



# **Health, Safety and Wellbeing Policy**

## Health, Safety & Wellbeing Policy

Schools are required to have a Health, Safety and Wellbeing Policy in place.

It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Board of Directors/Academy Committee in conjunction with the Principal and members of the School Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Principal and the Senior Leadership Team (supported by the Board of Directors/Academy Committee).

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Policy/Policy.aspx>

For schools where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such schools from the diocese, trust or sponsor etc.

### Health, Safety & Wellbeing Policy Statement

#### St Joseph's Catholic Primary School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy Committee and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Academy Committee will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*Adopted by Academy Committee: Autumn 2016*

*Review Date: Autumn 2017*

**Part 2**  
**Health, Safety and Wellbeing Policy – Organisation and Responsibility**

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Academy	<b>The Board of Directors</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

The Board of Directors/Academy Committee has health and safety responsibility as the **occupier** of the premises. Principals must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

**Organisation and Responsibilities for Health, Safety and Wellbeing**

Duties and responsibilities for health and safety have been assigned to Staff and Board of Directors based upon the following roles outlined in the County Council’s Health, Safety and Wellbeing Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School’s and the Council’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

## Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
Board of Directors					
Principal					
School Leadership Team					
Health and Safety Coordinator					
Teachers					
Premises Managers					
Teaching and Classroom Assistants					
Admin Staff					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
Board of Directors, Principal CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Board of Directors;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - Some annual KPIs are required by the County Council, the BoD can also identify other indicators they wish to

monitor.

- The H&S Coordinator may be delegated the responsibility to collate these KPIs on the Principal's behalf (see *Assisters* below)

- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The BoD will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The BoD will inform the Commissioner for Education and Wellbeing/Diocese of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<b>Principal</b> <b>Members of the School Leadership Team</b> <i>Academy Committee</i> <b>Vice Principal</b> <b>Health and Safety Coordinator</b> <b>Premises Manager</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise BoD of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and BoD/ACRs.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the BoD and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the BoD and others of the results of any H&S monitoring (including KPI information) which takes place and of any

actions required as a result of this.

- Consult with staff as necessary on matters of health and safety which may affect them at work.

## Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. H&S is therefore a regular agenda item in Finance and Personnel meetings.

An annual report to the BoD/AC outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Principal (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Admin Staff</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst*

involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

### Premises Managers

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

## **Employees**

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the County Councils structure,

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;
- to make representations to the Head teacher (Principal) via the Deputy Head teacher (Vice Principal) on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 3**

### **Arrangements & Procedures for Health, Safety and Wellbeing**

#### **St Joseph's Catholic Primary School**

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

#### **1. Accident Reporting, Recording & Investigation**

All accidents need to be reported. Major injuries to staff/visitors need to record on a B1510 form which is stored in the office. Copies are transferred to a file kept in Principal's office.

County accident forms should be used to record serious pupil accidents and staff accidents that have required first aid or have resulted in absence from work. County accident forms are available from school office.

#### **2. Asbestos**

The Principal is responsible for Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials. The manual is located on the shelf in the Principal's office.

#### **3. Contractors**

Responsibility: BSM/Principal/BoD

Duties include: selection, arranged induction of contractors to exchange health and safety information and agree safe working arrangements, which will include hot work permits where necessary and Hazard Exchange forms, risk assessments, liaison meetings, monitoring contractors working methods. Staff should report concerns to Principal.

#### **4. Curriculum Safety [including out of school learning activity/study support]**

Teaching staff must complete suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"

#### **5. Drugs & Medications**

Principal's responsibility for ensuring parental request for medicines are administered in line with school's 'First Aid and Medication' Policy.

Medication is stored in a locked drawer or in a labeled box in the staffroom fridge - both situated in main office and administered and signed by two staff if agreed by the Principal.

#### **6. Electrical Equipment [fixed & portable]**

Fixed electrical system is tested every five years via an external contract. Portable appliances will be subject to a PAT test every year. Any portable equipment brought in by staff must be visibly inspected by BSM.

#### **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Fire drills are arranged by principal once termly. The Principal is responsible for procedures to be followed, staff responsibilities, staff training, calling the fire service. The BSM is responsible for testing fire alarms, maintenance of fire Exits/escape routes and fire extinguishers.

*See Evacuation procedures.*

##### ***Fire Risk Assessment***

Principal in liaison with BSM is responsible for organising, undertaking and reviewing an annual risk assessment and formation of any relevant action plan which is kept in H&S folder.

#### **8. First Aid**

Chris Halliday and Lidia Podraza are appointed First Aiders and are also responsible for checking and restocking First Aid boxes. Office staff/Principal or member of Senior Leadership Team is responsible for summoning the ambulance.

Principal/named first aider accompanies children to hospital.

Principal is responsible for training and retraining of first aiders. Names of appointed first aid staff are displayed on office door. Training to be updated 2017

*See First Aid Procedures*

## **9. Glass & Glazing**

Safety glass or safety glazing film applied to all glazing.

## **10. Hazardous Substances (COSHH)**

*Cook and BSM follow Birmingham's Policy and guidelines.*

All substances securely stored. Material safety data sheets should be obtained for all hazardous substances used by school staff.

Housekeeping, cleaning & waste disposal

Responsibility: BSM

Arrangements to ensure premises are kept clean.

To minimise accumulation of rubbish.

Arrangements for wet floor cleaning to minimise risks of slips.

Means of disposing of glass and other sharp objects.

Arrangements for snow shifting.

## **11. Health and Safety Advice**

Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

## **12. Housekeeping, cleaning & waste disposal**

Responsibility: BSM

Arrangements to ensure premises are kept clean.

To minimise accumulation of rubbish.

Arrangements for wet floor cleaning to minimise risks of slips.

Means of disposing of glass and other sharp objects.

Arrangements for snow shifting.

## **13. Handling & Lifting**

All staff required to understand manual handling training. Staff will periodically be provided with appropriate training.

Mechanical aids such as sack trucks will be provided

## **14. Jewellery [As stated in school prospectus]**

Children should not wear any jewellery other than a watch. This is responsibility of all staff.

## **15. Lettings/shared use of premises**

For all school related events, staff will liaise with necessary people regarding risk assessments. Risk assessment must be agreed by SMT or Principal - Appropriate insurance will need to be submitted for use of school building.

The BSM will ensure all parties aware of safety and evacuation procedures. School equipment cannot be used by non school staff without the permission of the Principal.

## **16. Lone Working**

Lone working is not encouraged but if staff are lone working they must follow the lone working guidance:

- No working at height or higher risk activities
- Contact arrangements – ensure BSM and member of family has been informed school in use.
- Agree latest departure time with BSM.

## **17. Maintenance / Inspection of Equipment (including selection of equipment)**

Fire extinguishers and PE equipment checked annually by central contract. Water temperatures are checked monthly and fire alarms checked weekly by the BSM. Ladders/steps will be checked every 6 months. Records of all checks are kept in the BSM' room. New equipment is acquired and installed in consultation with H&S advisors.

## **18. Monitoring the Policy and Results**

Principal/BSM carries out bi-annual H&S checklist, other checks or workplace Principal to monitor implementation of policy by staff, monitoring accident reports/trends, complaints.

The Principal presents an annual H&S review to Academy Committee in relation to school's H &S performance e.g. KPIs and any relevant training etc. Health and Safety policy will be reviewed every year.

## **19. Poster on Health and Safety Law**

The Principal is responsible for the displaying of an up to date H&S Law poster. (numerous areas)

## **20. Personal Protective Equipment (PPE)**

Any PPE will be provided on a needs basis.

**21. Reporting Defects**

Minor premises defects to be reported to BSM by recording in a book (office) or BSM notice board. More serious defects reported to Staffing and Finances Committee.

**22. Risk Assessments**

The Principal is responsible for ensuring Risk Assessments are undertaken and reviewed.

**23. School Trips/ Off-Site Activities**

All visits outside the school environment must have a completed formal risk assessment created by group leader and signed by the Educational visits co-ordinator or Principal/ Vice Principal before the visit can take place.

Class teacher responsible for obtaining parental authorisation, supervision requirements and first aid provision.

**24. School Transport – e.g. minibuses**

As the school is committed to the safeguarding of children, any volunteer driver will be subject to a List 99 check. All drivers must have appropriate license and insurance.

**25. Smoking**

Smoking is not permitted anywhere on school premises. Signs displayed.

**26. Staff Consultation and Communication**

Health and Safety committee meetings are held termly. Staff should refer any Health and Safety concerns or ideas for improvement to the BSM or Principal at staff meetings or immediately if serious concerns.

**27. Stress and Staff Wellbeing**

All staff are members of Schools Advisory Service who offer Stress Counselling as one of their services – 01773 814400 Wellbeing survey to be carried out annually.

**28. Supervision [including out of school learning activity/study support]**

Pupils must not be left unattended. There must be the agreed ratios of adults and children for school trips.

The school is committed to the safeguarding of all children and the Principal/ BoD are responsible for ensuring Safer recruitment procedures are followed, including requirements for criminal conviction clearance.

**29. Swimming Pool Operating Procedures (where applicable)**

The school follows Birmingham procedures stating a maximum of 30 children in the pool at one time. The main swimming coach is an employee of Birmingham County Council

Council Swimming services and all school staff follow their Health and Safety procedures. These staff are responsible for administering First Aid at the Swimming Baths and School staff if first aid needed on coach journey.

**30. Training and Development**

All staff will receive appropriate Health and Safety training/induction from the Principal and or Health and Safety Advisor on commencement of employment.

**31. Use of VDUs / Display Screens / DSE**

Office staff and Principal will undertake workstation risk assessments and follow advice e.g. arrangements for eye testing.

**32. Vehicles on Site**

Main gates are closed to vehicles at the start at the end of the day (from 8:30am and until 4:30pm). Parents are required to park on the local roads and not on site.

**33. Violence to Staff / School Security**

All visitors should sign in and out using Visitors book. Visitors wear a visitor's badge with lanyard. All incidents of physical and verbal abuse/violence should be recorded.

**34. Working at Height**

Staff are not allowed to work at height when lone working. Ladder checks completed every 6 months.

**35. Water Hygiene**

Water temperatures are checked monthly by the contractor and recorded in the manual situated in the school office.

**36. Work Experience**

The Vice Principal is responsible for induction and supervision of all work placements and will ensure they are aware of basic health and safety procedures e.g. first aid and evacuation procedures.

## **Part 4**

### **Local Health and Safety Key Performance Indicators (KPIs)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

*School KPIs may be added here*

- Fire alarm testing recorded
- Water hygiene checks complete
- Fire drills
- Emergency lighting tested
- Intruder alarm testing

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPIs more details of these can be obtained from your Health and Safety Adviser.