St. Chad's Patchway CE VC Primary School

'Learning to love, loving to learn'

Health and Safety Policy

Document Control

Title:	Health and Safety Policy
Version:	2.0
Status:	Live
Release Date:	Jan 2024
Author:	H&S Dept
Total Pages:	52 Including Preliminaries & Appendices
Security Class:	Commercially Confidential
Distribution:	All Employees, Contractors, and Customers (Inc. potential customers)
Disclaimer:	This document is uncontrolled when printed or downloaded.

Document Approval

Approved By (Chair):		Date:
Approved by (Head):		Date:
Ratified by:	Full governing body	Date:

Revision History

Version	Date	Reviewed By	Status	Comments
1.1	Sept. 2020	H&S Dept	Live	Obtained signature
1.2	Jan 2022	H&S Dept	Live	No statutory changes. Fire assembly point and number of first aiders updated.
2.0	Feb 2023	H&S Dept	Live	Updated policy version, change of Caretaker name, and number of first aiders.
3.0	Jan 2024	H&S Dept	LIVE	Updated policy version, change of Governors and number of first aiders and first aid arrangements, information review.
4.0	Jan 2025	H&S Dept	Live	Updated Policy Version, change of Governors and number of first aiders, inclusion of Number of Emergency First Aid at Work Trained Practitioners
5.0	Nov 2025	H&S Dept	Live	Updates to H&S Leaders within the school, updates to first aid provision, updates to MSDS and contact number for HSE
6.0	October 2026	HS Dept	Live	Addition of UK GDPR under advice and counselling and IET Wiring Regulations under Electrical, removal of ICC (incident contact centre)

This document will be kept at St. Chad's Patchway CE VC Primary School's main office and is on the school website.

AMENDMENT RECORD

Amendments to the Health & Safety Policy of St. Chad's Patchway CE VC Primary School will be issued following any review of the Policy where significant changes are required. Their incorporation should be recorded above.

We are a responsible employer and take our duties under the Health and Safety at Work Act 1974 seriously; we have therefore formulated this policy to help us comply with our legal duties. These include

providing a safe place and a safe system of work for our staff and others who may be affected by our activities.

Equality Impact Assessment (EIA) Part 1: EIA Screening

EIA CARRIED OUT BY: Clare Trayler	**DATE:** 23/1/24
EIA APPROVED BY:	DATE:

Groups that may be affected: N/A

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

St. Chad's Patchway CE VC Primary School

HEALTH & SAFETY POLICY

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Part A - General Statement of Policy

This policy is produced in respect of St. Chad's Patchway CE VC Primary School only.

At St. Chad's Patchway CE VC Primary School, we recognise our duties under current health and safety law and will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment.
The school considers the health, safety and welfare of staff and pupils to be important; and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.
Our staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of all those that are likely to be affected by our undertakings.

St. Chad's Patchway CE VC Primary School recognises its duty to make regular assessment of the hazards and risks created in the course of our endeavours.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to ensure the safe handling and use of substances;
- to ensure that all employees are competent to do their work, and to give them appropriate health and safety training;
- to provide information, instruction, training where necessary for our workforce, in an appropriate format for their needs;
- to prevent accidents and cases of work-related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their employees, when their employees come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. 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.

In support of this policy responsibilities and more detailed arrangements have been prepared.

Signature: S. Jenkins **Date:** 12/11/26

Mrs Stephanie Jenkins

Position: Head Teacher

Part B - Organisation

Governors

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;
- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

Head Teacher

The Head teacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she 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.

School Business Manager

The School Business Manager will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Head teacher and Governors on action required to comply with relevant H&S Legislation;
- In consultation with Head teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Carry out the regular safety inspections, at least 3 three annually;
- Receive all accident/incident reports, investigate where necessary and report significant incidents to the HSE under the requirements of RIDDOR supported by the health and safety consultants (HSDept).

Accredited H&S Representative(s)

- Accredited H&S representatives are trade union representatives, appointed by trade union members working for the Local Authority and formally recognised as employee representatives by the employer.
- The Accredited H&S Representatives' rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

Employees (All)

All employees, contractors and volunteer helpers must:

- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- 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;
- Not misuse anything provided for health and safety purposes;
- 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;
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

Pupils

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees; and
- Not to misuse anything provided for H&S reasons.

School Structure and Lines of Communication

H&S Leaders within the school:

Role	Name
Named Governor	Mrs Charlie Cowley
Headteacher	Mrs Stephanie Jenkins
Caretaker	Mr Greg Bryant
School Business Manager	Mrs Clare Trayler
Administration Officer	Mrs Trish Sutton

PART C1 – 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 activity-based **specific arrangements**.

GENERAL ARRANGEMENTS

1. ACCIDENTS AND INCIDENTS

It is our policy that all workplace accidents will be reported in the accident book, this will be kept in the school office. In addition to fulfilling a legal requirement, this enables us to investigate the more serious accidents to ensure that they do not re-occur; therefore, staff are expected to abide by the following procedures in the event of an accident.

1.1.1. Legal Requirement

The law on accident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR). These regulations set down requirements for reporting certain types of accidents to the enforcement authorities and how this is to be done.

1.1.2. Reporting of accidents

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a pupil or visitor has an accident, then an employee is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, the appointed person is responsible for making the report. The school will follow HSE guidance for incident reporting in schools.

1.1.3. Accidents at other third-party premises

If an employee is working on third party premises, details of any accident should be reported in the accident book there and a copy sent to the School Business Manager. This is because host employers have duties under RIDDOR for any reportable accidents which may occur to visitors.

1.1.4. Employee duties

Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.
We expect all employees and contractors to assist us in complying with our legal duties under RIDDOR; this means that employees are expected to have due regard for their health and safety and that of their colleagues. All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

1.1.5. Accident investigation

Unless the accident is trivial, it will be investigated by the relevant line manager to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. The completed investigation will be reviewed by the Head Teacher. Details of such accidents will be discussed at our health and safety meetings.

1.2. GUIDANCE ON RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires certain accidents and incidents are reported to the enforcing authorities. All reports are collated by the HSE who will then forward the details onto the appropriate enforcing authority offices for the particular industry and geographic area.

There are several ways to report an accident dependant on the scale of severity and type of harm suffered. These are:

Death
All deaths of employees and non-employees, such as pupils, must be reported if they arise from a work-related accident including acts of physical violence to an employee.
You must notify the enforcing authority without delay by telephone on 0345 3009923. You must follow up with a completed online report form.

Specified injuries
If there is an accident ***connected with work*** **and:**
Your employee, or a self-employed person working on your premises suffers a specified injury (including as a result of physical violence); **or**
A pupil or member of the public is taken to hospital for treatment to that injury;
You must notify the enforcing authority without delay (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident; and you must follow this up with a completed accident report form within the allocated timescale. **N.B. A specified injury must be reported to the HSE within 10 days of the incident.**

Reportable injuries are:
- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which:
- covers more than 10% of the body; or
- causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness; or
- requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day incapacitation of an employee

Accidents must be reported where an employee or self-employed person is away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

1.2.1. Over three-day incapacitation
Accidents must be recorded, but not reported, where they result in an employee being incapacitated for more than three consecutive days. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

1.2.2. Non-fatal accidents to non-employees
Accidents to pupils and members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

1.2.3. Disease
Employers and self-employed persons must report diagnoses of certain occupational diseases where these are likely to have been caused by or made worse by their work.
You will find a summary of the reportable diseases below.

Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- other conditions such as occupational cancer, any disease attributed to an occupational exposure to a biological agent and hand-arm vibration syndrome.

1.2.4. Dangerous Occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported using the online system to the enforcing authority Local Authority. Health and Safety Executive (HSE)
For a full list please refer to www.hse.gov.uk/riddor

1.2.5. Reporting to the HSE

There are a number of ways to report an accident and these are:
Internet: Website: http://www.hse.gov.uk/riddor/report.htm
Complete the relevant form; you will then be able to download a pdf copy of the form for your records.
Telephone: Call 0345 300 9923 - only use the telephone contact for Death or Major Incidents. The operator will ask you appropriate questions about the injured person and the accident. The ICC will then send you a copy of the completed form for you to check and keep for your records.

1.3. 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, a record is to be completed and sent to the Head Teacher who will then decide if it needs to be reviewed by the schools appointed health and safety advisor. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more

1.4. Violent Incidents

For any violent incident involving staff, violence being non-consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by Head Teacher. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place.

2 ALCOHOL & DRUGS

We recognise that drinking before, or whilst at work, could have serious health and safety implications.

In addition, we recognise that non-prescribed drugs are widely available that could have health and safety implications. We are also aware that whilst not developing an addiction, some employees may choose to take them recreationally. As a result, this policy states our position on the consumption of alcohol and taking of any non-prescription drugs or other substances that are unlawful under criminal law as well as prescription drugs which may adversely impact on performance.

2.1 Alcohol, Drugs and Health and Safety

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often inappropriate. Not only can alcohol, drugs and other substances affect work performance, it can also compromise the individual's safety and that of others.

Common side effects include a loss of concentration, impaired judgement, loss of coordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include but are not confined to those operating vehicles and machinery, supervising others, or working at height.

Any person taking prescription drugs which may affect their ability to carry out their duties should discuss this with the Head Teacher in confidence.

2.2 Prohibition on Alcohol, Illegal Drugs and Substance

Staff are not allowed to bring alcohol onto school premises or any premises on which St. Chad's Patchway CE VC Primary School requires them to work. Alcohol may only be consumed on school premises when provided on fund raising or social occasions authorised by the school.

No illegal drugs or other substances are allowed onto school premises or any site on which St. Chad's Patchway CE VC Primary School requires them to work. They should not be consumed at any time. The prohibition on illegal drugs and other substances extends to all activities that are connected with staff activities whilst at work. This includes all areas, both internal and external.

Due to the risks involved, staff engaged may not consume any alcohol during the normal working day (even away from the premises):

Where employees attend overnight conferences/training courses and parties they may consume reasonable amounts of alcohol but must ensure that are within the legal alcohol limit to be able to complete their work on the following day.

2.3 Disciplinary Sanctions

If St. Chad's Patchway CE VC Primary School has reasonable belief that an employee comes to work whilst under the influence of drugs, alcohol or other substances, or otherwise consumes such on the premises in breach of this policy, it may result in disciplinary action up to and including dismissal being taken.

2.4 Advice and Counselling

We recognise that there may be circumstances when an employee has an alcohol, drug or substance related problem that requires specialist help; it is our intention to deal with these cases sympathetically. Your General Practitioner will be able to give you advice and guidance on how to obtain help and assistance with any alcohol, drug or other substance related issue. In the event that any member of staff is diagnosed as having a problem, we will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken. If a programme of counselling is sought and the individual employee subsequently reverts back to their previous level of dependency, we retain the right to treat any resulting decline in performance or breach of policy as a disciplinary matter.

All requests for help will be treated in the strictest of confidence, please speak to the Head Teacher If the storage of written information becomes necessary, this will be carried out in accordance with the requirements of **UK GDPR** and the **Data Protection Act 2018**

2.5 Continuation in Present Role

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for drug, substance or alcohol dependency from a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the school will take all reasonable steps to deal with this.

3. ASBESTOS

St. Chad's Patchway CE VC Primary School acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed as far as is reasonably practicable. Due to the nature of the business, it is highly unlikely that employees will be exposed to, or disturb, asbestos or Asbestos Containing Materials (ACMs).

3.1 Legal Requirement

The law relating to the importation, supply, use and management of asbestos in commercial properties is the **Control of Asbestos Regulations 2012**.

3.2 Procedure

An asbestos management survey was 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 the Asbestos Management Plan (AMP). The AMP is kept in school office and condition checks are carried out, as necessary, by the Caretaker.

Any 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. A contractor sign in sheet will be used.

3.3 Employee duties

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.

Where an employee believes that they have identified, or disturbed, an ACM they must:

1. Stop working immediately.
2. Contain the area where they have identified the ACM to prevent other persons being affected and coming into contact with the ACM.
3. Report their suspicions to the Caretaker immediately.
4. Not continue working until permission has been granted by the Head Teacher.

3.4 Training

All affected employees will receive appropriate information, instruction and training on how to identify, and the procedures to be taken in the event of identifying, ACMs. This training will be repeated as necessary.

4. COMPUTERS

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

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us to determine whether or not they can be classified as "users" for the purposes of current legal requirements. This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by the School Business Manager.

4.1. Legal Requirement

The law relating to the use of DSE, such as computers, is covered by the **Health and Safety (Display Screen Equipment) Regulations 1992** (the DSE Regulations) as amended. These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.

4.1.1. Definition of "user"

The regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

4.1.2. Procedures

In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- all new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 4 weeks of starting work with us. It is the duty of the School Business Manager to provide this to all new starters.
- all existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time or believe they are suffering adverse effects from DSE use, then another one should be completed. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to the School Business Manager.
- where the questionnaire identifies problems, e.g. glare, inappropriate seating etc it is the responsibility of the School Business Manager to ensure that these are rectified.
- staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in other work duties such as telephone calls and office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the School Business Manager.
- where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.
- Laptop computers – The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend

extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

4.1.3. Employee duties

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the School Business Manager as soon as possible.

4.1.4. Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test funded by the company. This will be organised through an optician of the employee's choice. However, it is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be based on the clinical judgment of a competent practitioner.

4.1.5. Supply of glasses

Where the optician has confirmed, in writing, that glasses are needed exclusively for DSE use, we will contribute towards the cost. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

4.2. e-Safety

The school has a separate policy for e-Safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance.

5. CONSULTATION AND COMMUNICATION

It is the school's policy to ensure that all our employees are consulted whenever adverse health and safety matters arise. In addition, it is also our policy to communicate regularly with our employees on all health and safety matters. Such consultation and communication with employees on health and safety matters is known to benefit motivation and efficiency whilst reducing work-related ill-health and injurious events.

Where the school employs persons, who do not have adequate literacy or verbal skills in the English language or where English is not their first language, we shall arrange where possible for all communication to be appropriate to the skill level or translated as required. This will include all work instructions and appropriate training, particularly school inductions. We may also use a buddy system or vulnerable person risk assessment, if required.

5.1. Legal Requirement

The **Health and Safety (Consultation with Employees) Regulations 1996** regulates the requirement of employers to consult with employees on matters that may affect their health and safety while at work. This must allow the employees to express their views, either individually or through elected representatives, and the employer must take these into consideration before making any changes.

5.1.1. Procedures

We will consult with our employees on matters concerning their health, safety and welfare at work, including:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working.
- Our arrangements for getting competent people to advise and help us satisfy health and safety legislation.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

We will communicate with our employees by:

- Providing a Safety Notice Board where relevant information will be displayed, if appropriate.
- Having H&S as a standard item on the agenda of all staff meetings.
- Providing staff with the results of any inspection or audit undertaken.
- Providing access to the full health and safety policy for employees to read through and discuss with the Head Teacher, Caretaker or School Business Manager.
- Consulting with trade union accredited Safety Representatives, where appointed, in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will also be invited to become a member of the school's Safety Committee.

6. CONTRACTORS

It is our policy to ensure that all contractors that undertake work on our behalf meet the appropriate legislative and industry standards prior to their engagement for works. We must also ensure that the work they carry out is planned to minimise risks to safety and that contractors are competent and adequately resourced to undertake the work.

6.1. Contractor Procedures

The School business Manager/Admin Officer will ensure that contractors are competent to undertake works by:

i. Ensures they comply with health and safety legislative requirements.

ii. Ensures that their employees and sub-contractors are adequately trained to carry out the works.

iii. They have competency through trade registration.

iv. Ensures that they have a good health and safety record.

The Caretaker shall also inform the contractor of:

a) The rules of the site where the work is to be completed.

b) Our policies and procedures for the management of health and safety.

c) The risks associated with the work they will be undertaking on our behalf (where applicable).

d) The need for them to assess their contractors where appropriate.

Where contractors are engaged on site, they will be monitored by the Caretaker to ensure that:

a) Work is planned, managed and monitored so that is carried out without risks to health and safety.

b) Contractors undertaking work involving more than one contractor co-ordinate their activities with others in the project team; in particular, comply with directions given to them by the Principal Designer and/or Principal Contractor.

c) Contractors consult with their employees about matters affecting their health, safety and welfare.

The contractor will be expected to provide copies of their safe practice (Risk Assessment and Method Statement) and will cooperate with the emergency procedures in place for the school.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is our policy to ensure that the risks associated with the use or contact with substances hazardous to health on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous substances wherever possible. If this can't be done, then we will take all reasonable steps to find less hazardous alternatives. In the event that hazardous products need to be used, control systems will be introduced. Personal Protective Equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new products will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

7.1. Legal Requirement

The use of products in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**, as updated. The regulations require us to minimise the risks from contact or use of substances at work and to introduce control measures to manage those which may remain. COSHH also requires us to train employees in the safe use of substances and to monitor the effectiveness of any control measures. In certain circumstances, we are required to conduct health surveillance. This will occur if any employee is exposed to a hazardous substance which is known or is likely to cause a disease or be detrimental to health. COSHH also requires us to store products safely in order to avoid the risks of fire, explosion or environmental damage.

7.1.1. Procedure

It is our policy that this procedure will be followed by all staff with responsibilities for the procurement and safe use of substances whilst on our premises.

The school COSHH assessments are maintained by Caretaker and kept in School Office and summary information is kept where substances are stored/used.

7.1.2. Ordering

The School Business Manager/Admin Officer will ensure that adequate information on each product is obtained prior to its use. This will take the form of a Safety Data Sheet (SDS), where appropriate, which should be provided by the supplier of the substance. If the intention is to use a product for the first time, then the relevant SDS needs to be obtained before ordering. Where necessary, further information will be obtained from the supplier and other resources, such as the Health & Safety Executive website (http://www.hse.gov.uk).

7.1.3. Storage

We will provide appropriate storage according to the properties of each substance. The type of storage necessary will be determined by reference to the assessment, SDS or relevant properties. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents (due to the risks of explosion). The suitability of all chemical storage will be reviewed as necessary by the Caretaker.

7.1.4. Employee duties

All employees will be expected to co-operate with us in respect of any controls which have been introduced, to ensure the safe use, contact with and storage of substances. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturers' recommendations. We also expect all employees to report any concerns to the Admin Officer, including any health concerns. These will be dealt with promptly. Should any further action be required, then the employee raising the concern will be informed as to what form it will take.

7.1.5. Employee training

All employees will receive information, instruction and training on how to use products safely. This

will be repeated as necessary, e.g. on the introduction of new substances or processes. Training will be provided in a practical form in which the hazards and controls are clearly understood, e.g. training on operating procedures.

7.1.6. Monitoring

This policy will be monitored through the carrying out of periodic safety audits. These will cover the following:

- Use of substances.
- Maintenance of control systems.
- Adherence to safe working practices.
- Provision of information to employees.
- Appropriate storage.

Where contractors are engaged on site, they will be monitored to ensure that they do not pose a hazard to employees, visitors or themselves.

8. DRIVING FOR WORK

It is our policy to ensure, as far as is reasonably practical, that employees do not place at risk or harm themselves or any other person through work related driving activities. This will be achieved by setting standards conforming with current legislative guidance and by the implementation of a series of risk control measures.

8.1. Legal Requirement

The **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** requires employers to provide a safe place of work to assess risks and provide information and training to employees. In addition, the **Provision and Use of Work Equipment Regulations 1998** covers all equipment, which includes vehicles, provided to employees to be able to do their normal work. The **Road Traffic Act**, **Road Vehicle (Construction and Use) Regulations** and the **Highway Code** place further duties on the employer and road user.

8.1.1. Code of Conduct

All employees must ensure, when driving on business, that they comply with all road traffic legislation, are conscious of road safety, conditions and other drivers and apply defensive driving techniques at all times. The following non-exhaustive list of actions will constitute gross misconduct and may result in summary dismissal:

- driving under the influence of drugs (illegal or prescription) or alcohol.
- driving whilst disqualified, or not correctly licensed.
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- any actions which warrant suspension of a licence.

8.1.2. Transporting pupils

Use of Employees' vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. As per Employees Responsibilities, those 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.

Use of Professional Transport - The school will check that transport and driver are hired in from a reputable source before employing their services for school trips etc.

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. If parents transport other students to events during the school day, they will give full details of their driving licence, MOT and insurance to the school.

Insurance – The school will ensure that appropriate insurance arrangements are in place for transporting students where that has been organised by the school.

8.1.3. Employee's Responsibilities

Drivers of vehicles must:

- ensure they hold a current driving licence for the class of vehicle they are driving and notify management if it has been suspended or cancelled, or had limitations or endorsements placed on it.

- be responsible and accountable for their actions when driving a vehicle and display the highest level of professional conduct when driving on school business.
- drive in compliance with the Road Traffic Act at all times.
- take regular breaks to reduce the risk of driver fatigue.
- not carry any unauthorised passengers when driving on school business, and under no circumstances may they pick up any hitchhiker.
- have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn.
- regularly undertake standard checks e.g. oil, water, brake fluid and tyre pressure of any vehicles they use, particularly before long journeys.
- report any near hits, crashes and scrapes to management, including those which do not result in injury and follow the accident procedure outlined in this policy.
- ensure they have adequate insurance to cover business use within their policy where their own car/vehicle is used.

8.1.4. Mobile Phone use

Mobile phones can cause distractions by causing drivers to take their hands off the wheel and encouraging drivers to concentrate on communication and not the road.

It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except where making a 999 call and it is unsafe to stop).

Although, it is within the law to make and receive calls where a legally compliant hands-free kit is properly installed, if the police think you're distracted and not in control of your vehicle, you could still be stopped and penalised. St. Chad's Patchway CE VC Primary School believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care to adhere to the following rules, even where a hands-free kit is installed:

- do not make any calls, dial numbers, text message, surf the internet, or take pictures whilst driving.
- pull over to the side of the road when it is safe and turn off the engine before making or answering a call.

Road Traffic Collision Procedure

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

- ensure your own safety first.
- help any injured people and call for assistance if needed.
- try to get the following information:
    - details of the other vehicle(s) and registration number(s);
    - name and address of the other vehicle owner(s) and driver(s);
    - name and address of any witness(es);
    - name of insurer(s).
- Give the following information:
    - your name and address and company details;

- if you damage another vehicle that is unattended, leave a note on the vehicle with your contact details;

- Contact the police:
  - If there are injuries;
  - If there is a disagreement over the cause of the crash;
  - If you damage property other than your own;
  - If damage to the vehicle, report it to the police station nearest to the crash as soon as possible.

- Follow-up.

  If there is an injury, or major damage, report the crash to the Head Teacher as soon as you can and within 24 hours.

9. ELECTRICITY AT WORK

It is our policy that the risks associated with the use, maintenance and installation of electrical systems and equipment are minimised at all times. This will be achieved by ensuring that electrical installations and equipment conform with current legislative and industry guidance and by the implementation of a series of risk control measures.

9.1. Electrical Work Competency

Only competent persons will be authorised to carry out work on live electrical equipment and a permit to work will be required before working live.

St. Chad's Patchway CE VC Primary School will ensure the electrical installation is safe by making sure that:

- new electrical systems are installed to a suitable standard, e.g., BS 7671 *Requirements for electrical installations (IET Wiring Regulations)*, and then maintained in a safe condition.
- existing installations are maintained in a safe condition.
- enough socket outlets are provided.

St. Chad's Patchway CE VC Primary School will provide safe and suitable equipment by:

- choosing equipment that is suitable for its working environment.
- making sure that equipment is safe when supplied and that it is then maintained in a safe condition.
- for portable equipment, use socket outlets which are close by so that equipment can be easily disconnected in an emergency.
- protecting light bulbs and other equipment which could easily be damaged in use.
- Portable Appliance Testing (PAT) will be carried out on a regular basis.

Where appropriate St. Chad's Patchway CE VC Primary School will also:

- use reduced voltage equipment.
- provide safety devices e.g., Residual Current Device.
- carry out preventative maintenance.

10. FIRE SAFETY

10.1. Legal Requirement

The **Regulatory Reform (Fire Safety) Order 2005** is the legislation governing Fire Safety. The order requires any person who has some level of control in premises to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

10.1.1. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety:

- a fire risk assessment will be undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- Fire Action notices will be displayed at the premises outlining the actions to be taken on discovering a fire or hearing the alarm.
- Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.
- training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals.
- all new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- all escape routes will be clearly signposted and kept free of obstructions at all times.
- all fire-related equipment e.g. detection system, emergency lighting etc will be regularly tested, serviced and maintained in line with current regulations.
- Fire extinguishers are subject to an annual check by competent contractors 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. All staff are aware that in the event of a fire the priority is to raise the alarm and evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.
- if any employee notices defective or missing equipment, they must report it to the caretaker via his job list

10.1.2. Emergencies

The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. Schools Critical Incident Plan, including contact details, will be accessible off-site and out of hours and are kept on the i-drive (Governors) and also a paper copy is in the Policies folder in the SBM's office.

10.1.3. Client and third-party premises

Where our staff are working at another school or other third party premises, they must ensure that they are familiar with the client's fire procedures and the actions to take on discovering a fire, on hearing the alarm and the location of the evacuation assembly point.

10.1.4. Communication

We will inform staff of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that where appropriate, visitors to and users of our premises are

briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire:

- Raise the alarm immediately by operating a break glass unit, or by shouting 'Fire! Fire!'
- Firefighting equipment is provided on all escape routes, the kitchen and gas boiler room.
- Do not attempt to fight the fire unless it is obstructing your exit from the building.
- do not stop to collect personal belongings or switch off computers.
- ensure that no-one is left in the room and close the door behind you.
- ensure that you or the designated person has called the fire brigade.
- report to the assembly point located at – Key Stage 2 playground/field or the front of the school by the black gates.
- play your part in the roll-call so you are safely accounted for.

If you hear the fire alarm:

- immediately leave using the nearest available fire exit.
- report to the assembly point for a roll-call.
- if you are with a visitor, ensure they accompany you.

The Head Teacher, School Business Manager/Admin Officer and/or Caretaker are in charge, if on site, otherwise the office staff and fire marshals will take charge.

. Their duties are:

- establishing if it is a genuine fire or false alarm.
- co-ordination of the evacuation of St. Chad's Patchway CE VC Primary School's premises.
- liaise with other St. Chad's Patchway CE VC Primary School Fire Marshals at the emergency assembly point, checking for persons not accounted for.
- liaison with company representatives regarding evacuation.
- liaison with Fire Service on its arrival.

Fire Marshals

St. Chad's Patchway CE VC Primary School representatives will act as Fire Marshals.

Fire Marshals are nominated at St. Chad's Patchway CE VC Primary School who will carry out their duties as trained.

11. FIRST AID AT WORK

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

11.1. Legal Requirement

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out an assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- size of the business.
- type of business.
- building layout.
- past history of accidents.
- proximity of business location to emergency medical services.
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

11.2. Responsibilities of Appointed Persons

Appointed Persons are responsible for:

- taking charge when a person has been injured or falls ill.
- calling an ambulance where necessary.
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

11.3. Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee/pupil has been taken ill, or has had an accident, you should not attempt to give first aid treatment yourself if not trained.
- no employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- if you need to access a first aid kit for personal use, do not remove it from its designated place.
- any loss or damage to first aid equipment must be reported to an Appointed Person/First Aider.
- if a first aid kit is poorly stocked, this should be reported to any Appointed Person/First Aider.

11.3.1. Managing Pupils

Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.
The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

11.3.2. Other third-party premises

Where our staff are working on third-party premises, they must ensure that they are familiar with the site's reporting procedures and take the name of the trained first aider/appointed person to contact if treatment is required.

11.3.3. Managing visitors

Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider. If the visitor has had an accident, the member of staff notified should report this to the Admin Assistant to ensure that an entry is made in the accident book.

11.3.4. Staff training

An Appointed Person does not require First Aid training. The Appointed Person will be trained in house with regards to the responsibilities of the position and locations of equipment.

Nominated staff will be trained in First Aid most appropriate to their role e.g. Breakfast Club Assistants will be trained in Paediatric First Aid, Office staff will be trained in First Aid at Work. The number of First Aid trained staff will be based on risk assessment.

11.3.5. Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

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Full First aid box is kept in the first aid room. Each classroom has a first aid bag with commonly used items i.e. antiseptic wipes and plasters

Number of Paediatric First Aiders: 7

Number of Emergency First Aid at Work Trained Practitioners: 1

Number of First Aid trained staff: All Staff First Aid Trained

Guidance On First Aid Supplies

The HSE Guidance currently states that the minimum stock of first-aid items might be:

(a) a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*);

(b) 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);

(c) two sterile eye pads;

(d) four individually wrapped triangular bandages, preferably sterile;

(e) six safety pins;

(f) two large sterile individually wrapped unmedicated wound dressings;

(g) six medium-sized individually wrapped unmedicated wound dressings;

(h) a pair of disposable gloves (see HSE's guidance *Skin at work: Latex allergies*).

The contents of first-aid containers should be examined frequently and restocked soon after use. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.

If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid container.

Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

Some employees carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma or an AAI). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate. A First Aider can administer an AAI if the casualty is unable to do so and they have received appropriate training in its administration.

11.4 Infectious diseases

The school follows the national guidance produced by UK Health Security Agency (UKHSA) 'Guidance on infection Control in Schools and other Child Care Settings'.

12. LEGIONELLA

St. Chad's Patchway CE VC Primary School acknowledges the health hazards arising from exposure to bacteria in water systems and will protect those employees and other persons potentially exposed as far as is reasonably practicable.

12.1. Legal Requirement

The **Health and Safety at Work Act 1974** puts a duty of care on controllers of premises to all those that use the premises. The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** puts a duty on employers to control the risk from biological agents, including Legionella.

12.1.1. Procedure

A water risk assessment will be completed on behalf of the school and records of this assessment will be retained in the school office by the school business manager. Any remedial actions required will be arranged by the school business manager, including any routine testing of water outlets.

12.1.2. Training

All relevant employees will receive training on the risks of Legionella and how to complete any testing and preventative maintenance required.

13. LONE WORKING

We recognise and acknowledge that some of our employees may be required to work alone within the premises and that risks are associated with this. It shall be our policy to ensure the health, safety and welfare of our employees that work alone, so far as is reasonably practicable.

13.1. Legal Requirement

It is a requirement of **The Management of Health and Safety at Work Regulations 1999** to ensure that all risks associated with our employees' work are assessed and controls implemented to reduce those risks.

13.1.1. Procedures

Where an employee is required to work alone, we shall ensure that:

- a risk assessment is made in respect of lone working, including any interaction they may have with the general public or equipment they are required to use.
- there are methods of communication with the lone worker should an emergency arise. All employees are required to have a mobile phone on their person at all times (except in the event where the risk assessment has identified that this is not permitted, such as when using certain equipment).
- a mobile is required to enable assistance to be summoned in case of attack or incapacitation.
- appropriate and periodic health screening will be provided where this has been identified in the risk assessment to ensure an employee's fitness to undertake lone working duties.
- all concerns raised by lone working employees are considered seriously and appropriate action taken so far as is reasonably practicable.
- all employees who lone work are consulted and communicated with on a regular basis.

13.1.2. Employee Duties

All employees who work alone must ensure that they:

- report any concerns that arise out of working on their own.
- follow any training provided.
- carry the appropriate equipment to use in emergency situations at all times.

- attend any health screening appointments and declare all medical conditions to ensure fitness can be assessed effectively and any further provisions can be implemented as required.

13.1.3. Training

All employees will receive information, instruction and training on lone working and the systems implemented.

14. MANUAL HANDLING

It is our policy to ensure that the risks associated with the manual handling of items are minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the need to manually handle wherever possible. If this can't be done then we will take all reasonable steps to reduce the need to manual handle, including use of appropriate mechanical aids, team lifting, improving workplace layout.

14.1. Legal Requirement

The law on manual handling is covered by the **Manual Handling Operations Regulations 1992**, as amended. These Regulations set down requirements for the avoidance and assessment of manual handling tasks and precautions to be made.

14.1.1. Procedures

It will be our procedure to avoid, wherever possible, the requirement for employees to manually handle loads. Where this is not possible the following procedure will be followed:

- all tasks that involve manual handling of items will be assessed.
- the assessment shall take into consideration five areas:
    - the load.
    - individual capability.
    - the task.
    - the working environment.
    - other relevant factors.
- reduce wherever possible the need to manually handle items.
- provide aids to reduce manual handling.
- maintain the aids in good working order.
- train employees in the correct techniques and use of aids.

14.1.2. Training

All employees will be trained in the correct techniques for manually handling items as part of their induction training. This training will be refreshed periodically, but no longer than every three years. Where appropriate, employees will also receive training in the use of the relevant manual handling aids. This training shall be completed prior to the employee using the aid, and when any new aids are purchased.

14.1.3. Employee duties

Employees must ensure that:

- they report to management (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
- they comply with instruction and training, which is provided in safe manual handling activities.
- their own health and safety is not put at risk when carrying out manual handling activities.
- they use equipment, which has been provided to minimise manual handling activities.
- any problems relating to the activity are reported to a responsible person.

15. MONITORING

To ensure that the preventative and protective measures we have introduced are effective, it will be our policy to monitor and review these measures periodically. The monitoring systems that we will use shall include audits, workplace and equipment inspections and reviews of adverse events.

15.1. Legal Requirement

The **Management of Health and Safety at Work Regulations 1999** governs the legal requirement for the company to monitor and review that their preventative and protective measures are in place and are effective.

15.1.1. Procedure

To comply with this policy, we will:

1. Ensure regular audits of our health and safety compliance are undertaken; these will be at least annually. Audits may be carried out by an external organisation on our behalf in order to obtain an objective view.
2. To underpin the audit programme, we shall also undertake regular workplace and equipment inspections. These will be carried by the operators of equipment and appropriate personnel or, where appropriate, our safety advisor using documented checklists.
3. We shall review our risk assessments regularly to ensure all hazards have been identified and controlled to their lowest possible level.
4. Where there is a need to address an area of non-compliance this will be added to a safety plan and prioritized.
5. All employees will be communicated with where it is identified further control is required to ensure measures are effective and appropriate prior to implementation.
6. The results of inspections will be published for the information of all employees, as appropriate.
7. In addition to the above we will also investigate and review all reported accidents, incidents and near misses, which may identify further issues not identified using the above systems.
8. All employees have a duty to report any shortfalls in protective measures, if identified these must be reported to the headteacher.

15.1.2. Training

Where required, and appropriate, employees will be trained to enable them to carry out inspections as required.

All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.

16. NEW OR EXPECTANT MOTHERS

St. Chad's Patchway CE VC Primary School is aware of its duty of care regarding expectant mothers, their unborn child and nursing mothers while they are at work. For this reason, the school will take all reasonable steps to ensure that employees are not exposed to hazards that may cause a risk to their or their child's development.

16.1. Legal Requirement

The **Management of Health and Safety at Work Regulations 1999** requires the school to assess the risks and take reasonable steps to look after the health of the unborn child, the development of the child, the nursing child and its employees.

16.1.1. Procedures

The following procedures have been implemented where an employee believes that they may be pregnant:

- the employee should inform their line manager as soon as possible, if they believe that they may be pregnant, even where the pregnancy has not been confirmed.
- the Head Teacher must complete a Pregnancy risk assessment as soon as possible.
- the findings of the checklist are to be discussed with the employee and, if appropriate, changes made to their role in order to avoid the risks they are exposed to that may be detrimental to their pregnancy.
- where risks cannot be controlled sufficiently the school may provide alternative duties to protect the pregnant/nursing mother.
- the Head Teacher and pregnant employee will periodically, at least monthly, review the work undertaken to ensure that all risks are identified and controlled.
- when the pregnant employee returns to work from maternity leave a further assessment shall be made by the Head Teacher.

17. NOISE

Excessive noise levels can cause permanent damage to hearing, which can reduce an individual's ability to hear normal conversation. This is known as Noise Induced Hearing Loss and can be caused by exposure to excessive noise levels over a period of many years. As a result, we have created a Noise at Work Policy to describe how we approach the issue of noise in the workplace.

17.1. Definitions

Noise levels are measured in decibels (represented as dB). The most common form of measurement is dB(A) which represents average noise levels. However, the format dB(C) may occasionally be used to measure peak, impact or explosive noises which arise from machinery and equipment which produce short bursts of very loud noise, e.g., cartridge-operated tools.

17.2. Legal Requirement

The law regarding is covered by the Control of Noise at Work Regulations 2005 (CNWR). Under these regulations we are required to take specific action once noise hits a certain number of decibels. The "lower exposure action value" is 80dB and the "upper exposure action value" is 85dB. If noise emissions reach either of these levels, we are required by law to take specific action, depending on the level reached. It should be noted that the maximum noise level allowed in our workplace will be 87 dB averaged over a day or a week, with a peak sound pressure limit of 140dB (this refers to the absolute maximum noise level allowed).

17.2.1. Employer's duties

The CNWR place a number of duties on us as the employer to do the following:

- assess the risks to our staff and pupils from noise in the workplace
- to take steps to reduce these noise levels by introducing a variety of control measures (at 85dB)
- where this isn't possible, to provide our staff and pupils with hearing protection (at 80dB)
- to provide employees with enough information, instruction and training to enable them to understand the regulations and their own duties (at 80dB)
- to provide the necessary health surveillance where there is a risk that employees will be regularly exposed to noise levels above the upper exposure action value of 85dB, or are otherwise at risk, e.g., due to an existing hearing problem.

The school has undertaken a noise review and has not identified any areas or activities 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

It is our policy to ensure that the risks associated with work tasks are minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the hazard wherever possible. If this is not possible, we shall reduce the risks to its lowest level where reasonably practicable.

18.1. Legal Requirement

The requirement to risk assess is covered by the **Management of Health and Safety at Work Regulations 1999**. These regulations set down requirements for the assessment of tasks and precautions to be made.

18.1.1. Procedure

It will be our procedure that all tasks undertaken by our employees shall be subjected to an assessment to identify the risks associated. This shall be done by:

- listing all tasks that employees shall undertake.
- identification of the hazards and risks associated with completion of the task.
- identifying who might be harmed.
- evaluation of the risks using a suitable system.
- taking precautions, where reasonably practicable, to control the risk.
- recording the findings of the assessment.
- communicating the risk assessment findings to persons affected by the tasks assessed.
- review the assessments periodically, updating where necessary. This will include where there is a significant change in the procedure for carrying out the task, introduction of new equipment, accident / incident investigation identifies a need.

18.1.2. Control of risk

Where risks are identified as part of the assessment these shall be controlled, where reasonably practicably. Control measures shall be introduced in the following order:

- elimination of the hazard.
- reduction or substitution of the hazard.
- isolating the hazard or the person at risk.
- use of control systems such as Safe Systems of work, procedures, training, machine guards, safety devices etc.
- if the hazard cannot be fully controlled then the relevant PPE will be issued.
- discipline - make sure all controls are monitored, reviewed and enforced.

Any control measures will be discussed with the affected employees to ensure the correct measure is introduced.

18.1.3. Dynamic risk assessments

It may not always be possible for us to assess all risks if working off-site is required. Therefore, it is the responsibility of the staff to complete a Point of Work or Dynamic Risk Assessments prior to starting any work.

18.1.4. Training

All employees will be trained to undertake tasks in a safe manner as part of their induction training. This training will be refreshed periodically, where required. Employees shall be given information relating to the risks associated with the tasks they will undertake and the safety precautions that have been introduced. Training will also be given where there is a significant change to procedures or equipment in relation to the task or where a refresher is deemed necessary.

18.1.5. Employee duties

Employees must ensure that:

- they report to management hazards that have not been identified.
- they, and others in their environment, comply with the laid down method statements/safe systems of work.
- they comply with instruction, information and training, which is provided for the activities.
- any defects to equipment are reported to management immediately.

19. SMOKING AT WORK

The Health Act 2006 came into force in England on 1st July 2007. From this date, smoking has been prohibited in all work areas, such as offices, workshops and warehouses. This will also apply outside normal business hours, such as evenings and weekends. It will also be extended to include the following common areas:

- reception areas;
- meeting rooms;
- rest/kitchen areas;
- storeroom;
- corridors;
- toilets and washrooms.

19.1. External areas

Smoking anywhere on external school premises is not permitted.

19.2. Visitors

This policy extends to all visitors and users of our premises. Whilst signs will be placed at entrances to our building(s), we would ask staff to politely remind their visitors/others if necessary.

19.3. Breach of policy

This policy should initially be enforced by management on an informal basis. However, if an employee continues to breach this policy, we reserve the right to take appropriate disciplinary action.

19.4. Assistance for smokers

We recognise that there may be members of staff who would like to give up smoking but need help in doing so. If this is the case, then please contact your General Practitioner who will provide details of organisations which can help you.

20. STRESS AT WORK

St. Chad's Patchway CE VC Primary School is aware of our duty of care regarding the mental as well as physical health and welfare of all our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work.

20.1. Legal Requirement

The **Health and Safety at Work Act 1974** requires us to take reasonable steps to look after our employees' mental health and welfare. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, so far as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

20.1.2. Definition of stress

The Health & Safety Executive has defined stress as follows: "The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope." In other words, stress occurs when the pressures on a person exceed their ability to deal with them. This can have both physical and psychological effects on individuals and if suffered for prolonged periods of time then deterioration in sufferer's health may ensue. Therefore, it is important that stress is recognised early on.

20.1.3. Procedures

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- in the first instance, the employee should inform the Head Teacher. They will treat the matter with sympathy and in confidence.;
- if necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description;
- the findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced;
- if appropriate, the employee may be referred to an external agency for further assessment or counselling.

20.2. Non-work problems

Whilst we are not responsible for causes of stress outside the working environment, we recognise that stress caused by non-work issues can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them concern. The employee can speak to the Head Teacher in confidence.

21. TRAINING

We are committed to ensuring that all our staff have received adequate training in order to be able to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other employees, such as agency temps who may spend time with us. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements identified in a role profile, then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency.

Where the school employs persons who do not have adequate literacy or verbal skills in the English Language or where English is not their first language, we shall arrange, where possible, for all communication to be appropriate to the skill level or translated as required. This will include all work instructions and appropriate training, particularly company and site inductions. We may also use a buddy system or vulnerable person risk assessment, if required.

21.1. Legal Requirement

Providing adequate training to our staff is a requirement of the **Health and Safety at Work Act 1974**. It is also required by other more specific legislation which relates to the use of machinery, manual handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

21.1.1. Procedures

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- all new employees will receive induction training from their line manager. This is based around our Health and Safety Induction Checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file.
- this training will also be provided to other groups who may be working on our premises. This includes agency temps, work experience students and contractors.
- some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal process.
- if certain training is needed and it cannot be provided in-house, then the individual employee and the School Business Manager will need to identify a suitable course. Staff are expected to find the most cost-effective training available. All reasonable expenses, such as travelling will be reimbursed.

21.1.2. Employee duties

Employees are expected to cooperate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this isn't possible, that we will be notified well in advance. Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.

22. VIOLENCE AT WORK

We recognise that both violence at work and threatening behavior can be issues of concern to many staff and this could have health and safety implications for the school. Due to its importance, this violence at work policy also forms part of the school's overall Health and Safety Policy.

22.1. Definition

Violence at work has been defined as "any incident in which the person is abused, threatened or assaulted in circumstances relating to their work". Whilst this definition applies to all staff, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- those who deal directly with visitors
- lone employees
- those who work outside of normal business hours, such as cleaners
- cash handlers

22.2. Legal Requirement

The Health & Safety at Work etc. Act 1974. S2(1) provides that "it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees". We also owe visitors such as parents and contractor's similar duties. In order for us to fulfil these duties, we will do the following:

- carry out a risk assessment in order to assess the risks to staff and other visitors
- decide what control measures, if any, are necessary
- implement any control measures if the assessment shows that they are necessary
- monitor any arrangements to ensure that they are effective.

22.2.1. Employees' duties

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

22.2.2. Procedures

The following are guidelines on action that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive but are a set of principles to be followed if a risk is perceived.

- as part of the risk assessment process, we will talk to staff across the school in order to assess what, if any, further measures are required
- staff are actively encouraged to discuss with their line managers any concerns that they may have and will be treated sympathetically
- any incidents of violence must be recorded and filed as well as being reported to an individual's line manager. This includes all incidents of violence, threats and verbal abuse
- if an incident causes a member of staff or a visitor to suffer death, major injury or more than three

consecutive days off work (including weekends) an accident report will be made under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

22.3. Dealing with visitors

The safety of our staff is paramount. Should anyone find themselves dealing with rude or aggressive visitors, they must never return aggression as this is how anger can escalate into violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

22.4. Staff training

Should a risk assessment identify that staff training is necessary in order to reduce the risks, then suitable training will be given.

22.5. Advice and counselling

The school recognises that in the event of an employee being a victim of violence, some counselling or other specialist help may be required. It is our intention to deal with these cases constructively and sympathetically. The Headteacher will be able to give you advice and guidance on how to obtain help and assistance with any workplace violence related issue. All requests for help will be treated in the strictest of confidence.

23. VULNERABLE PERSONS

23.1. Legal Requirement

The law requires that employers provide employees with comprehensible and relevant information about risks and about the procedures they need to follow to ensure they can work safely and without risk to health.

23.1.1. Procedures

Where St. Chad's Patchway CE VC Primary School employ persons, who do not have adequate literacy or verbal skills in the English Language or where English is not their first language, we shall arrange where possible for all communication to be appropriate to the skill level or translated as required. This will include all work instructions and appropriate training, particularly company and site inductions. We may also use a buddy system or vulnerable person risk assessment, if required.

Arrangements will be made by the individual's line manager for 'reasonable adjustments' to be made for employees with disabilities or other conditions requiring special consideration, where reasonably practicable e.g. providing a special keyboard if they have arthritis, installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person.

24. WORK AT HEIGHT POLICY

It is our policy that where an employee is required to work at height a safe working environment is provided. This will be achieved by the implementation of a series of risk control measures to prevent employees or materials falling.

24.1. Legal Requirement

The Working at Height Regulations 2005 regulates the requirement of employees to undertake work where there is a risk that they may fall from a height where there is a likelihood of injury. This includes work from ladders, MEWPS, scaffolding and workplace transport.

24.1.1. Procedures

Before an employee undertakes any work at height the Caretaker will:

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary equipment to allow safe access to and egress from the place of work;
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to and stored, if necessary, at the workplace;
- arrange for the regular inspection by a competent person of all equipment required for working at height, particularly where there is a statutory requirement to do so.

24.1.2. Training

Where employees are required to work at height, they will receive appropriate training in the use and operation of the equipment and protective measures used how to identify failures in this protection. Records of this training will be kept and maintained on the individual's personnel file.

25. WORK EQUIPMENT

In order to provide a safe working environment for our employees at all times, we have introduced a policy to cover the purchase and safe use of any work equipment that will be used by our employees. This will apply to existing work equipment, as well as new equipment.

25.1. Legal Requirement

Our legal duties concerning the provision of work equipment are covered by the **Provision and Use of Work Equipment Regulations 1998** (PUWER). These Regulations require that any equipment which we provide for use at work is as follows:

- suitable for its intended use;
- able to be used safely;
- maintained in a safe condition and inspected as necessary;
- only used by operators who have received adequate information, instruction and training;
- contains safety markings as necessary.

25.1.1. Definition of work equipment

Work equipment is defined as any equipment that is used by an employee as part of their normal daily duties whether provided by the company or by the employee. This includes items such as furniture, vehicles and IT equipment.

25.1.2. Purchasing procedures

In order to achieve these objectives, the following requirements will apply to the purchase of both new and used equipment:

- a well-known and reputable supplier must always be used;
- where the same item is available from more than one supplier, quotes must be obtained;
- if equipment is purchased outside of the UK, written confirmation is required from the supplier that its specification (including any accessories) conforms to the requirements of PUWER;
- only use a supplier who can provide a full set of operating instructions. If a foreign supplier is to be used, then the instructions must be translated into English;
- a complete set of basic routine maintenance instructions must be included.

25.1.3. Safe use of work equipment

Before any item of work equipment is introduced for the first time, we will carry out a risk assessment. The purpose of this is to identify whether there are any particular hazards associated with its use in our workplace. For example, these could involve space constraints, weight limits or noise levels.

If it isn't reasonably practicable to reduce or eliminate these, then the risk assessment will describe to staff how these hazards will be dealt with, e.g. by the use of hearing protection.

Any risk assessment findings will be communicated to staff.

25.1.4. Employee training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate work equipment. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

25.1.5. Maintenance

All work equipment will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for at least three years. Copies of these records can be found in the school office.
A sufficient budget will be made available to ensure the safe maintenance of any work equipment. Should any employee experience a problem between routine maintenance, they should report it immediately to the school business manager and ensure that no other person may use it.

26. WORKPLACE PROVISIONS

The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant including a workplace inspection programme and prompt resolution of reported safety issues and defects.

26.1. Legal Requirement

Our legal duties concerning the provision of a safe place of work are covered by the **Workplace (Health, Safety and Welfare) Regulations 1992**. These regulations require that we provide:

- safe access and egress;
- suitable sanitary, washing and welfare facilities;
- buildings that are maintained in a safe, clean condition and inspected as necessary;
- suitable lighting, heating, ventilation, space.

26.1.1. Provisions

To comply with our legal duties, we shall:

- ensure that access to and egress form the workplace is maintained in a safe condition, where this is affected by weather conditions, we shall take appropriate steps;
- provide sufficient toilet facilities for the use of male and female employees with washing facilities and appropriate sanitary disposal units;
- ensure that the building is maintained in good condition, both internally and externally;
- ensure that the workplace temperature is maintained at a minimum temperature of 16°C, or 13°C where manual tasks are undertaken, and that provisions are made to keep the temperature to a reasonable level, where reasonably practicable;
- provide clean drinking water and appropriate facilities for employees to make hot drinks;
- ensure that work areas are cleaned regularly and provide suitable disposal units for waste and rubbish;
- ensure that all corridors, stairways and doors are maintained in a safe condition.

26.1.2. Employee Duties

Employees must ensure that they:

- use the facilities provided for their intended use;
- keep their work area in a clean and tidy condition;
- report any problems to their line manager immediately.

26.1.3. Maintenance

Should there be a requirement for the premises to be repaired this will be arranged by the school business manager. Repairs will be undertaken by approved contractors following a screening process, therefore, there may be a short time between reports being made and the repair being made but we shall ensure that this time is kept to a minimum.

27. YOUNG PERSONS

St. Chad's Patchway CE VC Primary School aims to implement practical measures to minimise the risk to the health, safety and welfare of young person's working at our locations.

Children and young persons are inherently less aware and less experienced in terms of their understanding of risk. Their physical and psychological immaturity may also be a factor to be considered in what they may be expected to do. All activities involving children or young persons must be formally risk assessed and safeguards or control measures introduced as appropriate. The specific needs of individuals must be taken into consideration when undertaking the risk assessment. Where appropriate individual risk assessments must be formulated for each child or young person.

27.1. Definitions

The term 'child' and 'young person' are defined in the Management of Health and Safety at Work Regulations:

- 'Child' is defined as a person who is not over compulsory school age. In practice, this is someone who has not attained the minimum school leaving age of 16 years.
- 'Young person' is defined as 'any person who has not attained the age of 18 years'.

The Health and Safety (Training for Employment) Regulations have the effect of giving young persons or children on work experience training programmes and trainees on training for employment programmes the status of 'employees'. The immediate provider of their training is treated as the 'employer'.

27.2. Work Placements

Children or young person's working with the company must:

- be supervised by a responsible competent person.
- undergo induction training.
- be provided with information on risk and any control measures in place.
- be provided with information on Emergency Procedures.

When assessing risks to children or young persons, the school will ensure that they are protected at work from any risk to their health or safety that is a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

A child or young person must not be employed for work:

- that is beyond their physical or psychological capacity.
- that involves harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affects human health.
- that involves harmful exposure to radiation.
- that involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training.
- where there is a risk to health from extreme cold or heat, noise or vibration.

27.3. Risk Assessments

When completing risk assessments, account should be taken of:

- the suitability of the area;
- the suitability of the building (design of stairways, balconies, etc.);

- the level of supervision.
- the activities being undertaken.

Additional measures that may be considered in order to provide adequate protection for children or young persons are:

- not to expose the young person to the risk at all.
- provide close supervision by a competent person.
- provide relevant and comprehensible instruction and training.

The risk assessment must consider:

- the inexperience, lack of awareness of risks and immaturity of children and young persons.
- the layout of the workplace and workstation.
- the nature, degree and duration of any exposure to physical, biological or chemical agents.
- the form, range, and use of work equipment and the way in which it is handled.
- the organisation of work processes and activities.
- the extent of health and safety training provided or to be provided.
- any risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work.

27.4. Provision of Information to Parents and Schools

There is a requirement to provide information to people with parental responsibility in situations where children are on work experience programmes and this includes part-time or temporary work. They must be informed of the key findings of the risk assessment and the control measures being taken.

A copy of the risk assessment must be issued to the School Work Experience Placement Organiser who must be instructed to relay this information to the individual people with parental responsibility prior to the commencement of the Work Experience placement.

C2 SPECIFIC ARRANGEMENTS

28. Art

The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

29. Food Activities

The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that identified control measures are in place and follow the guidance available from the Association for Science Education (ASE) as described in their "Be Safe" publications.

30. Play equipment

All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

31. Pottery

The school has risk assessed the hazards associated with pottery activities including creation of dust, surface cross contamination. The school will ensure that identified control measures are in place and follow the guidance available from CLEAPSS

32. 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 are made aware of the policy, a copy of which is kept in school office.

33. School trips and off-site visits

The school undertakes a variety of off-site visits and management arrangements are described in the school's Educational Visits Policy July 2018. The school recognises that duties under the Health and Safety at Work etc Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school has appointed a competent Educational Visits Coordinator (EVC) to oversee the safety management of off-site visits and use the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information.

Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK, the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

34. Science

The school has risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication "Be Safe". The school will ensure that identified control measures are in place.

35. Security

There is a security risk assessment for the school site that is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by caretaker.

36. Sport and PE

The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

37. Swimming

The school has risk assessed the hazards associated with swimming and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place.

38. Technology

The school follows the guidance for safe practice in technology contained in "Make It Safe" produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via CLEAPSS.

39. Vehicle movement on-site

The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils and delivery vehicles. The implementation of identified control measures will be overseen by the caretaker.

40. Wellbeing - occupational health services and managing stress

The wellbeing of employees is seen as an integral part of the schools' health and safety 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 workforce.

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 their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the school's Managing Staff Sickness policy.