



GLASTONBURY THORN SCHOOL

'Every day getting better in every way!'

HEALTH AND SAFETY POLICY

Committee	Finance, Personnel, Facilities & Safety
Date adopted	June 2018
Date policy approved	15 th November 2022
Responsibility for Review	Headteacher Business Support Manager Site Manager
Date policy reviewed	4 July 2024
Date policy approved	9 th July 2024
Date for next review	July 2025

Revision History			
Version	Date	Author	Summary of Changes
1	October 2020	Headteacher	Governing Body has moved from Marsh Insurance to Milton Keynes Council / LGSS
2	October 2020	Headteacher	Contacts in Annexe 1 updated
3	September 2021	Headteacher	First Aid - A Central first aid record book is operational at lunch times Deputy Head replaced throughout with Assistant Headteacher
4	October 2022	Headteacher + Assistant Headteacher	Re-written, incorporating First Aid Policy
5	July 24	Headteacher	Committee changed from Premises H&S to Finance, Personnel, Facilities and Safety. Business Manager changed to Business Support Manager Friends Association changed to School staff fundraising committee. Addition of Smartlog in relation to training. Annex 3 added – Legislation

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions in School
- First Aid Policy

CONTENTS

INTRODUCTION

POLICY STATEMENT ON HEALTH AND SAFETY

A. THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

B. THE ARRANGEMENTS FOR HEALTH AND SAFETY

- MANAGEMENT OF HEALTH AND SAFETY
- RISK ASSESSMENT
- MONITORING HEALTH & SAFETY
- FIRE AND OTHER EMERGENCIES
- FIRE PREVENTION AND DETECTION EQUIPMENT ARRANGEMENTS
- HAZARD REPORTING, RISK ASSESSMENT, FIRST AID
- ADMINISTRATION OF MEDICINES AND FIRST AID PROVISION
- ENTERING AND LEAVING THE PREMISES
- MAINTENANCE OF PREMISES AND HOUSEKEEPING
- ADAPTATIONS OR IMPROVEMENTS TO PREMISES
- TRAINING
- WORK EQUIPMENT
- SAFETY INSPECTIONS
- PROVISION OF INFORMATION
- CURRICULUM PLANNING (EDUCATIONAL VISITS)
- DANGEROUS SUBSTANCES
- MANUAL HANDLING
- WASTE MANAGEMENT AND CLEANING ARRANGEMENTS
- USE OF PREMISES OUTSIDE SCHOOL HOURS
- SAFETY REPRESENTATIVES AND SAFETY COMMITTEES
- VISITORS AND CONTRACTORS
- SUPPLIES (PURCHASING)
- VISITS AND RECOMMENDATIONS OF ENFORCING AUTHORITIES
- DISPLAY SCREEN EQUIPMENT
- NOISE
- SMOKING
- VEHICLES
- BULLYING/HARASSMENT
- INSURANCE
- AUDIT/REVIEW/ACTION PLANNING

ANNEX 1 FIRST AID QUALIFICATIONS OF STAFF

ANNEX 2 CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

ANNEX 3 LEGISLATION

INTRODUCTION

Health and Safety has relevance and importance for the whole of the school community.

This Health and Safety Policy is not just about the legal duties, it is more. It aims to develop a whole school approach to health and safety and increase the awareness of all concerned. It describes how the School will meet its legal obligations and sets out the current systems for managing health and safety and controlling risks.

The School aims to continually improve health and safety standards and so the manual will be regularly reviewed and may be subject to change. Updates will be issued as appropriate and all will be consulted.



Signed:

Mr Jonathan Cursley
Headteacher

Dated: 4th July 2024

Signed:

Mrs Kirstin Pryor
Chair of Governors

Dated:

POLICY STATEMENT ON HEALTH AND SAFETY AND FIRST AID

The Governing Body of Glastonbury Thorn School recognises its overall responsibility for the health and safety of employees, pupils and other persons who are liable to be affected by its activities.

It is committed to high standards of health and safety and will aim at achieving continual improvement through the setting of objectives and targets for their achievement; compliance with the legal requirements under the Health and Safety at Work etc. Act 1974 being a minimum.

In particular, the Governors will, so far as is reasonably practicable,

- ◇ provide plant, equipment and work procedures that are safe;
- ◇ provide a safe place of work, a healthy working environment and adequate welfare arrangements for staff, pupils and where appropriate, other persons;
- ◇ provide comprehensible and relevant information relating to health and safety for all employees and where appropriate, other persons;
- ◇ provide appropriate instruction, training and supervision to enable all employees and where appropriate, other persons to work safely and carry out their duties and responsibilities under the policy;
- ◇ establish effective consultation procedures to enable all employees to be involved in the policy and its implementation;
- ◇ provide adequate and appropriate resources to implement the policy, including the provision of competent health and safety assistance;
- ◇ periodically review its policy and management systems, and regularly audit compliance.
- ◇ take whatever other measures may be necessary to ensure the health, safety and welfare of those who work at the school, visit its premises or are affected by its work.

The Governing Body assigns the headteacher to take day-to-day responsibility for implementing this Policy, including the relevant arrangements

A. THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

A1. INTRODUCTION

Glastonbury Thorn School is a Foundation school and so the Governing Body as the employer is primarily responsible for health and safety. However, relations between the LA and the School are also governed by other legislation such as the Education and Inspections Act 2006, the Financing of Schools Regulations 1999 and the School Standards and Framework Act 1998 and these may be relevant in specific situations (please see below).

A2. THE RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body of Glastonbury Thorn School has primary responsibility for health and safety as stipulated in section 2 and 3 of the Health and Safety at Work etc. Act 1974. In particular, the **Governing Body** will:

- formulate a Health and Safety Policy setting out in writing the responsibilities and arrangements for ensuring safety in the School, to be reviewed at least once a year;
- conduct risk assessments (delegated to the Headteacher);
- conduct a termly audit (delegated to the Finance, Personnel, Facilities and Safety committee) refer to the Terms of Reference;
- provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in the Policy and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. with respect to premises and equipment, maintenance, staff training);
- receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters;
- seek appropriate specialist advice on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- promote high standards of health and safety in the School.

A3. THE RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible for implementing the School's health and safety policy on a day to day basis, including arrangements, as assigned by the Governing Body. In particular, the Headteacher will;

- be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
 - implement arrangements for health and safety as necessary;
 - ensure that risk assessments are carried out, recorded and revised when necessary (in conjunction with the Finance, Personnel, Facilities and Safety committee);
-

- ensure that procedures for safe working are drawn up and revised when necessary;
- seek specialist advice on health and safety matters when necessary;
- ensure that all reportable accidents, incidents, including violent incidents and verbal abuse, dangerous occurrences and notifiable diseases are reported to RIDDOR or the Local Authority as appropriate;
- ensure that regular health and safety inspections are carried out at the school (in conjunction with the Finance, Personnel, Facilities and Safety committee);
- ensure that, where appropriate, new installations, workstations, equipment and substances are assessed for health and safety compliance before they are purchased, installed or brought into use;
- ensure that contractors are assessed for health and safety competence before being employed and once employed, that they are made aware of their health and safety responsibilities, duties and liabilities, and their compliance monitored;
- ensure that employees, either directly or through the relevant employee safety representatives, are consulted in good time regarding health and safety matters;
- ensure that there are appropriate arrangements in place to protect the health, safety and welfare of volunteers, parent helpers and other non-employees who may carry out work in the school;

A4. THE RESPONSIBILITIES OF TEACHERS AND TEACHING ASSISTANTS

Teachers and Teaching assistants, should:

- check that the classroom / work area and equipment is safe to use;
- exercise adequate supervision of the pupils in their care and be aware of emergency procedures;
- be aware of the safe procedures to be adopted in their teaching area and ensure that they are applied;
- give clear instructions to pupils regarding hazards and safe working procedures when necessary;
- ensure that personal protective equipment and clothing is used / worn when necessary;

A5. THE RESPONSIBILITIES OF THE SITE MANAGER

The Site Manager will have day to day responsibility for ensuring health and safety on the school site and in the building. Members of staff should report anything of a hazardous nature to him. If there is anything that cannot be rectified by immediate action the Headteacher, or teacher in charge in the Headteacher's absence, must immediately be informed.

A6. THE RESPONSIBILITIES OF EMPLOYEES GENERALLY

All employees have individual responsibilities under section 7 of the Health and Safety at

Work etc. Act 1974 to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions.

In particular, they must:

- comply with the School's Health and Safety policy and procedures;
- comply with the relevant health and safety laws;
- take reasonable care of yourself and others;
- co-operate with your employer;
- use all work equipment and substances in accordance with the instruction and training received;
- not intentionally misuse any item of equipment or substance provided for health, safety welfare, or for any other purpose;
- report to the Headteacher (via the Site Manager as appropriate), any hazardous situations and defects found in work places, plant and equipment.

A7. VOLUNTEERS, PARENT HELPERS, ETC.

The law is clear that volunteer workers, although not technically engaged as employees, must still be given the full protection of the Health and Safety at Work etc. Act 1974. In practice, this means that the School is responsible for the health, safety and welfare of volunteers - these responsibilities being delegated to the Headteacher.

In all cases, the Headteacher shall ensure that, **so far as is reasonably practicable**:

- Appropriate risk assessments are carried out and volunteers are made aware of hazards;
- Volunteers are competent to do the work;
- Volunteers are given information and made aware of safe procedures – fire / emergency evacuation procedures, first-aid arrangements, the safe use of equipment, etc.
- Volunteers are provided with appropriate protective clothing / personal protective equipment for the activity being undertaken;
- Volunteers are provided with adequate and appropriate supervision;
- Records are kept of what information and instruction was given to all volunteers.

A8. LA – SCHOOL RELATIONS

The **Financing of Schools Regulations 1999** recognise the need for LAs to retain funds from foundation schools to comply with their (that is, the LAs) duties under the Health and Safety at Work etc. Act 1974, where such compliance cannot reasonably be achieved through functions delegated to the governing body of the school. This may cover areas such as external inspections by LA appointed inspectors (see below) and 24hr cover for emergencies.

The **Education and Inspection Act 2006** gives the LA power to inspect maintained schools. This power is a general power to enter schools to obtain information about the exercising or

otherwise of a specific function, e.g. health and safety.

Maintained schools for the purposes of the Act include community, **foundation**, voluntary and community and foundation special schools.

Under Section 15 of the School Standards and Framework Act 1998, the Council, as the LA, may issue a **formal warning notice** to the governing body of a school, including a **Foundation** or Voluntary-Aided school, where it is satisfied that the safety of pupils or staff is threatened.

Section 15 requires that the LA may only issue such a notice if:

- it has previously informed the governing body and headteacher of the matters which have caused it to conclude that the safety of pupils or staff is threatened; and
- those matters have not been remedied to the authority's satisfaction within a reasonable period.

Section 15 also requires that the formal warning notice must set out:

- the matters which have caused the LA to conclude that the safety of pupils or staff is threatened;
- the action which the LA requires the governing body to take to remedy those matters; and the period within which that action is to be taken by the governing body ('the compliance period').

So, as a prerequisite to serving the notice the LA must demonstrate what the danger is. This can be done through a report carried out under the **Education and Inspection Act 2006**. Generally, the Council will provide guidance to the governing body on how it might comply with the warning notice.

On receipt of such a warning notice, the governing body will be required by law to take the necessary action.

In conclusion, where an LA has serious grounds for concern about the performance of a school pursuant to S.15 (1) of the SSFA (School Standards and Framework Act 1988) but cannot obtain relevant information any other way, it uses the **Education and Inspection Act 2006** power to appoint an officer (usually the Council's H&S officer) to enter the school for the purposes of an inspection and report. The school cannot deny entry to the appointed officer.

If the officer reports that the school is "causing concern" for a relevant reason (i.e. the safety of pupils or staff is threatened) the LA will then use that report to serve notice pursuant to S15 (1) and S15 (4) SSFA requiring the "concern" to be remedied. If the governors fail to comply with the notice then the LA will intervene in the school to implement the remedy.

Clearly if the problem was a health & safety issue the LA would require a report from a Health & Safety officer and would use S15 SIA and S25 SSFA together to achieve the report and the remedy. In this case the LA will specifically direct the Health & Safety Officer to undertake an inspection & report back.

B. ARRANGEMENTS FOR HEALTH AND SAFETY

B1. THE MANAGEMENT OF HEALTH AND SAFETY

a. Introduction

The School has in place:

- A policy statement on health and safety that sets a clear direction for the organisation to follow.
- A management structure for delivering the policy with clearly allocated responsibilities for health and safety.
- A planned and systematic approach to implementing the health and safety policy.
- Monitoring systems that measure performance.
- Arrangements for reviewing performance.

These are detailed in the appropriate sections of this health and safety manual.

b. Principles of Prevention

Whenever the School implements any preventative and protective measure it will do so on the basis of the following principles:

- All risks are to be avoided;
- Those risks which cannot be avoided will be evaluated;
- Risks will be combated at source;
- All employees will be given appropriate instructions.

c. Performance procedures

The School will aim at achieving continual improvement in health and safety through the following performance procedures:

INDICATOR	PROCEDURE
SAFETY POLICY	1. Policy to be reviewed, and revised where necessary.
RISK ASSESSMENT	1. Assessments of the risks relating to staff and non-employees, including pupils shall be carried out. 2. All assessments shall be recorded and available for inspection at the place of work.
HEALTH AND SAFETY INSPECTIONS	1. Safety inspections are carried out every term. 2. All inspections to be recorded and records available for examination.
INFORMATION	All employees shall be provided with: 1. Free access to a copy of any risk assessment relating to the work they do. 2. Information on safe working procedures relevant to their work. 3. Information on emergency and fire procedures.

B2. RISK ASSESSMENT

a. Introduction

All work activities can create a degree of risk to health and safety. As a good employer, the School will aim to reduce these risks as far as it can by ensuring that adequate workplace precautions are provided and maintained to prevent harm to people.

These are detailed in the appropriate sections of this health and safety manual.

b. The Schools policy on risk assessment

The School will aim to:

- Make a suitable and sufficient assessment of the risks to the health and safety of its employees whilst they are at work and to other persons who may be affected by the way it carries out its undertaking;
- Minimise these risks by having in place suitable and sufficient controls and effective management systems;
- Identify the measures it needs to take to comply with the requirements of the relevant legislation;
- Review risk assessments where appropriate;
- Record the significant findings of the risk assessments and make them available on request.

c. Carrying out assessments

The responsibility for ensuring that the assessments are carried out lies with the Governing Body. However, the actual carrying out of the assessments will generally be delegated to the headteacher.

Assessments will:

- Be available for inspection at all times;
- Record all the significant hazards;
- Record the preventative and protective measures in place to control the risks;
- Record what further action, if any, needs to be taken to reduce risk further;
- Be made available to all relevant employees, and other persons as required;

Risk assessments will be reviewed annually and revised whenever they are, or are suspected of being, no longer valid, or where there has been significant change in the work activities.

All risk assessments are recorded on an appropriate form. Current records of risk assessments relating to Glastonbury Thorn School are kept in the Risk Assessment file stored in the Headteacher's and Site Manager's office.

B3. MONITORING HEALTH & SAFETY

a. Introduction

The School will measure its health and safety performance through workplace inspections and the reporting, and investigation, of accidents and other incidents. Performance is regularly reported on and reviewed. Regular reports on performance are prepared for the Governing Body and Premises/ Health and Safety committee and will include the following:

- Reports on the outcomes of workplace inspections;
- Reports on the outcomes of accident investigations;
- Annual reports on incident statistics;
- Annual reports on health and safety performance.

Incident reporting and investigation procedures are dealt with in the next section.

b. Health and Safety / Workplace Inspections

The school regards regular inspections as an important way of maintaining the safety of its premises and protecting both staff and pupils. A record of the inspection will be made on the agreed inspection form and kept at the school; it will be available for inspection by an authorised person;

Inspections will generally be carried out every term by the Finance, Personnel, Facilities and Safety committee.

The report after an inspection is signed off by the Chair of the committee and the Headteacher to confirm the outcome of the inspection and ensure the appropriate action is taken.

Safety representatives are entitled to carry out formal inspections of the school on a regular basis or following a notifiable incident. They must inform the headteacher of their intention to do so in advance.

c. Accident and Incident Reporting

The school is committed to doing all it reasonably can to ensure the health, safety and welfare of its employees, pupils and other people who may be affected by the way it carries out its activities. Nevertheless, incidents involving injury, or with the potential to cause injury, can still occur. The school will aim to ensure that:

- All incidents which arise out of, or in connection with, the School's work or responsibilities are reported;
- All such incidents and "near misses" are investigated so that any deficiencies in procedures, premises and equipment can be identified and action taken to improve health and safety and minimise risks to employees and others;
- Those incidents which are required to be reported to the Health and Safety Executive under RIDDOR 2013 are reported as prescribed and a record kept;

An incident is an event that either has caused or has the potential to cause physical injury to a person. The following **types** of incident are reported:

- **Accidents causing injury** to any person, whether an employee or not (e.g. the public or a pupil);
 - **Incidents of aggression and violence** to employees whilst they are at work which cause, or have the potential to cause, physical injury;
-

- **'Near misses'**. That is those incidents in which nobody was injured, **but** which had the potential to cause physical injury;
- **Dangerous occurrences**. That is major incidents in which nobody was injured **but** which may have resulted in serious injury. Examples of such incidents are a fire or explosion or the spillage of a hazardous substance;
- **Cases of Occupational Disease** in an employee when confirmed by a written diagnosis made out by a doctor.

Where the incident involves an employee, the employee should complete an incident report form /entry in the accident book on the day the incident took place, or as soon as possible, and draw it to the attention of the Headteacher.

If that person is unable to do so (e.g. because they are injured), someone acting on their behalf should report.

Accidents to pupils, non-employees, including the public, will generally be reported to an employee (such as a teacher, receptionist, and site manager).

That employee should complete an incident report form / entry in the accident book. Where the injury involves a head injury this must be reported to a member of SLT immediately. Monitoring of all incident report forms and entries in the accident book are monitored by SLT weekly.

Where an employee is not confident to deal with the incident they must refer to a first aid trained member of staff and/or SLT.

d. Serious Incidents

The Serious incidents must be reported to the headteacher **without delay**. A Serious Incident is one involving:

- **Death** - In the case of **an incident resulting in the death of an employee or any other person**, the headteacher will ensure that:
 - a) the Police are informed
 - b) the incident is reported to the Health and Safety Executive (HSE) and the Council's Health and Safety Officer without delay;
- **Major Injury;**
- **Non - employees being injured and taken to hospital for treatment.**
- **A Dangerous Occurrence** – such as a fire

The Headteacher will ensure that all the incidents described above are notified to the Health and Safety Executive (HSE) without delay online. If the incident is major or fatal it will be reported by telephone to the HSE. All incidents will also be reported to the Council's Health and Safety Enforcer.

TELEPHONE NUMBERS:

The telephone number of the Health and Safety Executive is 0345 3009923 .
--

The telephone number of the Council's Health and Safety Enforcer is 01908 252398 .

Injuries resulting in persons being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury should be notified to the HSE within 15 days. This seven day period does not include the day of the accident, but does include weekends and rest days. In all the above cases a notifiable incident form F2508 must be completed and sent to the Health & Safety Team without delay (Form F2508 can be found online).

e. Industrial Injuries Benefit – Information for Employees

If a member of staff is disabled as a result of an accident at work, sometimes called an industrial accident, or if they become ill or disabled as a result of a disease caused by the work they do, that member of staff may be able to claim benefit.

The social security office should be contacted for more information. If the member of staff is in a trade union, their union representative may be able to help.

B4. FIRE AND OTHER EMERGENCIES

Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert,) which will or may arise. Please refer to the Business Continuity Plan.

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure (See also school's Evacuation Policy)	Displayed in various places around the school
2. First Aid Procedure (See also school's Managing Medicines in School Policy)	Main office
3. Security Lockdown	Main office
4. Severe Weather	Main office

In an emergency the Site Manager, Business Support team, or other senior member of staff shall clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the **Headteacher or Assistant Headteacher** to arrange follow-up action.

Once emergency procedures have been put in hand the **Headteacher or Assistant Headteacher** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the headteacher's office.

FIRST PRIORITY: *in all hazardous situations ensure the safety of people, their removal from danger, care and the application of first aid.*

SECOND PRIORITY: *call the emergency services where necessary.*

THIRD PRIORITY: *safeguard premises and equipment, if possible.*

The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

Fire drills are held termly and are initiated by the Headteacher and Site Manager.

Details of the positions of the following isolation points (water, electricity, gas) are kept in the Reception foyer.

B5. FIRE PREVENTION AND DETECTION EQUIPMENT ARRANGEMENTS

The Site Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below.

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Site Manager's Office
2. Emergency Lighting System	Site Manager's Office
3. Smoke/Heat Detection	Site Manager's Office

The Site Manager is responsible for conducting a monthly visual inspection of fire-fighting equipment

The school is responsible for organising the annual test of fire-fighting equipment.

B6. HAZARD REPORTING, RISK ASSESSMENT AND SAFETY SIGNS

All employees and governors should report hazards of which they become aware by means of an email to the Site Manager copying in the Business Support Manager and the Headteacher.

The Headteacher is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

First Aid

Also see First Aid Policy outlining operational procedures.

The Glastonbury Thorn employees who have been trained to be First Aiders (and Appointed Persons) are recorded in a file that is located in the Business Support Managers Office. The record is maintained by the Business Support Manager.

The names of current First Aiders and Appointed Persons are displayed on posters across the school.

On expiry of certificates or when an employee who has been trained as a first aider leaves the school, the Headteacher will make arrangements for another person to be trained to replace them.

First aid boxes are kept in their designated locations.

A termly check on the contents of boxes will be made by the Appointed Person in each year group.

Use of first aid materials and deficiencies should be reported to the School Business Support team who will arrange for replacements to be ordered.

First aid record books are kept in First Aid cupboard in each year group. A central first aid record book is operational at lunch times.

Details of contact numbers for the Milton Keynes General Hospital A&E department and other medical services are kept in the **main office**.

B7. ADMINISTRATION OF MEDICINES

See also school's **Supporting Pupils with Medical Conditions in School Policy**.

The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in a file in the. Relevant shared areas and then filed in the Main office at the end of each academic year.

The administration of medicines record book is kept in the respective shared areas.

B8. ENTERING AND LEAVING THE PREMISES

The Site Manager and Senior Leadership Team are responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the School Security policy.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher and the Site Manager.

B9. MAINTENANCE OF PREMISES AND HOUSEKEEPING

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The site manager will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report to the Site Manager by email copying in the Business Support Manager and Headteacher.

Defective furniture should be reported to the Site Manager.

The Headteacher is responsible for authorising repairs which are the School's responsibility, e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.

B10. ADAPTATIONS OR IMPROVEMENTS TO PREMISES (BUILDINGS AND GROUNDS) SELF HELP SCHEMES

The Headteacher is responsible for submitting proposals to the Director of Education, FAO Capital & Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or the School staff fundraising committee.

B11. TRAINING

The Headteacher will draw health and safety responsibilities and the LA's and School's health and safety arrangements to the attention of employees as part of their induction training

The CPD Co-ordinator is the Assistant Headteacher, who will identify health and safety training needs in consultation with the employees concerned. (This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by the Site Manager, and organised by the Assistant Headteacher).

The Headteacher and Assistant Headteacher are responsible for the School's training plan. It may be included in the School's Improvement plan.

Where certificates of competence are required for potentially hazardous activities (e.g. manual handling) the Headteacher is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary. All training recorded on Smartlog.

Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.

The Headteacher is responsible for reviewing the effectiveness of health and safety training.

B12. WORK EQUIPMENT

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

	<u>Person Responsible for Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (e.g. ladders, mobile access platform)	Headteacher	All staff	Site Manager	termly
2. Caretaking and Cleaning other staff with permission of HT Equipment (including hand tools)	Headteacher	Site Manager	Site Manager Cleaners	termly
3. Grounds Maintenance Equipment	n/a			

4. PE and Play Equipment	Headteacher	*	Site Manager	termly
5. Laboratory Apparatus	n/a			
6. Technology Equipment	Headteacher	*	Subject Leader	termly
7. Art and Design Equipment	Headteacher	*	Subject Leader	termly
8. Stage Lighting Equipment	Headteacher	*	Site Manager	termly
9. Mobile Staging and Seating/Pianos	Headteacher	*	Site Manager	termly
10. Portable Electrical Appliances	Headteacher	*	Site Manager External contractor	annually

* Equipment in these categories with restricted use to be identified on a separate list

Portable Electrical Appliances

The Site Manager shall be authorised by the Headteacher for fitting replacement or new plugs and checking fuse rating before they are brought into use.

Staff are only permitted to use their own electrical equipment if it has been PAT tested by the School.

Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. paper guillotines.

The Site Manager. will:

(i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and

(ii) will take follow-up action (i.e. taking machines out of service) when necessary.

Subject managers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it.

They are responsible for reporting to the Site Manager any equipment which is not fitted with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

B13. SAFETY INSPECTIONS

Health and safety inspections of premises will take place at least once every term. They will be initiated by the Headteacher and governors Finance, Personnel, Facilities and Safety committee. The nominated person will conduct the inspection jointly with the School's health and safety representative(s) if possible.

B14. PROVISION OF INFORMATION

The Headteacher is responsible for distributing all health and safety information received by the School from the LA or elsewhere and for the maintenance of a health and safety information reference system.

All employees have been informed of existing information held on the School site relevant to them by the Headteacher and have signed to confirm they have read and understood them. Records of this are kept in the front of the Health and Safety manual in the Headteacher's office. New employees will be informed of all relevant health and safety information as part of the induction process.

All health and safety documentation is kept in or with the Departmental Health and Safety Handbook which is kept Headteacher's office and is readily available for reference by all employees. This is the master file.

The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances). In such cases, the site manager will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by the site manager.

All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Headteacher will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed for two weeks on the staff room notice board. This notice board also has an abstract of the Health and Safety at Work Act 1974 in place.

B15. CURRICULUM PLANNING (e.g. EDUCATIONAL VISITS)

Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay – Headteacher will inform Chair of Governors

Educational visits (not including overnight stay) - Headteacher will inform Chair of Governors

Work experience placements – Business Support Manager

Use of School transport – Business Support Manager

B16. DANGEROUS SUBSTANCES

Inventories of dangerous substances (cleaning materials) used in the school are maintained by the Site Manager.

B17. MANUAL HANDLING

The following employees, *Headteacher, Assistant Headteacher and Site Manager* are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

B18. WASTE MANAGEMENT AND CLEANING ARRANGEMENTS

Waste is collected daily by the **cleaners** and the Site Manager will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the site manager who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the site manager who will arrange for them to be dealt with.

Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the site manager.

The site manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.

The cleaning arrangements for the school are set out in the Site Manager's file.

An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Headteacher and site manager who will assess whether the arrangements can be changed.

B19. USE OF PREMISES OUTSIDE SCHOOL HOURS

The Headteacher in consultation with the Site Manager is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (e.g. *cordoning off, warning notice*).

The Site Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

B20. SAFETY REPRESENTATIVES AND SAFETY COMMITTEES

An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher he/she will be offered facilities in accordance with the Authority's Code of Practice.

The governors Finance, Personnel, Facilities and Safety Committee will act as the safety committee for the school.

B21. VISITORS AND CONTRACTORS

All visitors and contractors should report on arrival to the main reception area where a member of staff will:

- (i) identify a contact person;
 - (ii) carry out safeguarding checks where appropriate as detailed in the schools DBS policy;
 - (iii) issue an identification badge
 - (iv) provide them with relevant health and safety information;
-

- (v) remind them of their duties to the School community (if applicable e.g. contractors)

Visitors will be required to wear their identification badge whilst on the school premises and sign the visitor's book on arrival and before leaving.

An employee seeing an unidentified person should act in accordance with agreed procedures.

The School will normally use contractors on the Council's approved list. If a contractor is not on a Council approved list, the Finance, Personnel, Facilities & Safety committee shall be responsible for vetting the company to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act

Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:

Building Cleaning - Headteacher and Site Manager

Building Maintenance and Improvements - Headteacher and Site Manager

Grounds Maintenance - Headteacher and Site Manager

Catering - Headteacher

The risk assessment for the cash handling arrangements in the school is undertaken by the Headteacher and Business Support Manager and is kept in the main office.

B22. SUPPLIES (PURCHASING/PROCUREMENT AND DELIVERIES)

The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School.

They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

<u>Name</u>	<u>Type of Orders etc</u>
-------------	---------------------------

Headteacher Teacher in charge	All
----------------------------------	-----

The School Business Support Manager with the permission of HT or Teacher in charge	All
--	-----

Deliveries of goods will be reported to the administrator

Arrangements for the safe movement and storage of supplies will be made by

Site Manager - Movement

Site Manager in consultation with HT or relevant Manager - Storage

B23. VISITS AND RECOMMENDATIONS OF ENFORCING AUTHORITIES e.g. HM INSPECTORS OF FACTORIES (HSE), LA SAFETY OFFICERS, ENVIRONMENTAL HEALTH OFFICER

Notification of visits and recommendations should be given to the headteacher who will

- (i) co-ordinate action
- (ii) report matters requiring authorisation/action to the Governing Body or LA.

B24. DISPLAY SCREEN EQUIPMENT

The following employees are classified as users of display screen equipment and an assessment will be made via Smartlog of their workstations. They will be entitled to a regular eye test.

Headteacher, Site Manager, Business Support Manager, Business Support Administrator

The Headteacher is responsible for carrying out the risk assessment.

The Headteacher is responsible for initiating action required as a result of the assessment.

B25. NOISE

An employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

B 26. SMOKING

The Governing Body has prohibited smoking in the School and in vehicles under its control.

No Smoking signs will be displayed in the School wherever appropriate, determined by the Headteacher.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Headteacher.

B27. VEHICLES

The Headteacher is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the County Council regulations for the use of vehicles.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance, that these documents are shown and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

B28. BULLYING/HARASSMENT

The School's policy on behaviour (including bullying) is kept in all policy files.

Records of bullying incidents and action taken are kept in the Headteacher's office.

B29. INSURANCE

Governing Body has arranged comprehensive cover with Milton Keynes Council / LGSS

B30. AUDIT, REVIEW, AND ACTION PLANNING

The Headteacher is responsible for sending a copy of the School's Health and Safety Policy to the LA.

The Governors Finance, Personnel, Facilities and Safety Committee is responsible for carrying out:

- (i) an annual review of the Statement and its implementation in the School;
- (ii) action for improvements in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept in the SLT office.

The LA Health and Safety Officer is responsible for external audit of the management of health and safety in the School.

ANNEX 1

GTS First Aid Certification (as at March 2024)

STAFF NAME	TYPE OF CERTIFICATION	DATE OF CERTIFICATION	DATE OF RENEWAL	CERTIFICATE IN FILE
Ciara Shannon	Paediatric First Aid Training Course	February 2024	February 2027	Y
Faye Hughes	Paediatric First Aid Training Course	March 2024	March 2027	Y
Cleo Hinchliffe	Paediatric First Aid for Child Carers	June 2024	June 2027	Y
Gemma Edwards	Paediatric First Aid for Child Carers	June 2024	June 2027	Y
Samantha Fullbrook	Paediatric First Aid for Child Carers	November 2021	November 2024	Y
Michelle Morris	Paediatric First Aid for Child Carers	November 2021	November 2024	Y
Alyson Underwood	Paediatric First Aid for Child Carers	November 2021	November 2024	Y
Hannah O'Hanlon	Paediatric First Aid for Child Carers	May 2022	May 2025	
Jo Clay	Paediatric First Aid for Child Carers	March 2023	March 2026	Y
Lisa Moore	Paediatric First Aid (Buttons Training Academy)	March 2023	March 2026	Y
Carol Lawson	Paediatric First Aid for Child Carers	September 2023	September 2026	Y
Julie Merchant	First Aid at Work	8 March 2023	March 2026	Y
Jen Wright	First Aid at Work	8 March 2023	March 2026	Y
Karen Warner	Emergency First Aid for Schools	December 2021	December 2024	Y
Carolyn Gardiner	Schools First Aid (including Epipen)	9 March 2023	March 2026	Y
Angela Roberts	Adult Leader Training (Scouts)	19 th March 2023	March 2026	Y
Sylvia Kagoro	Emergency First Aid for Schools	September 2023	September 2026	Y
Tracey Phillips	Emergency First Aid for Schools	September 2023	September 2026	Y
Naomi White	Emergency First Aid for Schools	September 2023	September 2026	Y
Kelly Prior	Emergency First Aid for Schools	September 2023	September 2026	Y

ANNEX 2

CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from the following:

Support and Guidance for Schools during Covid-19
(Health & Safety)

siservicesmk@milton-keynes.gov.uk

Head of Health & Safety - MKC

01908 258032
chst@milton-keynes.gov.uk

The Children and Families Incident Management
Team (CF:IMT)

01908 254419

Risk and Business Continuity Team

01908 253312
businessresilience@milton-keynes.gov.uk

Emergency Closure

www.milton-keynes.gov.uk/mkscadmin

Advisors and School Support Services

01908 253056

Leadership and Governance

01908 252032 / 254733
Leadershipandgovernance@milton-keynes.gov.uk

Capital and Development

01908 254138

Insurance

01604 367037

Transport

01908 252353

Road Safety

01908 252353

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Schools with Early Years Foundation Stage (EYFS) provision add:

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)
