

**Bilbrook Church of England Middle School
Health and Safety Policy May 2009**

**Part 1
Introduction**

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare 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 Governing Body 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 schools Governing Body 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 welfare 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 representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature

Signature

R Timbrell, Chair of Governors

F Burgess, Headteacher

Date

Date

Key staff

Headteacher
Health and Safety Coordinator
Site Supervisor
Health and Safety Committee

Frances Burgess
Roland Wood
Steve Morgan
F Burgess; R Wood; S Morgan; S Miller (Office Manager);
C Astley (School Cook); C Aston (Governor)

Part 2

Health, Safety and Welfare 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
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers 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. The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare 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.
Planners	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
Implementers	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
Assisters	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
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.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

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

Reviewed May 2010

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare 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 Welfare 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 Governing Body;

- 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 GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers 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 GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher	Develop the local plans to achieve corporate/school health & safety objectives. Develop management

Members of the School Leadership Team <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Heads of Dept</i> <i>Managers</i> <i>Premises Manager</i>	arrangements for the identification of hazards and control of risks within their area
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The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare 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 Headteacher 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 Governors 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 governors.
- 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 GB 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 **Premises H&S Evaluation** (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 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 the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.

- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB 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. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body 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>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</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 Welfare 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 welfare 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 'DI Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<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 Welfare 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/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

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 Welfare 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 Welfare 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 employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare 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 2

Arrangements & Procedures for Health, Safety and Welfare

1. Accident Reporting, Recording and Investigation

All accidents needing First Aid must be recorded in the treatment book by the first aider, (treatment book in Admin/First Aid office). Accidents of more than a minor nature (child or adult) must be dealt with (by the first aider) and reported to the Headteacher or to the Deputy Headteacher, to call for an ambulance (if needed) and contact parent/carer.

For a minor accident, an accident report must be completed, with copies for the school, parents/carer (to go to hospital with) if needed. A copy must be sent to the LEA. If an investigation is needed on site then this is done by the headteacher and safety co-ordinator, and a copy of the report should be sent to the LEA if necessary.

2. Asbestos

The site supervisor and safety co-ordinator are responsible for the Asbestos Record manual, and its location, (stored in unit outside reception) and to ensure contractors and others as necessary, have sight of the manual prior to starting work on the premises. Staff are instructed not to drill or affix anything to walls without first obtaining approval from the site manager and checking the manual. Any damage to anything asbestos should be reported to the safety co-ordinator and/or site supervisor.

3. Contractors

Contractors will be selected from the county's approval list. They must exchange health and safety information and agree safe working arrangements, risk assessments, and liaison meetings with the site supervisor. The site supervisor is responsible for monitoring contractors working methods. Any staff who has any concerns with the contractors must report to the site supervisor. Where works are complex and/or involve significant H&S risks, contractors may be required to provide a copy of written method statements regarding work to be undertaken prior to work commencing. These may be requested by the site supervisor and/or County Property Services/Joint Schools Property Unit. All contractors will sign in and out of site, will be informed that there is no first aid cover during school holidays, and that this is a no smoking site.

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

All activities must have a suitable written risk assessment before the commencement of any activity on site or off site. For any activity off site which involves any hazardous or non hazardous activity, staff organising the activity must check with the provider the following: their risk assessments; specification of staff qualification requirements to teach certain activities; and refer to any health and safety publications which staff must be familiar with eg "Safety in PE" or any other practical subjects.

5. Drugs and Medication

Where parents/carers request medicines to be administered, the school will follow LEA guidelines. Requests form to be filled in; medicine on site must be labelled and kept in a locked cabinet in the admin/first aid office (with some exceptions eg pupils with asthma). Administration of any medicine must be recorded. (Copy of the school's policy will be repeated in school prospectus).

6. Electrical Equipment [fixed and portable]

The safety co-ordinator (or a competent person) will test and examine all portable electrical equipment yearly and keep records of the inspection. Any personal items in school must be checked by the safety co-ordinator. All fixed installations are tested by LEA listed contractors and records are kept on site. Reporting of defective equipment must be made to the safety co-ordinator for the portables and the site supervisor for fixed installations.

7. Fire Precautions and Procedures [and other emergencies including bomb threats]

The responsible people for undertaking and reviewing fire risk assessment are the headteacher, safety co-ordinator and the site supervisor. Reassessment is yearly. Evacuation drills are carried out each term and recorded by the site supervisor. The procedures are posted in each room of the site will full details and staff are made aware of them. For visitors the procedures for evacuation and the first aid area are on the back of the visitors' pass

Staff with special responsibilities

Headteacher or the deputy headteacher contacts the emergency services if needed and raises the barrier then proceeds to the assembly point. The safety co-ordinator and site supervisor (or their deputies) check for any persons left in the building on their way to the assembly point. Maintenance of the fire extinguishers is checked yearly by an approved contractor and recorded; testing the fire alarm is done weekly and recorded; emergency lighting is tested and checked monthly and recorded.

8. First Aid

Names and locations of trained designated first aid staff are posted at any location of a first aid box and at the admin office along with the cover first aiders. Training and retraining of first aiders is done as and when their certificates expire. The designated first aider is responsible for checking and restocking the first aid boxes.

9. Glass and Glazing

All glass in doors, side panels are of safety glass, all replacement glass is of safety standard. Assessment of premises has been done and recorded

10. Hazardous Substances

Any use of substances or chemical: the hazard data sheets CLEAPPS and COSHH documents are used for reference and safe storage. Risk assessment sheets are used as required.

11. Health and Safety Advice

We follow guidance from the Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, Occupational Health Unit and the HSE.

12. Housekeeping, cleaning & waste disposal

Contractors are used. The school has a contract with cleaning services for site cleaning and premises care. All dry waste is removed by approved waste contractors weekly. There is a separate collection of broken glass, needles etc. Waste bins are located away from the school building. Site supervisor has responsibility for snow clearing.

13. Handling & Lifting

Arrangements for identification of all activities involving lifting/handling, risk assessments carried out using LEA sheets to identify and to minimise manual handling tasks, staff training in manual handling, as needed.

14. Jewellery

The school policy on pupils wearing earrings and other jewellery. (No jewellery to be worn and only sleepers or studs earrings) copy of this is in school prospectus.

15. Lettings/shared use of premises

The school has a lettings policy. Information is exchanged to declare the nature of activities. The school provides details of emergency evacuation and first aid provision. Copies of risk assessment are received from those letting the premises.

16. Lone Working

Safe working practices/rules are adhered. When staff are working alone **all staff** must inform a third party when on site and arrange check in times with same. And keep all doors windows secure.

17. Maintenance / Inspection of Equipment

Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, fire alarm emergency lighting, fire, type of check required and frequency, who undertakes the checks and what records must be kept.

18. Monitoring the Policy

The safety co-ordinator carries out the annual H&S checklist and reports to the headteacher. Other checks and inspections are monitored by the schools health & safety committee .

19. Personal Protective Equipment (PPE)

Any PPE equipment needed by site staff eg cleaners/site manager are supplied and checked by cleaning services. PPE equipment for the science and d&t dep't is kept in the dep'ts, and checked by the school technician and a record is kept.

20. Reporting Defects

Any faults or defects are noted in site/premises managers' book then dealt with in the appropriate way interim measures to be taken pending full rectification.

21. Risk Assessments

These are carried out by the headteacher and safety co-ordinator using generic ones, these are reviewed each year.

22. School Trips/ Off-Site Activities

The organiser of an off site activities will generally make a visit, and check most aspects, obtain where possible the providers risk assessments. To obtain approval from, the visits co-ordinator and all appropriate forms are completed. The organiser will be aware of the emergency arrangements for off site activities. Parental/guardian authorisation is always obtained. To have adequate adult supervision, first aid boxes and basic first aider.

23. School Transport

All school mini bus drivers are authorised drivers, (assessed by the LEA travel wise road safety unit) and meet license requirements.

The safety co-ordinator is responsible for undertaking checks on minibuses. As far as possible on longer trips we have 2 adults (drive +1)

24. Smoking

This is a no smoking site

25. Staff Consultation

The Health & Safety committee meet termly, Staff can raise issues of concern and make suggestions for health and safety improvements to the Headteacher/safety co-ordinator.

26. Staff Health & Safety Training and Development

New staff are briefed about H&S arrangements (a copy of the school's H&S schools policy parts 1,2,3) by the headteacher or their deputy, this establishing minimum health and safety awareness, any staff have the opportunity for training as needed.

27. Staff Well-being / Stress

The school takes well being very seriously and the LEA services are there for support in these areas.

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

All supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) are met and all other times when in care of school, agreed ratios for school trips, **all** new members of staff and supply staff have to meet requirements for criminal conviction clearance.

29. Use of VDU's / Display Screens

The school use's the LEA assessment forms, also if needed to get advice from the H&S department.

30. Vehicles on Site

Only staff and approved visitor vehicles are allowed on site during the school day. There is segregation of vehicles from pedestrian areas by the way of a pedestrian path.

31. Violence to Staff / School Security

All outside doors are closed. and locked by electronic locking systems. Visitor access is controlled through the reception area. All visitors sign in and are given badges. All staff report all incidents of verbal & physical violence to their line manager and these are formally recorded as incidents of violence if necessary.

32. Working at Height

Staff using steps and ladders check with **HSE safe use of ladders and stepladders and the HSE top tips ladder and stepladder safety**. Any training would be done as needed. Using access equipment (towers etc), reference is made to the **HSE towers scaffold**. Inspection and checking access equipment to be done and recorded. Restrictions on use to school staff only (if any equipment is loaned out it is at the loaners risk).

33. Work Experience

Arrangements follow the LEA's guide **Work Experience** in relation to insurance, health, safety and welfare.

Local Health and Safety Key Performance Indicators (KPI's)

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 KPI's may be added here

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.