Inter-School

Health, Safety & Wellbeing Policy - Part 2

School of Christ the King Hartcliffe Rd Bristol BS4 1HD	St Bernadette RC Primary Gladstone Road Bristol BS14 9LP	Holy Cross RC Primary School Dean Lane Bristol BS3 1DB

Please note, any reference to "School" refers to all of the schools above.
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

Last reviewed: July 2026

Next Review Date: July 2028

Statutory policy - Bi-Annual Review

Source of policy: Based on the Delegated Services template and developed with DS and CTK

History: Published (November 2022)

Equality Statement:

The Governing Board has considered the provisions of the Equality Act 2010 and the Public Sector Equality Duty (PSED) in the development and approval of this policy. The school is committed to eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations. Due regard has been given to the potential impact of this policy on pupils, staff, governors, parents, carers and other members of the school community who share protected characteristics

Amendments/updates

- November 2022- Inter school policy adopted by Governors

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Document 2: Health and Safety Policy Details

Part 1: Introduction

This is Document 2 of 2 documents. Doc 1 contains the statement of general policy and arrangements. This document illustrates our organisation and the arrangements for ensuring health, safety and wellbeing.

The two documents are therefore the overall health, safety and wellbeing policy. The policy is then implemented through sub-policies, risk assessments and the resulting procedures and actions needed to manage significant risks.

The policy mentions several other important topics relevant to educational premises which have different statutory origins from employee health and safety. These are:

- Safeguarding children;
- Food safety;
- Environmental management;
- Transport safety

They also have their own policies or sub-policies and procedures. They need to be managed in a way that avoids gaps and ensures the health, safety and wellbeing of employees, children and the public.

Part 2: Organisation

The following sections describe the organisational role and the responsibilities of key post holders for ensuring significant risks are managed. The sections following the arrangements heading describe how we go about operating our safety system.

There are additional risk management issues for the organisation which are not dealt with in detail in this policy. They include:

- Financial risk
- Reputational risk

They are controlled through other policies and procedures.

1.		
	1.	The School's listed above are Voluntary aided.
	2.	It is part of Clifton Diocese and Bristol Local Authority.
2.		**Role of Governors on the Local Governing Body (the LGB) Employer (Headteacher)**
	1.	The governors have agreed our settings overall ethos and values which are described above in Section 3.
	2.	The governors/ head teacher etc. of the School's listed above recognise the need to identify organisational details in our setting for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.
	3.	The governors/ head teacher etc. are committed to meeting the **safeguarding** requirements set out in the government guidance "*Keeping Children Safe in Education** and *Working Together to Safeguard Children*." ** Our settings Safeguarding Policy and connected documents link with this health, safety and wellbeing policy. *There are currently 3 main documents: For schools and colleges, for staff and about regulated activity. See the links below: Even though we try to ensure all links are current and up to date, please double check for updates and ensure this is also carried out on review of this document https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

		https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf **The cross-organisational guidance is at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
	4.	The governors/ head teacher etc. will make preparations to deal with: **Critical incidents** at our setting such as fire, flood, illness, threats of violence and terrorism, bereavement; **Continuity of business** in the event of a threat such as that created by a critical incident; The **Contribution** by the school to help the community at large cope with some kind of major incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes. These are the **3 C's** as set out by our competent support Delegated Services in a parallel and supporting documentation. Some of the preparation is mentioned here because of the obvious overlap with health, safety and wellbeing. The governors/ head teacher etc. will ensure that related "health and safety" topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere. One example is the Hazard Assessment and Critical Control Points food management system used in catering.
	5.	The governors/ head teacher etc. will ensure that related "health and safety" topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere.
	6.	The Governing body will provide as necessary personal protective equipment ("PPE") to all employees and pupils in the school for the safe use of plant, machinery, equipment, tools, materials and substances.https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm
3.		**Role of Senior Executive (Headteacher)**
	1.	The Headteacher is appointed by the governors. They are accountable to the Governors for implementing the school's HS&W Policy and for all matters relating to HS&W within our setting. Safeguarding issues and the 3C's cross-relate to health, safety and wellbeing.
	2.	The Governors require the Headteacher to ensure that the HS&W policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
	3.	The Headteacher may delegate the management of HS&W matters to an appropriate competent member of staff who will be designated the Health and Health and Safety Coordinator such as the Business manager/ may delegate management of HS&W matters to an appropriate competent person such as the school business manager and curriculum orientated health and safety to the Deputy Headteacher
	4.	The Headteacher will delegate the: ● Safeguarding Single Record (DBS) to a manager reporting to the Headteacher ● Special Educational Needs and Disability issues to a staff member holding the title Senco/Sendco who will report to the Headteacher. ● Coordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Coordinator (EVC) and who reports to the Headteacher. ● Leadership of off-site visits/trips to Party Leaders and Deputy Party Leaders reporting to the EVC. ● Student Placements and Work Experience to a coordinator (the Administrator) reporting to the Headteacher
	5.	The Headteacher will be designated the **Asbestos Duty Holder** for our setting and will ensure compliance with the Control of Asbestos Regulations 2012 and any update, in so far as they relate to preventing the release of asbestos fibres in the school. Reference: http://www.hse.gov.uk/asbestos/index.htm
	6.	The Headteacher is responsible for managing the potential risks from **Legionella bacteria**, which may arise from work activities. The Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations 2002 assist and support the assessment, prevention or control the risk from the bacteria by taking suitable precautions.

		Reference: http://www.hse.gov.uk/legionnaires/index.htm
	7.	The Headteacher will be designated the **Responsible Person** for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place. Fire is a **3C's** issue as well. References: https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises
	8.	The Headteacher will seek volunteers/ write into contracts to take on the role of First Aiders at various skill levels, an Administrator of Medicines and Fire Wardens. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities. Medical support for those pupils who need it will be provided in line with DfE guidance.
	9.	The Headteacher will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. This is part of their **client duty under The Construction (Design and Management) Regulations 2015.** The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager, who will liaise with Lead Teachers and others to ensure safety procedures and policy agreements are observed. Reference: http://www.hse.gov.uk/construction/cdm/2015/index.htm
	10.	The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are brought to the attention of the relevant pupils, employees, contractors, volunteers, and members of the general public.
	11.	The Headteacher must ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements such as the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively. Accidents involving pupils may need to be reported through safeguarding requirements as well. Reference: http://www.hse.gov.uk/riddor/index.htm
	12.	The Headteacher will be a member of, and participate in, the School Staff Consultative Health and Safety Committee and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult. Reference: http://www.hse.gov.uk/involvement/index.htm
	13.	The Headteacher will, with the Health and Safety Governor as part of Inter School Health and Safety Committee, review on an appropriately proportionate and prioritised rolling programme on a rolling basis: ● Fire and Evacuation procedures; Lockdown and terrorism procedures; ● First Aid provision both in the school and on off site visits; and from time to time, according to a proportionate plan; ● All other HS&W policies, procedures, codes of practice, risk assessments, and guidelines; ● When doing these reviews, the links with **safeguarding** and the **3C's** will need to be anticipated so there are no gaps in policy and practice. Reference: http://www.hse.gov.uk/pubns/books/hsg65.htm
	14.	The Headteacher will seek advice, when appropriate, from the Health and Safety Coordinator and/or a competent person/s and outside agencies that are able to offer informed and expert opinions. These may be the local authority as a regulator or advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC. References: as an example https://www.bristol.gov.uk/resources-professionals/trading-with-schools http://www.delegatedservices.org http://www.cleapss.org.uk/ https://www.data.org.uk/ http://www.afpe.org.uk/

	15.	The Headteacher and School Business Manager will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.
	16.	The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.
	17.	The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within our setting to other duties.
	18.	The Headteacher will ensure that appropriate HS&W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.
	19.	The Headteacher, SLT, School Business manager and such other posts as identified by the Governors/ employer with appropriate minutes, shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. If necessary, proportionate warning and/or banning action will be taken in accordance with natural justice expectations. In addition, they are authorised to warn individuals, in the event of unacceptable behaviour, such as nuisance or trespass, about "**Section 547 of the Education Act 1996"** and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures. In the event of a ban being imposed following the appropriate procedure, should there be an appeal, a panel of Governors not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities. Reference:https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/295978/school_security_advice_181212__2__.pdf
	20.	The Headteacher and the School Business Manager are responsible for our settings approach to staff "Wellbeing". Risk assessment will be done when needed to put in place, the controls needed to remove or reduce risks to physical and mental health This will include the commissioning of a competent Occupational Health provider with a full range of services, which if necessary, could include health surveillance to ensure compliance with the law and the protection of the staff team. Reference: http://www.hse.gov.uk/stress/
4.		**Role of School Business Manager** The member of staff designated as the Health and Safety Coordinator is the School Business Manager and the postholder will administer and manage day-to-day health and safety matters plus specific matters as identified in section 2.2 above on behalf of the Headteacher by:
	1.	Acting as the day-to-day link between the school and: ● The Headteacher; ● The Competent Person(s)* (or body) from whom support and advice is obtained or purchased; this may be a member of staff, the trust, local authority and other help as required from for example Delegated Services; ● The Governors and ● other providers of HS&W services such as water services organisations, asbestos management companies, electrical, gas and other utilities, radiation advisors and trips and expedition consultants. * http://www.hse.gov.uk/business/competent-advice.htm
	2.	Working with personnel in the school, who have a lead role in HS&W e.g., the Deputy Headteacher, the Educational Visits Coordinator; Kitchen Supervisor and Catering Manager; Site Manager; Special Educational Needs and Disability Coordinator (Sendco); **see Appendix 1** for detail information of actions required
	3.	Taking a pro-active interest in the HS&W aspects of all activities: **see Appendix 2**
	4.	Organising the school's Health and Safety Committee meetings as frequently as appropriate to give time and full consideration to all aspects of HS&W, and, in so doing arrange for the: (i) The attendance of the permanent committee members (ii) The attendance of occasional contributors as needed (iii) Circulation of the minutes and action points (ii) The management of the committee agenda to include key items covering e.g. ● Logging indicators such as accident and near-miss incidents; ● Risk assessments and safe systems of work;

		● Inspection reports and action plans resulting from the outcomes of those reports; ● Areas of particular relevance to safeguarding and the 3C's which overlap or link up with health, safety and wellbeing; ● Food safety; ● Transport and trip safety; ● Environmental matters where applicable, and ● Security and personal safety
	5.	Each member of the committee should however lead on following up their own areas of work and responsibilities.
	6.	Recommending revisions to the HS&W Policy to the Headteacher and Governors.
	7.	Referring irresolvable matters via the Headteacher to the Governors.
	8.	Representing the school on relevant HS&W Working Groups, professional bodies etc.
	9.	Being familiar with the content of local Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher, Lead Teachers, specialist practitioners and others contributing to the safety system, as necessary
	10.	Staff members are expected to be familiar with their own areas of work and responsibilities.
	11.	The School Business Manager to check that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them and will: ▯ compile a 'Buildings Register' identifying known hazardous substances and materials (e.g. Asbestos, Legionella, lead, flammable materials and substances etc). ▯ ensure that: (i) a seasonal inspection is completed three times a year by a representative team including staff and pupils, (the latter appropriate to their age) with defects reported accordingly (ii) a property survey of the school 's buildings/ premises are carried out annually. ▯ establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the school 's site/ premises and emergency procedures for lost or missing children. ▯ ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
5.		**Role of EVC**
	1.	Be a champion for all aspects of visits and outdoor learning.
	2.	Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards Establishment effectiveness.
	3.	Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable Visits/outdoor learning.
	4.	Mentor leaders and aspirant leaders, supporting their ongoing development and training. Sample monitor their activity to identify any further training needs.
	5.	Ensure that planning complies with your Employer's requirements and that the arrangements are ready for approval within agreed timescales.
	6.	Support the Head/ Delegated person and Governors in approval decisions so that all those with responsibility have the competence to fulfil their roles.
	7.	Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and Employer's requirements.
	8.	Keep your Senior Leadership Team and Governors informed about the Visits/outdoor learning taking place and their contribution to Establishment effectiveness.
6.		**Role of Designated Safeguarding Lead (DSL)**
	1.	The Headteacher and the School Business Manager should liaise with the DSL so that any relevant activities or procedures will improve child protection.
	2.	Examples are: ● First aid ● Administration of Medicines

		● Trips and expeditions ● Coaching activities ● E-safety
	3.	Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.
7.		**Role of Manager of the "Single Central Record"**
	1.	The Headteacher and the School Business Manager should liaise with the manager so that any relevant activities or procedures will improve child protection.
	2.	Examples are: ● Recruitment and selection of coaches, support staff and anyone not subject to recruitment as teaching staff;
	3.	Case studies (Serious Case Reviews and major national investigations as well as press reports of prosecutions) will be used to learn how to improve child and vulnerable adult protection.
8.		**Role of Deputy Headteacher and Assistant Headteacher**
	1.	The Deputy/Assistant Headteacher(s) will work primarily with teaching personnel in school who have a lead role in managing higher risk activities. There will be a variety of these. Most will have guidance available from industry, governing body or specific advisory organisations. These will be used by School of Christ the King. **See Appendix 3**
	2.	The Deputy/Assistant Headteacher(s) should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits.
	3.	Areas of their work and output related to that area can be found in **Appendix 4**
9.		**Role of senior early years and childcare staff**
		The requirements of the EYFS framework will be met or exceeded in regard to health, safety and wellbeing. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family. Ref: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2
10.		**Role of SENCo/SENDCo**
		The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise when necessary on health and safety related matters. There will be links with the Equality Policy and similar documents and actions.
11.		**Role of the Caretakers**
	1.	The Caretaker will be team leader for the cleaning team and work with the School Business Manager to coordinate all contractual work and maintenance carried out on the premises. They must make the School Business Manager aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.
	2.	The Caretakers will have authority from the School Business Manager to check that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them and will: ● ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes. ● ensure that HS&W matters regarding Grounds Maintenance and Cleaning, and in particular ensuring that the Cleaning manager is aware of any implications of the school 's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances. ● keep a Premises Log Book/ robust and resilient compliance system (paper or computer)/ online compliance system up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention. ● ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the school's use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, prior to use.
	3.	The Caretakers must be familiar with the school's Health, Safety and Wellbeing Policy and its implications for their activities and working arrangements for the employees.

	4.	The Caretakers should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition, they should apply industry specific best practice.
	5.	Grounds maintenance related contractors such as tree works using the school premises will be required to follow school health and safety procedures.
	6.	The School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school grounds maintenance service. This includes Portable Appliance Testing (PAT) and vehicle safety checks.
	7.	Defects and other problems should be reported to the School Business Manager/ health and safety coordinator. The Caretakers will be delegated with the authority to organise everyday repairs of equipment and grounds maintenance tools with the remit for this reviewed at least annually.
	8.	The School Business Manager and the Caretakers are responsible for a fire risk assessment for their activities to be done in liaison with the school.
	9.	Caretakers are responsible for risk assessing their work and related activities such as vehicle and pedestrian interactions or the supply of new equipment. This covers both safety and health related issues.
	10.	All employees in the caretaking/ grounds maintenance/ site team should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
	11.	The Caretakers needs to ensure safeguarding best practice is followed.
12.		**Role of the Catering Contractor**
	1.	The Catering Company must be familiar with and follow the school's Health, Safety and Wellbeing Policy and its implications for catering activities and working arrangements for the employees.
	2.	The Catering Contractor should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition, they should apply industry specific best practice. Where the catering is contracted out the contractor's health and safety procedures should be followed as well. If there is any conflict then this should be resolved by discussion.
	3.	The Catering Contractor is expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a Hazard Assessment and Critical Control Point food safety management system in place.
	4.	The Catering Contractor is expected to achieve not less than 4 stars and preferably 5 stars under the local government environmental health "Scores on the doors" rating system. All inspections and inspection reports must be supplied to the School Business Manager.
	5.	The School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes Portable Appliance Testing (PAT) and gas safety checks.
	6.	Defects and other problems should be reported to the School Business Manager.
	7.	The Catering Contractor is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues.
	8.	All employees in catering should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
	9.	The Catering Contractor needs to ensure safeguarding best practice is followed.
13.		**Role of the First Aiders**
	1.	The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.
	2.	They also provide a first aid service to pupils and visitors.
	3.	Any first aid situation requires a dynamic risk assessment to identify if the area is safe to administer first aid. In particular checks must be made regarding electricity, dangerous substances including gases like carbon monoxide and risk from height or water.
	4.	First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.
	5.	Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.
14.		**Role of the Administrator of Medicines**
	1.	To provide support to pupils that require medicine during the school day by prior agreement with the parent/ carer

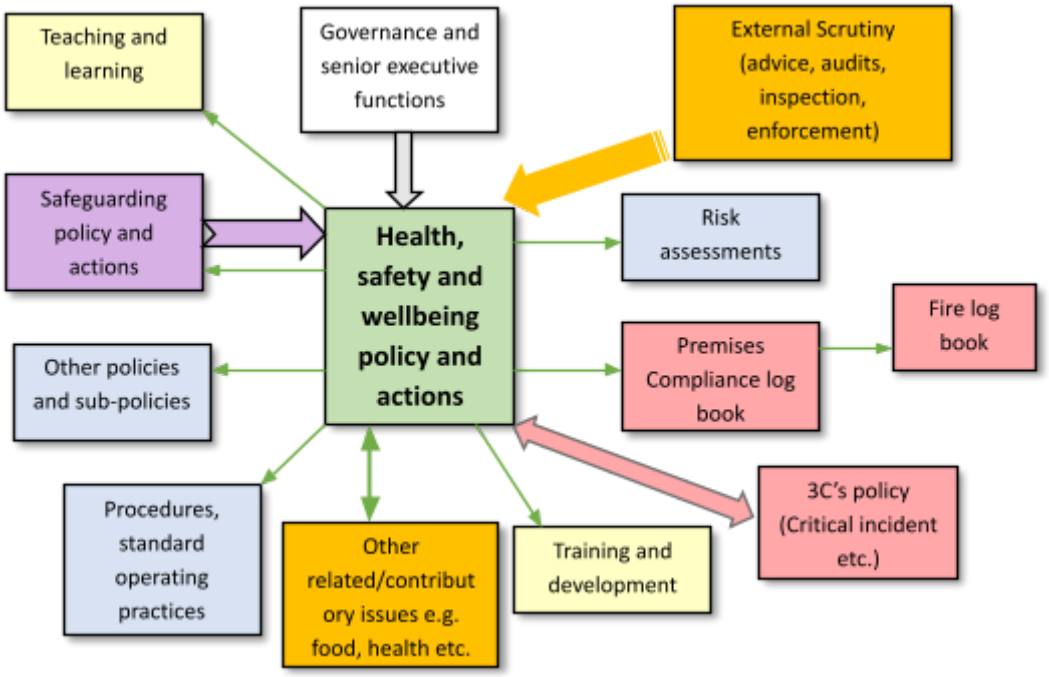
	2.	Ensure medicines held at school are secure, in date, labelled and available when needed as specified in individual HCPs
	3.	Ensure any controlled drugs are recorded/counted and secured in a double locked container
	4.	They will have regular training in the administration of medication
	5.	They will document all medicines taken, including pupils name, time, date, amount and medicine type
	6.	They will encourage pupils to self-administer where possible
15.		**Role of the Fire Wardens/Marshals**
	1.	Fire wardens/ marshals support fire safety procedures such as prevention, inspection, detection and alarm and evacuation. They may also help with other critical incidents such as gas leaks or water floods, lockdowns and terrorist type events.
	2.	Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the Fire Wardens have a defined list of tasks.
	3.	As part of the fire and other emergencies plan, they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors.
	4.	They will sweep the building where safe to do so and close windows and doors behind them.
16.		**Role of Trade Union Health and Safety Representatives**
	1.	Trade Union representatives have rights given to them under the *Safety Representatives and Safety Committees Regulations 1977*. The school recognises these and will include them within employee consultation.
	2.	The Governors will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.
	3.	The Headteacher will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Headteacher to fulfil their roles, including being released for any appropriate training.
	4.	TU Safety Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Safety Committee.
	5.	TU Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.
	6.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with the *Health and Safety (Consultation with Employees) Regulations 1996.* (See Section 21 below)
17.		**Role of the Employee Health and Safety Representatives**
	1.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.
	2.	The school will ensure there is consultation with all employees in order to meet the general obligations under the *Health and Safety at Work etc Act 1974* and specific requirements under regulations.
18.		**Role of Employees**
	1.	Every employee has a responsibility under the *Health and Safety at Work etc. Act 1974 Section 7* and *The Management of Health and Safety at Work Regulations 1999 Section 14* to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
	2.	All employees will be given access to the school's HS&W policy and need to be familiar with all documents relating to HS&W in the school. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
	3.	Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
	4.	Employees are responsible and accountable to the Governors, Headteacher and those delegated various responsibilities as described above for the implementation of the school's HS&W Policy in the performance of their duties.

	5.	Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
	6.	The school's staff members must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.
	7.	If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the Caretakers as soon as they become apparent. This is illustrated in **Appendix 5**
19.		**The role of pupils and students**
	1.	Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.
	2.	Contractors are external to the school and are covered under the arrangements section below.
	3.	Pupils and students are expected to follow the behaviour requirements of the school and to cooperate in the health and safety management processes. Teachers and school staff generally are responsible for making pupils and students aware of health and safety procedures whether during lessons, trips or more generally.
	4.	The school has an overall responsibility for safeguarding young people which includes health and safety issues. There are separate policies (linked as necessary with other policies) on safeguarding and child protection. Related policies and procedures are for example e-safety, food safety, use of school transport and environmental issues.
	5.	The school will encourage pupils and students to learn life-skills which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.
	6.	Pupils and students will be encouraged to take part in the school community and contribute to health, safety and wellbeing initiatives.
20.		**Role of parents and carers**
	1.	Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.
	2.	Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the school in regard to health, safety and wellbeing.
	3.	The school hopes that parents, carers and all others connected with the work of the school will contribute to the high standard of health, safety and wellbeing required.
	4.	The PTA/ friends of school/ other agrees to abide by the school's policies and procedures where these involve premises, facilities, staff and pupils.
21.		**The role of external advisors**
	1.	Where possible the school will have its own staff trained to provide advice and expertise.
	2.	External advisors will be used when necessary on health, safety and wellbeing issues such as gas safety, critical incidents, trips and health and safety management.
22.		**The role of external regulatory agencies**
	1.	The school will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including: ● Avon Fire and Rescue Service ● Local authority ● Department for Education ● The Environment Agency ● The Food Standards Agency ● The Health and Safety Executive ● OFSTED
	2.	The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

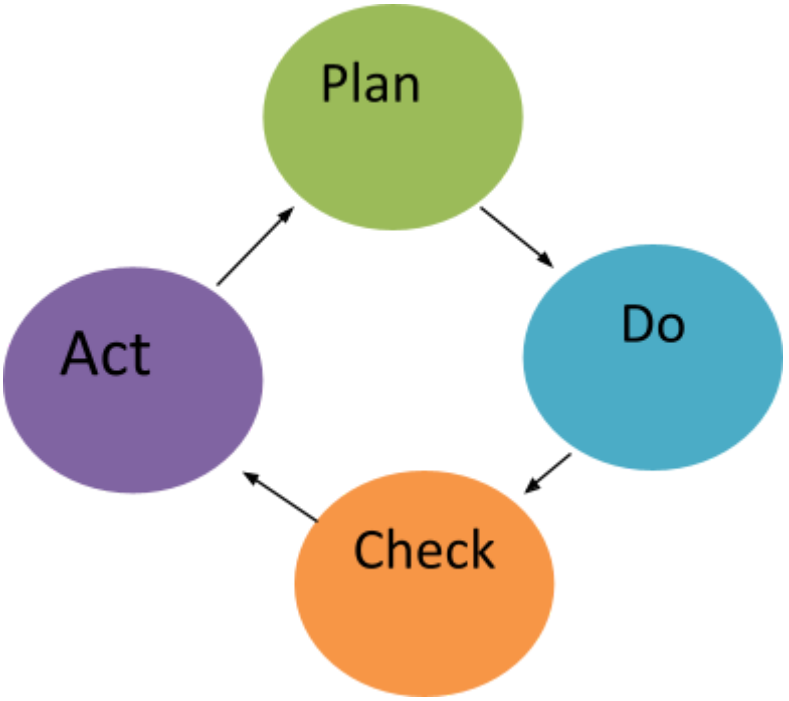
Part 3: ARRANGEMENTS – what do people do?

[15]

Introduction: When roles, titles, etc., change, they will be updated in this document at its next review/on a rolling basis. This policy is part of the establishments overall health, safety and wellbeing system and the graphic below illustrates how it fits with some other parts of the system.



The employer will follow the advice in HSE document HSG 65 "Managing Health and Safety" and in particular the approach summarised as "Plan, Do, Check, Act" as illustrated below:



[16]

The employer is aware of the key elements of the Sentencing Council guidelines. In a court case, if a guilty verdict is reached the elements considered include the following matters.

Culpability: Where there are factors present in the case that fall in different categories of culpability, the court should balance these factors to reach a fair assessment of the offenders' culpability.

Risk rating	Factors present
Very High	Deliberate breach of or flagrant breach of the law
High	Offender fell far short of the appropriate standard, for example by: ● Failing to put in place measures that are recognised standards in the industry ● Ignoring concerns raised by employees or others ● Failing to make appropriate changes following prior incident(s) exposing risk to H&S ● Allowing breaches to subsist over a long period of time
	Serious/ systematic failure within the organisation to address risks to H&S
Medium	Offender fell short of the appropriate standard in a manner that falls between descriptions in high and low culpability categories
	Systems were in place but these were not sufficiently in place/ adhered to
Low	Offender did not fall far short of the appropriate standard, e.g., because: ● Significant measures were made to address the risk although they were inadequate on this occasion ● There was no warning/ circumstance indicating a risk to H&S
	Fallings were minor and occurred as an isolated incident

Harm: Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that offence caused any actual harm. **The offence is in creating a risk of harm**

Use the table below to identify an initial harm category based on the risk of harm created by the offence. The assessment of harm requires a consideration of **both**:

- The seriousness of the harm risked (A, B or C) by the offenders' breach; **and**
- The likelihood of that harm arising (high, medium or low)

Likelihood of harm	**Level A** ● Death ● Physical/ mental impairment relying on lifelong third-party care for basic needs ● Significantly reduced life expectancy	**Level B** ● Physical/ mental impairment, not amounting to level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or on their ability to return to work ● A progressive, permanent or irreversible condition	**Level C** ● All other cases not falling within Level A or Level B
High	Harm category 1	Harm category 2	Harm category 3
Medium	Harm category 2	Harm category 3	Harm category 4
Low	Harm category 3	Harm category 4	Harm category 4 (bottom of range)

Magistrates and Judges are given guidelines for sentencing, and also the penalties that these offences are to incur. This will depend on the category of the breach, and also the size of the organisation, more information and fining structures can be found below:

For Magistrates see: https://www.sentencingcouncil.org.uk/offences/magistrates-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/

For Judges see: https://www.sentencingcouncil.org.uk/offences/crown-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/

A to Z Arrangements by topic

The following health, safety and wellbeing topics are listed alphabetically. They are intended as an outline of the arrangements made. The health and safety management systems are extensive and consists of documents, posters, training, standard operating procedures and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received and new training being absorbed.

The governors and school management are aware that there is additional law other than occupational health and safety law that may affect what is commonly called "health and safety". This includes licensing law, highway and transport legislation, food safety, environmental management and the area of civil law.

1.		**Accident (this includes near-miss incidents and cases of aggression/ violence) Reporting.**
	1.	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 usually called RIDDOR. All accidents are to be reported in line with the procedures contained in the 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences' (. Accident and incident forms, which are available online, are to be sent to Delegated Services, the school's competent person/Local Authority as the employer. This procedure will be brought to the attention of all employees through training and the staff handbook
	2.	All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with. Employee's will fill out the Major incident form and pass it on to the SBM. They will then enter it on the DS portal. (Page 25)
2.		**Administration of Medicines**
	1.	Arrangements for the Administration of Medication in the School will be in accordance with the 'Policy for the Administration of Medicines'.

	2.	This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication.
	3.	Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition.
	4.	The policy can be found on the website.
3.		**Asbestos Management**
	1.	There is asbestos on site and the school manages the risk in line with the Asbestos management plan and risk assessment held in the premises log book/ online location and site management procedures.
	2.	The procedures include the training of senior staff, the site manager, the caretaker and other staff members.
	3.	In addition, there will be supervision and management of contractor and volunteer activity to prevent damage to or exposure of asbestos containing materials. For more information see the SBM and caretaker.
4.		**Banning-** see Warning and Banning
5.		**Buildings and premises**
	1.	The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.
	2.	Key documents (paper or electronic) include location of document will include: ● Records of compliance, maintenance, inspections and repairs; ● Defect reporting procedure; the premises log at CTK, and by email at HC and St B ● Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required; ● Insurance inspections; ● Defect reports; ● Other documents as needed.
	3.	The Delegated Services Premises Listings are used as a helpful aide-memoire.
6.		**Caretaking and Premises Management**
	1.	See also Building and Premises
7.		**Child protection-** see Safeguarding and Child Protection policy
8.		**Cleaning-** see Housekeeping
9.		**Committee-** see Health, Safety and Wellbeing Committee
10.		**Communicating information to employees and other persons who are not employees.**
	1.	There will be staff noticeboards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety Committee. These will be supplemented as necessary by special meetings or focus groups. There will be a staff website and a school website. Parents and carers will also be on a text service
	2.	Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas. See Contractors below
	3.	Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public
11.		**Computers and other IT equipment and systems**
	1.	This covers a wide range of items. Traditional information systems such as the school network wired or wireless and attached terminals are only part of the current "wired society". Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.
	2.	Equipment related to information, technology and communications will be managed by BCC IT department and Simon Foss for St Bernadette curriculum.
	3.	Display screen assessments when required will be organised through the School Business Manager.
	4.	E-safety is managed by DSL. See safeguarding policy
	5.	Data Protection requirements are dealt with by the DPO, Jason Franks
	6.	All IT facilities are subject to the relevant safety risk assessments relating to for example work on electrical equipment, lone working, manual handling and work at height.
12.		**Contractors**
	1.	Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff. It may also include cleaning contractors, catering contractors etc.

	2.	All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher/ delegated person or School Business manager.
	3.	Any 'Hot Works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the School Business Manager.
	4.	Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
	5.	Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.
	6.	The School Business manager and Caretaker will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing: ● A copy of the school 's Policies, Procedures, Codes of Practice and other guidelines; The school 's Asbestos Survey; ● A contractors pack an template can be found here https://drive.google.com/file/d/1Cw2bJNFKzPtv9N6tIpL_nOZOjCMx960G/view?usp=sharing ● Other documents as needed; ● Checking contractors' documents and other details as necessary.
13.		**COSHH (Control of Substances Hazardous to Health)**
	1.	For the purposes of this policy the governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.
	2.	Other COSHH related matters will be considered by the School Business manager and Caretakers.
	3.	The legislation involved includes: ● Control of Asbestos Regulations 2012 ● Control of Lead at Work Regulations 2002 (CLAW) ● Control of Substances Hazardous to Health Regulations 2002 ● The Dangerous Substances and Explosive Atmospheres Regulations 2002 ● Explosives Regulations 2014 ● Explosives Regulations 2014 (Amendment) Regulations 2016 ● Ionising Radiation Regulations 1999 (IRR99) ● Petroleum (Consolidation) Regulations 2014
	4.	The school subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.
14.		**Defect reporting**
	1.	There will be a defect reporting procedure online so that problems can be dealt with quickly and effectively.
	2.	All employees are expected to act as follows. If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the Site Manager as soon as they become apparent. See Appendix 5
15.		Design and Technology
	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE Delegated services, (insert as appropriate) to ensure relevant and up to date information is provided
16.		**Display Screen Equipment (DSE) and workplace risk assessment**
	1.	The *Health and Safety (Display Screen Equipment) Regulations* 1992 require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety.
	2.	The establishment will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE. (Other issues to do with IT are covered under "Computers".)
17.		**Drama/Dance**

	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE Delegated services, (insert as appropriate) to ensure relevant and up to date information is provided
18.		**Electricity**
		The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989.
	1.	Electrical systems will be inspected on a 5 year basis
	2.	Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.
19.		**Emergency Procedures**
	1.	The specific procedures are as contained in the following documents. These are based on the 3C's advice from Delegated Services (Policy for Critical Incidents, Business Continuity and supporting the Community) and government guidance. The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.
	2.	Fire evacuation procedures as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005
	3.	First aid and medical support in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE.
	4.	Problems from gas, water and electricity such as leaks, floods and service outage.
	5.	Intruder, crime and terrorism including aggression and violence from parents or other visitors.
20.		**Fire Precautions**
	1.	The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change, or if legislation changes.
	2.	The establishment's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc. The establishment will hold the Fire Log Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. together in the admin office at CTK and in the SBM office at HC and St B
21.		**First Aid Provision and medical support**
	1.	The arrangements for first aid in the School will be in accordance with the policy as laid down in the 'First Aid Policy'. First aid boxes will be located in every classroom. The main First Aid station is in the medical room at HC, The admin office at St B and in room 7 at CTK.
	2.	The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board and at strategic locations within the school.
22.		**Health**
	1.	The arrangements for supporting pupils and staff are set out in the Supporting pupils and staff with medical conditions policy
	2.	Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.
	3.	Guidance on infection control within a school setting is followed provided by the Public Health England, see https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf
	4.	Please see Coronavirus for further information regarding this matter
	5.	Please also see Administration of Medication
23.		**Health and Safety representatives, trade union and staff**
	1.	The school is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible health, safety and wellbeing performance.
	2.	This includes the legislation illustrated in the graphic below. **(See Appendix 6)**
	3.	There are requirements in other legislation such as:

		● Health and Safety at Work etc Act 1974 Section 2(2) (c), 2(6) and 2(7) ● The Management of Health and Safety at Work Regulations 1999 ● The Regulatory Reform (Fire Safety) Order 2005 These require consultation and information sharing which the school accepts in the spirit of the legislation to ensure the health, safety and wellbeing of all persons affected by their activities so far as is reasonably practicable.
	4.	Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be formed.
24.		**Health, safety and wellbeing committee**
	1.	A consultative health and safety committee will be formed and meet on a regular basis
	2.	A consultative health and safety committee will be formed and meet under an agreed set of guidelines.
25.		**Housekeeping**
	1.	The Caretakers and others will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, other storage areas and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points.
	2.	Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensuring appropriate cleaning arrangements.
26.		**Incident reporting** This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site.
27.		**Inspections**
	1.	Regular inspections, workaround's and checks will take place to assist in the management of the school premises. For further information see: SBM
	2.	Inspections to be carried out 3 times a year. The focus can be on themes/particular areas and we understand this would be beneficial as a 'fresh eyes' approach involving other members of staff/ governors/ pupils
	3.	Summarised reports of findings from inspections to be given to the health and safety committee
28.	1.	**Ionising Radiation**
	2.	In using Ionising Radiation for educational purposes, we ensure that we will comply with the Ionising Radiation Regulations 2017
	3.	To ensure the safety of all, we will follow guidance set out in CLEAPSS document L093-Managing Ionising Radiations and Radioactive Substances in Schools and Colleges
	4.	Radon levels will be monitored, high risk areas will be identified, such as boiler rooms, and control measures implemented where necessary
29.		**IT-** see Computers and other IT equipment and systems
30.		**Legionella-** see Water Hygiene/ Legionella Management
31.		**Lettings**
	1.	Any letting will be managed by the Business Manager
32.		**Local Exhaust Ventilation and air extraction**
	1.	Air extraction in kitchens and other types of air extraction Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.
	2.	Other air extraction will be provided and maintained as needed around the premises in for example: ● Toilets and washrooms, ● Rooms where there are photocopiers or other equipment; ● Rooms that may become hot during parts of the year. ● Kitchen/canteen
33.		**Lone Working**
	1.	The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.
	2.	For more information see: SBM
34.		**Machinery and plant (including utilities and premises where necessary)** see- Plant, machinery and equipment

35.		**Manual Handling (i.e. lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements**
	1.	Responsibility for organising the safe manual handling of significant loads will rest with the School Business Manager. The Caretakers will assist other staff for example teachers where loads need to be carried.
	2.	The lifting and carrying of children as part of care arrangements will be managed by the SENDCo and Head Teacher after Positive Handling training has been completed.
	3.	All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person, The Business Manager and all the precautions and control measures identified are in place.
	4.	Where possible standard operating procedures will be used as part of premises management or care plans.
	5.	Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated
36.		**Monitoring and auditing health and safety performance**
	1.	The school will apply the Health and Safety Executive recommended process of Plan, Do. Check and Act as mentioned above.
	2.	There will be a rolling programme of updating documents (and hence procedures)
	3.	Audits will be carried out at School of Christ the King at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit.
	4.	Monitoring includes regular walkabouts and meeting employees, pupils and contractors. Walkabouts may be formal and recorded or day to day "walking the job" picking up issue before they become a problem.
37.		**Music-** see Noise. High levels and vibration
38.		**Off- Site Visits, educational trips and sports events**
	1.	Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the Off-Site Visits" Policy.
39.		**Outdoor structures, seating, monuments and other miscellaneous features**
	1.	This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out by the Caretakers.
	2.	Specific risk assessment may be necessary for some things although some items commonly in use such as benches are "everyday risks" and unlikely to need detailed risk assessment.
	3.	Control measures include day to day walking the job picking up issues before they become a problem.
40.		**PE**
	1.	The establishment has identified this subject as a high risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE, Delegated services, to ensure relevant and up to date information is provided
41.		**Plant, Machinery, and Equipment**
	1.	Caretakers will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book/online location.
	2.	A thorough inspection of work areas will take place three times a year in the presence of the Safety Representative and other designated person(s) as decided by the school's Staffing, Resources and Safeguarding Committee.
	3.	New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the school's Safety Committee as part of consultation with staff.
	4.	Lead Staff will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
	5.	Lead Staff will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.
42.		**Playground Equipment**

	1.	Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with: ● an annual condition inspection by a competent person ● a risk assessment at least annually by a competent person ● an operational inspection to a frequency based on the risk assessment and agreed by the Business Manager/H&S coordinator, and ● daily visual inspections by the Caretakers.
43.		**Portable appliance testing (PAT)**
	1.	Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
	2.	The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.
44.		**Premises-** see Buildings and Premises
45.		**Radon-** see Ionising Radiation
46.		**Reporting of injuries, diseases and dangerous occurrences or RIDDOR**
	1.	The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
	2.	The Business Manager will liaise with the establishment's external health and safety advisor/local authority.
47.		**Risk Assessment**
	1.	Are in line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
	2.	The risk assessment process will follow the HSE guidance (previously called "5 Steps to Risk Assessment". It will be in mind the directions in the Sentencing Council Guidelines for criminal cases involving health and safety prosecutions.
48.		**Safeguarding and Child Protection**
	1.	The management of Safeguarding is set out in the Safeguarding policy which can be found on the digital staffroom and school website.
	2.	National guidance published by the Department for Education and OFSTED is followed and there are additional policies and procedures set out by the School which can be found on the digital staffroom. Occupational health and safety and the safety of children at school are included in safeguarding.
	3.	All staff are to be trained to a suitable level depending on their role as stated in https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf
49.		**School Trips-** see Offsite visits, educational trips and sporting events
50.		**Security**
	1.	Is part of the overall safeguarding procedure as well as asset protection and personal safety.
	2.	Some procedures are accessible only to authorised personnel including: ▪ Personal data; ▪ Cash protection; ▪ IT security.
51.		**Sport-** see PE
52.		**Stress-** See Wellbeing
53.		**Trade Union/ Staff Consultation-** See Health and Safety representatives trade union and staff
54.		**Training**
	1.	The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the school provides suitable information and training regarding risk assessment and health and safety management.
	2.	The governors/Headteacher recognises that: ● training is always a constant requirement, based on the ability to recognise who requires it and when, ● new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation,

		regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.
	3.	There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training; ● **Induction Training** This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc ● **Informative and Awareness Training** A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements. ● **Specific Training** This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks. Curriculum subjects may require particular competencies and support staff such as Caretakers/Site team may require others.
	4.	Examples are: ● Sports and PE; ● First Aid; ● Administering medicines and supporting pupils with medical needs; ● Safeguarding roles; ● Fire safety duties
55.		**Trips-** see Off-site visits, educational trips and sporting events
56.		**Unacceptable Behaviour**
	1.	The management of unacceptable behaviour will be in accordance with the Behaviour policy which is located in the online policy's file.
	2.	For information regarding parental/carer unacceptable behaviour- see Warning and Banning
57.		**Utility services**
	1.	For further information see: School Business Manager
58.		**Vehicles-** see Transport
59.		**Violence and Aggression-** see Unacceptable Behaviour
60.		**Walkrounds-** see Inspections
61.		**Warning and Banning**
	1.	The governors will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.
	2.	Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on school sites. The following posts and DS are authorised to act on our behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.
	3.	Schools are not public places and governors can decide who is welcome, or not, using their rights as Landlord of the site.
	4.	If necessary, external advisors/ Delegated Services are authorised by the head/governors to act on our behalf in taking proportionate action, in accordance with natural justice, to warn and if necessary, ban an individual or individuals from our site
62.		**Water Hygiene/Legionella Management**
	1.	There is a specific requirement to manage the risk of Legionnaire's Disease due to Legionella bacteria in water supplies. This is described in the Health and Safety Executive publication at: http://www.hse.gov.uk/pubns/books/l8.htm
	2.	Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the premises log book/online location and site management procedures including, senior staff/business manager/H&S coordinator/site manager/caretaker training, regular monitoring, flushing and cleaning regimes.
	3.	For further information see: School Business Manager
63.		**Wellbeing**

	1.	The Governors recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are: ● Increased staff morale, helping to encourage staff retention and recruitment; ● Lower supply costs and greater stability as a result of fewer staff absences; ● Improved emotional wellbeing, which has contributed to a reduction in staff members absence; ● Improved standards through increased stability and motivation; ● A contribution to self-evaluation processes through an online self-review of the organisation; ● Improved communication and school effectiveness; ● Strengthened relationships and mutual understanding, and ● A framework in which to monitor change.
	2.	A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.
	3.	The commitment and procedures are set out In the Wellbeing policy/Staff handbook
64.		**Working at height**
	1.	The main legal requirements are set out in the Work at Height Regulations 2005.
	2.	The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be done and the control measures put in place.
65.		**Work Experience**
	1.	The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements. Special requirements may be: ● Language issues; ● Adaptations for accessibility; ● Other personal requirements
	2.	For teaching/related trainees/secondary age pupils from other schools, Lead Staff will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.
	3.	For primary age pupils gaining work experience (for example helping out in an office environment within the school) the procedure will be similar

Part 4: Other health and safety or wellbeing linked issues

Section 5: References

Please remember that some documents are updated annually.

The Health and Safety Executive website provides an extensive range of information. Visit: www.hse.gov.uk

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

http://www.hse.gov.uk/pubns/books/hsg65.htm

INDG 275 (rev1) Plan, do, check, act

http://www.hse.gov.uk/pubns/indg275.pdf

INDG 417 Leading health and safety at work

http://www.hse.gov.uk/pubns/indg417.pdf and from DfE:

Department for Education Governors' Handbook

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

Early Years
https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2
NHS
http://www.nhs.uk/pages/home.aspx
Public Health England
https://www.gov.uk/government/organisations/public-health-england
Food Standards Agency
https://www.food.gov.uk/

SERIOUS ACCIDENT REPORTING FORM

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT

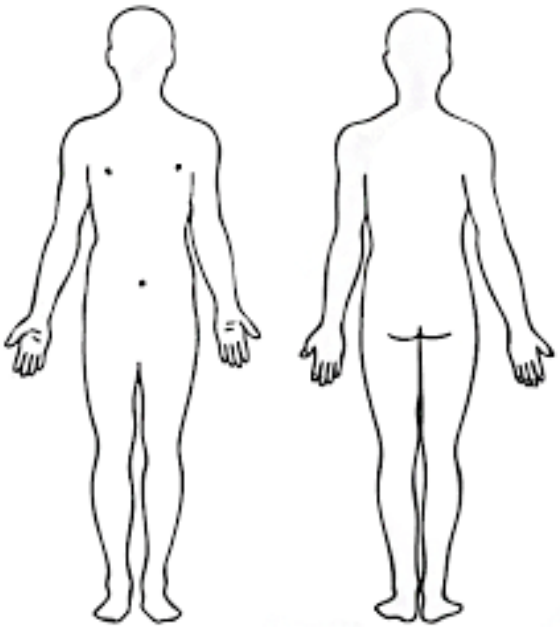
Full Name:	**D.O.B:**
Category: (please tick) ☐ **Staff Member** ☐ **Pupil** ☐ **Contractor** ☐ **Visitor**	
Home Address:	

PART B – ABOUT THE ACCIDENT

Date of accident:	**Time of accident:**
Exact location of the accident:	
Description of accident: **(please provide as much detail as possible on how the accident occurred)**	
Were there any witnesses to the accident? **(if yes, please provide names and roles)**	

Details of Injury: **(e.g cut, graze, sprain etc. Please provide as much detail as possible)**

Location of injury: **(please use the body map, and provide written details)**



How was the accident dealt with? **(please give details of who dealt with the accident and actions taken)**

PART C – ABOUT YOU, THE PERSON COMPLETING THE FORM

Name:
Address:
Role:
Signature: