix 2).
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure that the school is in safe condition and is a safe working environment (Appendix 2). Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnastic equipment
- 2.6 An adequate needs analysis of Health and Safety training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher Health and Safety awareness
 - Health and Safety Induction training (all new and temporary staff – see Appendix 3)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - Health and Safety Coordinator
 - Lifting and Handling
 - Working at heights,and any further specific Health and Safety training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable Health and Safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent Health and Safety advice as required by the management of Health and Safety regulations.
- 2.9 A termly Health and Safety report is provided to Governors (Appendix 1).
- 2.10 The school has in place Health and Safety monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated every year and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. a Health and Safety Co-ordinator) who may be tasked with the Health and Safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. The Headteacher has the responsibility of being Health and Safety Co-ordinator. The Deputy Headteacher will support the Headteacher in this role.

Specific functions of the Health and Safety Coordinator may include:

- 3.1 Having an overview of the school's Health and Safety Policy and arrangements, bringing amendments to the attention of the Governing Body where necessary.
- 3.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising of any deficiencies.

- 3.3 Carrying out, with the Deputy Headteacher and others as appropriate, the School's accident/incident recording, reporting, and investigation arrangements.
- 3.4 Arranging for termly evacuation drills and weekly fire alarm tests etc.
- 3.5 Advising of any defect in the state of repair of the building or its surroundings which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 3.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 3.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 3.8 Reporting any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 3.9 Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

4. School Business Manager

The School's Business Manager will act as a support to the Headteacher in the role of the Health and Safety Co-ordinator and has the following responsibilities:

- 4.1 Having an overview of the school's Health and Safety Policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 4.2 To co-ordinate the annual general workplace monitoring inspections.
- 4.3 To make provision for the inspection and maintenance of work equipment throughout the school.
- 4.4 To advise the Deputy Headteacher/ Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- 4.5 To ensure that staff are adequately trained and instructed in safety and welfare matters about their specific work place and the school general, and to keep a register of training, including induction, and maintain this register.
- 4.6 Carrying out any other functions devolved by the Deputy Headteacher, Headteacher or Governing Body.

- 4.7 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

5. Senior Leaders

Senior Leaders are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they are in charge of within the School Development and Improvement Plan. In particular, Senior Leaders will ensure that:

- 5.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and are monitored and reviewed accordingly.
- 5.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 5.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 5.5 Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 5.6 The Health and Safety training needs of staff are identified and the Headteacher is informed accordingly.
- 5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 5.8 Newly appointed, transferred or temporary staff receive appropriate Health and Safety induction training.
- 5.9 First aid provision is adequate.
- 5.10 Pupils are given relevant Health and Safety information and instruction.

6. Teaching Staff (Including supply)

Teaching staff are responsible for the Health and Safety of all pupils under their control and, in particular, must ensure:

- 6.1 Effective and appropriate supervision of the pupils that they are supervising.
- 6.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions in which the health, safety or welfare of the child necessitates such instruction.
- 6.3 That they are conversant with the school's Health and Safety policy and any arrangements specific to their own year group/subject/area.
- 6.4 They know the emergency procedures, including fire, critical incidents, injury or first aid.
- 6.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 6.6 That, where relevant, safety devices such as goggles are in good condition and are used in accordance with good practice.
- 6.7 That they report any defective equipment to the relevant person.
- 6.8 That all accidents and incidents are reported and reviewed or investigated.

7. Caretaker

The Caretaker is responsible to the Headteacher / Business Manager, and in particular, will ensure:

- 7.1 The completion of routine Health and Safety checks and the prompt reporting where equipment or systems do not meet the required standard (such as failure of tests, broken items or potential hazards on school premises). All of these should be reported promptly.
- 7.2 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 7.3 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 7.4 That periodic Health and Safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the School, and the main circulation areas. (These may be carried out with others such as governors, Health and Safety co-ordinator etc)
- 7.5 That persons they supervise only undertake work for which they are competent.
- 7.6 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

- 7.7 That all staff work in accordance with safe working practices issued by the School, the County Council etc.

8. All Employees (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the School to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to the Deputy Headteacher / Headteacher.

9. Pupils

Pupils, allowing for their age and aptitude, are expected to:

- 9.1 Exercise personal responsibility for the health and safety of themselves and others.
- 9.2 Observe standards of dress consistent with safety and/or hygiene.
- 9.3 Observe all the Health and Safety rules of the School and in particular the instructions of staff given in an emergency.
- 9.4 Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

In addition, pupils are expected to adhere to the School's Behaviour Policy.

10. School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

11. Health and Safety Committee

The school has established a Finance, Premises and Personnel Committee which meets termly. Health and Safety issues and procedures are discussed at these meetings. Health and Safety within the school is also discussed at staff meetings, LSA meetings, Admin meetings and other staff meetings and all staff are encouraged to report and discuss any Health and Safety issues with the Headteacher / Deputy Headteacher / Business Manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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

1. Accident Reporting, Recording & Investigation

All accidents and incidents that occur on school premises must be officially recorded in the Staff Accident Folder (for staff and all adults on site - parents, governors, contractors, volunteers) and in the Pupil Accident Folder (for pupils). The Staff Accident Folder is kept in the School Office. Three copies of the Pupil Accident Folder exist in the school and are kept by the School Hall, in the School Office and in the Early Years Office.

It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book/ Folder . In the case of more serious accidents the Business Manager will complete the SCC Incident Reporting Form. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the Business Manager is provided with all relevant facts following any serious accident, staff are requested to write and sign a statement or complete an incident form (Appendix 4).

2. Asbestos

The Headteacher and Governing Body made the decision for the School to be asbestos free as is practicable. This has been confirmed by Suffolk County Council. The Asbestos Survey Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of un-removed asbestos disturbance, staff should follow the emergency plan as outlined in the Critical Incidents Policy.

3. Contractors

All contractors should be made aware of the Health and Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the School. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height. Any contractors working within confined spaces should complete the relevant form, held in the Premises Log Book. In addition, Contractors and Volunteers are required to orally consent to the "Visitors to Bures School Code of Conduct" and read the "Safeguarding at Bures School" notice before commencing relevant work on the premises.

4. Curriculum Safety (including out of school learning activity/residential)

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. AfPE document "Safe Practice in Physical Education and School Sport" for PE.

5. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parent / carer. They will be kept in the Medicine Cabinet in the School Office (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must

record the date, name of child, dose and then sign in the medicine record book held in the School Office. For more information refer to the Supporting Pupils with Medical Needs Policy.

6. Electrical Equipment (fixed & portable)

Inspection of all school portable electrical equipment is carried out annually by a competent person. The latest certificate can be found in the School Office. No personal electrical equipment should be brought in and used in school unless it has been tested and has a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the Premises Log, held in the School Office. Any defective appliances or wiring should not be used and should be reported to the Business Manager who will arrange for its repair or disposal.

7. Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed annually. This responsibility is delegated to the Business Manager. Fire drills take place termly.

8. First Aid

First Aid equipment is appropriately located around the school. A kit is held in the School Office and kits are held in each classroom. The class teacher is responsible for ensuring that their class kit is taken when children are taken off of school premises. Two first aid kits are kept in the easy access toilet and mini kits are held there for each midday assistant to use during lunch duty.

The first aid cupboard and kits are regularly checked and restocked by an Administrative Assistant.

9. Glass & Glazing

All glass in doors and side panels should be safety glass. All replacement glass should be of safety standard.

10. Hazardous Substances COSHH

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

11. Health and Safety Advice

The school purchases Health and Safety advice and training from Safety Boss.

12. Housekeeping, cleaning & waste disposal

The Caretaker is to ensure premises are kept clean, fire exits are clear and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate locked fenced area. Medical waste is stored in a special bin in the kitchen and is collected for emptying by specialist contractors when required. In bad weather areas will be prioritised and will be gritted or cleared of snow. Sanitary bins that are utilised in the Key Stage Two girls' lavatories are emptied by a specialist contractor on a regular basis.

13. Handling & Lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

14. Jewellery

Pupils are not permitted to wear jewellery to play sport or P.E at school.

15. Lettings/Shared Use of Premises

Health and Safety information will be given to all users of the premises ("Terms and Conditions for the Hire of Bures CEVC Primary School"). There will be restrictions on use of equipment and areas accessible and the School enters into a written agreement with the lessee. Staff will be on site either opening/closing duty or in some instances for the duration of the letting, except in regular-use events. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

16. Lone Working

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. If no suitable second person is available, the Headteacher will act as the second person. Lone workers should avoid hazardous activities. See the Lone Working policy.

17. Long Term Evacuation Plan

See Critical Incidents Policy for full details.

18. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix 5 for details of what equipment requires periodic inspection, examination or testing.

19. Monitoring the Policy

This Health, Safety and Welfare Policy follows the 9 term PLAN-DO-CHECK-ACT system recommended by SCC in order to ensure best practice. See Appendix 2 for details.

As part of this, members of the Finance, Premises and Personnel Committee, together with the Headteacher and the Caretaker, will carry out termly workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints. The termly inspection is based upon SCC's School Audit Checklist and Guidance tool. Sections of questions are taken each term from this tool to form the audit completed by the Committee for that term.

20. Personal Protective Equipment (PPE)

PPE should be provided free of charge by the School where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and

maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

21. Playground Safety

Daily inspections of play equipment and the grounds are undertaken by the Caretaker. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and equipment is checked via an annual inspection organised by the School.

22. Physical Intervention

All staff receive SchoolSafe training which offers guidance on de-escalation, both prior to an incident and physical de-escalation when a last resort. For those staff deemed to require physical de-escalation training, this is also given through SchoolSafe. The Headteacher and Deputy Headteacher have been trained in managing the risks of physical de-escalation at the school.

23. Reporting Defects

Defects should be reported to the Business Manager, who will arrange repair with the Caretaker.

24. Risk Assessments

The Headteacher will make arrangements for risk assessments relating to the School premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

25. Safeguarding / Child Protection

A Safeguarding Policy is in place and is reviewed annually. Staff receive the appropriate training to safeguard the children and adults within the School against abuse, sexual exploitation and radicalisation.

26. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator (Headteacher) is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Staff Handbook for information on planning school visits, who to obtain approval from, when to seek approval from the County Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

27. School Transport

The school does not own a minibus. Parents or staff offering to transport pupils to sporting events in their car are required to have appropriate business level insurance and an enhanced Disclosure and Barring check. Car seats must be provided if the height of the child requires it. Appropriate adult ratios are required to safeguard pupils and staff.

28. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

29. Staff Consultation

Finance, Premises and Personnel Committee meetings take place once a term. The Committee's terms of reference are available from the Business Manager and Clerk to the Governors. A copy is also held in the front of the Full Governing Body Minute Book. Staff are consulted and briefed on the Health, Safety and Welfare Policy.

30. Staff Health and Safety Training and Development

New staff are briefed about Health and Safety arrangements during their induction (see Appendix 3) establishing minimum Health and Safety competencies for certain activities (eg use of hazardous substances, working at height) and who hold certain roles (eg Deputy Headteacher – Health and Safety Co-ordinator, Business Manager, Caretaker). Relevant training courses will be made available as required.

31. Staff Well-being / Stress

The school subscribes to the Suffolk County Council Wellbeing Service, which helps with specialist information and counselling services. A three-yearly anonymous well-being survey is carried out and evaluated. An HLTA is the Wellbeing Officer at the school.

32. Supervision (including out of school learning activity/study support)

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as outlined in the EVC Policy. All staff, governors and other volunteers are required to have enhanced Disclosure and Barring clearance.

33. Swimming Pool

Pupils from the school attend Kingfisher Swimming Pool in Sudbury to swim. The school adheres to the procedures, safeguards and policies given to the school by Norse. The school completes an annual risk assessment.

34. Use of VDU's / Display Screens

Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.

35. Vehicles on Site

The School has no parking on site. It has access to a public car park which is across the road from the School. All cars should park in this car park during term time when pupils are or may be in school. On days where pupils are not present at the School, cars may be parked on the school playground. If vehicles need to enter the playground when children are on site, this should be done in lesson time. All deliveries should be reported to the School Office.

36. Violence to Staff / School Security

External gates are kept shut at all times whenever possible to maintain site security. For 15 minutes, between 7:45am and 8:00am, the school gates are opened for pupils to arrive for Breakfast Club. At 8:00am the gate is locked until 8:50 am at which time a member of staff will open the gate and stand by it. At this time the School Rear Playground gate is opened and manned. All gates are locked at 9am. Gates are then reopened at 15:10. During the school day, the

Early Years gate is opened at 12:00 for 10 minutes (and manned) to allow pupils from Nursery and Reception (morning pupils) to exit.

All visitors are required to sign in at the School Office and must display their visitor's sticker at all times. The stickers are colour coded in accordance with the day.

Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher. The School has a written procedure and policy advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse).

37. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Caretaker may need to work at height in the course of their duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

38. Work Experience

Arrangements are in place for allowing certain work placements. Students on work placement are given induction training and are fully supervised. Placements tend to be PGCE students and students from Thomas Gainsborough School, through the Gainsborough Learning Partnership. Where placements are for a limited time i.e. less than four weeks, a non-DBS visitor risk assessment will be undertaken and shared with staff to ensure that everyone is aware that this visitor should not be left to supervise children on their own.

Part 4: Appendices



Appendix 1: Headteacher's Termly Report To Governors

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident / Accident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the Headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher's previous report to the governing body
		Report on Progress of the H&S targets in the Building Plan and the Accessibility Plan.		
4.	Health and Safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on health and safety audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

Appendix 2: 9 term PLAN-DO-CHECK-ACT

The school's Health, Safety and Welfare policy is reviewed annually as part of the 9 term PLAN-DO-CHECK-ACT. At each review the school formally adopts the new policy and renews the relevant signatures.

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8	Term 9
<u>PLAN</u> Audit	plan major project for next 3 yrs For example do you have a new SEN student coming to the school ?	Check updates to LA guidance	<u>DO</u> Review	Site security review	Check updates to LA guidance	<u>CHECK</u> Assess	Term 1 audit report - final check for recommendations not yet implemented	Check updates to LA guidance Particularly the A to Z guide Are we better than we were in Term 1?
Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill
Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP
Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review
Asbestos review with Corporate Property	Maintenance review with Corporate Property	Condition survey review with Corporate Property	Asbestos review with Corporate Property	Maintenance review with Property Adviser	Condition survey review with Corporate Property	Asbestos review with Corporate Property	Maintenance review with Property Adviser	Condition survey review with Corporate Property

Adviser	Adviser	Adviser	Adviser		Adviser	Adviser		Adviser
Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work

Appendix 3: Health and Safety Checklist for Staff Induction

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees could include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted in red.

- Overview of the school's Health and Safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school – safety policy targets
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the school's own guidance and that from the Local Authority
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance
- For certain staff (head teacher, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions around the school site.
- Fire evacuation and emergency procedures
- Critical Incident procedures
- The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Introduction to recognised unions and the local representatives
- Infection Control arrangements
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to Health & Safety)
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)

- Physical examinations relating to statutory maintenance requirements eg. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- Fire extinguishers and blankets – location and use
- Access to wellbeing advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.

Appendix 4 – Serious Pupil Accident / Incident Reporting Form

This report is to be completed by the adult in charge of the child at the time of the accident / incident.

Incident description	
Site location	
Person involved	
Nature of injury	
Location of injury e.g. right eye	
Date of incident	
Time of incident	
Name of witnesses (if any)	
Action taken	
Staff reported to	
Action going forward	

Please hand this completed form to the Business Manager, Laura Benns, as soon as possible after the accident / incident. If she is not on site, then give to the Headteacher / Deputy Headteacher.

This form must be handed in at the latest no longer than 24 hours after the incident.

Appendix 5 – Equipment Testing

Equipment	Frequency
Portable Appliance Equipment	Annually
Fixed Wire Testing	Five Yearly
Emergency Lighting	Weekly by Caretaker, Quarterly by Chubb
Lightening Protection	Annually
Fire Alarm	Weekly by Caretaker, Quarterly by Chubb
Fire Extinguishers	Weekly by Caretaker, Annually by Chubb
Security Alarm	Annually
Gym Equipment	Annually
Water Testing	Monthly by caretaker
Legionella	Annual update of risk assessment
Boilers	Annually
Hall fans / heaters	Annually
Energy rating	Annually
Solar Panels	Annually
Early Years Air Conditioning	Annually