Falkland Primary School

Health and Safety Policy

Safeguarding Statement

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Forward

Safety plays an important role in schools', ensuring pupil safety has been part of the ethical framework for decades. Schools also have a responsibility for safety, and it is an integral part of the Ofsted framework.

Like other public services, schools are adapting to a period of considerable change as well as continuing to meet existing challenges. There are new structures and accountabilities, additional parental, public and political overview, alongside worries about excessive risk aversion.

There is a new understanding of the benefits of risk-taking as part of young people's development. Safety education and integrating 'risk' within the curriculum is key to this. Meanwhile, schools have a primary duty to safeguard the staff and young people in their care while at the same time creating the 'risk aware but not risk adverse' citizens of tomorrow.

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions are required to be taken, for example the Management of Health and Safety at Work Regulations 1999.

Aiming for high standards of health and safety is the right thing to do and is not just about legal compliance. Achieving and proving excellence in the way health and safety risks are managed has massive benefits not least in preventing accidents and injuries.

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1 Health and Safety Policy Statement

Falkland Primary School and its Governing Body recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents, contractors and members of the public.
Falkland Primary School and its Governing Body will comply with its duties under the Health and Safety at Work etc Act 1974 and all associated regulations.

We will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and we all can develop and play a part in the continued improvement of our school and the community.

We will ensure that our decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.

We recognise that our staff and pupils are our greatest asset, and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents, contractors and members of the public.

We encourage you to safeguard your own and others health and safety by evaluating the risks that you encounter and adopt sensible precautions to minimise risks to both yourself and others.

As Head Teacher and Chair of the Governing Body we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.

Sign:		**Sign:**	
Kavash Bamfield		**Gabrielle Bowie**	
Headteacher		**Chair of Governors**	
Date:		**Date:**	

2 ORGANISATION

2.1 Responsibilities for Health & Safety Management in Schools

The legal responsibility and accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school. There are also differences across England, Scotland and Wales as detailed below.

Table 1*

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust
*Table 1 from HSE http://www.hse.gov.uk/services/education/faqs.htm	

Although overall accountability lies with the school employer, the school Governing Body, the Head Teacher and other school Teachers and/or Managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

2.2 The Governing Body will ensure that:

a) A supportive and practical framework exists for the continual improvement of the management of health and safety.
b) They monitor the performance and effectiveness of school safety management systems.
c) They assist the school to meet their statutory duties for health and safety.
d) The Headteacher produces a school Health and Safety Policy.
e) That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, and a written record of the assessments are kept.
f) Sufficient resources are allocated for health and safety e.g. in respect of training, personal protective equipment etc.
g) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the Headteacher.
h) A positive health and safety culture is established and maintained.

2.3 The Governor appointed to oversee health & safety

a) The Governor appointed for health and safety in schools help the school to identify the significant health and safety issues and ensure appropriate management is in place through the implementation of effective policies, procedures and safe systems of work.
b) The Governor should do this through a process of asking questions, seeking and hearing evidence and suggesting relevant and practical improvements.
c) The Governor may wish to meet regularly (3–6 times a year - as agreed) with designated staff to discuss relevant issues and complete site inspections and ensure that the school is managing significant risks.
d) To complete regular site inspections or walkabouts using the checklists provided to identify hazards and ensure they are appropriately managed.
e) To ensure the school is managing health and safety issues in a planned, timely and sensible manner.
f) To report to the Governing Body throughout the academic year on issues such as:
    - Results from West Berkshire Council, Health & Safety Team audits.
    - Visits from enforcing authorities such as the Health & Safety Executive or the Royal Berkshire Fire & Rescue Services.
    - Accidents and incidents at the school.
    - Progress on recommendations from any of the above.
    - Significant risks or issues.
    - School safety inspections etc.
g) To assist schools and West Berkshire Council to meet their respective statutory duties to ensure health and safety is well managed for the benefit of children and all other stakeholders.

2.4 Responsibilities of Head Teachers and the Schools Management Team

Head Teachers and the school management team have considerable autonomy in the day-to-day running of their schools. It is important that Head Teachers exercise this autonomy in line with their employer's policies, procedures and standards.

The Headteacher will:

a) Ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
b) Maintain effective communications with employers, governors and the school workforce and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
c) Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
d) Consult and work with recognised TU safety representatives/employee representatives, where they are appointed, and safety committees.
e) Delegate specific tasks to individuals to assist in the implementation of the health and safety policy but will retain overall responsibility of ensuring that they are implemented.
f) Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
g) Ensure that suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.
h) Ensure that regular safety inspections of the school are completed.
i) Co-operate with the employer in meeting its legal requirements
j) Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

2.5 Responsibilities of all Employees and volunteer helpers

All staff employed by or volunteer for the school will ensure that:

a) They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
b) They cooperate with the employer, school governors and Head Teacher on all matters relating to health and safety.
c) They always work in a safe manner, in accordance with any health and safety information, instruction and training provided.
d) They report to the Headteacher or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
e) They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.
f) Only undertaking tasks for which they are competent and observing any warning, restriction and emergency signs at all times
g) Remaining conversant with fire and emergency evacuation or lockdown procedures at the workplace.
h) Use, maintain and correctly store any Personal Protective Equipment or clothing issued to you.

Note: Staff and volunteers must ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. *Further information included in the Arrangements section*.

2.6 Pupils

All pupils will be responsible for:

a) Complying with school rules and procedures.
b) Taking reasonable care of themselves and others.
c) Co-operating with their teachers and other school staff.
d) Using equipment and substances in the way they are instructed.
e) Not misusing anything provided for the purposes of health and safety.
f) Reporting anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headteacher.

2.7 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999, Regulation 7, sets out that employers must appoint a "competent person" to help them meet their health and safety duties. The competent person must have the necessary skills, knowledge, and experience to help manage health and safety.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety, they are responsible for:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Undertaking safety inspections / audits of schools.
- Providing health and safety related technical input and support.
- Reviewing accident reports submitted on the Councils incident reporting system
- Assisting schools in investigating accidents and incidents.
- Reporting to relevant persons on health and safety incidents and issues.
- Providing health & safety update reports to senior management.
- Offering a program of health and safety training.
- Liaising with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

3 ARRANGEMENTS

The Head teacher (Responsible Person) and school management team is responsible for ensuring that the arrangements detailed below are put in place and run effectively in school. Specific tasks to assist in implementing the policy can be allocated to other staff members as part of their job roles.

3.1 Induction for new employees/volunteers/pupils

The school recognises that it is essential that any new member of staff/volunteers/pupils are made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. We will ensure our induction process for new staff/volunteers and new pupils is robust and that they are made aware of the relevant health and safety issues.

New staff will be made aware of hazards that have been identified, risk assessments and resulting control measures, which have been introduced to minimise the risk. During induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided. Records of the areas covered in the induction process will be kept as well as any training needs identified.

3.2 Persons with disabilities

Employees with health conditions which may require reasonable adjustments are addressed on an individual basis in line with the Equality Act 2010. Personal emergency evacuation plans (PEEPs) maybe needed on an individual basis.

3.3 New and Expectant Mothers

The school is committed to supporting new and expectant mothers. Individual risk assessments will be carried out, and control measures put in place to reduce or remove risks, these will be regularly reviewed with the employee. Where the nature of the role or the work activities (these may be physical, biological or chemical), may present a risk to a new or expectant mother, it is the responsibility of that person to notify the school at the earliest opportunity to enable the school to put appropriate mitigation in place.

3.4 Visitors

The school recognises the need to keep visitors, staff and pupils safe when on the school premises.

On arrival all visitors must report to reception, sign in and be issued with an identification badge. All visitors will be informed of relevant health and safety information (Inc fire arrangements, first aid, asbestos, safeguarding). The school staff will enquire whether visitors require any additional support during their visit or in the event of an emergency. All visitors must sign out when leaving site. The school reserves the right to escort/supervise visitors on site.

3.5 Health and Safety Training

“The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.” HSE. The school recognises the need to provide health and safety training to all staff/volunteers, a training plan will be developed, training will be delivered and refreshed regularly, and records kept.

All staff will receive an induction on their first day which will include essential safety information such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities.

3.6 Health & Safety Consultation, Committees and representatives

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply. Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

As required by law, the school must consult all employees or their representatives on health and safety matters including:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process or shiftwork arrangements.
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- The information you must give your employees on the risks arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, the school will establish such a committee within three months of the request.

3.7 Risk Assessment

The school recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. Risk assessments will be written by competent members of staff and authorised by the Head Teacher. The significant findings of risk assessments and controls identified will be effectively communicated to and understood by those persons who may be affected.

Risk assessments will be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or in the event of an incident or accident investigation, to ensure they remain relevant. Any changes/update/reviews will be recorded and communicated to relevant staff.

3.8 Stress and wellbeing

The Health and Safety Executive (HSE) define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Everyone suffers from stress to some extent – it’s part of life both at home and at work. The important thing is how much stress people are under and how it is managed by themselves and their managers.

The school recognises the importance of managing stress and promoting wellbeing for all staff. The school will put measures in place to assess and manage stress in the workplace and promote wellbeing. Wellbeing of staff will be considered when decisions are made in school and staff informed of support that is available to them.
Where appropriate individual risk assessments will be conducted according to the HSE’s 6 management standards:

- Demands – this includes issues such as workload, work patterns and the work environment
- Control – how much say the person has in the way they do their work
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues

- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- Change – how organisational change (large or small) is managed and communicated in the organisation

3.9 Violence at work

Violence at work includes any incident where staff are verbally abused, bullied, harassed, threatened or assaulted whilst working. It includes:

- Any type of verbal abuse which causes distress.
- Aggressive or violent behaviour from co-workers, other professionals, or members of the public.
- Attacks on employees' property.

Bullying, harassment, violence or aggression towards school staff will not be tolerated. All incidents must be reported to the school and will be investigated, serious incidents will be recorded on Crest. The school will review building security periodically, if employees have concerns over the safety and security of the site, they should report these to the Head Teacher.

3.10 Lone Working

Lone workers are those that work by themselves without direct or close supervision. At school this includes the last person to leave site and staff who access the site alone outside of normal school hours. It would also cover members of staff who leave site alone during the school day to do visits or other duties.

Where lone working takes place, a risk assessment will be completed and the school will put measures in place to ensure the employees safety while lone working, this information will be disseminated to all relevant staff and reviewed periodically. Employees are expected to comply with the lone working controls put in place by the school. Where contractors are lone working onsite (e.g. cleaners) the school will check that the company has lone working procedures in place to ensure the safety of their employees.

3.11 First Aid Arrangements

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First Aid) Regulations 1981.

The Head Teacher and Governing Body will ensure where applicable and following the first aid risk assessment, the following arrangements are in place:

- Names and location of first aiders and first aid kits are displayed and communicated.
- Adequate provision for first aid including lunch times, breaks, school events, school trips etc.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision of paediatric first aiders (as detailed in the Early Years Foundation Stage Framework)
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs.
- Agreements with contractors and after school clubs working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g. playing field.
- Ensure that training is provided to maintain competence of first aiders.
- Ensure first aid provision is maintained.

- The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment.

Schools should prominently display the names of First Aiders and First Aid Facilities

3.12 Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school.

- Short term administration of medicine for a specific ailment is acceptable at the Head teacher's discretion, providing that parental guidance and authorisation is received, and it is administered according to the instructions on the medicine itself; otherwise, a health professional should be consulted for guidance. ***The medicine should be administered by a trained First Aider***
- For pupils with long term medical needs, an individual healthcare plan (known as a care plan) must be in place. This plan must be developed by a relevant health professional, in consultation with parents and, where appropriate, the school. Parents cannot create or revise a healthcare plan independently.
- If required, appropriate staff training must be provided before a child with medical needs joins the setting. Training should be refreshed regularly, and the school will ensure that adequate cover is available in the event of staff absence or during off-site activities.
- The school will identify appropriate storage for medication and records will be kept for all medication administered.

3.13 Accident, Dangerous Occurrence, Violent Incident and Near Miss reporting

The school has in place a robust system to report and record all accidents and incidents at school. All staff are responsible for reporting accidents/incidents and near misses according to the schools' procedures. The school will ensure that Parents and carers of pupils who are involved in accidents/incidents at school are provided with appropriate information in a timely manner if requested.

The school will use the Council's accident reporting system to record relevant accidents/incidents and property damage or claim incidents. Accident Investigations will be conducted and reported in accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, where applicable. Serious incidents will be reported to the Schools Health and Safety team at the earliest opportunity.

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents will be investigated, appropriate to their nature and scale, to prevent recurrence, where possible. If an incident is potentially serious or represents a trend in accident types, steps including the review of previous risk assessments, should be initiated to prevent a recurrence.

The school recognises the importance of reporting near-miss incidents in which no harm or damage occurred but could have. Near miss incidents will be investigated and risk assessments/procedures reviewed where appropriate.

3.14 Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.

The school recognises that many staff will from time to time have to do manual handing tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manual handle loads as part of their role, will receive appropriate training. Where a manual handling activity cannot be eliminated then it needs to be assessed, and any further controls such as mechanical aids or team lifting may be recommended.

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.

3.15 Manual Handling of People

The school recognises that the manual handling of people, including children, is a specialised skill and specific training must be provided in these circumstances to any staff who may need to regularly assist or manually handle people.

3.16 Display Screen Equipment (DSE)

The school have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'DSE user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a DSE Assessment. DSE users will be provided information on how to correctly set up their workstation. The school will make arrangements for reasonable adjustments if/where required

If an employee is a DSE 'user' they can request that the school arrange an eye test if they ask for one. If the eye test shows an employee needs glasses prescribed solely for the use of DSE then the school are required to pay for glasses. If an ordinary prescription is suitable, employers do not have to pay for glasses.

3.17 Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work (Amendment) Regulation Regulations 2022 require suitable personal protective equipment to be supplied and used at work whenever there are risks to health and safety that cannot be controlled by other means. If possible, the school will try to eliminate or remove the hazard or reduce the risk by providing information, instruction, supervision and training.

Where this is not possible and the requirement for provision of personal protective equipment is identified through risk assessment the school will provide it to relevant employees. Employees are responsible for wearing safety clothing or using the protective equipment provided for them as instructed and are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE.

3.18 Critical Incident and Emergency Plans (including Fire Arrangements and Lockdown Procedures)

The school recognises and accepts the need to have clear and effective arrangements in place to deal with emergency situations and to return the school to normality as soon possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils, staff and/or visitors to the school
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school

- Significant public/news media attention on the school

The school's Critical Incident Plan sets out the roles, responsibilities, and procedures to follow during such events, including communication, evacuation, lock down, and continuity planning. The plan is reviewed annually and is held in ***[insert specific location, e.g. "the Unit Administrator's Office" or "the School Business Manager's secure folder"]***.

It is the responsibility of the person who discovers the emergency will raise the alarm immediately by the most appropriate means. They must ensure that the Head teacher, Deputy Head teacher or in their absence, a member of the senior management team is informed as soon as possible and that where needed the emergency services are called.

3.19 Fire Prevention and Detection Equipment, Arrangements and Training

The school recognises and accepts the need to have suitable arrangements in place as detailed in the Regulatory Reform (Fire Safety) Order 2005 to ensure that fire safety is appropriately managed. They will ensure that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced, maintained and serviced in line with best practice.

A suitable and sufficient Fire Risk Assessment will be carried out, and specific fire arrangements are detailed in the WBC Fire Policy. Fire risk assessments will be reviewed, usually annually or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Head Teacher), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid.

3.20 Severe Weather Plan

The school recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.

3.21 Offsite Activities

The school recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable educational school trips and off-site activities.

Offsite activities will be arranged in accordance with the guidance and approval from the Evolve Team at Hampshire County Council.

Trips will be risk assessed, and measures put into place to ensure that activities and providers are appropriate, there is adequate supervision, suitable travel plan, first aid provision and contingency planning.

3.22 Catering (For completion only by schools with an in-house catering operation on site)

The school recognises the need to ensure the safe preparation and provision of food and will consult with Public Protection Partnership to ensure that facilities, procedures and the provision of food comply with the Food Safety Act 1990 and the food hygiene and safety regulations made under it.

Staff involved in all aspects of the preparation and provision of food will have the appropriate level of food safety and allergen training. The school will ensure that the nutritional standard of the meals is monitored and maintained.

3.23 Housekeeping and Disposal of Waste

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

3.24 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The school recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. The school will put adequate systems in place to ensure play equipment is safe and in good condition and have appointed staff with specific responsibility for supervision of its use. Daily, monthly and statutory annual checks of play equipment will be undertaken and recorded. A system for taking equipment out of service for repair and maintenance will be communicated to all relevant persons.

3.25 Lettings

Where areas of the school are let to outside groups, this will not interfere with the day to day running of the school or compromise the safety and safeguarding of staff and pupils. Risk assessments will be required from hirers and the school insurer consulted/informed where necessary. Letting agreements will be issued and periodic checks made to ensure compliance with the terms and condition of the agreement.

3.26 Ventilation

The school will ensure that the building is adequately ventilated with natural and/or mechanical ventilation to maintain a comfortable working environment. Staff who have concerns over the levels of ventilation should notify the Head teacher for investigation.

3.27 Swimming Pools - General management of Health and Safety

The school recognises the need to manage the risks associated with swimming pools, where present on their site. The school will risk assess the operation/use and maintenance of the pool and communicate controls to relevant persons. The management for safe pool operation is clearly designated to a nominated responsible person. The school has a written operating procedure which includes but is not limited to the maintenance of plant & equipment, appropriate staff training, first aid provisions, water testing, storage & handling of chemicals, cleaning and pool security.

3.28 Control of Substances Hazardous to Health (COSHH)

The school recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations.

The law requires a COSHH assessment be undertaken prior to work being carried out. The school is responsible for ensuring that COSHH assessments are completed prior to work being carried out and for periodically reviewing the assessments and associated work activities to ensure they remain valid. In addition to ensuring COSHH assessments are completed and reviewed, the school is also responsible for the following:

- Assisting and advising staff of the necessary control measures to ensure the safe use of substances and the correct disposal of hazardous substances.
- Liaising with the Safety Advisors and any appointed Health and Safety Representative on issues of COSHH compliance.
- Producing an up-to-date list of hazardous substances used and ensuring staff have access to current COSHH assessments.

Whilst at work, staff must only use substances supplied by the school. New chemicals should only be introduced having carried out a COSHH assessment and have decided that the product is the safest and most suitable substance to use.

Records of the risk assessments carried out, and Material Safety Data Sheets (MSDS) are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both Science and DT. A central record of all COSHH Assessments and material safety data sheets (MSDS) it to be maintained and located in a central accessible point.

A risk is posed by the transmission of infections, diseases and parasites from other people, vermin or from body fluids such as blood or vomit etc. Where these hazards are identified on risk assessments the staff

that are likely to be exposed will be provided with sufficient training and personal protective equipment to carry out their role safely.

3.29 Improvements to Building and Construction Work

The school recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties. The school will ensure that relevant proposals are submitted to West Berkshire Council Education Department for consideration and advice via the School Premises Alteration Request SPAR process

Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2015 (CDM) will ensure they fulfil the legal requirements.

Works that take place during school hours will be carefully planned and risk assessed to ensure the safe running of the school is maintained and there is no significant risk to staff/pupils.

3.30 Management of Contractors on School Site

The school recognises the need to select and appoint competent contractors to carry out work on its behalf. Checks will be made when selecting contractors to ensure they are competent and appropriate for the works. Companies' insurance, DBS, risk assessments, method statements, qualifications, experience and memberships of trade bodies will be assessed and checked, and records kept, where necessary.

3.31 Traffic Management

The school recognises that suitable arrangements will be required to ensure that pedestrians and vehicles can circulate in a safe manner whilst on school premises. Measures will be put in place to minimise the risk of accidents/incidents, and the school will manage and monitor compliance.

Where identified as necessary, a site-specific traffic management risk assessment may be needed, including vehicle movements occurring immediately outside the school premises, which are associated with school activities, such as staff and pupils arriving or leaving the school and school buses delivering or collecting pupils.

3.32 Vehicles (Private cars, School owned vehicles and Minibuses)

The school will check that drivers hold appropriate driving licenses, insurance and comply with the school's policy on driver endorsements before transporting pupils or staff on the school's behalf. The school expect that drivers who drive on school business will have a clean driving license. The employee is responsible for notifying the head teacher if they have points added to their licence, Points may be accepted at the head teacher's discretion apart from dangerous driving offences

Private cars - All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance (this is any use outside of normal home to work travel). It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc. Where pupils are transported in private cars the school will ensure that the above license checks have been made, in addition the school will check that the car has a valid MOT, is suitable and where needed appropriate car seats are fitted.

Minibuses - School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, usually D1 (or D) PCV entitlement. If drivers have a D1 automatically on their licenses (issued pre-1997) they should complete a minibus familiarisation course. The school will arrange refresher courses for all drivers based on risk assessment. A Section 19 Permit of the Transport Act 1985 must be applied for per vehicle if driving not for hire or reward.

The Head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law, MOT, servicing, vehicle safety checks carried out at appropriate intervals between 8 and 13 weeks (depending on the age of the vehicle) and insurance.

School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

3.33 Premises Management

The school is responsible for providing safe and secure premises and as such a range of issues need to be considered and managed. The school will undertake regular observational site checks to look for defects/hazards, records will be kept.

a) **Management of Asbestos:** the school will ensure that an asbestos management survey is completed, available on site and the condition of asbestos containing materials are reviewed at least annually (or as directed by the management survey), a management plan and asbestos register is in place, appropriate training given to staff and appropriate information/instruction is given to all contractors and visitors to site. No staff are allowed to undertake works of any kind to any asbestos containing materials. Deterioration or changes to any asbestos containing material should be reported to the Technical Compliance Officer.
   More information and guidance can be found in the WBC_HSGC_02 Asbestos Exposure, WBCHSGC_03 Asbestos Emergency Procedures and WBCHSGC_32 Asbestos- Duty to Manage which are available under the Guidance tab of the School Documents on Crest.
b) **The Gas Safety (Installation and Use) Regulations 1998 & The Pressure Systems Safety Regulations 2000:** the school will ensure that statutory safety inspections are undertaken. These Regulations give detail of the level of competence required for statutory inspections, the frequency and maintenance schedules.
c) **Security:** the school will maintain security systems, put in place and practice emergency drills (lock down/evacuation) and monitor site security to prevent access and egress as required.
d) **Repairs and Maintenance:** a pre-planned maintenance schedule will be in place, and the school has a system for reporting of maintenance issues to be resolved. Staff are responsible for reporting defects/damages that they see, according to school procedures.
e) **Electrical installation:** the school is required to ensure electrical systems in schools are safe. The fixed electrical installation is inspected and tested (Electrical Installation Condition Report – EICR) and certificated by a competent person every 5 years as required by the Electricity at Work Regulations 1989.
f) **Portable Appliance Testing (PAT):** the school recognises the need to ensure portable electrical equipment in schools are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to regular checks in line with guidance, this includes fixed electrical appliances (those wired directly into the electrical installation e.g. cookers). Staff must not bring onto the premises any portable electrical appliances without prior consent of head teacher to review the need for PAT.
g) **Pre-Planned Maintenance of Plant/Equipment: t**he school will maintain and service equipment according to manufacturer's instructions to ensure it is kept in good working order.
h) **Caretaker, Cleaning Equipment, Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery, other Machinery and Tools): t**he school recognises the need to have safe equipment. This includes moving and handling equipment, powered cleaning equipment, power tools and hand tools. All equipment will be serviced and maintained according to the manufacturer's instructions, records will be kept. Its use will be risk assessed, and staff will be trained to use it safely and correctly.
i) **School Kitchen Catering Equipment (e.g. fryers, cookers, combi ovens, dough mixers, slicing machines, potato peelers):** all equipment will be serviced and maintained according to the manufacturer's instructions. If catering staff are employed directly by the school its use will be risk assessed, and staff will be trained to use it safely and correctly.
j) **Water Management: t**he school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. All schools must ensure that a Legionella Risk Assessment (LRA) is completed every 5 years (by a competent contractor, member of the Legionella Control Association) and is reviewed annually by the school. The school will follow an L8 compliant programme of water management controls in relation to the hot and cold water systems to manage the risk of legionnaire's disease. This includes (but is not limited to):
   - Weekly flushing regime
   - Monthly water temperature checks (hot and cold)
   - Quarterly and annual inspection/servicing/cleaning of parts of the water system as identified in the LRA

More information can be found in the Water Management & Legionella Control Policy which is available under the Guidance tab of the School Documents on Crest.

3.34 Maintenance of Mechanical Handling Equipment

Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Equipment will be checked and serviced in accordance with regulatory requirements and manufacturers recommendations. Lifting equipment covers cranes, lifts and hoists, and components, i.e. chains, ropes, slings, hooks, shackles and eyebolts.

3.35 Lifting Equipment (including passenger lifts/platforms and equipment provided for staff/pupils with additional needs)

The school recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance with manufacturer's guidance and best practice. The school will ensure that all relevant lifting equipment and accessories used for moving people are inspected as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and serviced by a competent person.

3.36 Provision and Maintenance of Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not.

The school will refer to manufacturer instructions in relation to specific requirements for statutory inspection and maintenance for equipment that falls under PUWER 1998.

3.37 Working at Height (in accordance with the Work at Height Regulations 2005)

The school recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. The school understands that staff may from time to time have to undertake work at height tasks and accepts the need to have suitable arrangements in place to ensure that working at height risks are identified, assessed and appropriate controls are put in place.

Working at height tasks will be risk assessed, and reviewed regularly, controls identified will be communicated to relevant persons. Staff who may work at height will have appropriate training and the equipment provided for working at height will be suitable and inspected/maintained appropriately.

All employees/volunteers must follow the schools working at height arrangements/training, only designated equipment can be used, the use of chairs/tables/furniture to work at height is strictly prohibited.

Schools will use ladders/step ladders/step stools that are certified for commercial use (e.g. carry the blue Class 1 logo or green EN131 markings on the equipment rating or data plate). Equipment will be checked regularly to ensure it is fit/safe for use.

Fall arrest systems, mobile elevating work platforms, mobile tower scaffolds, cherry pickers will be maintained according to manufacturer's instruction and only used by suitably competent staff.

3.38 Statutory Checks and Maintenance of Curriculum related Equipment

The school recognises the need to ensure that statutory inspections, testing, and maintenance is completed for relevant equipment. Additional consideration is taken for the higher risk departments listed below. Equipment will be serviced and maintained according to the manufacturer's instructions, maintenance and testing schedules and CLEAPSS http://www.cleapss.org.uk/ guidance in relation to specific requirements

for inspection and maintenance. Its use will be risk assessed, and staff will be trained to use it safely and correctly.

a) Laboratory Apparatus and Equipment curriculum based.
b) Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).
c) Design and Technology Equipment (Food Technology and Textiles)
d) Art and Design Equipment (Fine Arts)
e) PE Equipment
f) Stage Lighting Equipment
g) Mobile Staging and Seating